Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Capital Regional District Board

Wednesday, April 8, 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. 26-0393 Minutes of the Capital Regional District Board meetings of February 11, 2026 and March 11, 2026

Recommendation: [The minutes of the February 11, 2026 CRD Board meeting was missing a rise and report at the conclusion of the Closed Session pertaining to the Salt Spring Island Local Community Commission.]
1. That the previously adopted minutes of the Capital Regional District Board meeting of February 11, 2026 be rescinded.
2. That the minutes of the Capital Regional District Board meetings of February 11, 2026, and March 11, 2026 be adopted as circulated.

Attachments: Minutes - February 11, 2026

Minutes - March 11, 2026

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

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

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

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

6. CONSENT AGENDA

6.1. 26-0333 2025 Annual Compliance Summary - McLoughlin Point Wastewater Treatment Plant

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

Attachments:
- Staff Report: 2025 Annual Compliance Summary - MWWTP
- Appendix A: 2025 MPWWTP Compliance Summary
- Appendix B: MPWWTP TSS and CBOD Concentrations (2015 to 2025)

6.2. 26-0350 November 2025 Core Area Residual Solids Conveyance Line Blockage

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

Attachments:
- Staff Report: November 2025 RSCL Blockage

6.3. 26-0135 2025 Community Works Fund Annual Report

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

Attachments:
- Staff Report: 2025 CWF Annual Report
- Appendix A: CWF Funding Summary
- Appendix B: 2025 CWF Grants Awarded
- Appendix C: 2025 CWF Detailed Breakdown by Electoral Area

6.4. 26-0290 2025 Grants-In-Aid Annual Report

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

Attachments:
- Staff Report: 2025 Grants-In-Aid Annual Report
- Appendix A: 2025 Electoral Areas Grants-In-Aid Awarded

6.5. 26-0361 Union of British Columbia Municipalities - Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant - 2026

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant 2026 be supported and that staff be directed to provide overall grant management.
(NWA)

Attachments:
- Staff Report: UBCM - CEPF for EOC Equip & Training Grant - 2026
- Appendix A: UBCM - CEPF - EOC Equip & Training Grant - 2026 App

6.6. 26-0386 Freedom of Information and Protection of Privacy Act (FOIPPA) Overview 2025

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

Attachments:
- Staff Report: FOIPPA Overview 2025
- Appendix A: Overview of Proposed FOIPPA Amendments (Bill 9-2026)
- Appendix B: 2025 Key Performance Metrics

6.7. 26-0369 Regional District Service Reviews - Update

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

Attachments:
- Staff Report: Regional District Service Reviews - Update
- Appendix A: Board-Approved Methodology for Annual Service Reviews

6.8. 26-0385 Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the amended Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy (BRD12), attached as Appendix A, be approved.
(NWA)

Attachments:
- Staff Report: NDA/Confid. Agreement for CRD Cmte. and Comm. Policy
- Appendix A: NDA/Confid. Agmt. for CRD Cmte. and Comm. Policy (BRD12)
- Appendix B: NDA/Confid. Agmt. for CRD Cmte. and Comm. Policy - Redlined

6.9. 26-0346 Presentation: Dr. Réka Gustafson, Vice President, Population and Public Health and Chief Medical Health Officer, Island Health Re: Clean Air Bylaw Enforcement Update

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

Attachments:
- Presentation: Island Health Re: Clean Air Bylaw

6.10. 26-0138 Regional Equity Investments

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

Attachments:
- Staff Report: Regional Equity Investments
- Appendix A: Tax Req CRD Land Banking & Housing and CRHD 2010-25
- Appendix B: Summary of Capital Invest for Reg'l Housing 2010-25
- Appendix C: Summary of CRHD Capital Spend in Electoral Areas 2010-25
- Appendix D: Non-Application-Based Grant Allocation Summary
- Appendix E: Demographics - Population Estimates, July 1, 2025 Capital Region

6.11. 26-0228 Development Variance Permit for Lot 16, Section 10, Otter District, Plan VIP77477 - 2196 Otter Ridge Drive

Recommendation: The Land Use Committee recommends to the Capital Regional District Board:
That Development Variance Permit VA000167 for Lot 16, Section 10, Otter District, Plan VIP77477 to vary the Juan de Fuca Land Use Bylaw, Bylaw No. 2040, Part 1, Section 3.10(4)(a), by reducing the minimum frontage requirement from 10% to 3.8% for proposed Lot B, as shown on the Proposed Subdivision plan, prepared by West Coast Design and Development Services, dated December 7, 2022, for the purpose of permitting a two-lot subdivision, be approved.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments: Staff Report: VA000167

Appendix A: Subject Property Map

Appendix B: Proposed Subdivision Plan

Appendix C: Permit VA000167

6.12. 26-0246 Waive the Daily Additional Vehicle Fee at Regional Parks Campgrounds for Persons with Disabilities

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
1. That staff report back with amendments to Bylaw No. 3675, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010" to eliminate the additional vehicle charge for people with disabilities at CRD Regional Park campgrounds; and
2. That staff collaborate with the T'Sou-ke First Nation to identify feasible options for implementing the program at Spring Salmon Place Campground in Sooke Potholes Regional Park
(NWA)

Attachments: Staff Report: Waive Vehicle Fees at RP CampGrds for PwD

6.13. 26-0281 Enhanced Visitor Information by using the Google Maps Street View Platform

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

Attachments: Staff Report: Enhanced Visitor Info using Google Maps Street View

Presentation: Google Street View Accessibility Information

6.14. 26-0340 Saanich Peninsula Liquid Waste Management Plan - Technical Advisory Committee and Review Update

Recommendation: The Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:
1. That staff defer review and renewal of the Saanich Peninsula Liquid Waste Management Plan pending completion of provincial, regional and municipal planning documents; and
2. That staff include financial planning for the Saanich Peninsula Liquid Waste Management Plan Update in the 2027 business planning process for consideration in the 2027-2031 Financial Plan.
(NWA)

Attachments: Staff Report: SPLWMP – TAC and Review Update
Appendix A: Technical Advisory Committee 2024 TOR
Appendix B: Minutes of the Technical Advisory Committee
Appendix C: Status of Plan Commitments, December 2025

6.15. 26-0344 Presentation: Martin Stewart, Chief Executive Officer, Future Marine Inc. Re: Electric Ferry Network

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

Attachments: Presentation: Future Marine Inc. Re: Electric Ferry Network

6.16. 26-0357 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. ADMINISTRATION REPORTS

7.1. 26-0374 CAO Quarterly Progress Report No. 1, 2026

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

Attachments: Staff Report: CAO Quarterly Progress Report No. 1, 2026
Appendix A: Photographs of Corporate Activities and Initiatives
Appendix B: Board Priorities Dashboard Progress Q1, 2026
Appendix C: Board Priorities Dashboard - Summary of Completed Actions
Appendix D: Advocacy Dashboard Progress Q1, 2026
Appendix E: Electoral Area Advocacy Dashboard Q1, 2026
Appendix F: Operating Variance Financial Report Q4 - 2025
Appendix G: Capital Variance Financial Report Q4 - 2025
Appendix H: People, Safety & Culture Trends

7.2. 26-0278 2027 Service and Financial Planning Guidelines

Recommendation: That the service and financial planning guidelines be approved, and that staff be directed to prepare the draft financial plan review based on the timeline presented.
(NWA)

Attachments: Staff Report: 2027 Service & Fin Planning Guidelines
Appendix A: Corp Planning Framework
Appendix B: Fin Planning Timetable-Service & Fin Planning Guidelines
Appendix C: Fin Mgmt Strategies
Appendix D: 2027 Anticipated Req Impacts

7.3. 26-0359 Biosolids Beneficial Use Management - March Update

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

Attachments: Staff Report: Biosolids Beneficial Use Management - March Update

7.4. 26-0395 AAP Results & Adoption for Bylaw No. 4704 - Performing Arts Facilities Service Establishing Bylaw No. 1, 2025

Recommendation: 1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4704 (Appendix A) be received; and
(NWA)
2. That Bylaw No. 4704, "Performing Arts Facilities Service Establishing Bylaw No. 1, 2025" be adopted.
(NWA)

Attachments: Staff Report: AAP Results & Adoption for Bylaw No. 4704
Appendix A: Certificate of Results for Bylaw No. 4704
Appendix B: Bylaw No. 4704

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. 26-0330 Bylaw No. 4747: Cedar Lane Loan Authorization Bylaw for Water Treatment Plant Capital Upgrades

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the attached Certification of Results of Petition for Borrowing - Cedar Lane Water Treatment Plant be received;
(NWA)
2. That Bylaw No. 4747, "Cedar Lane Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
(WA)
3. That Bylaw No. 4747 be forwarded to the Inspector of Municipalities for approval.
(NWA)

Attachments: Staff Report: Bylaw No. 4747: Cedar Lane LA Bylaw for Capital Upgrades

Appendix A: Certificate of Results - Cedar Lane Petition for Borrowing

Appendix B: Bylaw No. 4747

Juan De Fuca Land Use Committee

8.2. 26-0252 Zoning Amendment Application for That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the North of the Southerly Boundary of Plan 503RW - 9260 Invermuir Road

Recommendation: The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:
1. That the referral of proposed Bylaw No. 4716, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 169, 2025", to the Shirley-Jordan Advisory Planning Commission, First Nations, CRD departments and external agencies be approved and the comments received.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
2. That proposed Bylaw No. 4716, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 169, 2025", be introduced and read a first, second and third time; and
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
3. That proposed Bylaw No. 4716 be adopted.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments: Staff Report: RZ000291

Appendix A: Subject Property Map

Appendix B: Forestry (AF) and Rural (A) Zone Regulations

Appendix C: Rural 2 (RU2) Zone Regulations

Appendix D: Proposed Plan of Subdivision

Appendix E: Proposed Bylaw No. 4716

Appendix F: Referral Comments

Peninsula Recreation Commission

8.3. 26-0402 Bylaw No. 4761 Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026

Recommendation: [At the March 26, 2026 Peninsula Recreation Commission meeting, the Commission passed the recommendation to proceed with this loan authorization bylaw, and also approved the Memorandum of Understanding which is attached as SUPPLEMENTAL.]
The Peninsula Recreation Commission recommends to the Capital Regional District Board:
1. That Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", be introduced and read a first, second and third time;
(WA)
2. That participating area approval for Bylaw No. 4761 be obtained by way of the municipal consent on behalf of electors for Central Saanich, North Saanich, and Sidney, and if successful, be referred to the Inspector of Municipalities for approval; and
3. That prior to the Capital Regional District Board adopting Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", the CRD through the Peninsula Recreation Commission enter into a Memorandum of Understanding with the District of Central Saanich to establish mutually agreed-upon conditions for the planning, construction and long-term use of the DCS Recreation Facility.
(NWA)

Attachments:
- Staff Report: Bylaw 4761 – DCS Recreation Facility Loan Authorization (2026)
- Appendix A: Bylaw No. 4761
- Appendix B: Staff Report - September 18, 2025
- Appendix C: Staff Report - October 2, 2025
- SUPPLEMENTAL: Proposed Peninsula Rec. Facility in Central Saanich - MOU

Regional Water Supply Commission

8.4. 26-0331 Bylaw No. 4754, Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026 and Revised of Terms of Reference

Recommendation: The Regional Water Supply Commission recommends to the Capital Regional District Board:
1. That Bylaw No. 4754, "Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026," be introduced and read a first, second and third time;
(NWA)
2. That Bylaw No. 4754 be adopted; and
(NWA, 2/3 on adoption)
3. That the revised Water Advisory Committee Terms of Reference be approved.
(NWA)

Attachments:
- Staff Report: WAC Repeal Bylaw and Revised Terms of Reference
- Appendix A: Repeal Bylaw No. 4754
- Appendix B: Consolidated Bylaw No. 2541
- Appendix C: 2026 WAC Terms of Reference (Revised)
- Appendix D: 2026 WAC Terms of Reference (Redlined)

Transportation Committee

8.5. 26-0345 Capital Regional District Regional Transportation Plan Update

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

Attachments: Staff Report: Regional Transportation Plan Update

Appendix A: Regional Transportation Plan Engagement Highlights

Presentation: Regional Transportation Plan Update

9. BYLAWS

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

12.1. 26-0396 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. [2 items]
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 Provincial Government negotiations in accordance with Section 90(2)(b)(i) of the Community Charter. [1 item]
5. That the meeting be closed for first nations or indigenous entity negotiations in accordance with Section 90(2)(b)(iii) of the Community Charter. [2 items]

13. RISE AND REPORT

14. ADJOURNMENT

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

Making a difference...together

Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Meeting Minutes

Capital Regional District Board

Wednesday, February 11, 2026 **12:00 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

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

STAFF: T. Robbins, Chief Administrative Officer; 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. Alsdorf, Senior Manager, SEAPARC Recreation (EP); P. Klassen, Senior Manager, Regional Planning; J. Marr, Senior Manager, Infrastructure Planning and Engineering; C. Neilson, Senior Manager, People, Safety and Culture; D. Ovington, Senior Manager, Salt Spring Island Administration; R. Tooke, Senior Manager, Environmental Innovation; C. Gilpin, Manager, Arts & Culture; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Guest(s): S. Heffernan, Urban Systems; B. Cook, Western Compensation and Benefits Consultants (EP); L. Reid, Western Compensation and Benefits Consultants (EP)

Regrets: Directors P. Brent, P. Jones

The meeting was called to order at 12:00 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Vice Chair Little provided a Territorial Acknowledgement.

Chair McNeil-Smith then spoke:
Before we continue with our agenda, I want to speak to a matter that is top of mind with all of us. Yesterday, we learned about the tragic school shooting in Tumbler Ridge.

There are no words that can fully express the shock and heartbreak we feel in this moment as we mourn the lives that were taken far too soon. Our thoughts and prayers are with the families and loved ones who's lives have been torn apart by unimaginable loss, and with a community that is in deep shock.

We extend our gratitude and respect to the first responders, teachers, and school staff who acted with courage and compassion in the face of this tragedy, and we hold the students close in our hearts as they try to make sense of what has happened.

Our communities stand in solidarity with the people of Tumbler Ridge as they begin the difficult and long journey of healing. In recognition of this profound loss of life, our CRD flags are lowered to half-mast.

Let us observe a moment of silence.

2. APPROVAL OF THE AGENDA

MOVED by Director Plant, SECONDED by Director Desjardins,
That the agenda for the Capital Regional District Board meeting of February 11, 2026 be approved with the following amendments:
- Item 10. be moved to follow Presentations
- Item 8.7. be moved to follow the Consent Agenda
CARRIED

3. ADOPTION OF MINUTES

3.1. 26-0147 Minutes of the Capital Regional District Board meeting of January 14, 2026

MOVED by Director Plant, SECONDED by Director Desjardins,
That the minutes of the Capital Regional District Board meeting of January 14, 2026 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

I don't know about you, but it felt like January whizzed by and with the local elections coming on October 17th, we now have just eight months left in this term. I want to take a few minutes to highlight some important updates to our meeting schedule in this shorter year.

At our regular board meeting next month on March 11th, we will look to give final approval to our 2026 budget and the five-year financial plan.

Then following our regular board meeting on April 8th, we will meet as Committee of the Whole on April 29th for our final check-in on the 2022-2026 strategic plan and corporate plan. This will include an update on the status of the Corporate Plan initiatives, and directors will have the opportunity to identify any recommended topics for the next Board and its strategic planning process.

We will have regular board meetings in May, June and July, and after conferring with staff, I can confirm there will be no Board meeting in the month of August, which has been our practice in recent years.

Of significant note, we are anticipating boardroom improvements beginning this summer. While this is a positive step toward enhancing our facilities, it will require temporary changes to how we meet. During construction, board and standing committee meetings will be conducted electronically, with all directors, except the chairs, participating online. And in accordance with Provincial legislation and our procedures bylaw, legislative services will staff a smaller meeting room for public viewing so that accessibility and transparency are maintained.

Being mindful of the local elections and campaign period this fall, there will be no standing committee meetings in September or October, except for the Electoral Areas Committee in September, as usual on the morning before the afternoon board meeting. Reports that would typically be routed through the standing committees will instead proceed directly to the board agendas.

Following our regular board meeting on September 9th, we will meet as Committee of the Whole and then a Special Board Meeting on September 23rd for the provisional 2027 budget and 5-year financial plan.

Just a note, there will be no board or standing committee meetings during the dates of the AVICC, FCM and UBCM conventions this year.

We have much to accomplish during this somewhat compressed final year of our term in office. Let us continue our work with diligence and enthusiasm and now move into our agenda business for today.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. 26-0157 Presentation: Thomas Bevan, Island Corridor Foundation Re: Reconciliation Corridor Initiative

T. Bevan presented Item 5.1.1.

10. NOTICE(S) OF MOTION

10.1. 26-0209 Notice of Motion: Reconciliation Corridor Initiative and Regional Grants In Aid (Director Desjardins)

Director Desjardins proposed the following Notice of Motion with same day consideration:

"That staff be directed to report back at the March 11, 2026 Board meeting with options and a recommended approach for utilizing the existing Regional Grants in Aid reserve funding, requisitioned for the 2014 CRD/Island Corridor Foundation Grant Agreement, to support the Reconciliation Corridor Initiative project."

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

Discussion ensued regarding how this feasibility work differs from previous work done.

MOVED by Director Desjardins, SECONDED by Director Caradonna,
That staff be directed to report back at the March 11, 2026 Board meeting with options and a recommended approach for utilizing the existing Regional Grants in Aid reserve funding, requisitioned for the 2014 CRD/Island Corridor Foundation Grant Agreement, to support the Reconciliation Corridor Initiative project.
CARRIED

10.2. 26-0210 Notice of Motion: Advocacy for the Reconciliation Corridor Initiative (Director Desjardins)

Director Desjardins proposed the following Notice of Motion with same day consideration:
"That the CRD Chair, on behalf of the Board, write to the Minister of Transportation and Transit and local MLAs requesting great flexibility under the Island Rail Corridor Grant Funding Agreement, including removal of scope restrictions, to allow remaining funds to support technical feasibility work for the Reconciliation Corridor Initiative."

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

MOVED by Director Desjardins, SECONDED by Director Williams,
That the CRD Chair, on behalf of the Board, write to the Minister of Transportation and Transit and local MLAs requesting great flexibility under the Island Rail Corridor Grant Funding Agreement, including removal of scope restrictions, to allow remaining funds to support technical feasibility work for the Reconciliation Corridor Initiative.
CARRIED

10.3. 26-0211 Notice of Motion: Town of View Royal's Participation in CRD Arts and Culture Service (Director Tobias)

Director Tobias provided the following Notice of Motion for consideration at the next meeting of the Capital Regional District Board meeting:
"That the Capital Regional District Board amend CRD Bylaw No. 2884, "Arts and Culture Support Service Establishment Bylaw No. 1, 2001", to authorize the Town of View Royal to transition from Tier 1 participation to Tier 2 participation in the CRD Arts Service, effective upon adoption of the amendment bylaw."

5.2. Delegations

5.2.1. 26-0173 Delegation - Adam Cooper; Representing Abstract Developments: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

A. Cooper spoke to Item 8.7.

5.2.2. 26-0174 Delegation - Ben Mycroft; Representing PATH Developments: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

B. Mycroft spoke to Item 8.7.

5.2.3. 26-0175 Delegation - John Bourcet; Representing Woodsmere Holdings Corp.: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

J. Bourcet spoke to Item 8.7.

5.2.4. 26-0176 Delegation - Casey Edge; Representing Victoria Residential Builders Association: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

C. Edge spoke to Item 8.7.

5.2.5. 26-0177 Delegation - Leah Bell; Representing Urban Development Institute: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

L. Bell spoke to Item 8.7.

5.2.6. 26-0178 Delegation - Marcie McLean; Representing Coexisting with Carnivores Alliance: Re: Agenda Item 6.6.: Large Carnivore Monitoring Project - East Sooke, Matheson Lake and Roche Cove Regional Parks

MOVED by Director Thompson, SECONDED by Director Desjardins,
That the rules of the Capital Regional District Board Procedures Bylaw be suspended to allow the Delegation's speaking time be extended for an additional 3 minutes.
CARRIED

M. McLean spoke to Item 6.6.

5.2.7. 26-0179 Delegation - Mehdi Najari; Resident of Saanich: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

M. Najari spoke to Item 8.7.

5.2.8. 26-0180 Delegation - Gord Baird; Representing Regional Water Supply Commission: Re: Agenda Item 8.7.: Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

G. Baird spoke to Item 8.7.

6. CONSENT AGENDA

MOVED by Director Plant, SECONDED by Director Desjardins,
That consent items 6.1. through 6.15 be approved.
CARRIED

6.1. 26-0063 Fire Safety Act - Designation of Fire Safety Inspectors and Fire Investigators

That the persons, or class of persons, identified in Appendix A be confirmed as fire safety inspectors and fire investigators for the electoral areas within the Capital Regional District.
CARRIED

6.2. 26-0011 Vancouver Island and Coastal Communities - Committee on Solid Waste and Circular Economy Update

This report was received for information.

6.3. 26-0006 Tendering Hartland Landfill Cell 5B Construction Services

Staff are authorized to issue the Invitation to Tender for Construction Services for the infrastructure required for Hartland Landfill Cell 5B with the work to commence in 2026.
CARRIED

6.4. 26-0061 2026 Appointments Advisory Committee

That the membership of the Appointments Advisory Committee for 2026 include Governance and First Nations Relations Committee Chair Little and the following two committee members: Director Coleman, and Director Plant.
CARRIED

6.5. 26-0014 Accessibility Reviews for three Salt Spring Island Recreation Facilities

That the Accessibility Advisory Committee Chair provide a letter of support for the Sparc BC Local Community Accessibility Grant Program.
CARRIED

6.6. 26-0026 Large Carnivore Monitoring Project - East Sooke, Matheson Lake and Roche Cove Regional Parks

This report was received for information.

6.7. 26-0078 Foodlands Access Service - Bear Hill Farm Pilot Project

That formal approval be granted for use of the eastern portion of the Bear Hill site (5920 Patricia Bay Highway) by the CRD Foodlands Access Service for a five-year pilot project to explore the activation of under-utilized regional and municipal properties as productive farmland.
CARRIED

6.8. 26-0104 Motion with Notice: Collaboration on Protection of Sensitive Ecosystems and Species at Risk (Director Holman)

That CRD staff report on the feasibility and merits of collaborating with First Nations and with other conservation agencies and organizations on conducting a spatial analysis of ecological values in CRD to support Regional Park's land securement and stewardship interests.
CARRIED

6.9. 26-0048 Presentation: Elise Wren and Levi Megenbir, BC Transit Re: Victoria Regional Transit Plan Update

This report was received for information.

6.10. 26-0074 Presentation: Levi Timmermans, BC Transit Re: Saanich Transit Centre

This report was received for information.

6.11. 26-0045 Fare Free Youth Transit, Resolution for AVICC/UBCM

That the following resolution be submitted to the Association of Vancouver Island and Coastal Communities and the Union of British Columbia Municipalities:

WHEREAS the Province of British Columbia's Get on Board! program provides fare-free transit for children aged 12 and under, and youth older than 12 face cost barriers that limit access to education, employment, and community services and to establish lifelong, sustainable travel habits;

AND WHEREAS the immediate expansion of fare-free transit to all youth aged 13 to 18 may present fiscal challenges for the Province;

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities and the Union of British Columbia Municipalities request that the Province of British Columbia implement a phased expansion of the fare-free youth transit program by increasing eligibility by one year at a time until fare-free transit is available to youth aged 13 through 18.
CARRIED

6.12. 26-0046 Regional Transportation Service Implementation Update and 2026 Work Plan

This report was received for information.

6.13. 25-1253 Salt Spring Island Regional Trail Feasibility Study Findings and Next Steps

That staff report back on the implications of the CRD Gulf Island trails being considered as regional trails under the Regional Transportation Service, during the update of the Regional Transportation Plan.
CARRIED

6.14. 25-1240 Motion with Notice: Fulford-Ganges to Vesuvius multi use pathway Advocacy (B. Webster)

This report was received for information.

6.15. 26-0152 2026 Committee and External Membership Appointments - Update #2

This report was received for information.

Regional Water Supply Commission

8.7. 25-0038 Bylaw No. 4658: Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026

A. Fraser spoke to Item 8.7.

Discussion ensued regarding:
- consideration of an economic impact analysis in this process
- best practices of a development cost charge (DCC) program
- scope of engagement with partners
- factors that may impact viability of development
- changing water demand trends per capita
- payment options for developers
- the portion of 2022 water master plan costs that is attributed to ratepayers vs DCCs
- potential impact to the annual water rate for existing ratepayers
- confirmation that the program is reviewed every 5 years

MOVED by Director Caradonna, SECONDED by Director Szpak,
1. Bylaw No. 4658, "Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026" be introduced and read a first, second and third time; and

Postponement Motion
MOVED by Director Desjardins, SECONDED by Director Kobayashi,
1. Postponement of consideration of the motion until analysis of the UDI report is presented to the CRD Board; and
2. A staff report on an economic feasibility analysis is completed and reported to the CRD Board.

Amending Motion
MOVED by Director McNeil-Smith, SECONDED by Director Murdock,
That part 2 of the motion to postpone be amended to replace the wording "economic feasibility analysis" with the wording, "DCC impact analysis on development viability".
CARRIED

MOVED by Director Plant, SECONDED by Director Szpak,
That the rules of the Capital Regional District Board Procedures Bylaw be suspended to allow G. Baird, Chair, Regional Water Supply Commission, to participate in this discussion.
CARRIED

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

MOVED by Director Caradonna, SECONDED by Director Windsor,
That the question be called on the motion to postpone.
CARRIED
Opposed: Coleman, Little, Williams

Director Kobayashi left the meeting at 3:35 pm.

The question was divided by the Chair.

The question was called on part 1 of the postponement motion.
1. Postponement of consideration of the motion until analysis of the UDI report is presented to the CRD Board; and
DEFEATED
Opposed: Brice, Brownoff, de Vries, Fawcett, Goodmanson, Little, McNeil-Smith, Murdock, Plant, Szpak, Tait, Tobias, Wickheim, Williams, Windsor

The question was called on part 2 of the postponement motion.
2. A staff report on an DCC impact analysis on development viability is completed and reported to the CRD Board.
DEFEATED
Opposed: Brice, Brownoff, Caradonna, Coleman, de Vries, Fawcett, Goodmanson, Holman, Little, McNeil-Smith, Murdoch, Plant, Szpak, Tobias, Wickheim, Williams, Windsor

MOVED by Director Windsor, SECONDED by Director Tait,
That the question be called on part 1 of the main motion.
CARRIED
Opposed: Alto, Thompson

The question was called on part 1 of the main motion.
1. Bylaw No. 4658, "Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
CARRIED
Opposed: Desjardins

MOVED by Director Caradonna, SECONDED by Director Szpak,
2. Bylaw No. 4658, "Regional Water Supply Service Development Cost Charge Bylaw No. 1, 2026" be submitted to the British Columbia Inspector of Municipalities for Statutory Approval pursuant to the Local Government Act.
CARRIED

MOVED by Director Plant, SECONDED by Director Desjardins,
That the meeting be recessed for five minutes.
CARRIED

The meeting went into recess at 4:00 pm.

Directors Goodmanson, Little, and Tobias left the meeting at 4:00 pm.

The meeting reconvened at 4:06 pm.

7. ADMINISTRATION REPORTS

7.1. 26-0153 2027-2030 Board Remuneration and Travel Expense Reimbursement Review Update

C. Neilson presented Item 7.1. for information.

This report was received for information.

Director Little rejoined the meeting in person at 4:11 pm.
Director Goodmanson rejoined the meeting in person at 4:12 pm.

7.2. 26-0148 AAP Requirements for Bylaw No. 4704: Performing Arts Facilities Service Establishing Bylaw No. 1, 2025

K. Morley spoke to Item 7.2.

Discussion ensued regarding the average cost per household.

MOVED by Director Alto, SECONDED by Director Plant,
1. That in accordance with section 86(3) of the Community Charter, the date of March 30, 2026 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4704, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4704 (Appendix B), Notice of Alternative Approval Process (Appendix C), Elector Response Form (Appendix D), and AAP communication channels (Appendix E) be approved; and
3. That the total number of registered electors within the service participating area is 315,735 and that 10% of that number is 31,574 electors.
CARRIED
Opposed: Shrivastava

7.3. 26-0085 Bylaw No. 4741: Temporary Borrowing (Maliview Estates Sewerage System) Bylaw No. 1, 2026

V. Somosan spoke to Item 7.3.

MOVED by Director Plant, SECONDED by Director Szpak,
1. That Bylaw No. 4741, "Temporary Borrowing (Maliview Estates Sewerage System) Bylaw No. 1, 2026", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Plant, SECONDED by Director Szpak,
2. That Bylaw No. 4741 be adopted.
CARRIED

7.4. 26-0127 Operating Surplus Report 2025 for SEAPARC

L. Jones spoke to Item 7.4.

MOVED by Director Tait, SECONDED by Director Goodmanson,
That staff be directed to transfer the 2025 operating surplus to the Capital Reserve Fund.
CARRIED

Directors Thomspon and Windsor left the meeting at 4:19 pm.

7.5. 26-0111 Biosolids Beneficial Use Management - January Update

This report was received for information.

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. 26-0116 Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026"

MOVED by Director Wickheim, SECONDED by Director Little,
1. That Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026" be introduced and given first, second and third reading; and
CARRIED

MOVED by Director Wickheim, SECONDED by Director Little,
2. That Bylaw No. 4677 be adopted.
CARRIED

8.2. 26-0117 Bylaw No. 4734 to Amend Bylaw No. 3654 - Fire Commissions

MOVED by Director Wickheim, SECONDED by Director Little,
1. That Bylaw No. 4734, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 4, 2026" be introduced and given first, second and third reading; and
CARRIED

MOVED by Director Wickheim, SECONDED by Director Little,
2. That Bylaw No. 4734 be adopted.
CARRIED

Director Thompson rejoined the meeting in person at 4:21 pm.

Environmental Services Committee

8.3. 26-0012 Beyond Hartland 2050 - Landfill Design Plan and Alternative Options

MOVED by Director Alto, SECONDED by Director Tait,
That this item be postponed until the March 11, 2026 meeting of the Capital Regional District Board.
CARRIED

Governance and First Nations Relations Committee

8.4. 26-0082 CRD Reconciliation Action Plan

MOVED by Director Little, SECONDED by Director Tait,
1. That the Board direct staff to share the draft Reconciliation Action Plan with First Nations for their review and input, and where possible, work with First Nations to incorporate their feedback; and
2. That staff report back to the Board with the revised Plan for final approval.
CARRIED

Juan de Fuca Land Use Committee

8.5. 26-0002 Zoning Bylaw Amendment Application for Lot 3, Sections 84 and 88, Sooke District, Plan VIP72026; PID: 024-994-944 - East Sooke Road

MOVED by Director Wickheim, SECONDED by Director Little,
1. That the referral of proposed Bylaw No. 4657, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 167, 2025", to the East Sooke Advisory Planning Commission; CRD departments; Sc'ianew (Beecher Bay) First Nation; T'Sou-ke First Nation; Agricultural Land Commission; BC Hydro; District of Sooke; Island Health; Ministry of Forests - Archaeology Branch; Ministry of Forests - Water Protection Section; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Transit; RCMP; and Sooke School District #62 be approved and the comments received;
CARRIED

MOVED by Director Wickheim, SECONDED by Director Tait,
2. That Bylaw No. 4657, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 167, 2025", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Wickheim, SECONDED by Director Tait,
3. That Bylaw No. 4657 be adopted.
CARRIED

Regional Parks Committee

8.6. 26-0043 Bylaw No. 4688: Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 2, 2025

MOVED by Director Brownoff, SECONDED by Director Szpak,
1. That Bylaw No. 4688, "Capital Regional District Parks Regulation Bylaw No. 1, 2018, Amendment Bylaw No. 2, 2025", be read a first, second, and third time; and
CARRIED

MOVED by Director Brownoff, SECONDED by Director Szpak,
2. That Bylaw No. 4688 be adopted.
CARRIED

9. BYLAWS

9.1. 26-0172 Adoption of Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025"

MOVED by Director Tait, SECONDED by Director Williams,
That Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025" be adopted.
CARRIED

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. 26-0141 Motion to Close the Meeting

MOVED by Director Plant, SECONDED by Director Goodmanson,
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 land expropriation in accordance with Section 90(1)(e) of the Community Charter. [1 item]
3. That such disclosures could reasonably be expected to harm the interests of the Regional District. [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]
CARRIED

The Capital Regional District Board moved to the closed session at 4:26 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 4:40 pm, and reported on the following:

In accordance with Bylaw No. 3654, that the following be appointed to the East Sooke Fire Protection and Emergency Response Service Commission for a term expiring December 31, 2027:
Edward Helm, Wendy Herring, Mike Yeager

In accordance with Bylaw No. 1875, that the following be appointed to the Lyall Harbour/Boot Cove Water Local Service Committee for a term expiring December 31, 2027:
Colin Curwen

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

In accordance with Bylaw No. 3654, that the following be appointed to the Otter Point Fire Protection and Emergency Response Service Commission for a term expiring December 31, 2027:
Scott Hemphill

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

In accordance with Terms of Reference, that the following be appointed to the Regional Transportation Advisory Committee for a term expiring December 31, 2027:
Michael Bodman, Mark Crisp

In accordance with Letters Patent, that the following be appointed to the Saanich Peninsula Water Commission for a term expiring December 31, 2026:
Michael Doehnel, Joseph Martin

In accordance with Bylaw No. 3654, that the following be appointed to the Shirley Fire Protection and Emergency Response Service Commission for a term expiring December 31, 2027:
Wesley Constantineau, Brian Einarson

In accordance with Bylaw No. 3133, that the following be appointed to the Skana Water Service Committee for a term expiring December 31, 2027:
Warren Korol

In accordance with Bylaw No. 3803, that the following be appointed to the Southern Gulf Islands Community Economic Sustainability Commission for a term expiring December 31, 2027:
Brenna Frances Mongeon, Sandra Tretick

In accordance with Bylaw No. 2558, that the following be appointed to the Sticks Allison Water Local Service Committee for a term expiring December 31, 2027:

Mike Knight, Patrick Ramsay

In accordance with Bylaw No. 3131, that the following be appointed to the Surfside Park Estates Water Committee for a term expiring December 31, 2027:
Conner McKonkey, Shem Roberts

In accordance with Bylaw No. 3654, that the following be appointed to the Willis Point Fire Protection and Recreation Facilities Commission for a term expiring December 31, 2027:
Bruce Story

At the January 14, 2026 Closed Session of the CRD Board, the Board received a presentation from the Commission Chair Earl Rook prior to the Board passing the following resolution:
The CRD Board will not consider the expansion of services under the Salt Spring Island Local Community Commission's jurisdiction during this term.

That the letter from Director Holman that was attached to the Staff Report be risen and reported on.

14. ADJOURNMENT

MOVED by Director Alto, SECONDED by Director Tait,
That the Capital Regional District Board meeting of February 11, 2026 be adjourned at 4:40 pm.
CARRIED

_____

CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

Making a difference...together

625 Fisgard St.,
Victoria, BC V8W 1R7

Capital Regional District

Meeting Minutes

Capital Regional District Board

Wednesday, March 11, 2026 **12:10 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

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

STAFF: T. Robbins, Chief Administrative Officer; 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. Alsdorf, Senior Manager, SEAPARC Recreation (EP); D. Elliott, Senior Manager, Regional Housing; G. Harris, Senior Manager, Environmental Protection (EP); P. Klassen, Senior Manager, Regional Planning; M. MacIntyre, Senior Manager, Regional Parks; S. Miekle, Senior Manager, Panorama Recreation (EP); C. Neilson, Senior Manager, People, Safety and Culture; D. Ovington, Senior Manager, Salt Spring Island Administration; R. Smith, Senior Manager, Environmental Resource Management; R. Tooke, Senior Manager, Environmental Innovation; A. Linwood, Controller, Financial Services; C. Gilpin, Manager, Arts & Culture; B. Semmens, Manager, Financial Planning & Performance; L. Xu, Manager, Local Services and Corporate Grants; M. Lagoa, Deputy Corporate Officer/Senior Manager, Legislative Services; M. Miklea, Deputy Corporate Officer/Manager, Legislative Services; T. Pillipow, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director(s) P. Jones, M. Tait, R. Windsor

The meeting was called to order at 12:35 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Coleman, SECONDED by Director Little,
That the agenda for the Capital Regional District Board meeting of March 11, 2026 be approved.
CARRIED

3. ADOPTION OF MINUTES

3.1. 26-0264 Minutes of the Capital Regional District Board meeting of February 11, 2026

MOVED by Director Coleman, SECONDED by Director Little,
That the minutes of the Capital Regional District Board meeting of February 11, 2026 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

Good afternoon, everyone. Before we begin today's agenda, I want to take a few minutes to highlight a few details related to the West Shore RCMP Detachment Expansion project and our role as a Board. Last November, this Board approved a Memorandum of Understanding (MOU) with Langford, Colwood and View Royal ahead of advancing two bylaws needed to establish a sub-regional service and secure borrowing for this project. All three participants have now provided consent, and the bylaws have been submitted to the Inspector of Municipalities for review and approval. Once that process is complete, likely in May, the bylaws will return to the CRD Board for adoption. The MOU we have in place further clarifies responsibilities and protects the CRD from any liabilities or additional expenses associated with the building. To summarize, the CRD would own the building and lease it to participants for use by the RCMP until the loan is repaid and title can be transferred to the municipalities. Let us now turn to our agenda business for today.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. CONSENT AGENDA

MOVED by Director Coleman, SECONDED by Director Caradonna,
That consent agenda items 6.2. through 6.6., and 6.9. through 6.18. be approved.
CARRIED

6.1. 26-0012 Beyond Hartland 2050 - Landfill Design Plan and Alternative Options

Item 6.1. was removed from the consent agenda to be considered under Reports of Committee as item 8.3.

6.2. 26-0114 Regional Canada Goose Management Service - 2025 Updates

1. That staff be directed to extend the funding for the Goose Management Service with additional resources identified through the Initiative Business Case process as part of the 2027-2031 service planning period; and,
2. That staff be directed to initiate an amendment to Bylaw No. 4522 Canada Goose Management Service Establishment Bylaw No. 1, 2022 in 2027 to increase the maximum allowable requisition and accommodate any increases based on Board direction.
3. Whereas the CRD has a proven Canada Geese Management program that costs taxpayers of the CRD in requisition;
And whereas the provincial and federal governments have a responsibility for managing wildlife;
Be it resolved the CRD Board Chair write the appropriate provincial and federal ministers responsible for wildlife and request their financial, technical, and regulatory support in addressing non-migratory Canada Geese in the CRD, and that the local MLAs and MPs be copied.
4. That the Board Chair write to the appropriate Federal Minister and local MPs advocating for streamlining the Federal Crop Protection Permit program, including allowing for multi-year permits.
5. That the CRD invites local governments in the region with the Canada goose population impacting agriculture to work with the CRD and senior government partners to reduce barriers to the hunting of geese for crop protection.
CARRIED

6.3. 26-0115 Regional Invasive Species Program Update

This report was received for information.

6.4. 26-0113 Model Demolition Waste and Deconstruction Bylaw

1. That this model Demolition Waste and Deconstruction Bylaw be distributed to staff at municipalities in the capital region for consideration and independent review.
2. That the CRD model bylaw regarding deconstruction be referred to the Electoral Areas Committee for information and discussion.
CARRIED

6.5. 26-0087 Capital Regional District External Grants Update

This report was received for information.

6.6. 26-0088 Capital Regional District Investment Portfolio Holdings and Performance Annual Update

This report was received for information.

6.7. 26-0245 2026 Provincial Budget Highlights

Item 6.7. was removed from the consent agenda to be considered under Reports of Committee as item 8.2.

6.8. 26-0230 Options for Immediate Actions to Advance Supportive Housing and Sheltering

Item 6.8. was removed from the consent agenda to be considered under Reports of Committee as item 8.4.

6.9. 26-0118 Regional Growth Strategy Indicators Report

This report was received for information.

6.10. 26-0119 Consideration of Regional Growth Strategy Consistency: Zoning Bylaw & Official Community Plan Amendment Application for Lot A, District Lot 87, Renfrew District, Plan VIP85195; PID: 027-547-680

That proposed Bylaw No. 4705, "Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 3, 2025"; and proposed Bylaw No. 4706, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025" be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 445 of the Local Government Act.
CARRIED

6.11. 26-0154 Regional Parks Trail Repair Program Update

This report was received for information.

6.12. 26-0200 Feasibility of Reconstructing the Marine Access Ramp at Island View Beach Regional Park

This report was received for information.

6.13. 26-0168 Motion with Notice: BC Active Transportation Infrastructure Grants Advocacy (B. Webster)

That the Salt Spring Island Local Community Commission request that the Capital Regional District Board write to the Government of British Columbia requesting the resumption of the BC Active Transportation Infrastructure Grants Program in 2026.
CARRIED

6.14. 26-0167 Motion with Notice: Ganges Speed Limit Advocacy (B. Webster)

That the Salt Spring Island Local Community Commission request that the Capital Regional District Board write to the Ministry of Transportation and Transit requesting that the ministry institute a 30 km/h speed limit throughout the Ganges core, including:
- Rainbow Road from Lower Ganges Road to the Rainbow Recreation Centre
- Jackson Avenue
- Hereford Avenue
- McPhillips Avenue
- Seaview Avenue
CARRIED

6.15. 26-0166 Islands Trust Draft Policy Statement

1. That the policy statement makes more explicit the essential role of draft policy 3.4.9. Existing Development Potential in reducing the potential for subdivision and development in more isolated and rural areas of the Islands, thereby enabling the redirection of future development away from those areas and towards existing/urban areas. We also recommend that this policy be made a directive policy.
2. Where appropriate, Island Trust should ensure Island Trust policies include "collaboration with other agencies required to achieve policy goals". Eg. Waste water, roads, recreation, street lighting, active transportation.
3. Regarding policy 2.3.4. add "and policies" at the end of the statement.
4. Regarding policy 3.4.11. add the words "including affordable housing" to the end of the statement.
5. In the glossary, define affordable and attainable housing.
6. That draft policy 3.5.11. Protection of Agricultural Lands be revised to read: "Identify and protect lands within the agricultural land reserve and other agricultural lands as defined by the BC ministry of Agriculture for current and future use for agriculture.
CARRIED

6.16. 26-0213 Vesuvius Bay Terminal Expansion

That the Salt Spring Island Local Community Commission request that the Capital Regional District Board write to BC Ferries regarding their plans for the Vesuvius ferry terminal and reminding them of the importance of accommodating trails, including the Margaret Community Trail and plans for the Regional Salish Sea Trail.
CARRIED

6.17. 26-0279 City of Victoria Municipal and Regional District Tax (MRDT) Renewal

That the CRD Board support the five-year renewal of the Provincial Municipal and Regional District Tax (MRDT) Program in Victoria and the continuation of Destination Greater Victoria as the City of Victoria's designated recipient for the purpose of the MRDT Program for 2027-2031.
CARRIED

6.18. 26-0318 Minutes of the Parcel Tax Roll Review Panel meeting of March 12, 2025

That the minutes of the Parcel Tax Roll Review Panel meeting of March 12, 2025 be adopted as circulated.
CARRIED

7. ADMINISTRATION REPORTS

7.1. 26-0139 Bylaw No. 4751: 2026 to 2030 Financial Plan Bylaw, 2026

T. Robbins spoke to Item 7.1.

MOVED by Director Murdoch, SECONDED by Director Little,
1. That Bylaw No. 4751, "2026 to 2030 Financial Plan Bylaw, 2026", be introduced and read a first, second and third time;
CARRIED

MOVED by Director Murdoch, SECONDED by Director Little,
2. That Bylaw No. 4751 be adopted; and
CARRIED

MOVED by Director Murdoch, SECONDED by Director Little,
3. That the Staff Establishment Chart as attached in Appendix F be approved.
CARRIED

7.2. 26-0081 Bylaw Nos. 4699 and 4750: Core Area Wastewater Loan Authorizations

V. Somosan spoke to Item 7.2.

MOVED by Director Coleman, SECONDED by Director Brice,
1. That Bylaw No. 4699, "Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026", be introduced and read a first, second and third time;
CARRIED

MOVED by Director Coleman, SECONDED by Director Brice,
2. That participating area approval for Bylaw No. 4699 be obtained by way of alternative approval process for the entire service area; and
CARRIED

MOVED by Director Coleman, SECONDED by Director Brice,
3. That Bylaw No. 4699 be referred to the Inspector of Municipalities.
CARRIED

MOVED by Director Coleman, SECONDED by Director Brice,
4. That Bylaw No. 4750, "Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 2, 2026", be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Coleman, SECONDED by Director Brice,
5. That Bylaw No. 4750 be referred to the Inspector of Municipalities for approval.
CARRIED

7.3. 26-0249 Biosolids Beneficial Use Management - February Update

L. Jones presented Item 7.3. for information.

This report was received for information.

7.4. 26-0274 Regional Grant-in-Aid: Support for the Reconciliation Corridor Initiative

K. Lorette spoke to Item 7.4.

Discussion ensued regarding:
- role of the CRD in this process
- key differences between Alternatives 1 and 2 in the staff report
- confirmation that funds will go toward those rail portions within this region
- letter from Chief Thomas

MOVED by Director Desjardins, SECONDED by Director Tobias,
That the Capital Regional District Board resolves:
1. That the Reconciliation Corridor Initiative is deemed eligible for funding under the Regional Grant-in-Aid Service; and
2. That up to $1.7 million be conditionally approved as a regional grant-in-aid to the Island Corridor Foundation to support the Reconciliation Corridor Initiative, subject to establishment of a new grant agreement setting out the appropriate terms and conditions, including reporting and payment provisions; and
3. That the Chief Administrative Officer and the Board Chair be authorized to finalize and execute the grant agreement on behalf of the Capital Regional District, consistent with this resolution.
CARRIED

Motion Arising:
MOVED by Director Caradonna, SECONDED by Director Alto,
That the Governance and First Nations Relations Committee review the Capital Regional District Board's Regional Grants-In-Aid policy.
CARRIED

8. REPORTS OF COMMITTEES

Juan de Fuca Land Use Committee

8.1. 26-0125 Zoning Bylaw & Official Community Plan Amendment Application for Lot A, District Lot 87, Renfrew District, Plan VIP85195; PID: 027-547-680

Directors Caradonna, Murdoch and Szpak left the meeting at 1:42 pm.

MOVED by Director Wickheim, SECONDED by Director Little,
1. That the referral of proposed Bylaw No. 4705, "Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 3, 2025"; and proposed Bylaw No. 4706, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025"; to the Shirley-Jordan River Advisory Planning Commission; paa?ciid?atx? (Pacheedaht) First Nation; T'Sou-ke First Nation; CRD departments; BC Hydro; BC Parks; District of Sooke; Island Health; Ministry of Forests - Archaeology Branch; Ministry of Forests - Water Protection Section; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Transit; RCMP; and Sooke School District # 62 be approved and comments be received;
CARRIED

MOVED by Director Wickheim, SECONDED by Director Little,
2. That proposed Bylaw No. 4705, "Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 3, 2025" be read a first and second time;
CARRIED

MOVED by Director Wickheim, SECONDED by Director Little,
3. That proposed Bylaw No. 4706, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025" be read a first and second time;
CARRIED

MOVED by Director Wickheim, SECONDED by Director Little,
4. That in accordance with the provisions of Section 469 of the Local Government Act, the Director of the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4705 and Bylaw No. 4706;
CARRIED

MOVED by Director Wickheim, SECONDED by Director Little,
5. That prior to the adoption of proposed Bylaw No. 4706, the landowner provides an amenity contribution in the form of a statutory right-of-way adjacent to West Coast Road in favour of the Capital Regional District for the purpose of establishing a public trail; and that staff be directed to ensure that all conditions are satisfied towards completion and registration.
CARRIED

8.2. 26-0245 2026 Provincial Budget Highlights

This report was received for information.

Directors Caradonna and Szpak rejoined the meeting in person at 1:45 pm.
Director Murdoch rejoined the meeting in person at 1:46 pm.

Motion Arising:
MOVED by Director de Vries, SECONDED by Director Caradonna,
That the Capital Regional District Board direct the Chair to write to the Premier, the Minister of Finance, and each MLA within the CRD, regarding the impacts of the 2026 Provincial Budget on the region's priorities and to advocate for the continued provincial support for local government priorities including housing (including but not limited to reinstating the Community Housing Fund), transportation, climate action, and infrastructure.

Amending Motion:
MOVED by Director Plant, SECONDED by Director de Vries,
That the motion arising be amended to insert the wording "and ask to meet", after the wording "direct the Chair to write to".
CARRIED

The question was called on the motion arising as amended.
That the Capital Regional District Board direct the Chair to write to and ask to meet the Premier, the Minister of Finance, and each MLA within the CRD, regarding the impacts of the 2026 Provincial Budget on the region's priorities and to advocate for the continued provincial support for local government priorities including housing (including but not limited to reinstating the Community Housing Fund), transportation, climate action, and infrastructure.
CARRIED

8.3. 26-0012 Beyond Hartland 2050 - Landfill Design Plan and Alternative Options

MOVED by Director Holman, SECONDED by Director Murdoch,
1. That staff commission a conceptual design plan to build out Phase 3 of Hartland Landfill in alignment with Strategy 15 of the 2021 Solid Waste Management Plan;
2. That staff develop a comprehensive options analysis that outlines and evaluates a broad set of future waste disposal alternatives to landfilling at the Hartland site;
3. That staff include timely information on these planning activities in the scope of ongoing government-to-government conversations with First Nations who have identified solid waste management as a topic of interest; and
4. That staff present the results of the above activities to the Board in 2027, including a shortlist of options to inform early development of the CRD's 2030 Solid Waste Management Plan.
CARRIED
Opposed: Caradonna, Wickheim

Motion Arising:
MOVED by Director Holman, SECONDED by Director Murdoch,
That a significantly enhanced recycling program be considered as one of the landfill options.

Discussion ensued on the existing Solid Waste Management Plan.

Postponement Motion:
MOVED by Director Plant, SECONDED by Director Brent,
That this motion arising be postponed indefinitely.
CARRIED

8.4. 26-0230 Options for Immediate Actions to Advance Supportive Housing and Sheltering

MOVED by Director Szpak, SECONDED by Director Goodmanson,
1. That the CRD Chair, on behalf of the CRD Board, sends a letter to member municipalities (Appendix A) requesting that they identify potential sites for supportive housing and sheltering and report this information to the Province; and
2. That the CRD Chair, on behalf of the CRD Board, sends a letter to the Minister of Housing (Appendix B) requesting continued provincial support and direction to advance the Mount Tolmie Project, including clarification of next steps and timelines.
CARRIED

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

10.1. 26-0272 Motion with Notice: Town of View Royal's Participation in CRD Arts and Culture Service (Director Tobias)

Discussion ensued regarding:
- financial implications for remaining participants and to the 2027 budget
- next steps

MOVED by Director Tobias, SECONDED by Director Desjardins,
That the Capital Regional District Board amend CRD Bylaw No. 2884, "Arts and Culture Support Service Establishment Bylaw No. 1, 2001", to authorize the Town of View Royal to transition from Tier 1 participation to Tier 2 participation in the CRD Arts Service, effective upon adoption of the amendment bylaw.

Director Brent left the meeting at 2:29 pm.

Referral Motion:
MOVED by Director Caradonna, SECONDED by Director Brent,
That this motion with notice be referred to staff to report back on the impact of the Town of View Royal transitioning from Tier 1 to Tier 2 participation in the CRD Arts Service, and report back through the Arts Commission.
CARRIED
Opposed: Kobayashi, Tobias

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. 26-0265 Motion to Close the Meeting

Director Caradonna left the meeting at 2:35 pm.
Directors Alto, Goodmanson, Holman, Little, and Williams left the meeting at 2:36 pm.

MOVED by Director Coleman, SECONDED by Director Murdoch,
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 land acquisition/expropriation in accordance with Section 90(1)(e) of the Community Charter. [2 items]
4. That such disclosures could reasonably be expected to harm the interests of the Regional District. [2 items]
5. That the meeting be closed for Provincial Government negotiations in accordance with Section 90(2)(b)(i) of the Community Charter. [1 item]
6. That the meeting be closed for first nations or indigenous entity negotiations in accordance with Section 90(2)(b)(iii) of the Community Charter. [1 item]
CARRIED

The Capital Regional District Board moved to the closed session at 2:37 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 3:20 pm, and reported on the following:

In accordance with Bylaw No. 1875, that the following be appointed to the Lyall Harbour/Boot Cove Water Local Service Committee for a term expiring December 31, 2027: Jeanne Crerar

In accordance with Bylaw No. 3133, that the following be appointed to the Skana Water Service Committee for a term expiring December 31, 2027: Robert Anthony

In accordance with Bylaw No. 3131, that the following be appointed to the Surfside Park Estates Water Committee for a term expiring December 31, 2026: David Simard

In accordance with Bylaw No. 3654, that the following be appointed to the Willis Point Fire Protection and Recreation Facilities Commission for a term expiring December 31, 2027: Gary Howell

That the Core Area Liquid Waste Management Committee be permitted to meet in closed session on March 25, 2026 for intergovernmental negotiations with first nations in accordance with Section 90(2)(b)(iii) of the Community Charter. [1 Item]

That the Governance and First Nations Relations Committee be permitted to meet in closed session on April 1, 2026 for intergovernmental negotiations with the provincial government in accordance with Section 90(2)(b)(i) of the Community Charter. [1 Item]

14. ADJOURNMENT

MOVED by Director Little, SECONDED by Director Caradonna,
That the Capital Regional District Board meeting of March 11, 2026 be adjourned at 3:20 pm.
CARRIED

_____

CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

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EEP 26-15

REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, MARCH 25, 2026

SUBJECT **2025 Annual Compliance Summary – McLoughlin Point Wastewater Treatment Plant**

ISSUE SUMMARY

The Capital Regional District's (CRD) McLoughlin Point Wastewater Treatment Plant (WWTP) is authorized to discharge under both provincial and federal environmental regulations. After commissioning of the WWTP in 2021, staff have provided updates to the Committee on performance and compliance; this report summarizes the regulatory compliance status for 2025.

BACKGROUND

The McLoughlin Point WWTP is authorized to discharge under the Provincial *Municipal Wastewater Regulation* (MWR) registration RE-108831 (under the *Environmental Management Act [EMA]*). The facility must also meet all requirements of the Federal *Wastewater Systems Effluent Regulation* (WSER) under the *Fisheries Act*. The plant was commissioned in August 2020 to replace the previous practice of discharging fine-screened (6 mm) but otherwise untreated wastewater through the Macaulay Point (Macaulay) and Clover Point (Clover) outfalls. The MPWWTP receives wastewater for the Core Area catchment serving a population of approximately 330,000 from seven municipalities and two First Nations (xʷsepsum Nation [Esquimalt] and Songhees Nation). Wastewater is treated through primary, secondary, and tertiary processes before being discharged through a 1,925 metre (m) long outfall to the Salish Sea. Tertiary treatment capacity is in place for flows up to 216,000 m^3/day. During rain events when flows exceed 216,000 m^3/day, the excess flow is treated to a primary standard and blended with the tertiary effluent prior to discharge to the marine environment. Total plant capacity is up to 432,000 m^3/day.

The Core Area Liquid Waste Management Plan (LWMP) contains the CRD's commitments to build and operate the facility, and work with the municipal and First Nations participants in the service to manage wastewater and other liquid wastes in a manner that ensures protection of human health and the environment.

Regulatory requirements include comprehensive monitoring of effluent and the receiving environment to ensure final effluent quality limits are not exceeded and potential impacts to human health and the environment are minimized. Any abnormal operational conditions, including non-compliant effluent quality, must also be reported immediately. The facility was last inspected by provincial regulators in July 2025 and visited by federal regulators in November 2025. A summary of the 2025 regulatory compliance can be found in Appendix A.

IMPLICATIONS

Intergovernmental Implications

The CRD meets regularly with provincial and federal staff to discuss regulatory, operational, and compliance issues. Staff are working to address the non-compliant conditions (described below and in Appendix A).

Regulatory Implications

The facility did not meet compliance requirements for a few administrative and several effluent quality events. The frequency of non-compliant events in 2025 was similar to previous years.
Administratively, there was one week when the required effluent sampling frequency could not be met due to a staff capacity issue, and five days where results were not reported on time, due to internal database discrepancies. There was also one day where collecting a receiving environment sample was not possible due to unsafe weather conditions.
Operationally, the facility was non-compliant with provincial monthly average effluent quality limits for total suspended solids (10 mg/L TSS) for five of the 12 months, and carbonaceous biochemical oxygen demand (10 mg/L CBOD) for 10 of the 12 months. For context, 91% of the TSS and CBOD were below the provincial 25 mg/L maximum daily limits for these two parameters over the course of the year. The facility was >97% compliant with the provincial 25 mg/L limit in 2023 and 2024 (Appendix A; Figure 3).

In 2025, 30% of the CBOD and 56% of the TSS results were less than the provincial 10 mg/L average monthly limit.

Provincial limits for the facility are more stringent than those typically required for marine discharges and have been a challenge to achieve since commissioning. These exceedances are a result of the limited performance and availability of the tertiary disc filters. Appendix A provides further background on the challenges with the tertiary disc filters. There were also two equipment malfunctions in 2025 (a power failure and a gate malfunction) which resulted in non-compliant conditions. Federal effluent quality limits for un-ionized ammonia were also exceeded five days within the year. Staff continue to investigate, including follow-up with federal regulators on whether similar challenges are observed elsewhere. Based on current information, the exceedances are likely a result of delays in external laboratory analysis that caused changes in pH levels during transport and holding, thereby affecting the calculation for unionized ammonia.

Since plant commissioning and completion of the performance period in January 2023, the plant has maintained relatively stable effluent quality conditions through the first five years of full plant operations (Appendix B).

More details can be found in Appendices A and B.

Environmental Implications

The number of non-compliance events with the provincial discharge authorization limits was high in frequency, but low in magnitude, as noted above and in Appendix A; with the environmental significance being low. This is because the assimilative capacity of the marine receiving environment around the outfall is high, and effluent quality was generally better than the environmental protection target of equivalent-to-secondary treatment. In addition, toxicity testing confirmed that McLoughlin effluent was not acutely toxic to fish, indicating risk to marine life was low.

Relative to the pre-treatment discharge of fine-screened, but otherwise untreated, wastewater through the Macaulay and Clover outfalls, the McLoughlin Point WWTP has effectively reduced TSS and CBOD concentrations and loadings to marine environment by approximately 95% (Appendix B). Similarly, there has been a concurrent, and significant, reduction in the loadings of many other contaminants that were previously of environmental concern, such as metals, microplastics, per-fluorinated substances, and other contaminants of emerging environmental concern.

CONCLUSION

The Core Area Wastewater Treatment Project has reduced TSS and CBOD concentrations and loadings to the marine environment by 95%. Non-compliance with regulatory effluent quality limits listed in the discharge authorization was observed over several months for specific parameters in 2025. While the frequency of exceedances was high in 2025, the magnitude of these exceedances, and its associated environmental risk, is low. CRD staff meet regularly with provincial and federal regulatory staff to discuss and address these non-compliant events and general operation of the wastewater service.

RECOMMENDATION

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

Submitted by:	Glenn Harris, PhD, Senior Manager, Environmental Protection
Concurrence:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: 2025 McLoughlin Point WWTP Compliance Summary
Appendix B: McLoughlin Point WWTP TSS and CBOD Concentrations (2015 to 2025)

2025 McLoughlin Point Wastewater Treatment Plant Compliance Summary

The McLoughlin Point WWTP is authorized to discharge under BC Municipal Wastewater Regulation (MWR) registration RE-108831 (under the BC Environmental Management Act [EMA]). The Core Area Liquid Waste Management Plan (LWMP) also under the EMA, contains the CRD's commitments to build and operate the facility, and work with the other municipal and First Nations plan members to manage wastewater and other liquid wastes in a manner that ensures protection of human health and the environment. Finally, the facility must also meet all requirements of the Federal Wastewater Systems Effluent Regulation (WSER) under the Fisheries Act.

Under the above legislation, the facility must meet several regulatory compliance conditions; the most significant being ensuring effluent quality limits are not exceeded and the facility does not adversely impact human health or the environment.

Regulatory conditions, in part, include ensuring:

1. The plant is operated as designed, and adverse operational events (e.g., bypasses, overflows, system malfunctions or failures, non-compliant effluent quality, missed sampling, or spills) are reported immediately.
2. All required monitoring, both for compliance and to assess risks to human health and the environment, is completed on an annual basis.
    a. Sampling and testing meet the monitoring requirement.
    b. Final effluent quality and total daily flow volumes do not exceed regulatory limits.

1. Operating Compliance

The facility generally operated as designed for the majority of 2025 and routinely produced high quality effluent. However, there were a few exceptions, some of which led to non-compliance with provincial and federal requirements.

The facility experienced three equipment malfunctions in 2025, which resulted in non-compliant conditions as the plant was considered not fully functional as per normal operating conditions, and unplanned bypasses of some treatment works occurred without provincial authorization. One of the malfunctions was associated with the tertiary disc filters which failed throughout the year. Further details related to these failures are outlined below. . There was also a power outage (February 26, 2025) and a flow gate failure (December 11, 2025) that led to unexpected and unauthorized treatment bypasses; staff are still evaluating the root cause of these events.

A planned maintenance bypass of the secondary treatment processes took place in March/April 2025. This bypass was authorized by both the provincial and federal regulators and was required to clean out and repair the dirty backwash tank. During the bypass, effluent quality limits were relaxed.

2. Monitoring Compliance

a. Sampling and Testing

Wastewater and receiving environment monitoring are required to ensure that the facility is performing as expected, effluent quality limits are achieved, and adverse impacts to human health and the environment are minimized. Samples must be collected at frequencies prescribed in the

regulations, and the approved comprehensive receiving environment monitoring program design document.

Monitoring requirements for McLoughlin Point WWTP include operational and compliance effluent quality sampling, comprehensive effluent contaminant characterization sampling, water column monitoring around the McLoughlin outfall (both during routine operation and the March/April 2025 bypass), surface water sampling at far-field locations of interest to First Nations (during the bypass), seafloor monitoring around the Clover Point overflow outfall, and a finfish and crab survey around the McLoughlin, Clover and Macaulay outfalls.

In 2025, 98% of the monitoring requirements were completed in accordance with requirements. The following provides further details on the monitoring requirements that were not met in 2025:

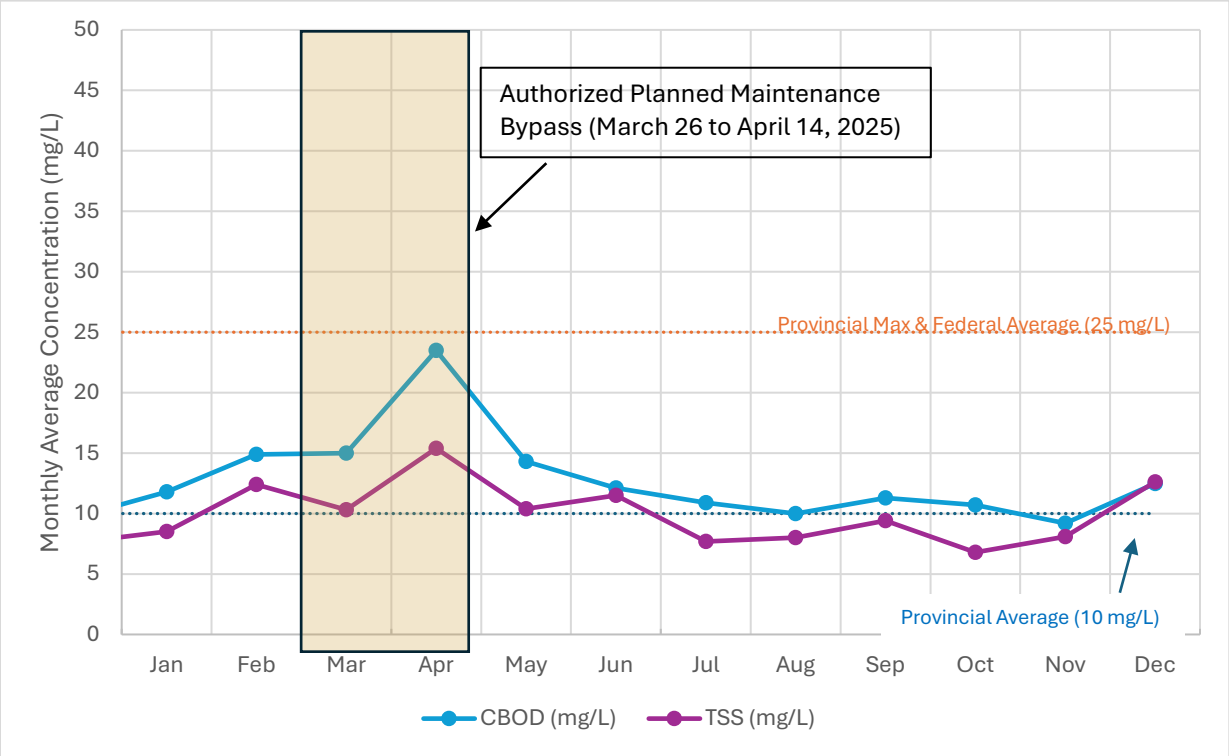
1) one week (of 52) that aligned with staffing capacity issues where lab services were unavailable and the required effluent sampling frequency could not be met (e.g. five samples are required each week for some effluent parameters, and only four samples could be collected)
2) five days (of 260) where lab data was not reported on time due to a discrepancy between CRD databases. Samples were collected and reported next cycle.
3) one day (of 20) where adverse weather conditions made it unsafe to sample the marine receiving environment (e.g. sampling the water column around the outfall is typically required five days per quarter. There was one quarter in 2025 when only four days could be sampled due to adverse weather, and the contracted sampling vessel was no longer available).

b. Effluent Quality

A summary of the provincial and federal effluent quality limits are summarized in Table 1, along with the required sampling frequency. Compliance with these limits during routine and unexpected operational conditions is summarized in Tables 2 through 8, and Figure 1. It should be noted that the effluent quality limits were relaxed by the regulator during the planned bypass event in March/April.

The provincial limits depend on whether the facility is experiencing flows in excess of 216,000 m^3/day. Flows up to this threshold must achieve a hybrid of secondary and advanced limits in the MWR. These hybrid provincial limits are more stringent than those typically required for marine discharges and were set due to the CRD's commitment in the LWMP to install tertiary treatment. For flows in excess of 216,000 m^3/day, the facility must achieve effluent quality limits equivalent to primary in the MWR. The facility is also authorized to have no more than 70 days per year when flows can exceed 216,000 m^3/day, and total daily flows must never exceed the total plant capacity of 432,000 m^3/day.

Figure 1 Monthly average total suspended solids (TSS) and carbonaceous biochemical oxygen demand (CBOD) in 2025. Federal and provincial effluent quality limits are included for comparison.



For total suspended solids (TSS), the facility was non-compliant with provincial limits for five months of the year when flows were less than 216,000 m3/day (Table 2, Figure 1). For carbonaceous biochemical oxygen demand (CBOD), the facility was non-compliant for 10 months of the year with provincial limits when flows were less than 216,000 m3/day, and one month of the year when flows were greater than 216,000 m3/day (Table 3, Figure 1). Overall, 30% of the daily CBOD and 56% of the daily TSS results were below the 10 mg/L average monthly regulatory limit. With respect to the 25 mg/L maximum daily regulatory limit, 91% of the daily CBOD and 93% of the daily TSS were less than this threshold. Annual averages were 18.1 and 14.0 mg/L for CBOD and TSS, respectively.

The primary factor contributing to the final effluent exceedances of the 10 mg/L TSS and CBOD limit in 2025 was the limited performance and availability of the tertiary disc filters. The McLoughlin Point WWTP has redundancy for both the primary and secondary processes, allowing operations to transfer flows between the treatment trains to undertake repairs and required maintenance. McLoughlin Point WWTP tertiary filtration process or tertiary disc filters does not include the same redundancy. There are three disc filters within the plant, each are rated for 90MLD. Based on the Basis of Design Report for the plant, all three are required to be operational to reliably achieve the 10 mg/L TSS and CBOD limit.

In 2025, approximately 75% of the total flow to McLoughlin Point WWTP received tertiary treatment. Disk Filter #1 was offline for periods of June, July & August for media replacement & cover installation. Disk Filter #2 was offline in July, August & September for annual inspection, service and a second longer period for drive train issues. Disc Filter #3 was offline for the year as operation and maintenance staff worked with the supplier to retrofit this filter to address the

systemic issues that have been observed with all three filters. A summary of downtime is listed below:

Disk Filter 1: 77 Days Offline
- Disk Filter 2: 87 Days Offline
- Disk Filter 3: 364 Days Offline

Aside from the required downtime for routine maintenance, biological fouling and mechanical failures have significantly contributed to the increase in time the filters were offline, further details provided below:

- Biological fouling – The tertiary disk filters receive effluent from secondary treatment processes based on attached-growth biological treatment (i.e., Moving Bed Biofilm Reactors (MBBR) and Biological Aerated Filters (BAF)). These processes can periodically release biological solids and biofilm fragments into the secondary effluent. This material accumulates on the filter cloth surface and within the filter media; reducing filter permeability and hydraulic throughput if not periodically removed through cleaning and maintenance.
    - Filters require more chemical cleans to remove biological fouling
    - Staff are trialing three different filter cloth fabrics to optimize the treatment.

- Mechanical failures: 3 catastrophic failures (disk filter 1, 2 & 3) have occurred since 2023 when the filter segments have become dislodged causing the segment to be caught in the drive train which exerts enough force to dislodge the whole disk filter assembly.
    - Staff installed VFD's to improve torque on start-up and torque limiting hubs on drive gearboxes to prevent catastrophic system failures
    - Staff is working with the supplier to redesign the following components; this redesign will be trailed on Disc Filter #3 and if effective will be implemented on the remaining filters.
        - Filter segment center tube engagement tab lengths have been extended;
        - Filter segment retaining bars (male/female design) have been lengthened to prevent segment disengagement (primary cause of failures); and,
        - Backwash shoe engagement angle has been modified to cross connection points at a steeper angle (less chance of engaging joint).

The retrofit program and operational changes implemented in 2025 and 2026 are intended to improve long-term reliability and increase tertiary filtration availability in future operating periods. However, even with these improvements, MPWWTP tertiary treatment will continue to lack redundancy.

The facility was compliant with the federal effluent quality limits for TSS and CBOD in 2025. The facility did not consistently achieve the federal effluent limit for unionized ammonia. The maximum daily unionized ammonia limit was exceeded five days in four separate months of the year (Table 5). Unionized ammonia is sampled three times a week each month, the five exceedances of the daily maximum represent a single sample (or two in April) within that month that exceeded the federal limit, all remaining samples within that month were below the limit. Laboratory and operations staff are investigating probable causes. Preliminary findings indicate that the exceedances were a result of delays in external laboratory analysis that caused changes in pH levels during transport and holding, thereby affecting the calculation for unionized ammonia. While there has been slight increases over time in Core Area total ammonia concentrations, this factor is less significant in the calculations of unionized ammonia.

The facility was in compliance with the remaining effluent quality limits. The final effluent was not acutely toxic throughout the year (Table 4), was within expected ranges for pH (Table 6), and did not exceed any the total daily flow limit (Table 7) or number of allowable blended days (Table 8).

3. Conclusion

Overall, the frequency of non-compliant operation and effluent quality in 2025 was slightly improved relative to 2023 and 2024. This was primarily due to the partial restoration of disc filter operation in 2025, which reduced the frequency of exceedances of the provincial maximum daily TSS effluent quality limit.

Staff will bring back annual compliance updates to the Committee. These reports will complement the monthly compliance reports staff submit to the Province along with the annual report summarizing the comprehensive receiving environment monitoring report.

The Province is aware of the plant's effluent quality, operational status and receiving environment conditions through regular reporting and quarterly meetings.

Table 1 Current McLoughlin Point WWTP Provincial and Federal Effluent Quality Limits and Typical Regulatory Requirements Under the MWR and WSER

Effluent Parameter (Sampling Frequency)	McLoughlin Discharge Limits[1]	MWR Requirements			WSER Secondary[2] Requirements
		Primary	Secondary[2]	Advanced	
Total Suspended Solids (TSS) When Instantaneous Flows < 216,000 m^3/day (5 samples/week)	**Provincial:** 25 mg/L maximum & 10 mg/L monthly average **Federal:** 25 mg/L monthly average	130 mg/L maximum	45 mg/L maximum	10 mg/L maximum	25 mg/L monthly average
Total Suspended Solids (TSS) When Instantaneous Flows > 216,000 m^3/day (5 samples/week)	**Provincial:** 130 mg/L maximum **Federal:** 25 mg/L monthly average	130 mg/L maximum	45 mg/L maximum	10 mg/L maximum	25 mg/L monthly average
Carbonaceous Biochemical Oxygen Demand (CBOD) When Instantaneous Flows < 216,000 m^3/day (5 samples/week)	**Provincial:** 25 mg/L maximum & 10 mg/L monthly average **Federal:** 25 mg/L monthly average	130 mg/L maximum	45 mg/L maximum	10 mg/L maximum	25 mg/L monthly average
Carbonaceous Biochemical Oxygen Demand (CBOD) When Instantaneous Flows > 216,000 m^3/day (5 samples/week)	**Provincial:** 130 mg/L maximum **Federal:** 25 mg/L monthly average	130 mg/L maximum	45 mg/L maximum	10 mg/L maximum	25 mg/L monthly average
Rainbow Trout Toxicity (monthly)	**Provincial & Federal:** pass	Pass	Pass	Pass	Pass
Unionized Ammonia (3 samples/week)	**Federal:** 1.25 mg/L maximum	Not Applicable	Not Applicable	Not Applicable	1.25 mg/L maximum
pH (5 samples/week)	**Provincial:** 6-9	6-9	6-9	6-9	Not Applicable
Effluent Flow (daily)	**Provincial & Federal:** 432,000 m^3/day maximum	Facility specific	Facility specific	Facility specific	Not Applicable
# of Allowable Blended Effluent Days	**Provincial:** 70/year	Facility specific	Facility specific	Facility specific	Not Applicable

[1] The facility has different provincial effluent quality limits when instantaneous flows exceed 216,000 m^3/day resulting in a blend of tertiary and primary effluent being discharged. On these days, TSS and CBOD limits are 130 mg/L. Federal effluent quality limits are fixed at 25 mg/L monthly average regardless of flow levels.
[2] Treatment at a secondary level is what is typically required of marine discharges.

Table 2 Summary of 2025 McLoughlin Point Total Suspended Solids Effluent Quality Limit Compliance

Effluent Parameter	McLoughlin Discharge Limits	Compliance Monitoring Results[1]		
		Daily Maximum (mg/L)	Monthly Average (mg/L)	
Total Suspended Solids (TSS) When Instantaneous Flows < 216,000 m^3/day	Provincial: 25 mg/L maximum & 10 mg/L monthly average Federal: 25 mg/L monthly average	Jan – 16.6 Feb – 22.8 Mar – 16.8 Apr- 19.2 May – 19.6 Jun – 24.4 Jul – 19.0 Aug – 14.6 Sep – 19.4 Oct – 10.8 Nov – 22.0 Dec – 16.0	Jan – 8.5 Feb – 12.4 Mar – 10.3 Apr – 15.4 May – 10.4 Jun – 11.5 Jul – 7.7 Aug – 8.0 Sep – 9.4 Oct – 6.8 Nov – 8.1 Dec – 9.0	
Total Suspended Solids (TSS) When Instantaneous Flows > 216,000 m^3/day	Provincial: 130 mg/L maximum Federal: 25 mg/L monthly average	Jan[2] Feb – 15.2 Mar[3] – 92.0 Apr[3] – 102.0 May – n/a Jun – n/a Jul – n/a Aug – n/a Sep – n/a Oct – 14.0 Nov – 13.6 Dec – 34.7	Jan – 8.5 Feb – 12.5 Mar[3] – 21.3 Apr[3] – 46.0 May – n/a Jun – n/a Jul – n/a Aug – n/a Sep – n/a Oct – 7.1 Nov – 8.3 Dec – 13.1	

[1] The highlighted values are those that exceeded provincial and/or federal effluent quality limits.
[2] There were blended days in these months, but on weekends when no analytical samples were collected to determine effluent quality.
[3] There was an authorized planned maintenance bypass from March 26 to April 14, 2025. These days were effectively equivalent to blended days. Effluent quality was authorized to exceed routine effluent quality limits during the bypass, with temporary provincial TSS and CBOD limits of 130 mg/L. Federal limits were also waived for the bypass days. The annual total is not representative of typical operation due to the bypass days being included.

Table 3 Summary of 2025 McLoughlin Point Carbonaceous Biochemical Oxygen Demand Effluent Quality Limit Compliance

Effluent Parameter	McLoughlin Discharge Limits	Compliance Monitoring Results[1]		
		Daily Maximum (mg/L)	Monthly Average (mg/L)	
Carbonaceous Biochemical Oxygen Demand (CBOD) When Instantaneous Flows < 216,000 m^3/day	Provincial: 25 mg/L maximum & 10 mg/L monthly average Federal: 25 mg/L monthly average	Jan – 16.8 Feb – 64.0 Mar[3] – 37.5 Apr[3] – 45.1 May – 27.0 Jun – 19.2 Jul – 23.6 Aug – 14.2 Sep – 25.0 Oct – 15.6 Nov – 18.3 Dec – 15.5	Jan – 11.8 Feb – 14.9 Mar – 15.0 Apr – 23.5 May – 14.3 Jun – 12.1 Jul – 10.9 Aug – 10.0 Sep – 11.3 Oct – 10.7 Nov – 9.2 Dec – 11.0	
Carbonaceous Biochemical Oxygen Demand (CBOD) When Instantaneous Flows > 216,000 m^3/day	Provincial: 130 mg/L maximum Federal: 25 mg/L monthly average	Jan[2] Feb – 14.9 Mar[3] – 113.0 Apr[3] – 156.0 May – n/a Jun – n/a Jul – n/a Aug – n/a Sep – n/a Oct – 17.4 Nov – 17.1 Dec – 31.7	Jan – 11.8 Feb – 14.8 Mar[3] – 27.3 Apr[3] – 69.3 May – n/a Jun – n/a Jul – n/a Aug – n/a Sep – n/a Oct – 11.0 Nov – 9.5 Dec – 12.5	

[1] The highlighted values are those that exceeded provincial and/or federal effluent quality limits.
[2] There were blended days in these months, but on weekends when no analytical samples were collected to determine effluent quality.
[3] There was an authorized planned maintenance bypass from March 26 to April 14, 2025. These days were effectively equivalent to blended days. Effluent quality was authorized to exceed routine effluent quality limits during the bypass, with temporary provincial TSS and CBOD limits of 130 mg/L. Federal limits were also waived for the bypass days. The annual total is not representative of typical operation due to the bypass days being included.

Table 4 Summary of 2025 McLoughlin Point Rainbow Trout Toxicity Testing Compliance

Effluent Parameter	McLoughlin Discharge Limits	Compliance Monitoring Results[1]		
				Pass/Fail
Rainbow Trout Toxicity	Provincial & Federal: pass			Jan - pass Feb - pass Mar - pass Apr - pass May - pass Jun - pass Jul - pass Aug - pass Sep - pass Oct - pass Nov - pass Dec - pass

[1] The highlighted values are those that exceeded provincial and/or federal effluent quality limits.

Table 5 Summary of 2025 McLoughlin Point Unionized Ammonia Effluent Quality Limit Compliance

Effluent Parameter	McLoughlin Discharge Limits	Compliance Monitoring Results[1]		
		Daily Maximum (mg/L)		
Unionized Ammonia	Federal: 1.25 mg/L maximum	Jan – 0.56 Feb – 0.55 Mar – 0.58 Apr – 1.30 May – 1.17 Jun – 1.36 Jul – 1.05 Aug – 0.91 Sep – 1.29 Oct – 1.83 Nov – 0.56 Dec – 0.37		

[1] The highlighted values are those that exceeded provincial and/or federal effluent quality limits.

Table 6 Summary of 2025 McLoughlin Point pH Effluent Quality Limit Compliance

Effluent Parameter	McLoughlin Discharge Limits	Compliance Monitoring Results[1]		
				Pass/Fail
pH	Provincial: Between 6 and 9			Jan - in range Feb - in range Mar - in range Apr - in range May - in range Jun - in range Jul - in range Aug - in range Sep - in range Oct - in range Nov - in range Dec – in range

[1] The highlighted values are those that exceeded provincial and/or federal effluent quality limits.

Table 7 Summary of 2025 McLoughlin Point Total Daily Flow Limit Compliance

Effluent Parameter	McLoughlin Discharge Limits	Compliance Monitoring Results[1]		
		Daily Maximum (m^3/day)		
Effluent Flow	Provincial & Federal: 432,000 m^3/day maximum	Jan – 127,520 Feb – 134,741 Mar – 235,015 Apr – 104,998 May – 89,107 Jun – 111,457 Jul – 85,535 Aug – 96,064 Sep – 91,902 Oct – 108,548 Nov – 161,200 Dec – 297,780		

[1] The highlighted values are those that exceeded provincial and/or federal effluent quality limits.

Table 8 Summary of 2025 McLoughlin Point Number of Allowable Blended Effluent Days Limit Compliance

Effluent Parameter	McLoughlin Discharge Limits	Compliance Monitoring Results[1]		
		Daily Maximum		
# of Allowable Blended Effluent Days	**Provincial:** 70/year	Jan - 1 Feb - 3 Mar[2] - 8 Apr[2] - 14 May - 0 Jun - 0 Jul - 0 Aug - 0 Sep - 0 Oct - 3 Nov - 2 Dec - 14 **Annual Total[2] - 45**		

[1] The highlighted values are those that exceeded provincial and/or federal effluent quality limits.
[2] There was an authorized planned maintenance bypass from March 26 to April 14, 2025. These days were effectively equivalent to blended days. Effluent quality was authorized to exceed routine effluent quality limits during the bypass, with temporary provincial TSS and CBOD limits of 130 mg/L. Federal limits were also waived for the bypass days. The annual total is not representative of typical operation due to the bypass days being included.

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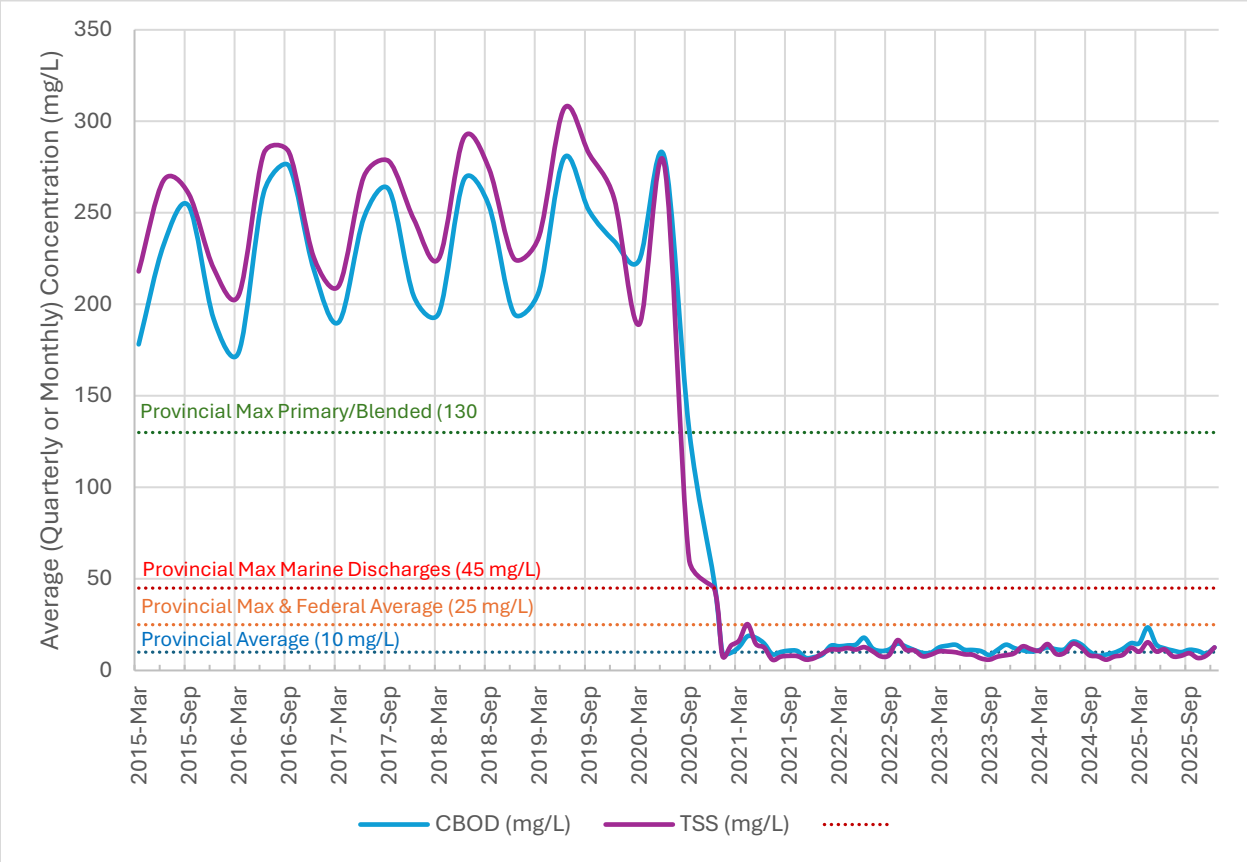
APPENDIX B

McLoughlin Wastewater Treatment Plant TSS and CBOD concentrations (2015 to 2025)

Figure 1 Quarterly (2015-2020) or monthly (2021-2025) average total suspended solids (TSS) and carbonaceous biochemical oxygen demand (CBOD) before and after commissioning of the McLoughlin Point Wastewater Treatment Plant[1]. Federal and provincial effluent quality limits are included for comparison.



[1] Data pre-August 2020 are from the Macaulay and Clover pumpstations, though no samples were collected April-July 2020 as both pumpstations were inaccessible due to construction. McLoughlin Point WWTP commissioning took place August-December 2020. A planned maintenance bypass occurred March/April 2025.

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REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF MARCH 25, 2026

SUBJECT **November 2025 Core Area Residual Solids Conveyance Line Blockage**

ISSUE SUMMARY

To provide an overview of the November 2025 Residual Solids Conveyance Line (RSCL) blockage event, associated costs, and lessons learned.

BACKGROUND

The Residual Solids Conveyance System is comprised of a forcemain and three intermediate pump stations transporting sewage sludge from the McLoughlin Point Wastewater Treatment Plant (MPWWTP) to the Residuals Treatment Facility (RTF), adjacent to the Hartland Landfill, to produce biosolids. The RSCL is a 250-millimeter (mm) diameter pipeline, spanning 19.3-kilometers (km) in length. There is also a 300 mm diameter pipeline, 12.4 km in length, that conveys effluent from the RTF to the Marigold Pump Station, and generally follows the same alignment.

There is no redundancy to the Residual Solids Conveyance pipe; if this pipe is removed from service, sludge accumulated at MPWWTP must be trucked to the RTF or around the point of interruption, or the plant needs to undertake an emergency bypass to the marine environment. To optimize operation and minimize the risk of unplanned outages, ongoing preventative maintenance of the line and the associated pump stations are required.

Regular maintenance of the RSCL includes “pigging” the line annually, a process where a pipeline inspection gauge (PIG) is inserted into a pipe to clean the line without disrupting the flow of sludge. The PIG is made of a high-density foam in a cylindrical shape with an internal electromagnetic transmitter to track, monitor, and aid locating the PIG. During pigging, the PIG is propelled by the pressure of the sludge in the pipe, dislodging debris from the sides and bottom of the pipe while travelling between a launch and a receiving location.

The RSCL pigging operation is broken into four sections which include:

- 9.2 km from MPWWTP to Pump Station No. 2 located at Interurban Rd. and Courtland Ave.
- 3.8 km from Pump Station No. 2 to Pump Station No. 3 located on Interurban Rd. adjacent to 5058 West Saanich Rd.
- 4.9 km from Pump Station No. 3 to Pump Station No. 4 located beside 320 Willis Point Rd.
- 1.3 km from Pump Station No. 4 to the RTF.

The RSCL is a unique and specialized piece of infrastructure due to its length, changes in elevation, and the number of fittings and appurtenances. The first section of this pipeline is the longest stretch at 9.2 km, with the most frequent elevation changes and the greatest number of bends.

The CRD successfully completed the pigging of all four sections of the RSCL in March 2023 and March 2024. In late 2025, a high-pressure and a reduced flow rate indicated increased solids

accumulation and triggered the urgent need for pigging the RSCL which had been delayed seven months, due to reasons that are further explained below.

SERVICE DELIVERY RISKS

Continual operation of the Residual Solids Conveyance System is critical, as after approximately 8-12 hours of down-time, alternative methods of transporting sludge must be implemented to prevent a bypass of the MPWWTP and avoid significant operational, biological and structural failures at the RTF. Bypass of the MPWWTP entails a large-scale discharge of untreated effluent into the marine environment (Salish Sea).

For the RTF digester, a constant and balanced supply of organic matter is required. When the supply of sludge to the digester is interrupted, the specialized microbial community begins to die, leading to a wide range of impacts from system failure, reduced biogas production, increased operating costs, equipment damage, dangerous gas build-up, structural corrosion, and impaired biosolids quality.

EVENT DESCRIPTION

On November 14, 2025, operations staff began the pigging operation, launching the PIG from MPWWTP. The total travel time for the planned section of the pipe was five hours. After the PIG did not arrive within the anticipated timing window, staff began to troubleshoot the issue attempting to locate the PIG utilizing the sensor/transmitter. It was determined that the PIG had become lodged in the RCSL; however, the specific location within the 9.2km section could not be determined. Staff attempted to locate the PIG using the sensor/transmitter but were unable to locate a reading from the transmitter. Instead, staff were forced to remove drain valves to gain access to sections of the pipe. Once opened, staff utilized camera equipment and flushing equipment at access points in chambers along the RSCL to determine if the pig had passed and narrow the location of the blockage.

As staff worked to locate the location of the blockage, third party contractors were engaged Saturday, November 15, to begin hauling sludge via trucks from MPWWTP to the RTF.

On November 18, 2025, a Department Operations Centre (DOC) was activated at MPWWTP by Infrastructure and Water Services (IWS), and the Capital Regional District (CRD) Emergency Operations Centre (EOC) was activated at Level 1 to provide coordination and support that included Corporate Communications, Finance, Health and Safety, Environmental Protection, Protective Services, Risk and Insurance, and Synagro, our partner and operator of the RTF. During this time, staff-to-staff communication occurred with the municipalities of Esquimalt and Saanich to aid coordination of traffic plans, noise, and traffic disruption to residents. A Public Service Announcement was also released to provide information to the public, First Nations and neighboring municipalities.

To maintain service delivery and prevent the environmental impact from a bypass event, sludge was transported around the blocked section of the RSCL from MPWWTP to the RTF utilizing hydro-excavation trucks. To reduce the number of loads required, and manage the cost, the sludge concentration was increased, reducing the total volume of water.

The PIG was successfully retrieved November 21, 2025 from a chamber located on Grange Rd.

Staff determined the PIG had become lodged in the section of pipe under the Trans-Canada Highway. Due to the location and pipe configuration in that section, the signal from the transmitter could not be read. Ultimately, staff were able to dislodge the PIG by pressurizing the line upstream of the PIG and pushing the PIG back through the line. The Residual Solids Conveyance System was restarted on November 23.

In total, the RSCL was offline for 10 days, approximately 480 sludge loads were hauled between MPWWTP and the RTF, and the EOC/DOC was active for 8 days.

IMPACT ASSESSMENT

The RSCL blockage posed no threat to public health and safety, and regular service delivery was maintained throughout the repair and retrieval work.

Impacts to residents of the municipalities of Esquimalt, Saanich, Victoria and View Royal included 24-hour truck traffic, localized odour issues, traffic delays and additional noise during hauling operations.

TOTAL EVENT COST

The emergency response for the project required 24/7 sludge hauling to mitigate the risk of an environmental discharge from MPWWTP and the operational risks for the RTF. The total cost associated with this event was $860,000, with the bulk of those costs associated with sludge haulage and the required supports.

Of the total cost, $635,000 was covered by the annual budget for emergency repairs with the remainder being split between operational accounts for 2025 and 2026.

ROOT CAUSE ANALYSIS

On Feb 5, 2026, CRD conducted an after-action review with key parties from each of the CRD divisions involved. The following provides an initial summary of the primary root causes identified and the actions being taken to mitigate future blockages. The two root causes identified as part of the after action included:

1. Increased sediment accumulation due to delay in annual preventative maintenance (pigging activity): The annual pigging maintenance was originally scheduled for March 2025, however maintenance was delayed seven months while staff worked to update safety procedures required to undertake the work. The Pig Launching Valve Chamber is a confined space which requires preapproved safety documentation. Due to recent valve and piping work at MPWWTP, a new Alternative Measures procedure (safety documentation) was required to be submitted to WorkSafeBC for approval. Due to the complexity of this infrastructure and a number of knock-on impacts, the scope of the safety review expanded, extending the timeline for the submission and ultimately delaying the work.

2. The reduced flow rate in the RSCL available to push the PIG through the pipe was due to two factors:

- A MPWWTP isolation valve was not sealing properly, resulting in reduced pressure in the RSCL needed to push the PIG through the pipe.
- The storage tanks at the MPWWTP were not continually monitored or set to maintain enough volume to supply the minimum required flowrate through the pipe. Once the low level was reached operators were able to rapidly correct the issue, but the three-minute delay made the PIG lose velocity and stop. The MPWWTP Standard Operating Procedure (SOP) did not adequately state the criticality of this process for the maintenance procedure.

Overall, the combination of reduced flow rate and increased sediment through a complex stretch of pipe contributed to the RSCL blockage. After identifying the root cause, staff identified the following actions:

Operational

1. Increase “pigging” frequency from annual to semi-annual to reduce the load of sediment build up in the pipe and to allow for unanticipated project delays.
2. Need for further coordination between participating division/departments to establish joint priorities and meet project timelines. Use of a new project “go/no go checklist” must be completed prior to scheduling all pigging maintenance to ensure Core Area Wastewater Operations, Wastewater Conveyance Operations, Systems Maintenance, and Corporate Health and Safety are all prepared to proceed, which includes:
   - All safety documentation.
   - Confirmation of infrastructure maintenance schedules/completion for critical pumps, check valves, and isolation valves.
   - Availability of critical spares.
   - Completion of an annual SOP and Emergency Response Procedure (ERP) review.
3. Implement a practice of regularly scheduled joint divisional training sessions to review and update pigging SOPs and ERPs. Emphasizing clear lines of communication between Plant and Field Operations, with a focus on critical interdependent steps to maintain minimum flow rate.

Infrastructure

1. Ensure preventative maintenance checks for all pumps, check valves, and isolation valves critical to pigging at both MPWWTP and the RSCL have been completed 1-2 months prior, and all findings have been reviewed during a project coordination meeting.
2. Adequate Plant storge tank volume is maintained and monitored to meet the minimum SOP flow rate through use of an automated level controller with operator oversight.

The RSCL blockage was the first time the Infrastructure Wastewater Operations team responded to this type of event. Staff are already proceeding with implementation of the outlined actions.

CONCLUSION

On November 18, 2025, technical and operational deficiencies contributed to a blockage in the Residual Solids Conveyance Line (RSCL). Staff were able to maintain service with crews working

day and night to coordinate sludge haulage, continually adjust MPWWTP operations and locate the PIG. Though service was maintained there was a financial impact though this was absorbed into provisional emergency repairs budget.

An after-action review of the event was conducted to determine the root cause and identified action items to mitigate future blockage. Several recommendations were identified, including heightened project coordination and a “go/no go checklist”, joint divisional training, and increased frequency of scheduled maintenance. Prior to any future RSCL pigging maintenance, the new risk mitigation steps identified will all be implemented.

RECOMMENDATION

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

Submitted by:	Jason Dales, B.SC., WD IV, Senior Manager, Wastewater Infrastructure Operations
Concurrence:	Alicia Fraser, P.Eng., General Manager, Infrastructure & Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, APRIL 08, 2026

SUBJECT **2025 Community Works Fund Annual Report**

ISSUE SUMMARY

This report provides a summary of Community Works Fund (CWF) activity for the period of January 1, 2025 through December 31, 2025.

BACKGROUND

CWF is one of three program streams under the Canada Community-Building Fund (CCBF) Program. The CCBF transfer is from the federal government, and the Union of British Columbia Municipalities (UBCM) administers the CCBF program on behalf of the province through a trilateral agreement. The agreement between the Government of Canada-Province of BC-UBCM provides a 10-year commitment (2024-2034) to deliver funding to local governments for infrastructure and capacity building projects. This agreement provides the administrative framework for the program. It sets out the funding allocation, program delivery and eligible categories.

To receive funding, local governments are required to enter into an agreement with UBCM as the program administrator. Funding is distributed to local governments through UBCM on a per capita basis. In alignment with Capital Regional District (CRD) Board direction (September 2024), CWF funds received are distributed to the three Electoral Areas (EAs): Juan de Fuca (JdF), Salt Spring Island (SSI) and Southern Gulf Islands (SGI) on a per capita basis. Once funds are distributed, staff administer the program through a continuous application process.

The CRD has been a recipient of CWF under three agreements: 2005-2014, 2014-2024 and 2024-2034. Appendix A provides a summary of activity since 2006 and remaining balances at the end of 2025. The previous agreement (2014-2024) expired on March 31, 2024, and final payment was received in 2023 under the former agreement. In September 2024 the CRD entered into the next 10-year agreement (2024-2034) with UBCM.

IMPLICATIONS

Service Delivery Implications

CRD services in the EAs are eligible to access CWF funding. The funding is used to support the diverse needs and local priorities in each of the EAs.

In 2025, successful projects under CWF's eligible categories included recreational, drinking water, wastewater, fire halls, active transportation and capacity building projects. Appendix B details a list of projects that were awarded in 2025. Appendix C details projects by project category.

Financial Implications

2025 Activity

Tables 1 and 2 provide an overview of CWF allocation and activity in the EAs for the past two years.

Table 1: Distribution of CWF Funds to EAs

	Population (2021 Census)[1]	%	2025 Allocation ($)	Population (2021 Census)[1]	%	2024 Allocation ($)
JdF	5,531	24	325,005	5,531	24	325,004
SSI	11,635	50	683,680	11,635	50	683,680
SGI	6,101	26	358,498	6,101	26	358,498
Total	**23,267**	**100**	**1,367,183**	**23,267**	**100**	**1,367,182**

[1] These numbers are derived from the 2021 Statistics Canada census. In alignment with CRD Board direction (September 2024), these population numbers were used for CWF distribution to the EAs.

Table 2: CWF Funding Awarded to Projects

	2025		2024	
	# of Applications	Amount Awarded ($)	# of Applications	Amount Awarded ($)
JdF	4	350,000	10	820,000
SSI	12	418,646	11	446,400
SGI	2	245,000	4	940,000
Total	**18**	**1,013,646**	**25**	**2,206,900**

Remaining Funds

Since 2006, the CRD has awarded $18.9 million to projects. The CRD has $3.7 million in funding remaining uncommitted at the end of 2025. Some CRD services have identified CWF as a potential funding source in the 2026-2030 capital plans to utilize remaining funds.

The new 10-year agreement (2024-2034) with UBCM requires the CWF transfers to the CRD be expended within five years of receipt. Any unspent funds under the former agreement (2014-2024) are also required to be spent within five years of entering the new CWF agreement. Exceptions will be considered on a case-by-case basis and identified through long-term capital and asset management plans. Unspent funds will be monitored on an ongoing basis to ensure all funding is utilized.

CONCLUSION

The 2025 CWF Annual Report provides a summary of funding activity in 2025. The program is administered through a continuous application process for services in the EAs. Applications must have EA Director support and are subject to availability of funds and program eligibility, which is coordinated through a rigorous pre-screening and application process. The previous agreement expired on March 31, 2024, and the CRD entered into a new 10-year agreement (2024-2034) in September 2024.

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:	Dan Ovington, BBA, Acting General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Community Works Fund Funding Summary
Appendix B: 2025 Community Works Fund Grants Awarded
Appendix C: 2025 Community Works Fund Detailed Breakdown by Electoral Area

Community Works Fund Funding Summary

April 1, 2006 – December 31, 2025

CWF Overview	Juan de Fuca ($)	Salt Spring Island ($)	Southern Gulf Islands ($)	Total EAs ($)
CWF Allocation by Electoral Area	4,909,891	10,709,628	5,157,054	20,776,573
LESS: Funding Assigned to Projects	(4,576,055)	(9,088,717)	(5,268,117)	(18,932,889)
PLUS: Project Surpluses	136,059	282,044	148,398	566,501
PLUS: Interest Earnings	383,482	746,758	187,079	1,317,319
CWF Balance Remaining	**853,377**	**2,649,713**	**224,414**	**3,727,504**

2025 Community Works Fund Grants Awarded

Total Amount Awarded to Projects: $1,013,646

Total Number of Projects: 18

JUAN DE FUCA ($350,000)

No.	CRD Service	Project	Eligible Category	Amount Awarded ($)
1	JdF Community Parks Service	Cains Way Trail Fencing Project	Recreation Infrastructure	25,000
2	JdF Community Recreation Service	Otter Point Community Hall Design and Project Initiation	Recreation Infrastructure	100,000
3	JdF Community Planning Service	Willis Point Official Community Plan	Capacity Building	150,000
4	JdF Community Planning Service	Juan de Fuca Official Community Plan Consolidation	Capacity Building	75,000
			CRD Service Total	**350,000**

SALT SPRING ISLAND ($418,646)

No.	CRD Service	Project	Eligible Category	Amount Awarded ($)
1	SSI Parks and Recreation Services	Tennis Courts Upgrades	Recreation Infrastructure	50,000
2	Cedars of Tuam Water Service	Electrical Service Replacement	Drinking Water	42,000
3	SSI Septage and Composting Service	SSI Composting Facility - 2025 Uplift	Solid Waste	45,146
4	SSI Small Craft Harbour Service (Fernwood Dock)	Dock Repairs	Recreation Infrastructure	95,000
5	SSI Parks and Recreation Services	Fire Hall Re-Purpose	Fire Halls & Fire Trucks	30,000
6	SSI Parks and Recreation Services	Pool Cast Iron Piping Replacement	Recreation Infrastructure	40,000
7	SSI Parks and Recreation Services	Kanaka Connector Trail	Local Roads, Bridges and Active Transportation	30,000
8	SSI Parks and Recreation Services	Portlock Walking Track	Sport Infrastructure	20,000
9	SSI Parks and Recreation Services	Portlock Baseball Backstop	Recreation Infrastructure	30,000
10	SSI Public Library Service	Library Washroom Accessibility	Cultural Infrastructure	25,000
11	SSI Administration Service	Asset Management Training	Capacity Building	2,000
12	SSI Parks and Recreation Services	Kanaka Connector Trail - 2025 Uplift	Local Roads, Bridges and Active Transportation	9,500
			CRD Service Total	**418,646**

SOUTHERN GULF ISLANDS ($245,000)

No.	CRD Service	Project	Eligible Category	Amount Awarded ($)
1	Mayne Island Community Parks Service	Dinner Bay Sports Expansion Project	Recreation Infrastructure	45,000
2	Pender Island Community Parks Service	Schooner Way School Trail - Phase Two	Recreation Infrastructure	200,000
			Total	**245,000**

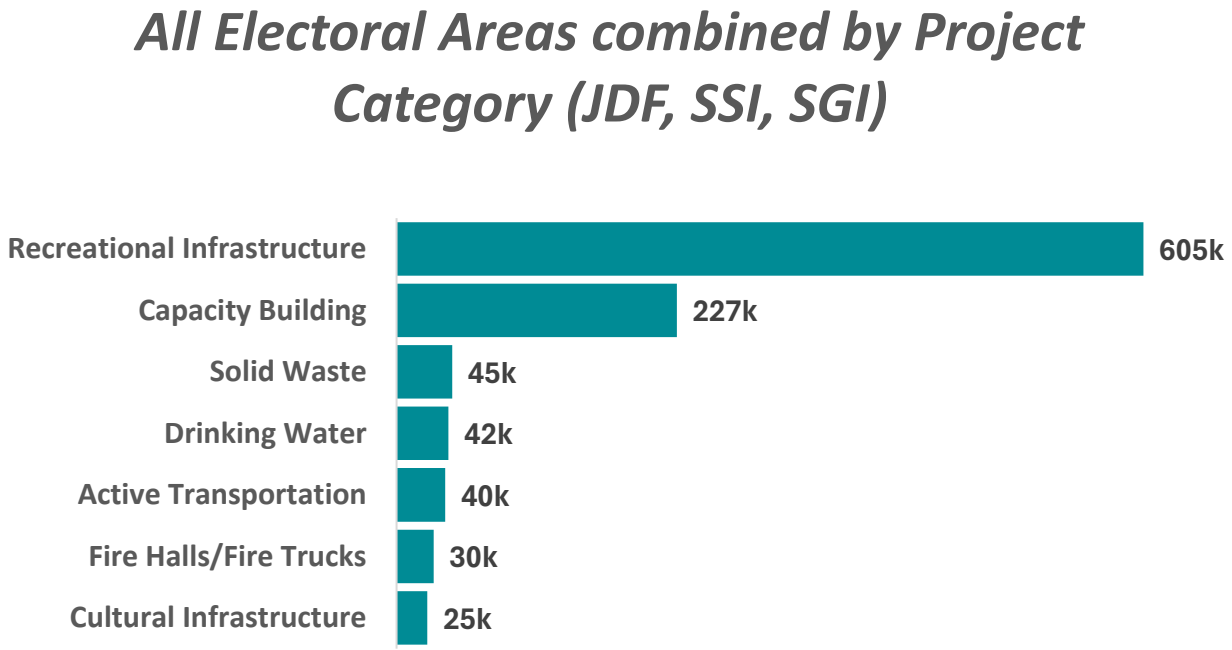
Note: These projects have been approved by CRD and remain subject to UBCM / federal approval through completion of the Annual Expenditures Report.

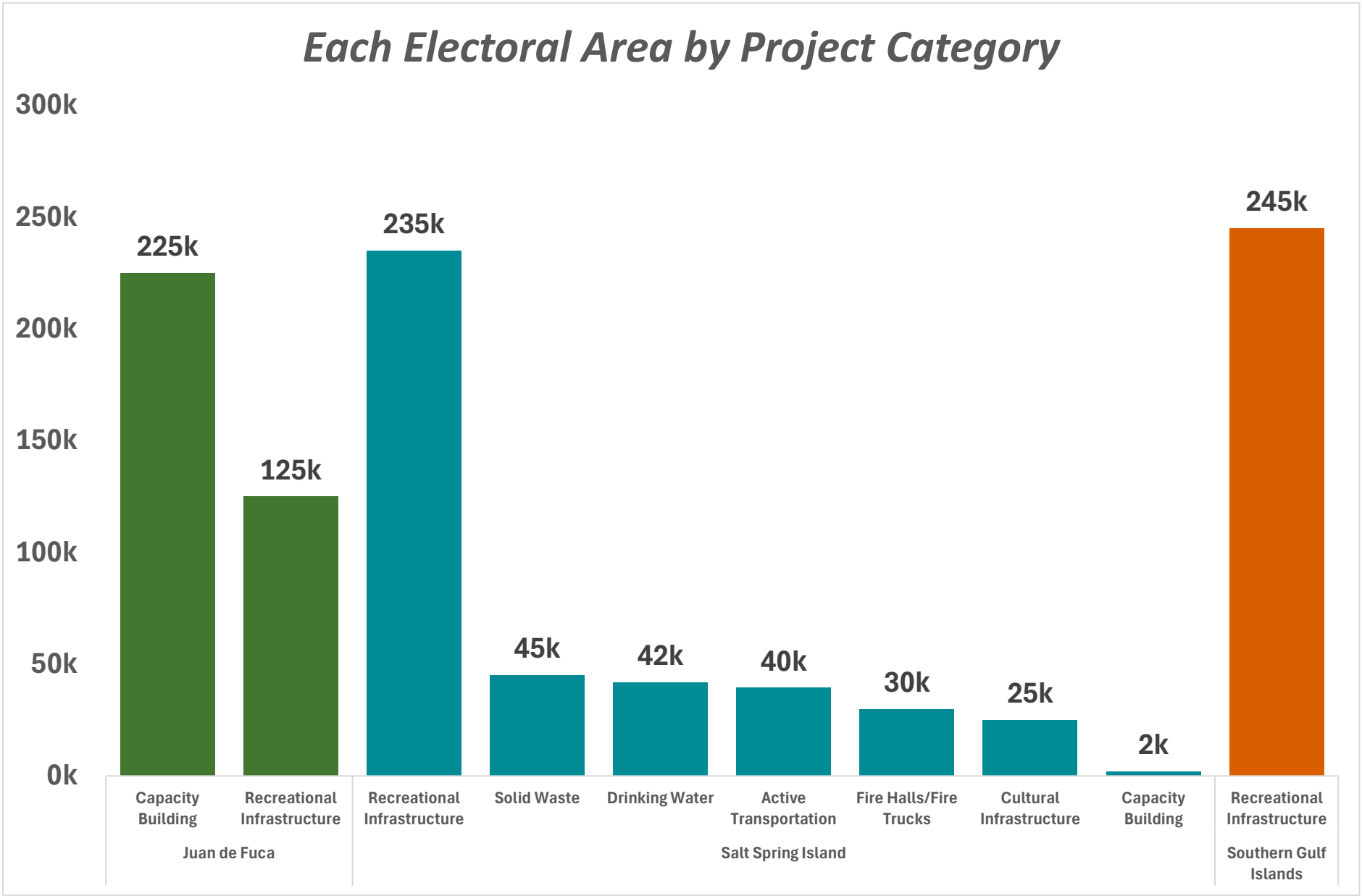
2025 Community Works Fund Detailed Breakdown by Electoral Area

Project Categories under Community Works Fund (CWF)

To be eligible under CWF, as per the Agreement, a proposed project must fall within one of the Eligible Project Categories. With the exception of the Capacity Building category, projects must be associated with a tangible capital asset.

Eligible Project Categories
Local roads, bridges, and active transportation
Short-sea shipping
Short-line rail
Regional and local airports
Broadband connectivity
Public transit
Drinking water
Wastewater and stormwater
Solid waste
Community energy systems
Brownfield redevelopment
Recreation and sport infrastructure
Cultural infrastructure
Tourism infrastructure
Capacity building
Fire Halls and Fire Trucks
Resilience




Each Electoral Area by Project Category
300k
250k
200k
150k
100k
50k
0k
225k
125k
235k
45k
42k
40k
30k
25k
2k
245k
Capacity Building
Recreational Infrastructure
Juan de Fuca
Recreational Infrastructure
Solid Waste
Drinking Water
Active Transportation
Fire Halls/Fire Trucks
Cultural Infrastructure
Capacity Building
Salt Spring Island
Recreational Infrastructure
Southern Gulf Islands

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, APRIL 08, 2026

SUBJECT **2025 Grants-In-Aid Annual Report**

ISSUE SUMMARY

This report provides a summary of Electoral Area (EA) Grants-In-Aid (GIA) activity for the period of January 1, 2025 through December 31, 2025.

BACKGROUND

Under the Supplementary Letters Patent (SLP), dated March 24, 1977 and amended April 17, 1985, the Capital Regional District (CRD) had authority to deliver GIA within the EAs. In 2025 the CRD converted the EA GIA function under SLP into three separate services through service establishment bylaws, one for each electoral area. These are one-time grants provided through annual tax requisition to community groups that deliver projects in the Juan de Fuca (JdF), Salt Spring Island (SSI) and Southern Gulf Islands (SGI) EAs.

GIA applications are accepted on a rolling basis and are reviewed and approved throughout the year in JdF and SGI. In SSI, projects are reviewed and approved during two annual intake periods. EA Directors of JdF and SGI and the SSI Local Community Commission (LCC) support projects that are selected based upon demonstrated benefit to the community respectively, and in alignment with GIA guidelines and grant program criteria. In principle, GIA fund special projects and activities beyond the scope of existing CRD services. Organizations that receive annual requisition funding through CRD established services are excluded from the GIA program. Appendix A details GIA projects awarded in 2025.

IMPLICATIONS

Service Delivery Implications

The one-time funding through GIA provides much needed relief to organizations that provide key services to the community beyond the scope of CRD services. In 2025, many of these projects included special events, capacity building and small capital projects related to recreation, housing and education.

Financial Implications

Table 1 provides a summary of 2025 GIA awarded within each EA.

Table 1: GIA Awarded for 2025

	2025			2024		
	Budget ($)	**# of Applications**	**Amount Awarded ($)**	**Budget ($)**	**# of Applications**	**Amount Awarded ($)**
JdF	28,806	4	9,356	27,822	2	10,000
SSI	68,986	24	68,986	53,986	18	53,986
SGI	112,719	26	105,110	105,081	20	99,895
Total	**210,511**	**54**	**183,452**	**186,889**	**40**	**163,881**

Remaining funds at the end of 2025 are carried over to 2026 GIA budgets for each EA.

CONCLUSION

Grants-in-Aid are awarded year-round in each electoral area under respective service establishment bylaw. For JdF and SGI, applications supported by the EA director are reviewed as they are received throughout the year and assessed against eligibility criteria. For SSI, applications are accepted and assessed during spring and fall intake periods and must be supported by the SSI LCC. Organizations who deliver projects in the EA can access the funding for special projects, including events and small capital requests. Remaining funds at the end of 2025 are carried over to 2026 GIA budgets for each EA.

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:	Dan Ovington, BBA, Acting General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: 2025 Electoral Areas Grants-In-Aid Awarded

APPENDIX A

2025 Electoral Areas Grants-In-Aid Awarded

Total Amount Awarded to Projects: $183,452

Total Number of Projects: 54

JUAN DE FUCA ($9,356)

No.	Applicant	Project	Amount Awarded ($)
1	East Sooke Neighbourhoods Association	Welcome Sign Restoration	1,000
2	Take a Hike Youth Mental Health Foundation	Take a Hike - Sooke Program	2,500
3	Fred Milne Park Society	Lighting Upgrades	3,500
4	Otter Point, Shirley and Jordan River Resident and Ratepayers Association	Notice and Event Boards	2,356
		Total	**9,356**

SALT SPRING ISLAND ($68,986)

No.	Applicant	Project	Amount Awarded ($)
1	Salt Spring Historical Society	New large bed scanner to do the Grace Inlet and Bridgman Collections projects.	2,500
2	Gulf Islands Community Radio Society	Extending FM coverage to south end of SSI through repeater station on Mount Bruce.	5,000
3	Salt Spring Community Energy	Salt Spring Community Energy Agrivoltaics Project.	2,000
4	The Circle Salt Spring Education Society	Paid Intergenerational Co-facilitator for the Pass It On Girls program.	2,000
5	Salt Spring Therapeutic Riding Association	Arena Lighting for Therapeutic Riding Lessons.	3,000
6	GISRA	Regulatory Planning and Approvals and Financial feasibility/business planning for a 50-unit affordable rental project at 154-164 Kings Lane.	5,000
7	Salt Spring Island Rowing Club	Purchase of new, professional-quality oars for an expanding fleet of quad racing boats.	4,000
8	Restorative Justice Salt Spring Island	Build the organizational and volunteer capacity of Restorative Justice to respond to community conflict needs.	2,000
9	Salt Spring Island Farmland Trust Society	Further Indigenous engagement - partners putting on the Indigenous Peoples Weekend on June 20-22, 2025.	4,000
10	Copper Kettle Community Partnership	To purchase Country Grocer Gift Cards.	3,500
11	Bandemonium Music Society	Assistance with the costs associated with three performances and one workshop.	1,000
12	The Diverse Village	Improve access to education, information and resources for ND families on SSI and Gulf Islands.	2,000
13	The Salish Sea Inter Island Transportation Society	Support the Tour des Iles 2025 2-day festival	2,000
14	Salt Spring Island Minor Baseball Association	Baseball and Softball Field Tarping	2,000
15	Salt Spring Chamber of Commerce	Truth and Reconciliation Gathering on Salt Spring Island for the Penelakut Council on September 30th, 2025	2,000
16	Transition Salt Spring Foundation	Invasive Plant Chipping	3,500
17	Beaver Point Community Hall Association	Back Porch Enclosure	3,000
18	Saltspring Chamber of Commerce	Hands Across the Water Event	4,500
19	Salt Spring Gymnastics Association	Gym Equipment Upgrades	4,500
20	Graffiti Theatre Company Society	Convergence Festival Event	2,000
21	Wagon Wheel Housing Society	Equipment Repairs	4,500
22	Salt Spring Island Printmakers Society	Islands Printmaking Biennale	800
23	Rural Islands Economic Partnership Society	Cross Border Forum	1,000
24	Fulford Elementary School Parent Advisory Council	Applied Design, Skills and Technologies Program	3,186
		Total	**68,986**

APPENDIX A

SOUTHERN GULF ISLANDS ($105,110)

No.	Applicant	Project	Amount Awarded ($)
1	Galiano Club	Hall Foundation Replacement	5,000
2	Pender Island Museum Society	Unseen Museum Exhibition	3,215
3	Institute for Multidisciplinary Ecological Research in the Salish Sea	Biodiversity Monitoring Project	2,500
4	Gulf Islands Centre for Ecological Learning	Day Camp	2,750
5	Southern Gulf Islands Neighbourhood House Society	Emma and Felix Jack Park Survey	125
6	Mayne Island Volunteer Firefighters Association	Intermodal Container Modifications	5,000
7	Southern Gulf Islands Neighbourhood House Society	Epicentre Daycare	7,500
8	Pender Island Conservancy Association	Water Conservation Mats Purchase	3,000
9	Salish Sea Inter Island Transportation Society	2025 Tour des Iles Festival	5,000
10	Magic Lake Property Owners Society	Buck Lake Bullfrog Population Control	4,000
11	Gulf Island Food Coop	Food Resilience Projects	8,500
12	Mayne Island Conservancy	Family Nature Explorations Program	3,500
13	Pender Island Chamber of Commerce	Community Growth Initiatives	2,160
14	Pender Island Farmers' Institute	Pender Island Fall Fair 2025	1,800
15	Pender Island Recreation and Agricultural Hall Association	Youth Leadership Program	3,000
16	Saturna Pickleball Association	Court Upgrades	2,184
17	Pender Island Otters Summer Swim Club	Otter Pups Program	2,000
18	Mayne Island Health Centre Association	Morgue Upgrades	8,500
19	Southern Gulf Islands Community Resource Centre Society	CRISP Festival 2025	2,000
20	Pender Island Recreation and Agricultural Hall Association	Bouldering Wall	10,000
21	Galiano Museum Society	IT Equipment	2,000
22	Moving Around Pender Alternative Transportation Society	Schooner Trail - Promo Video	2,650
23	Gulf Islands Galisle Affordable Rental Housing Society	Strategic Planning and Training	2,000
24	Galiano Island Literary Festival	Website Update and Training	2,726
25	SGI Nonprofit Roundtables	Southern Gulf Islands Community Resource Centre	9,000
26	Mayne Island Food Bank Society	Food Storage Shipping Container	5,000
		Total	**105,110**

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, APRIL 8, 2026

SUBJECT **Union of British Columbia Municipalities - Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant - 2026**

ISSUE SUMMARY

The Capital Regional District (CRD) Protective Services Division applied for a Community Emergency Preparedness Fund (CEPF) Emergency Operations Centres (EOCs) Equipment and Training grant, funded by the Union of BC Municipalities (UBCM). UBCM requires that all grant applications be accompanied by a motion of support from the local government.

BACKGROUND

The Protective Services Division regularly applies for UBCM CEPF grants as they become available. These grants allow Protective Services to acquire equipment, enhance emergency preparation and training activities, and support volunteer retention and recruitment beyond what would be possible within the approved budget.

As outlined in the application form for the 2026 intake, the CRD will continue to develop its emergency operations capacity by delivering training and exercise activities for CRD staff, our First Nations partners, and in collaboration with the local authorities of southern Vancouver Island.

Additionally, the Protective Services team has identified the need to align communications tools with the recent upgrade to digital radio services that have been widely implemented within other operationally-focused branches. The grant program enables the purchase of equipment that supports EOC operations.

The grand request totals $30,000, with funding anticipated to be allocated for training and equipment needs, with a small portion allocated for volunteer retention and recruitment initiatives. This is a $10,000 reduction from prior year grant program limits.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
That an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant 2026 be supported and that staff be directed to provide overall grant management.

Alternative 2
That staff be directed to withdraw the grant application.

IMPLICATIONS

Intergovernmental Implications

This grant supports increasing the capacity of the CRD corporate EOC with the development of a strong cohort of trained staff capable of effective response to sustained incidents and recovery operations. Training will be coordinated to enhance capacities for mutual aid and supports to adjacent First Nations, municipalities and external partners.

Financial Implications

The CEPF grant request is for $30,000 and would allow the CRD to pursue enhancements to the EOC and support staff training beyond what would be possible within the current budget.

Service Delivery Implications

Additional capacity funded through this grant would enhance service support capability to the CRD during an emergency or disaster. Training and exercise programs also support multiple departments that have operations with public safety elements.

Alignment with Board & Corporate Priorities

Emergency planning and training activity funded by this grant would enhance the CRD's ability to prepare for, mitigate, respond to and recover from an environmental or climate-related disaster.

Alignment with Existing Plans & Strategies

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

CONCLUSION

The CRD is required to maintain an effective emergency management program compliant with provincial legislation. The service enhancements that will be gained through the UBCM CEPF for the Emergency Operations Centre Equipment and Training grant will help ensure that the CRD will continue to meet those regulatory expectations while improving response capability for our citizens and partners.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant 2026 be supported and that staff be directed to provide overall grant management.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer and GM Finance & Technology
Concurrence:	Ted Robbins, Chief Administrative Officer

ATTACHMENT

Appendix A: Community Emergency Preparedness Fund: Emergency Operations Centres Equipment and Training Grant - 2026 Application Worksheet

Community Emergency Preparedness Fund
Emergency Operations Centres Equipment and Training
2026 Application Worksheet

Please complete and return the worksheet with all required attachments by **February 27, 2026**. Applicants will be advised of the status of their application within 120 days of the application deadline.

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

For detailed instructions regarding application requirements, please refer to the 2026 Emergency Operations Centres Equipment and Training Program and Application Guide.

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

SECTION 1: Primary Applicant Information	
First Nation or Local Government Name: Capital Regional District (CRD)	File Number*: LGPS-12601

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

SECTION 2: Detailed Project Information

1. **Location of Proposed Activities.** For the purpose of CEPF funding, if minor renovations of EOCs are proposed, the facilities must be located in a First Nation owned building or publicly owned building or an asset owned by the primary applicant or a sub-applicant.

   ☐ EOC is located in a First Nations owned building (buildings owned by a Treaty First Nation or a First Nation band).

   ☒ EOC is located in a publicly owned building (buildings owned by a local government or public institution, such as health authority or school district).

   ☐ Asset (e.g., trailer for mobile EOCs) is owned by the primary applicant or sub-applicant.

2. **Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 6 of the *Program and Application Guide* for eligibility.

   a) Purchase of essential equipment and supplies, including installation of and training for eligible equipment.

   Within the CRD's emergency operations centre, the radio room that provides essential communications support have outdated computers that need to be replaced as they are currently several years beyond the planned refresh date.

   The replacement of these units will support new / updated messaging software (not included in grant funding), improving service reliability and data security of messaging between the CRD's EOC, EMCR's radio room, and stations in the electoral areas.

Headsets outlined in the budget will be used within the EOC when making calls and attending on-line coordination meetings.

b) Training. Where possible, please list specific courses.

EOC Essentials X 1

ICS 100 X 2

ICS 200 X 1

EOC Logistics X 1

Individual traiing in higher level courses (ICS 300 / 400) offered through JIBC will be based on interest and availability of funds, dependant on potential instructor travel costs for EOC / Logistics courses noted above.

Available spaces are made available to other partners within the region for all courses.

c) Exercises, including tabletop exercises and mock EOC activations.

Over 2026/27 conduct a minimum of 3 table-top exercises: 1 EOC internal only, 2 EOC / external participants. The objective is to validate CRD's recently updated corporate emergency management plan, and assess response processes and expectations with regional partners (Indigenous and municipal) in a coordinated response, .

Invitations will be extended to regional Indigenous Nations and municipalities to engage in the design and delivery of the scenarios which will reflect regional hazards.

Support one radio room / EOC exercise. Radio room volunteers will use this opportunity to train / verify operations of new equipment and effectively move critical messages to and from EOC positions such as logistics and operations.

d) Volunteer recruitment and retention activities.

The emphasis for the current year is to build volunteer capacity for the radio room team through a combination of mentoring sessions for potential EOC radio room operators, and inclusion in wider emergency services volunteer recognition and retention activities including small branded promotional items recognizing their services, and a recognition dinner.

3. Alignment with Funding Stream. Describe how the proposed activities align with the intent of the funding stream to build local capacity through the purchase of essential equipment and supplies required to maintain or improve an EOC and to enhance EOC capacity through training and exercises.

Equipment:

- Replacement of end-of-life EOC radio room computers will enable ongoing station commitments that support the CRD at regional district EOC and Electoral Area [EA] level EOCs, providing core communications capacity to / from EMCR's radio room and EA's. New equipment will be located within then primary, and used within the primary or alternate EOC.

This aligns with the purchase / installation of on-site equipment as outlined in Table 1, Section 1 - Activities Eligible for Funding guide

4. Engagement with First Nations and/or Indigenous Organizations. In the following questions, please identify the specific bands, Treaty First Nations, and/or Indigenous organizations as well as the specific traditional territory, reserve, or other First Nation's land that may be impacted by the proposed project.

a) Which First Nations and/or Indigenous organizations were proactively engaged as part of the development of this application?

b) Which First Nations and/or Indigenous organizations will participate in the proposed activities and what specific role will they play?

The T'Sou-ke, and Pacheedaht Nations are the primary focus of engagement for CRD as they have the largest presence / overlap with CRD Electoral Areas. Opportunities to participate in available training and participate in external exercises will be developed and extended to include other South Island nations.

c) Please indicate the extent to which staff and/or elected officials have undertaken Indigenous Cultural Safety and Cultural Humility Training.

All staff complete a Cultural Perspectives workshop as part of foundatational training.

☐ *If applicable, evidence of support for the proposed activities from First Nations and/or Indigenous organizations has been submitted with this application. This could be in the form of a letter, email, or other correspondence.*

5. Engagement with Neighbouring Jurisdictions and Affected Parties. Identify any neighbouring jurisdictions and/or affected parties (e.g., equity-denied populations, organizations that participate in the EOC program, etc.) you will engage with as appropriate to the project.

Rural and remote communities may want to consider engaging with regional districts and/or health authorities, and First Nation applicants may want to consider engaging with the First Nations' Emergency Services Society or the First Nations Health Authority.

CRD has consistently engaged and partnered with neighbouring municipaliteis in the delivery of emergency management training opportunities, including taking part in the Colwood Environmental Risk Assessment project, collaboratively hosting ICS courses with Saanich and Central Saanich, and inviting participation of Sooke municipality, the T'Sou-ke First Nation and BC Wildfire Service in an electoral area emergency management exercise. March 4th, the CRD is hosting an introduction to GIS for emergency managers, with invitation to take part widely shared throughout the region.

☒ *If applicable, evidence of support for the proposed activities from neighbouring jurisdictions or other parties has been submitted with this application. This could be in the form of a letter, email, or other correspondence.*

6. Comprehensive, cooperative, regional approach and benefits. Describe how the project will contribute to a comprehensive, cooperative, and regional approach to EOCs.

What regional benefits will result from this project?

EOC Radio equipment - Enables and supports exchange of essential information and coordination across the regional district, and with neighbouring RD's

Training initiatives - Making space available on emergency management training classes enables a more cost-effective and comprehensive offering of emergency management training across the region and with Indigenous Nations.

Coordination of Emergency Management Exercises - allows for observers and participants from across the region, allowing for sharing of best practices, cultural knowledge and improved understanding of values at risk from a range of potential hazards.

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

SECTION 3: Required Attachments

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

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

☒ Detailed budget:

- Indicating the proposed expenditures from CEPF and in alignment with the proposed activities outlined in the Application Worksheet.
- Although additional funding or support is not required, any other grant funding or in-kind contributions must be identified.
- Applicants are encouraged to use the LGPS Budget and Financial Summary Tool.

For regional projects only:

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

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

SECTION 4: Signature

SECTION 4: Signature This worksheet is required to be signed by an authorized representative of the applicant (i.e., staff member or elected official). Please note all application materials will be shared with the Province of BC.

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

Name: Shawn Carby	Title: Sr. Manager, CRD Protective Services
Signature*: *A certified digital or original signature is required.*	Date: March 13, 2026

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

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

Please note "2026-EOC" in the subject line.

Proposed Budget

Name of Applicant	Capital Regional District (CRD)
Funding Program/Stream: **2026 Application**	CEPF - EOC Equipment and Training
Project Name/Application #	LGPS-12601

BUDGET

The budget is required to be submitted as part of the application package. For each proposed expense, provide a calculation that explains how the cost was determined. For example, for incremental staffing provide the wage and proposed number of hours; for the purchase of items, provide the quantity and unit price. Additional rows can be added as needed.

Proposed Expenses	Calculation	Total Cost
TRAINING		
EOC Essentials (materials & Instructor)	1 @$5800	$5,800.00
ICS 100 (in-house instructor) - Workbook printing costs and basic refreshment	2 @ $200	$400.00
ICS 200 (in-house instructor) - Workbook printing costs and basic refreshment	1 @ $200	$200.00
EOC Logistics (includes instructor travel)	1 @ $4,400	$4,400.00
EOC Exercises		
CRD internal exercise - Developed in house, materials costs only	1 @ $150	$150.00
CRD External exercise X2 - Developed in house, includes location rental and food service, minimum of one to be held at an Indigenous partner location	2 @ $3000	$6,000.00
CRD Radio Room Exercise	1 @ $250	$250.00
EOC Equipment		
Computer Replacement for EOC	6 @ $1,500	$9,000.00
Headphone / microphone sets (one for each computer)	6 @ $ 50	$300.00
Volunteer Recognition, Retention & Recruitment		
Ball cap / coffee mug with logo		$1,500.00
Volunteer recognition dinner		$2,000.00
Total:		**$30,000.00**

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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, APRIL 1, 2026

SUBJECT **Freedom of Information and Protection of Privacy Act (FOIPPA) Overview 2025**

ISSUE SUMMARY

This report provides an annual year end update on key metrics of Freedom of Information (FOI) requests received in 2025 and provides an overview of privacy protection-related activities lead by the Privacy and Information Services division in 2025.

BACKGROUND

Under the *Freedom of Information and Protection of Privacy Act* (FOIPPA), the CRD has a responsibility to protect and uphold people's foundational rights to the protection of their privacy, and to access to information about CRD activities, including information about themselves in the CRD's custody or under its control. The Privacy and Information Services Division is accountable for administering the Act and supporting all CRD departments in meeting their obligations under the Act. This report provides a year-end update on the work of the Division in 2025. It also looks ahead to changes anticipated in 2026.

IMPLICATIONS

Over the last five years, the landscape for privacy and access in British Columbia has changed considerably. New legislative amendments have recently been proposed by the Province and if passed, the amending bill would introduce new requirements for local governments under FOIPPA, potentially adding to the complexity of Privacy and Access to Information work. This underscores the need for well-designed, consistent, and sustainable privacy and access practices. Appendix A outlines these proposed legislative changes and their impacts.

FOI Requests and Privacy Management Program

The CRD has been taking incremental steps since 2022 to strengthen its privacy governance and align with the evolving expectations set out in FOIPPA. The CRD has codified its commitment to maturing its Privacy Management Program in Goal 12a of the CRD Corporate Plan. In 2025, in furtherance of that goal, Privacy and Information Services successfully implemented a number of program enhancements that will benefit both the public and CRD employees, and will assist the CRD in becoming fully compliant with these expanded obligations. A summary of the operational work of the division includes:

- Conducting **97** privacy risk assessments and privacy advice on CRD projects and initiatives.
- Investigating and remediating **12** actual or suspected privacy breaches.
- Responding to **255** formal Freedom of Information Requests, involving the processing of over **22,000** pages of records.
- Assisting other CRD departments to respond to informal, routine or proactive disclosures.
- Facilitating the provision of evidence to police agencies.

- Leading mandatory training sessions for CRD employees.
- Consulting on requests from other public-sector entities where CRD information is being considered for disclosure.
- Responding to the Office of the Information and Privacy Commissioner in the context of investigations and audits.

Appendix B contains data tables and visualizations for the Division's key performance metrics.

Building Inspection Records Program
In March 2026, new building bylaw amendments came into effect that changed how several categories of building inspection–related records are accessed. Records that fall within the categories identified in the bylaw are no longer eligible to be requested under FOIPPA and will instead be available through a pay-for-service model.

In the 2025 fiscal year, building inspection records accounted for approximately 63% of all FOI requests received by the CRD. Over time, this change is expected to reduce the overall FOI processing workload for the Privacy and Information Services Division.

In the near term, however, the division's level of effort has increased as staff support Building Inspection in designing and implementing the new program. While the access pathway has changed, FOIPPA's disclosure and privacy protection requirements continue to apply. As a result, skilled professional judgment remains necessary to review records prior to release, ensuring lawful, consistent, and defensible disclosure decisions under the new model.

Alignment with Board & Corporate Priorities
The protection of privacy rights and the provision of access to information fall under the Community Need for Open Government. These activities also support legislative compliance, transparency and business systems and processes in the Corporate Plan and are important for good governance.

CONCLUSION

The CRD has identified enhanced privacy practices as a key strategic priority in its Corporate Plan. In 2025, the Privacy and Information Services Division successfully implemented a number of program enhancements in furtherance of this goal. This work will continue in 2026, with a sustained focus on improved user experience, greater consistency in decision-making, and stronger alignment with legislative requirements and emerging best practices. At the same time, the overall volume, complexity, and sensitivity of privacy and access work continues to increase, requiring ongoing attention to building capacity, expertise, and maturity across the CRD, in order to empower all CRD employees to contribute to effective privacy and access practices.

RECOMMENDATION

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

Submitted by:	Melissa Sexsmith, Manager, FOI & Privacy
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: Overview of Proposed FOIPPA Amendments (Bill 9-2026)
Appendix B: 2025 Key Performance Metrics

Appendix A: Overview of Proposed FOIPPA Amendments (Bill 9 - 2026)

Proposed Amendment	Impact to the CRD
Expanded grounds to disregard requests	The Bill adds and modifies the circumstances under which the Information and Privacy Commissioner may authorize a public body to disregard a request. While the threshold remains appropriately high to protect access rights and prevent arbitrary refusals, the proposed changes may provide the CRD with greater ability to address requests that are excessively broad, repetitive, abusive, or an abuse of process. This provision is retroactive and would apply to requests received before, on, or after coming into force.
FOIPPA disapplied to records subject to legal proceedings	Part 2 of FOIPPA would no longer apply to records that must be produced, listed, or identified as part of a court or legal proceeding. The FOI process may no longer be used as an alternative mechanism to obtain records that are properly subject to disclosure through litigation processes such as discovery. As a result, the CRD would no longer be required to process FOI requests for these records. This provision is retroactive.
Authority to determine request validity and sufficiency of detail	The Bill authorizes the Head of the Public Body to determine whether a request is valid, including whether it provides sufficient detail to allow records to be identified within a reasonable amount of time. Requests that are unclear or unreasonably scoped would be ineligible to be opened until clarified. This represents a significant procedural change and will require system and workflow reconfiguration.
Duty to respond without *unreasonable* delay	The Bill amends the duty to respond "without delay" to "without unreasonable delay." While statutory timelines remain largely unchanged, this introduces a reasonableness analysis that may be considered by the OIPC in complaints or reviews, increasing scrutiny of delays even where formal extensions have not been taken.
Expanded consent-based timeline extensions	The Bill permits the head of a public body to extend the time for responding to a request by any period to which the applicant consents. This removes the current 30-day limitation on consent-based extensions and provides greater flexibility to manage complex requests, where applicant agreement is obtained.
Clarification of interaction between ss. 5 and 10 (request detail)	The Bill resolves an inconsistency between sections 5 and 10 by allowing the CRD to decline to open a request until sufficient detail is provided, rather than opening the request and placing it on hold. This change alters intake practices and will require technology and process updates to support an "unopened" request state.
Direct access to designated categories of personal records	The Bill enables the head of a public body to establish categories of records containing an individual's personal information that may be made available directly to the individual without a formal access request. This presents a significant opportunity to enhance transparency, improve service delivery, and reduce FOI processing burden through proactive or self-service access models.

Appendix B: 2025 Key Performance Metrics

Privacy Impact Assessments

A Privacy Impact Assessment (PIA) evaluates how a current or proposed government initiative will affect personal privacy rights of any individual whose information is collected, used, or disclosed. A PIA identifies potential privacy risks and ensures that measures are in place to protect personal information.

In the 2025 fiscal year, the Privacy and Information Services Division collaborated with CRD colleagues on 97 PIAs, representing a 111% increase over the prior year (See Figure 1). The historical average is 47 PIAs per year. This is the highest volume of PIAs the CRD has processed in a single year.

The significant increase in the number of Privacy Impact Assessments conducted is likely correlated to two main causes: the implementation of process efficiencies that have led to the faster completion of assessments; and increased awareness across the organization of when a PIA is required, resulting in more initiatives being identified and brought forward for review.

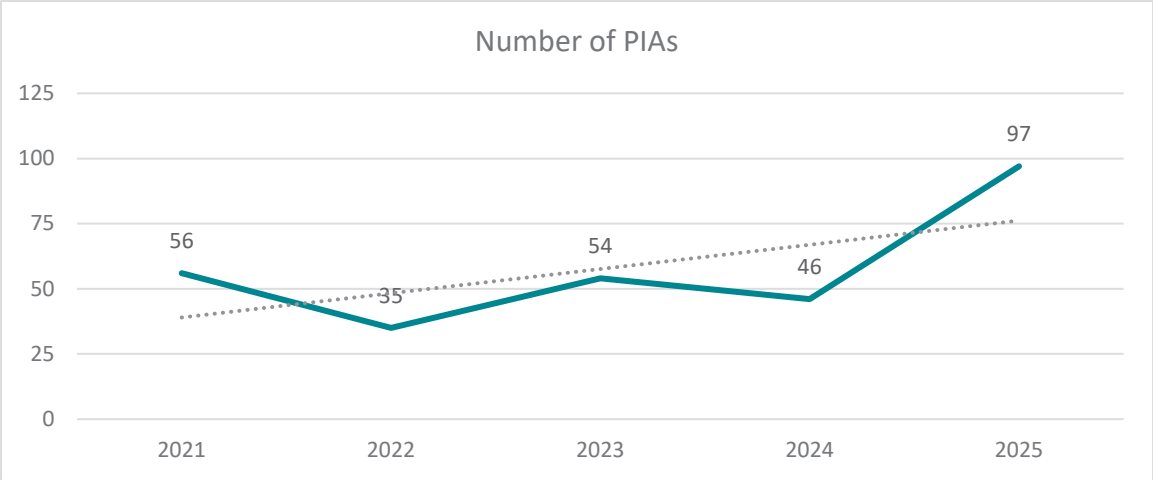

Figure 1

The largest share of the Privacy Impact Assessments conducted were related to surveys (26 PIAs), followed by data collection activities (13 PIAs) and systems (e.g., enterprise systems such as SAP), service delivery programs (e.g., the Climate Action Program), and applications and tools (e.g., the Shifts scheduling application) (12 PIAs each). Video surveillance PIAs (10) also represented a meaningful proportion of the workload (see Figure 2).

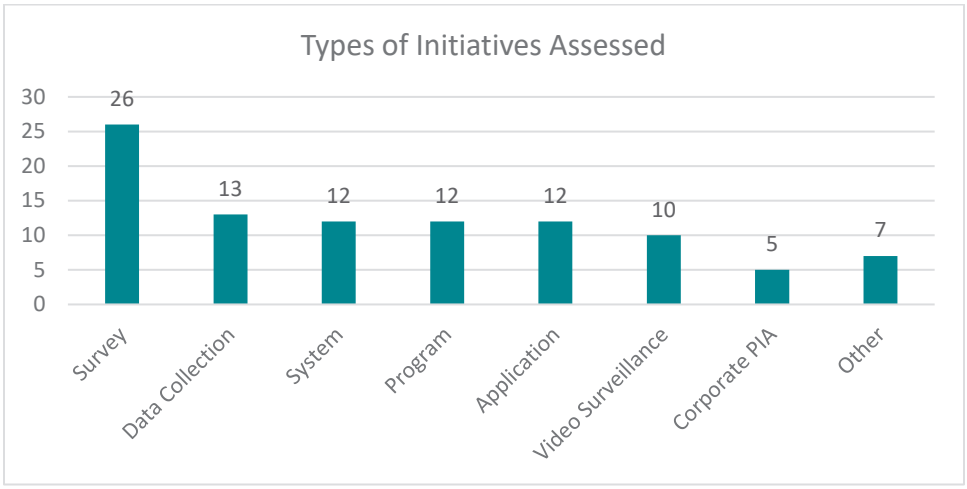

Figure 2

Freedom of Information Requests

FOIPPA promotes openness and transparency in government by giving anyone the right to request access to records held by public bodies, subject to certain exceptions. Public bodies must respond to an FOI request within 30 business days. FOIPPA provides for the ability to extend this time if certain conditions apply, or with the permission of the Information and Privacy Commissioner.

In the 2025 fiscal year, the Privacy and Information Services Division collaborated with CRD colleagues on 255 FOI requests. This is consistent with the historical average of 252 requests per year (see Figure 3). However, these 255 requests represent over 22,000 pages of records processed (see Figure 4). The average size of a request, when expressed in pages, is continuing to increase year-over-year; the 2025 figure is a dramatic increase compared to prior years.

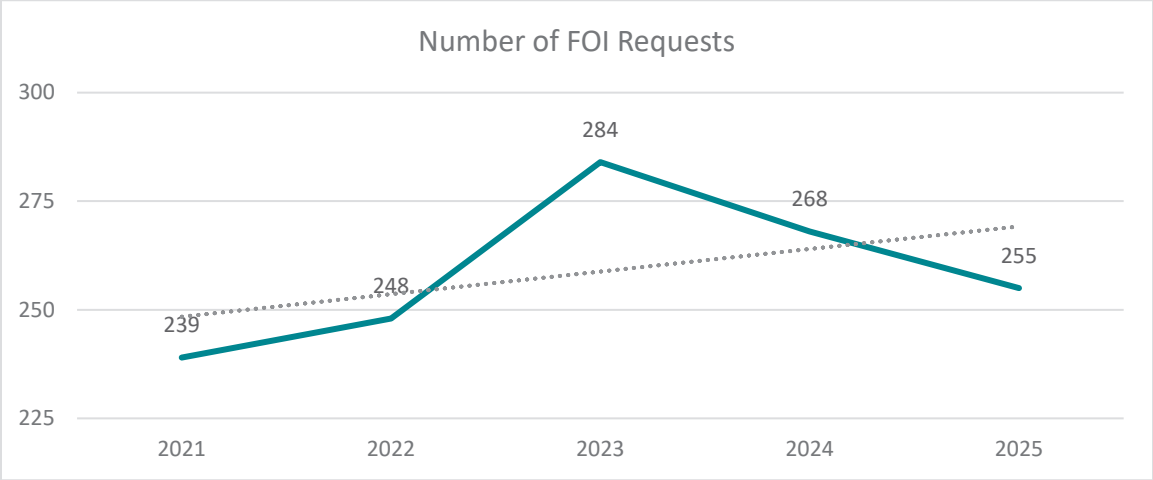

Figure 3

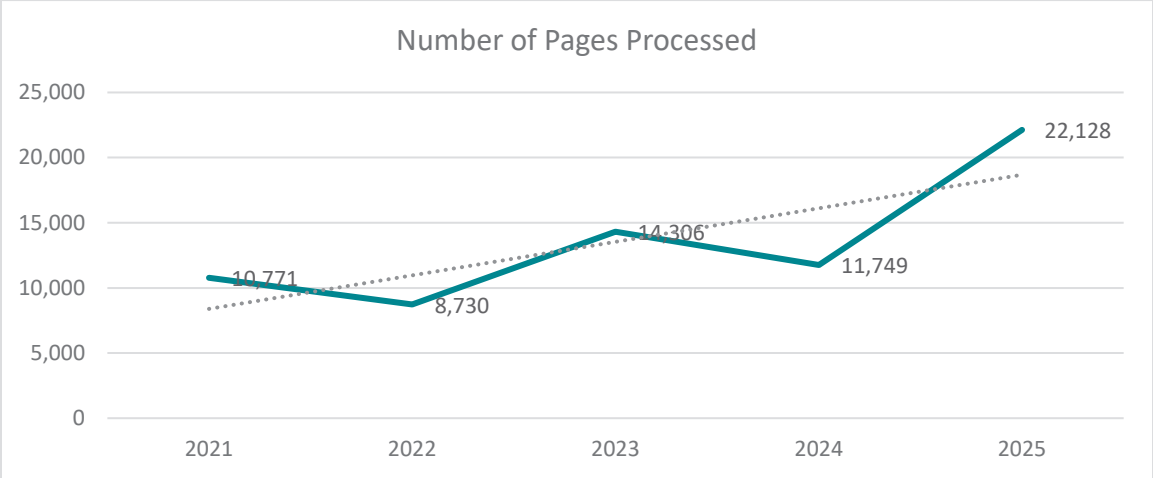

Figure 4

Most FOI Requests were related to more than one theme and required a response from two or more divisions within the CRD. In keeping with prior-year trends, the most commonly-requested records related to either Building Inspection (164 requests) or Bylaw matters (63 requests) (see Figure 5). A significant majority of requests (98%) were for CRD program information, while only 2% of requests were submitted by individuals seeking their own personal information (see figure 6).

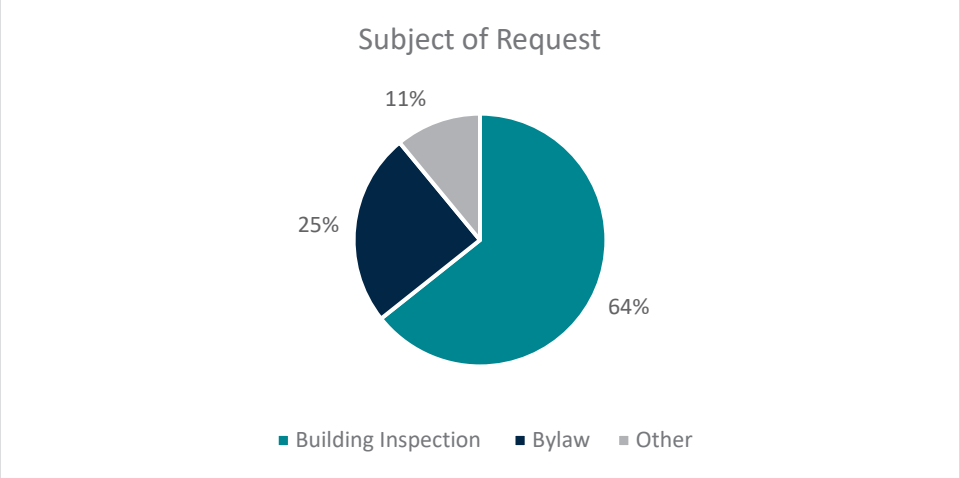

Figure 5

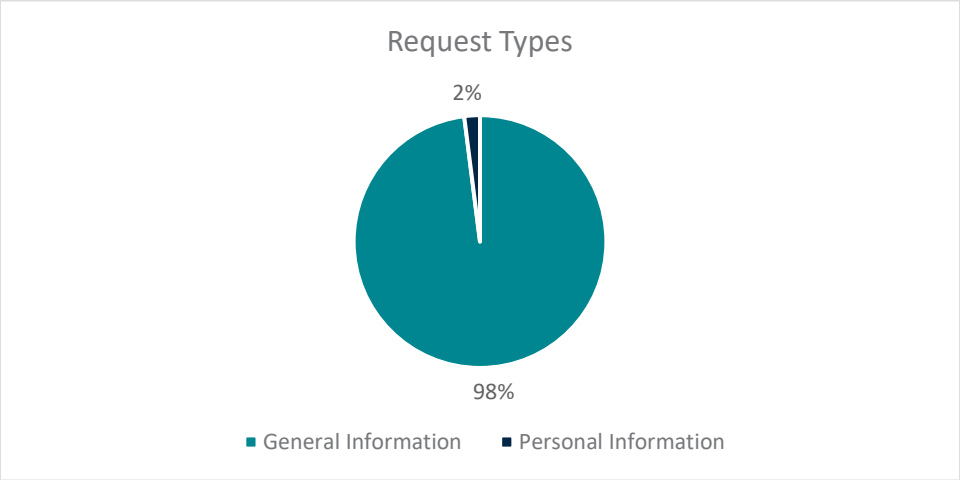

Figure 6

The majority of FOI Requests were submitted by individuals (63%). Realtors made 17% of requests, while businesses and interest groups made 9% and 4% of all requests, respectively (see Figure 7)

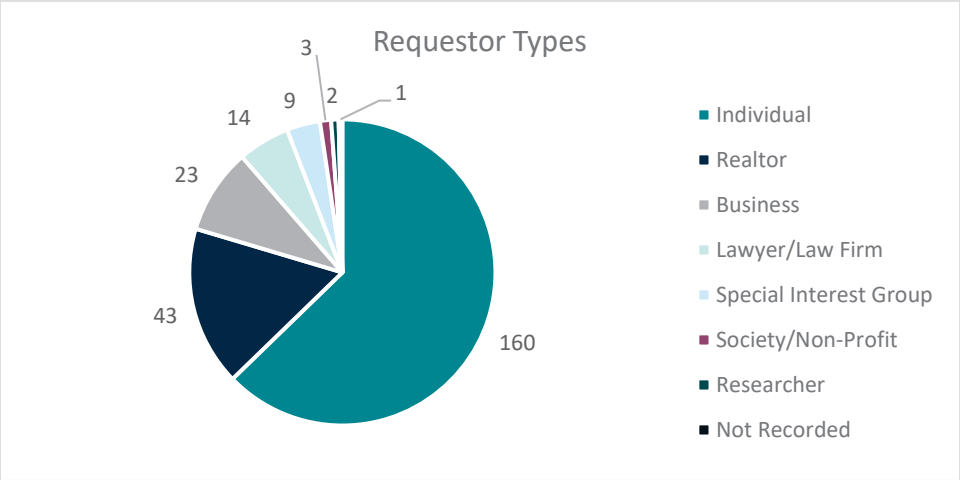

Figure 7

Making a difference...together

REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, APRIL 1, 2026

SUBJECT **Regional District Service Reviews – Update**

ISSUE SUMMARY

This report provides an update on the preparatory work to support conducting one to two service reviews per year, as directed by the Capital Regional District (CRD) Board (Board) in October 2025.

BACKGROUND

At the November 13, 2024, meeting, the Board directed staff to prepare a report outlining options and implications for conducting CRD service reviews by May 2025 or earlier. On April 9, 2025, the Chief Administrative Officer (CAO) provided the Board with a general overview of the options available in the context of regional districts, including those specific to the CRD. A strategic discussion was then held at the Committee of the Whole meeting on April 30, 2025. During this wide-ranging conversation, the Board explored additional ways to evaluate services, with a focus on the concerns it aimed to address and the outcomes it sought to achieve.

Staff returned to the Board on October 8, 2025, with recommended next steps across seven potential areas of action. The Board approved all recommendations, including proceeding with the necessary preparatory work to support conducting one to two service reviews annually.

The service review methodology approved by the CRD Board (Appendix A) identified two key areas of focus:

- Evaluating older, legacy services to ensure they remain fit-for-purpose, responsive to community needs, and consistent with industry and corporate best practices.
- Identifying opportunities to consolidate governance or oversight structures where this could improve consistency and efficiency.

In alignment with this approach, staff have completed a historical review of more than 200 CRD services and applied the approved intake criteria to identify legacy services that may be suitable candidates for review, defined as services that have been active for at least 20 years and are currently funded. This process produced an initial list of over 130 regional, sub-regional services and local services.

Given the volume of services identified, staff are now undertaking a qualitative assessment through interviews with operational staff. This work is intended to:

- Confirm whether services have previously undergone a service review or strategic planning process
- Identify potential sustainability, efficiency or governance considerations, and
- Prioritize services where a detailed review is most likely to provide meaningful value.

This assessment is expected to be completed before the summer, at which time staff will report back with findings.

IMPLICATIONS

Financial Implications
The analysis to date has been completed by staff and there are no incremental financial implications to report currently beyond resources previously approved by the Board and existing staff time. Any future resource requirements will be brought forward through the annual service planning process.

CONCLUSION

Following the Board's consideration of the 2025 CRD provisional budget, staff were directed to bring forward options for undertaking CRD service reviews. On October 8, 2025, the Board approved recommendations to advance seven action areas, including preparatory work to support conducting one or two service reviews annually. Staff committed to reporting back by end of the first quarter of 2026, with a further update planned before the summer.

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

ATTACHMENT(S)

Appendix A: Board-Approved Methodology for Annual Service Reviews

Appendix A: Board-Approved Methodology for Annual Service Reviews

BACKGROUND

On April 30, 2025, the CRD Board (Board) directed staff to report back with specific recommendations on "[conducting] one to two service reviews on an annual basis".

A service review is a structured assessment of an organization's service(s), aimed at identifying opportunities to improve service delivery. What constitutes an improvement varies depending on the type of service, user expectations and costs. It may also differ between those responsible for overseeing the service and those receiving it. In some cases, improvements may involve increases in the quantity or quality of service delivered, changing the overall value proposition or streamlining business processes. In others, the focus may be on reducing the cost of delivery or, in rare instances, discontinuing a service altogether. Broadly, service reviews are one of many tools used to support efficiency and effectiveness, and long-term financial sustainability.

The province of British Columbia outlines three primary types of service review processes available to regional districts:

- Informal service reviews, initiated at the discretion of the Board.
- Bylaw-based service review, embedded in the service establishing bylaw.
- Statutory service review, formally initiated by a service participant by notification to the Board, other service participants, and the Minister responsible for local government.

The CRD currently delivers over 200 services which vary considerably in scope, scale, expenditure, source of mandate, governance, and, particularly for sub-regional and local services, the number of participants. Several services are governed by legislation and/or are overseen by commissions and committees with varying degrees of delegated authority from the Board. Over the last decade there has been a sustained volume of new services created each Board term and service bylaw amendments, which are subject to approval by the electors, as well as new initiatives and capital projects undertaken.

CRD services are routinely assessed for effectiveness and efficiency through a variety of established mechanisms. Some reviews occur annually, while others are conducted on a cyclical or ad hoc basis, depending on the nature and needs of the service.

1. CRD Planning Framework

The CRD's Planning Framework is a multi-step, organization-wide coordinated process with several touchpoints involving the Board. The process takes place annually, and provides several levers to the Board to evaluate and manage service levels and growth on an annual basis, including:

- The Service & Financial Planning Guidelines, approved each May, set direction for the multi-year service plans and budget development.
- The Board Priorities Check-In, held in each April/May, confirm the strategic direction for the following year.
- The annual review and approval of the service plans (Community Need Summaries) and provisional and final budgets.
- The approval of financial management strategies, typically applied to all services.

In addition, the Board's work is supported by its standing committees and commissions, which provide recommendations to the Board throughout the year on new or amended policies, strategies, initiatives and projects.

2. Strategic and Operational Plans

Many CRD services are also guided by strategic plans or other guiding documents that shape the ongoing evolution of service delivery and identify specific areas of enhancements. When developing or updating these plans, staff regularly carry out public engagement, both virtually and in person, to gather feedback, understand community expectations, and collaborate with service users to identify opportunities for improvements. Examples of Board-approved plans include:

- 2017 Regional Water Supply Strategic Plan (currently under review)
- 2018 First Nations Relations Task Force Final Report
- 2021-2025 Climate Action Strategy (currently under review)
- 2021 Solid Waste Management Plan
- 2022 Regional Water Supply Master Plan
- 2022-2032 Regional Parks & Trails Strategic Plan and suite of operational management plan, including the Land Acquisition Strategy
- 2014 Core Area Liquid Waste Management Plan (Consolidated) and 2024 Long-Term Biosolids Management Strategy
- 2024-2027 CRD Arts Support Service Strategic Plan

3. Ad hoc targeted service reviews

In addition to the regular planning process and development of strategic plans, the Chief Administrative Officer, General Managers, the Board and the Commissions with delegated authority may occasionally initiate supplementary service evaluations. These targeted reviews are designed to provide deeper insights into specific services or to address a specific opportunity or challenge that has emerged. Past examples include:

- Environmental Services and Water Services Service Delivery Review (2008-2009)
- Parks and Community Services/Environmental Sustainability Departmental Integration (2013)
- Bylaw and Animal Care Service Delivery Review (2014-2015)
- Facility Management Review (2016)
- Board considered conducting a global service review process and directed CAO to enhance divisional service planning after evaluating several approaches (2016)
- Regional Parks Operational and Financial Review (2022)
- Information Technology and GIS Service Review (2022)
- Victoria Family Court and Youth Justice Service Review (2022)
- Organizational Structure Review – CRD Evolves 2024-2025 (2023-2025)
- Saanich Peninsula Water Commission Amalgamation Study (2024-2025)
- Procurement Review (2024-2025)

Since service participants already have the ability to initiate formal service reviews through the existing provincial mechanism, the CRD does not need to replicate that process. Instead, the focus should be on developing a supplementary, Board-led review process that complements existing tools. To ensure this process is effective and adds value, staff recommend that such reviews be carefully scoped to avoid duplication and be clearly justified.

PROPOSED NEXT STEPS

Staff have identified two potential gaps in the CRD's current planning framework that could be addressed through a supplementary, structured service review process.

- There is currently no prescribed approach for reviewing older, legacy services to ensure they remain fit-for-purpose, relevant to the communities they serve, and aligned with industry standards and corporate best practices. To date, reviews of legacy services have relied on staff proactively identifying and initiating them on a case-by-case basis. Staff recommend that the review process include a systematic method for identifying and evaluating such legacy services to ensure they continue to deliver value.

- There is no mechanism for reviewing and potentially consolidating the oversight structure for services that would benefit from consistent and unified management. While consistency is applied at the point of service creation, it often diverges over time. The CRD currently manages over 70 standing committees and commissions, an unusually high number compared to other local governments. These bodies operate under varied governance models, delegated authorities, and administrative support, which places significant demand on organizational capacity. Staff recommend that the review process include an evaluation of oversight structures to improve efficiency, reduce administrative burden, and improve service oversight.

Given the scale and complexity of the CRD's service portfolio, there would be merits in conducting a one-time review of services to address these historical gaps and regularise service oversight. To ensure the process delivers meaningful results, services should be selected based on clear goals and intake criteria, listed below. This targeted approach will help staff focus efforts on the services with the greatest potential for improvement and impact.

The pace of this review would be determined once a list of suitable services has been identified. However, it is important to note upfront that addressing these legacy and governance issues will likely take several years of considerable effort. Following this initial effort, staff would recommend establishing an ongoing process for future assessment in a more proactive and sustainable manner.

Goals and Service Selection Criteria

Staff recommend that the service review process be guided by two overarching goals:

1. Identify opportunities to **improve operational efficiency** by consolidating similar activities, reducing service delivery costs, and/or improving resource utilization.
2. Identify opportunities to **enhance service quality** by implementing new quality control measures, increasing service reliability, and/or discontinuing outdated service models.

To support these goals, staff propose to apply the following issues-based criteria to identify suitable candidate services for review:

1. *Legacy Services:* that have been in operation for 20 or more years and have no undergone a formal review. This is defined as:
    a. No formal review of service levels, mandate, or strategic direction undertaken in the last 20 years, and/or
    b. No public engagement or elector approval sought on service levels, mandate or strategic direction in the last 20 years, and/or

   c. The service is not included as an exempted service in the Regional District Service Withdrawal Regulation. Such services include regional parks, emergency telephone systems (e.g. 911) and solid waste management and recycling.
2. *Services Needing Strategic Realignment:* services that draw on unusually high levels of internal resources or have known issues related to the goals of operational efficiency or service quality[1], such as:
   a. Misalignment between current service delivery and their original mandate or purpose.
   b. Absence of appropriate quality control measures or mechanisms (e.g. service agreements).
   c. Delivery models that are outdated or inconsistent with modern industry practices or corporate standards.
   d. Services impacted by regulatory changes.
3. *Sustainability Concerns:* services facing environmental, social or financial sustainability issues that may impact their long-term viability.
4. *Opportunities for Consolidation:* services that could be consolidated to reduce service delivery costs and capacity demands, while improving consistency and oversight. This may include reviewing the scope and responsibilities of various committees and commissions.

Process

Staff will apply the intake criteria to identify candidate services for review. The Board's input will be sought, and existing governing bodies may also be canvassed to gather suggestions. Candidate services will then be prioritized to ensure that resources are focused on high-impact reviews. The list of candidates and proposed plan for next steps will be brought back to the Board for approval.

IMPLICATIONS

Service Delivery Implications

Service reviews require considerable time and organizational capacity. As noted by the Board, during the deliberation, with over 200 potential services in scope, treating each one equally could result in a lengthy and costly process. Many services are already subject to regular reviews through existing mechanisms. To ensure value and avoid duplication, staff recommend that any supplementary reviews be precisely scoped and clearly justified as outlined in the background.

It is also important to note that the objectives of the CRD Board for this review process may differ from those of the service participants or oversight bodies. These differences can create challenges in defining what constitutes effective and efficient service delivery. Engaging those responsible for operational decisions and oversight is important, as they have shaped the current form of the service and will be instrumental in implementing future changes. However, while consultation with service participants will help ensure informed and inclusive decision-making, it will add complexity and may extend timelines.

To support a successful implementation, the supplementary reviews will need to be planned and scheduled well in advance, allowing for appropriate work planning and allocation of staff time. Existing workplans may need to be re-phased to accommodate this additional work. The estimated timelines may vary depending on the scope. Based on lessons learned during the

[1] Note that some improvements on such issues were also implemented through CRD Evolves 2024-2025.

planning phase of CRD Evolves 2024-2025, it is estimated that a narrowly focused review could be completed within six months, while a more significant review may take 12 to 18 months.

Additionally, changes to the scope of services would likely require amendments to service establishing bylaws, which is time-consuming and resource intensive work, and may require engaging in an electoral approval process. A coordinated approach to address multiple changes simultaneously may help streamline the implementation process, depending again on the scale and nature of changes.

Financial Implications

To support the review process, external consultant support may be necessary, particularly for large or complex services. The estimated cost per review, excluding internal staffing costs, ranges between $20,000 and $100,000, depending on scope and intricacy. Staff will bring forward any resource requests for Board approval through the annual service planning and financial planning process.

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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, APRIL 1, 2026

SUBJECT **Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy**

ISSUE SUMMARY

Updates have been made to the CRD *Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy* (BRD12) to clarify management procedures, refine definitions, and include gender-inclusive language.

BACKGROUND

The *Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy* is due for review and update prior to the next general local election and appointment of new committee and commission members.

The policy applies to non-elected officials appointed to CRD committees and commissions, who may receive confidential information in the course of carrying out their duties. Appended to the policy is a form to be signed by committee and commission appointees that includes a commitment not to disclose closed meeting information while that information remains confidential.

This policy amendment aims to improve the Legislative Services Division's ability to administer non-disclosure/confidentiality agreements to CRD committee and commission appointees, enforce agreement requirements, and maintain agreement records. The proposed changes include a revised policy purpose statement, updates to defined terms, and more detailed procedures based on current practices. Finally, the revised policy integrates gender-inclusive language throughout the policy and agreement template.

ALTERNATIVES

Alternative 1
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the amended *Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy* (BRD12), attached as Appendix A, be approved.

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

IMPLICATIONS

Confidentiality requirements for elected officials are outlined in Section 117 of the *Community Charter*. These requirements apply to regional districts via section 205 of the *Local Government Act*. The intent of the policy is to address the gap for non-elected officials who are not subject to the legislated requirements but may still need to receive confidential information. The policy and

signed statement are designed to ensure the commitment of appointees to safeguard confidential information and provide some assurance to CRD that appointees have been made aware of the confidentiality requirements. Note that not all committees or commissions hold closed meetings, but for those that do, appointees will be required to have signed the agreement prior to receiving any confidential information.

In terms of enforcement, where an appointee is not willing to sign the Non-Disclosure/Confidentiality Agreement, the policy stipulates that they will not be permitted to receive any confidential information or participate in closed meetings. If participation in closed meetings is essential to the work of the committee or commission, the Board may choose to revoke the appointment of that appointee, however whether that is necessary for any particular appointee would need to be considered on a case-by-case basis.

Service Delivery Implications

The revised policy will enhance staff's ability to administer non-disclosure/confidentiality agreements to CRD Committee and Commission members, enforce agreement requirements, and maintain agreement records.

Equity, Diversity and Inclusion

This policy amendment focuses on including gender-inclusive language, per CRD's commitment to fostering and promoting an inclusive and equitable work environment. Priorities identified in the People, Safety & Culture (PS&C) Strategic Plan (2024-2027) include reviewing internal policies and practices with lens that prioritize Equity, Diversity, Inclusion, and Accessibility.

CONCLUSION

Updating the CRD's *Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy* (BRD12) will strengthen current practices by improving the administration, enforcement, and record-keeping of CRD's confidential or sensitive information. The revised policy will establish clearer expectations, more consistent compliance, and a more robust framework for protecting sensitive information.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the amended *Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy* (BRD12), attached as Appendix A, be approved.

Submitted by:	Marlene Lagoa, MPA, Senior 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: Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy (BRD12)
Appendix B: Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy (BRD12) – Redlined Version

Appendix A

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CAPITAL REGIONAL DISTRICT

CORPORATE POLICY

Policy Type	*Board*		
Section	*Corporate Services*		
Title	NON-DISCLOSURE/CONFIDENTIALITY AGREEMENT FOR CRD COMMITTEES & COMMISSIONS		
Adopted Date	May 8, 2013	Policy Number	BRD12
Last Amended			
Policy Owner	Legislative Services		

1. POLICY:

All Appointees to a Capital Regional District (CRD) committee or commission are required to sign a non-disclosure confidentiality agreement.

2. PURPOSE:

To safeguard the confidentiality of CRD matters that are not subject to public disclosure, and to ensure consistent adherence to closed meeting confidentiality requirements for Appointees.

3. SCOPE:

This policy applies to all Appointees to a CRD committee or commission.

4. DEFINITIONS:

"**Appointee**": means a person appointed to a CRD committee or commission, excluding CRD Board Directors, Local Community Commissioners, and municipal mayors and councillors.

"**Closed Meeting**" or "**in Camera Meeting**": refers to meetings that may or must be closed to the public where the subject matter is of a sensitive or confidential nature, in accordance with Section 90 of the *Community Charter*.

"**Committee**": means a standing, advisory, select, or other committee of the CRD Board, but does not include Committee of the Whole.

"**Commission**": means a commission established under Section 263(1)(g) of the *Local Government Act* and includes local service committees established by the CRD Board.

"**Corporate Officer**": means the officer of the CRD assigned the corporate administration responsibilities of Section 236 of the *Local Government Act*, and includes that officer's designates.

5. PROCEDURE:

5.1 Confidentiality of Closed Meeting Matters

Confidential or sensitive information may be shared only with individuals authorized to receive it.

Pursuant to Section 117 of the *Community Charter,* elected officials are required to maintain the confidentiality of matters considered in a closed meeting. These statutory obligations do not extend to Appointees to a CRD committee or commission. Since committees and commissions may be delegated authority to conduct closed meeting deliberations, Appointees are required to sign a non-disclosure confidentiality agreement (Schedule A).

5.2 Agreement Management

The Legislative Services Division is responsible for administering, coordinating, and maintaining non-disclosure/confidentiality agreement records.

Non-disclosure/confidentiality agreements must be signed by committee and commission Appointees upon appointment and provided to Legislative Services staff for record keeping.

Appointees who have not signed a non-disclosure/confidentiality agreement will not be authorized to participate in closed meeting matters and will not receive any closed meeting materials.

6. SCHEDULES:

A. NON-DISLOSURE CONFIDENTIALITY AGREEMENT

7. AMENDMENTS:

Adoption Date	Description:
May 8, 2013	CRD Board.

8. REVIEWS:

Review Date	Description:
~~September, 2021~~	~~3-year review.~~
March, 2026	Election year review and update.

9. RELATED POLICY, PROCEDURE OR GUIDELINES:

- *Freedom of Information and Protection of Privacy Policy (ADM09)*

SCHEDULE A

NON-DISCLOSURE/CONFIDENTIALITY AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20__

BETWEEN:
CAPITAL REGIONAL DISTRICT
("**CRD**")

OF THE FIRST PART

AND: _____
("**Appointee**")

OF THE SECOND PART

WHEREAS the Appointee has been granted an appointment to the

_____ (the "**Committee/Commission**");

NOW THEREFORE in consideration of the premises, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties hereto agree as follows:

1. For the purposes of this Agreement:

   (a) "**confidential information**" includes:

      (i) any information that has been received or considered by the Board of the CRD, the Commission or any other body established by the CRD at a meeting that has been lawfully closed to the public, except to the extent that disclosure of such information has been authorized by the Board of the CRD or the Commission;
      (ii) any information that the CRD is bound to retain in confidence pursuant to an agreement, the disclosure of which has not been authorized by agreement of the parties;
      (iii) any information the disclosure of which is prohibited under the *Freedom of Information and Protection of Privacy Act* (British Columbia);
      (iv) any information that is subject to solicitor-client privilege; and
      (v) any other information held in confidence by the CRD except to the extent that the information is released to the public as lawfully authorized or required by an enactment.

   (b) "**enactment**" has the same meaning as in the *Interpretation Act* (British Columbia).

2. The Appointee acknowledges that, as an Appointee of the Board of the CRD to the Committee/Commission, they are authorized to receive confidential information.

3. The Appointee acknowledges and agrees that they must:

   (a) keep in confidence any confidential information, until the record containing the confidential information is released to the public as lawfully authorized by the Board of the CRD, the Committee/Commission, or as required under an enactment;

   (b) keep in confidence information considered in any part of a meeting of the Board of the CRD, or the Committee/Commission, that was lawfully closed to the public, until the Board of the CRD or the Committee/Commission, as applicable, discusses the information at a meeting that is open to the public or releases the information to the public;

   (c) ensure that any records or information containing personal information received by the Appointee during his or her term is stored in Canada in compliance with the *Freedom of Information and Protection of Privacy Act* (British Columbia);

   (d) use confidential information solely in connection with the purposes of the Committee/Commission and the CRD and for no other purpose.

4. The Appointee will advise the Corporate Officer of the CRD immediately if they become aware of an unauthorized use or disclosure of confidential information contrary to this Agreement or the provisions of an enactment.

5. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

6. This Agreement may be executed in a counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

THE PARTIES HERETO have executed this Agreement as of the day, month, and year first above written, as undersigned.

CAPITAL REGIONAL DISTRICT
By its authorized signatories:

_____
Corporate Officer or Designate

APPOINTEE
I understand that any disclosure of confidential information contrary to this agreement may result in sanctions including reduction in participatory rights, censure and revocation of any appointment:

_____
Appointee

Making a difference...together

CAPITAL REGIONAL DISTRICT

CORPORATE POLICY

Policy Type	*Board*		
Section	*Corporate Services*		
Title	NON-DISCLOSURE/CONFIDENTIALITY AGREEMENT FOR CRD COMMITTEES & COMMISSIONS		
Adopted Date	May 8, 2013	Policy Number	BRD12
Last Amended			
Policy Owner	Legislative Services		

REDLINED

1. POLICY:

All Appointees to a Capital Regional District (CRD) committee or commission are required to sign a non-disclosure confidentiality agreement.

2. PURPOSE:

To safeguard the confidentiality of CRD matters that are not subject to public disclosure, and to ensure consistent adherence to closed meeting confidentiality requirements for Appointees.

3. SCOPE:

This policy applies to all Appointees to a CRD committee or commission.

4. DEFINITIONS:

"**Appointee**": means a person appointed to a CRD committee or commission, excluding CRD Board Directors, Local Community Commissioners, and municipal mayors and councillors.

"**Closed Meeting**" or "**in Camera Meeting**": refers to meetings that may or must be closed to the public where the subject matter is of a sensitive or confidential nature, in accordance with Section 90 of the *Community Charter*.

"**Committee**": means a standing, advisory, select, or other committee of the CRD Board, but does not include Committee of the Whole.

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5. PROCEDURE:

5.1 Confidentiality of Closed Meeting Matters

Confidential or sensitive information may be shared only with individuals authorized to receive it.

Pursuant to Section 117 of the *Community Charter*, elected officials are required to maintain the confidentiality of matters considered in a closed meeting. These statutory obligations do not extend to Appointees to a CRD committee or commission. Since committees and commissions may be delegated authority to conduct closed meeting deliberations, Appointees are required to sign a non-disclosure confidentiality agreement (Schedule A).

5.2 Agreement Management

The Legislative Services Division is responsible for administering, coordinating, and maintaining non-disclosure/confidentiality agreement records.

Non-disclosure/confidentiality agreements must be signed by committee and commission Appointees upon appointment and provided to Legislative Services staff for record keeping.

Appointees who have not signed a non-disclosure/confidentiality agreement will not be authorized to participate in closed meeting matters and will not receive any closed meeting materials.

6. SCHEDULES:

A. NON-DISLOSURE CONFIDENTIALITY AGREEMENT

7. AMENDMENTS:

Adoption Date	Description:
May 8, 2013	CRD Board.

8. REVIEWS:

Review Date	Description:
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March, 2026	Election year review and update.

9. RELATED POLICY, PROCEDURE OR GUIDELINES:

- *Freedom of Information and Protection of Privacy Policy (ADM09)*

REDLINED

SCHEDULE A

NON-DISCLOSURE/CONFIDENTIALITY AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20__

BETWEEN:
CAPITAL REGIONAL DISTRICT
("**CRD**")

OF THE FIRST PART

AND: _____
("**Appointee**")

OF THE SECOND PART

WHEREAS the Appointee has ~~applied for and~~ been granted an appointment to the _____ (the "**Committee/Commission**");

NOW THEREFORE in consideration of the premises, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties hereto agree as follows:

1. For the purposes of this Agreement:

   (a) "**confidential information**" includes:

   (i) any information that has been received or considered by the Board of the CRD, the Commission or any other body established by the CRD at a meeting that has been lawfully closed to the public, except to the extent that disclosure of such information has been authorized by the Board of the CRD or the Commission;
   (ii) any information that the CRD is bound to retain in confidence pursuant to an agreement, the disclosure of which has not been authorized by agreement of the parties;
   (iii) any information the disclosure of which is prohibited under the *Freedom of Information and Protection of Privacy Act* (British Columbia);
   (iv) any information that is subject to solicitor-client privilege; and
   (v) any other information held in confidence by the CRD except to the extent that the information is released to the public as lawfully authorized or required by an enactment.

   (b) "**enactment**" has the same meaning as in the *Interpretation Act* (British Columbia).

2. The Appointee acknowledges that, as an Appointee of the Board of the CRD to the Committee/Commission, they are authorized to receive confidential information.

REDLINED

3. The Appointee acknowledges and agrees that they must:

   (a) keep in confidence any confidential information, until the record containing the confidential information is released to the public as lawfully authorized by the Board of the CRD, the Committee/Commission, or as required under an enactment;

   (b) keep in confidence information considered in any part of a meeting of the Board of the CRD, or the Committee/Commission, that was lawfully closed to the public, until the Board of the CRD or the Committee/Commission, as applicable, discusses the information at a meeting that is open to the public or releases the information to the public;

   (c) ensure that any records or information containing personal information received by the Appointee during his or her term is stored in Canada in compliance with the *Freedom of Information and Protection of Privacy Act* (British Columbia);

   (d) use confidential information solely in connection with the purposes of the Committee/Commission and the CRD and for no other purpose.

4. The Appointee will advise the Corporate Officer of the CRD immediately if they become aware of an unauthorized use or disclosure of confidential information contrary to this Agreement or the provisions of an enactment.

5. This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

6. This Agreement may be executed in a counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

THE PARTIES HERETO have executed this Agreement as of the day, month, and year first above written, as undersigned.

CAPITAL REGIONAL DISTRICT
By its authorized signatories:

_____
Corporate Officer or Designate

APPOINTEE
I understand that any disclosure of confidential information contrary to this agreement may result in sanctions including reduction in participatory rights, censure and revocation of any appointment:

_____
Appointee

REDLINED

2025-26 Island Health Report to the CRD Clean Air Bylaw

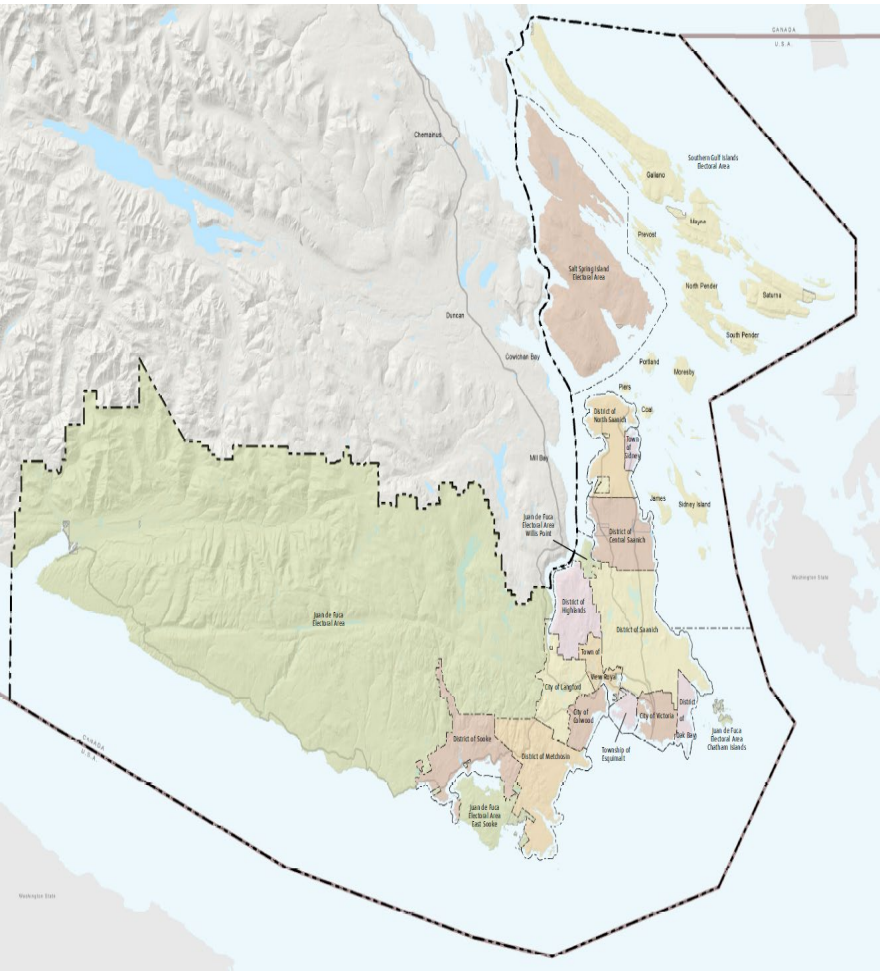
Dr. Reka Gustafson
VP, PPH, AMSU & Chief Medical Health Officer

Excellent health and care for everyone, everywhere, and every time.

I Clean Air

island health

CRD Clean Air Bylaw



Clean Air Bylaw (in brief)

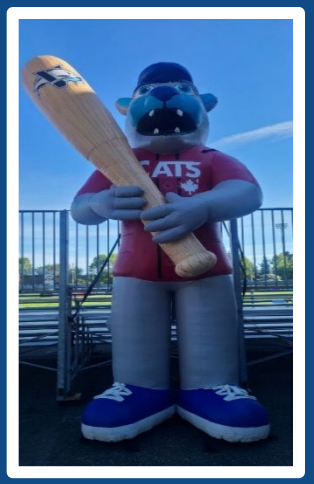
- Created to maintain, promote and preserve public health of CRD residents by preventing exposure to smoke

Service Agreement with Island Health

- Roles and activities related to:
  - Enforcement of Clean Air Bylaw (CAB)
  - education and awareness
  - Evaluation
  - Enforcement of Idling Control Bylaw and Tanning Facilities and Tattoo Facilities Bylaws
  - Annual report to CRD Hospitals & Housing Committee

island health

Education & Awareness – Community Engagement



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Education & Awareness

- Social media platforms are used to promote smoking reduction and quitting
- Tobacco & Vapour related resources & education for youth and teachers.
- Collaboration with community partners to attend events

#QuitSmoking
#CommittToQuit
#HealthyLiving
#NNSW
#StopSmoking
#WNTD
#NoTobacco
#TobaccoFree
#WeedlessWednesday

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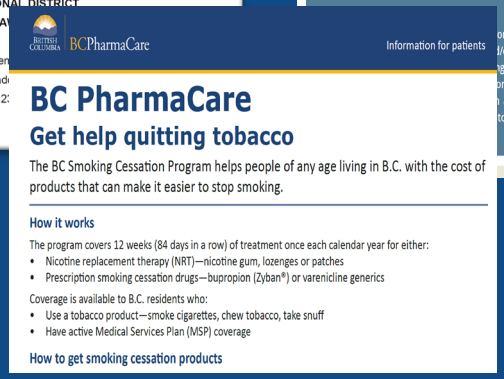
Education & Awareness



Additional supports for public:

- cleanairbylaw@islandhealth.ca
- 'contact us' portal messages
- phone line 250.360.1450

CRD Clean Air Bylaw Website

Information can be found on:

- Clean air benefits
- Enforcement of the bylaw
- Resources – FAQ's, Info sheets
- Contact details
- Downloadable & printable signs, posters & pamphlets
- Links to resources for Reducing/Quitting, NRT

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Bylaw Enforcement

Effective enforcement in regulatory practice incorporates both preventative and restrictive strategies

(Baldwin, Cave, & Lodge, 2012).

- The CRD Clean Air Bylaw is enforced on a continuum between voluntary compliance and enforcement measures. The approach is focused on voluntary compliance measures that encourage, promote and educate the public for compliance.

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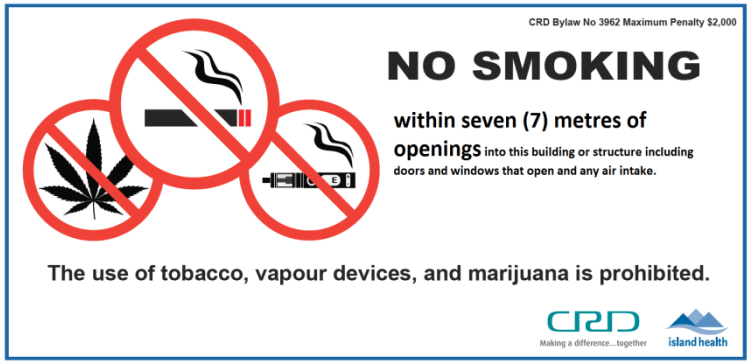
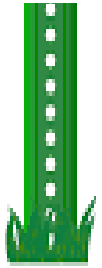
Enforcement

- **Education and awareness of bylaw requirements**
- **Inspections** include compliance checks & signage distribution throughout the CRD municipalities & electoral areas.
  - ✓ **3,281** Clean Air Bylaw Inspections were conducted
  - ✓ **1,493** new signs were delivered to new and existing businesses
- **Signage** templates are also available on the Island Health Clean Air Bylaw website.





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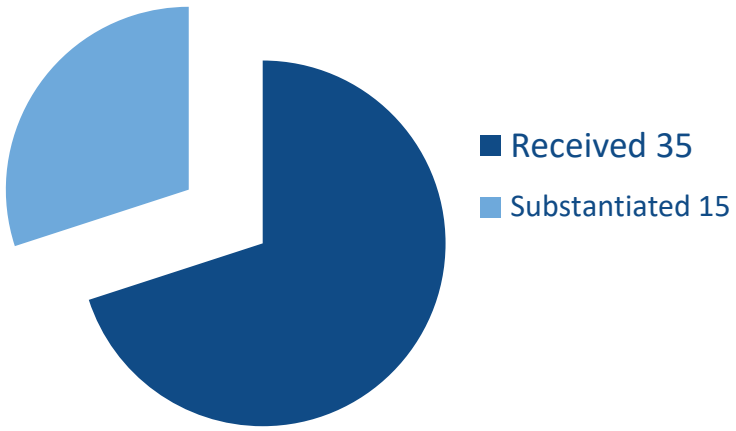
Enforcement: Complaints

Complaints Received 2025-26



Substantiated Complaints by Location	
General Buildings	6
Retail Store	2
Parks/Athletic Fields	4
Restaurants	0
Bus Stops	3
Total:	15

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Complaints by Clean Air Bylaw Section

Complaints by Section 2 PROHIBITION

Section	Prohibitions	Quantity
2(1)(a)	Smoking in any park except in a private vehicle	10
2(1)(b)	Smoking in any designated public space	0
2(1)(C)	Smoking in any school yard	0
2(1)(d)	Smoking inside any part of a building or structure	5
2(1)e	In any area of a business place where either or both food and beverages are served or consumed, or both served and consumed	0
2(1)(f)	In any vehicle or passenger conveyance, except in a private vehicle	0
2(1)(g)	Smoking within 7M of a door, window, or air intake	17
2(1)(h)	Smoking within 7M of a bus stop	6
Total		**38**

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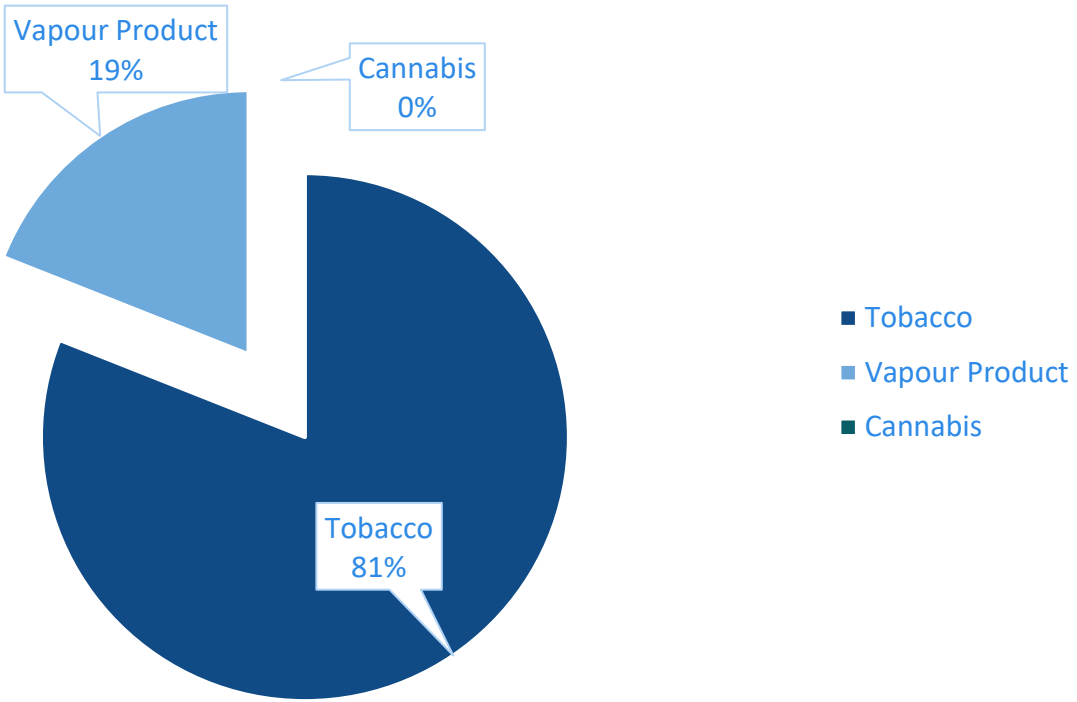
Enforcement: Patrols

Progressive enforcement activities for violations of CAB during patrols by substance 2025-26



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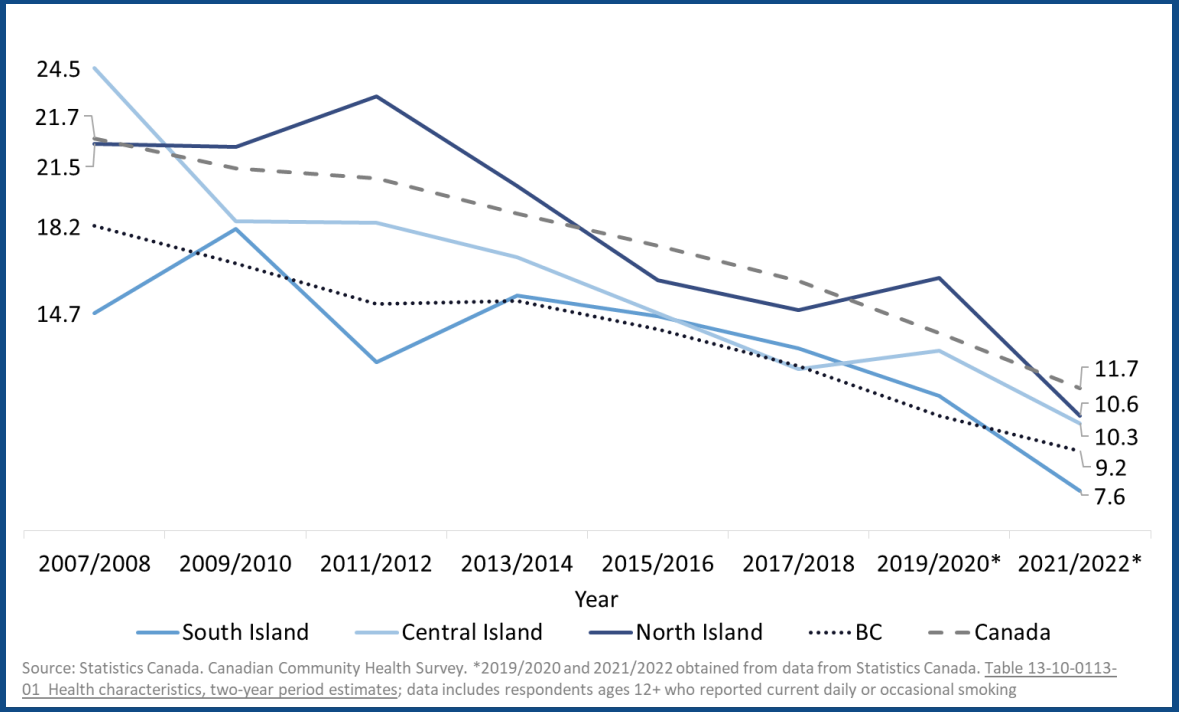
Cigarette Smoking Trends - Island Health B.C. & Canada

Between 2007 and 2022, cigarette smoking declined in Island Health; this is consistent with declining smoking trends Canada-wide.

Proportion of Respondents Who Reported Daily or Occasional Smoking of Cigarettes, Island Health, B.C., and Canada (2007–2022)



Source: Statistics Canada. Canadian Community Health Survey. *2019/2020 and 2021/2022 obtained from data from Statistics Canada. Table 13-10-0113-01 Health characteristics, two-year period estimates; data includes respondents ages 12+ who reported current daily or occasional smoking

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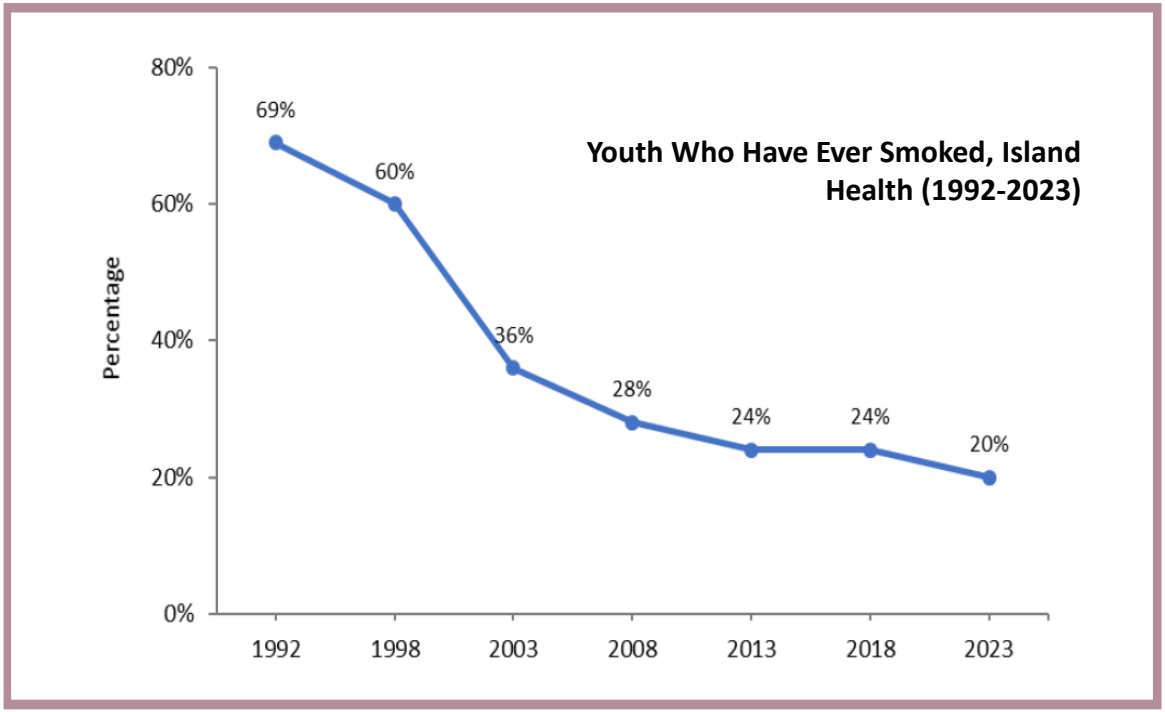
Youth Cigarette Smoking - Island Health

Youth cigarette smoking is declining in Island Health, with 20% of youth reporting ever smoking tobacco in 2023 compared to 24% in 2018.

In 2023 19% of South Island youth reported ever smoking tobacco.



Source: Data provided by McCreary Centre Society, BC Adolescent Health Survey, 1992 through 2023, and analysis conducted by Island Health PHASE team.

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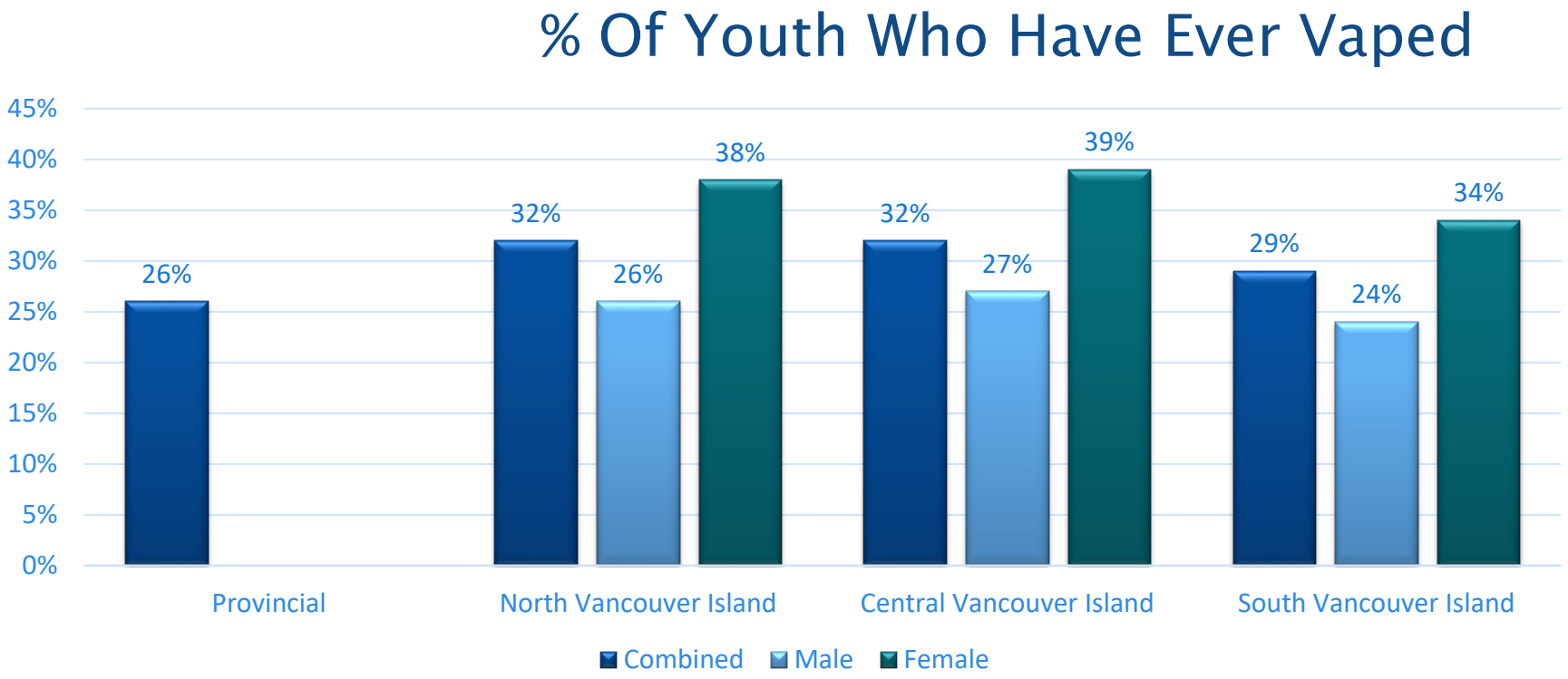
Youth Vaping – Island Health & B.C.



Poon, C., Anderson, L., Smith, A., Mahdal, D., & McCreary Centre Society. (2024). Central Vancouver Island: 2023 BC Adolescent Health Survey results. McCreary Centre Society.

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New & Emerging Nicotine Products

- Flavoured vapour products and emerging nicotine product, such as nicotine pouches, continue to be a significant concern related to youth
- Industry continually developing new ways to "hook" the next generation on nicotine

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Pop Culture Smoking Comeback?

Younger generations are seeing more celebrities smoking via social media.

Are we paying close enough attention!

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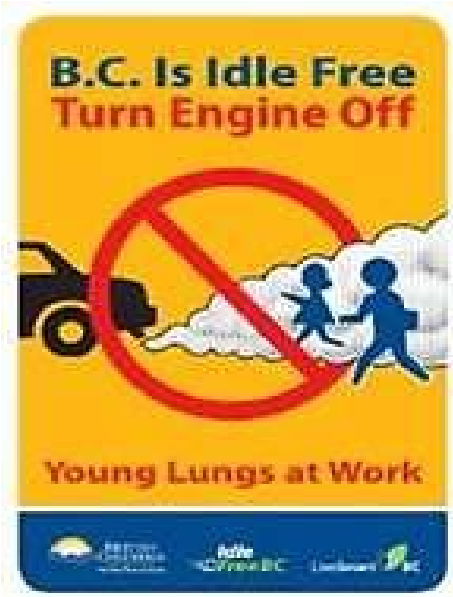
Tattoo, Tanning & Idling Bylaws



Enforcement 2025-26	
Tattoo Premise Routine Inspections	28
Tattoo Premise Initial Inspections	14
Tattoo Premise Follow up Inspections	0
Tattoo Premise Complaints	0
Idling Complaints	15
Tanning Facility Complaints	0

Environmental Health Officers (EHO's) enforce through inspection, complaint follow-up and investigations.

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Thank You

Capital Regional District
Clean Air Bylaw (3962)

I ♥ Clean Air ca

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Making a difference...together

REPORT TO HOSPITALS AND HOUSING COMMITTEE
MEETING OF WEDNESDAY, APRIL 1, 2026

SUBJECT **Regional Equity Investments**

ISSUE SUMMARY

This report is in response to a Motion referred to staff reporting back to the Hospital and Housing Committee (HHC) with information on regional service investments in housing and hospital facilities.

BACKGROUND

At the December 3, 2025, HHC meeting, some Directors raised concerns regarding the level of investment in health and housing infrastructure in the Electoral Areas (EAs) compared to the level of funding provided by the EAs. The discussion highlighted that while population size and economies of scale often drive major investments toward urban centers, considerations of fairness and equity for rural areas are also important.

In response, the following motion was put on the floor:

"The Hospitals and Housing Committee recommends to the Capital Regional District, Capital Regional Hospital District, and Capital Region Housing Corporation: That the Capital Regional District, Capital Regional Hospital District, and Capital Region Housing Corporation include regional equity in considering their investment priorities with respect to housing and health facilities."

The committee further recommended to the Capital Regional District (CRD) Board:

"*That the (above) motion with notice be referred to staff for an information report on regional investments and that the report be returned in Q1 2026 to the Hospital and Housing Committee*."

This recommendation was endorsed by the CRD Board at its December 10, 2025 meeting and referred to staff.

Subsequent discussions clarified that the staff information report will provide a summary of investments in housing and health facilities over the past 10 to 15 years and will also include an overview of grant funding and related benefits received by electoral areas. This report is intended to provide historical financial information to inform the Committee and Board's consideration in applying a regional equity lens when considering health and housing investment priorities.

This report provides tax requisition, grant and investment information over a 15-year period for Non-Application-Based Grants, Regional Housing investments and Capital Regional Hospital District (CRHD) investments.

Appendix A outlines the total amount of EA tax requisition contribution towards the CRD Land Banking and Housing Service and CRHD broken down by EA.

Regional housing investments are facilitated through the Capital Region Housing Corporation (CRHC) and two supporting services under the CRD (Land Banking and Housing Service and Regional Housing Trust Fund Service).

The CRHC is the largest non-profit housing operator on southern Vancouver Island operating 53 buildings in 8 municipalities. As a wholly owned subsidiary of the CRD, the CRHC has delivered 989 new affordable rental homes since 2010. The CRHC operates in eight municipalities with capital investments primarily funded through awarded grants and mortgage debt, which is serviced by tenant rents and operating subsidies received from BC Housing.

Housing investments under the Land Banking and Housing Service have been made through the Regional Housing First Program (RHFP), a partnership with the Government of Canada and the Province of British Columbia through BC Housing. The program has supported several projects undertaken by various non-profit societies, including those delivered through the CRHC. The Land Banking and Housing Service, established in 2010, is a regional service and is primarily funded through requisition and external grants.

The Regional Housing Trust Fund Service (RHTF) is a more narrowly focused granting service. The RHTF was established in 2005 as a subregional service and is funded through requisition.

Appendix B highlights regional housing projects over the last 15 years.

The CRHD capital plan is derived from healthcare priorities established by Island Health, with the CRHD typically contributing 30% of funding for major projects and 40% for minor capital and equipment. It outlines the CRHD's ongoing commitments and anticipated new expenditures, impacting future CRHD requisitions and property tax adjustments. To prepare for annual updates to the capital plan, the CRHD staff monitor ongoing capital contributions and collaborate with Island Health on new projects, adjusting the previous year's plan based on emerging patient-focused priorities. The major capital spending for EAs in the last 15 years is summarized in Appendix C.

Non-application-based grants are direct awards to the CRD. The amount is determined by the grantor, typically using a formula based on a local government metric such as population. These non-application-based grant awards are not allocated to specific CRD services and/or projects at the time of the award. To administer non-application-based grants, internal assessments and prioritization of initiatives through planning are required to allocate funds within various parameters. In 2024, the Board adopted the guiding principles that the distribution of non-application-based grants be in alignment with the grantor's funding formulae and program requirements. The distribution of notable non-application-based grants in the last 15 years is summarized in Appendix D.

IMPLICATIONS

Financial Implications

Regional Housing Investments

From 2010 to 2025, a total of $352 million was invested in regional housing capital projects. The

investments are a combination of CRD, CRHC, BC Housing and Federal grant funding. Providing a detailed breakdown of funding sources and the proportion attributable to each contributor would require significant additional staff analysis.

Of the total investment, $5.29 million (1.5%) was directed towards supporting EA housing projects within Salt Spring Island and the Southern Gulf Islands. No capital investment was recorded for the Juan de Fuca EA during this period.

Between 2010 and 2025, the CRD Land Banking and Housing Service (1.310) requisition totaled $17.99 million, with EAs contributing $1.34 million, or 7.5% of the total.

Capital Regional Hospital District Investments

Capital grants issued from the CRHD to Island Health from 2010 to 2025 totaled $299.32 million. Of this total, $6.02 million (2.0%) was spent within the EAs, primarily for the Lady Minto Hospital on Salt Spring Island and the Galiano Health Care Centre. Between 2010 and 2025, the total CRHD requisition was $450.30 million. During this period, the EAs contributed $34.15 million in requisitions, representing 7.6% of the total regional contribution. Appendix C summarizes the spending per year, and what has been identified for EA facilities.

Distribution of Non-Application-Based Grants

Non-Application-Based grants provided are not tied to a specific project, and the amount of the grant awarded is often on a per capita basis through the funding formula decided by the grantor. The recipients of such grants are responsible for allocating the funds to eligible projects at their discretion. The CRD has received several notable non-application-based grants where the Board determined the final allocation as outlined below.

Community Works Fund (2014 to 2024 and 2024 to 2034): Under two 10-year agreements, funding was awarded primarily based on the CRD's unincorporated areas' population with a small base level funding. In both agreements, the Board resolved to allocate 100% of the funding, totaling approximately $1.23 million to $1.37 million annually, exclusively to EA projects.

COVID Safe Restart Funds (2020 and 2021)*:* Under two disbursements, totaling nearly $2 million, funding was directly awarded to the CRD on two different per capita rates for regional and unincorporated populations. The Board resolved to mirror the grantor's formula and allocate $500,000 to EA services.

Growing Community Fund (2023): Funding was directly awarded to the CRD on two different per capita rates for regional and unincorporated populations and a funding amount based on growth for the unincorporated population only. The Board allocated $5.43 million of the Growing Communities Fund to EA projects, representing 47% of the total grant, which exceeded the 32% share suggested by the grantor's population-based formula.

Appendix D is the financial summary detailing funds received, the funding formulae by the grantor and the CRD's distribution method for each grant.

Regional Population Estimates

A summary of the estimated population for the CRD by municipality and EA is included in Appendix E.

As of July 2025, the total regional population is estimated at 495,051. EAs represent 25,003 residents, or 5.1% of the total population. While EAs represent 5.1% of the population and contribute about 7.5% of regional requisitions, they received 2.0% of hospital capital spending and 1.5% of housing capital investment

CONCLUSION

The historical review of regional service investments from 2010 to 2025 highlights a distinction between grant allocations and major capital spending. EAs have been the primary beneficiaries of non-application-based grants, often receiving 100% of available funds or shares exceeding population-based formulas. However, capital investments for hospital and housing facilities are concentrated in municipal centers where the concentration of population is higher.

RECOMMENDATION

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

Submitted by:	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: Tax Requisition for CRD Land Banking & Housing and CRHD 2010-2025
Appendix B: Summary of Capital Investment for Regional Housing Reporting Period: 2010-2025
Appendix C: Summary of CRHD Capital Spending Electoral Areas (EA), 2010-2025
Appendix D: Non-Application-Based Grant Allocation Summary
Appendix E: Demographics - Population Estimates, July 1, 2025 Capital Region

Tax Requisition for CRD Land Banking & Housing and CRHD 2010-2025

1.310 Land Banking&Housing (CRD)		Electoral Areas Contribution		
Year	Total Requisition	JDF	SSI	SGI
2010	213,276	3,830	8,311	6,740
2011	215,410	3,674	7,787	6,613
2012	215,660	3,699	7,565	6,415
2013	216,140	3,534	7,426	6,149
2014	218,920	3,532	7,382	5,901
2015	1,223,290	19,974	40,914	31,965
2016	1,164,560	19,127	37,747	29,410
2017	1,143,840	17,881	34,930	26,542
2018	1,230,105	18,886	37,131	27,377
2019	1,442,335	22,587	43,578	32,661
2020	1,282,465	20,897	39,999	29,354
2021	1,337,562	22,221	42,793	31,400
2022	1,444,461	25,485	49,710	37,651
2023	1,503,088	26,251	51,613	39,293
2024	1,861,398	32,447	60,998	48,348
2025	3,279,542	58,485	106,778	83,661
	17,992,052	**302,510**	**584,662**	**449,480**

CRHD		Electoral Areas Contribution		
Year	Total Requisition	JDF	SSI	SGI
2010	26,844,040	482,110	1,046,044	848,302
2011	27,184,340	463,668	982,681	834,554
2012	27,728,030	475,610	972,703	824,803
2013	28,283,930	462,401	971,753	804,616
2014	28,847,120	465,377	972,670	777,635
2015	28,444,710	464,444	951,353	743,259
2016	28,744,710	472,110	931,697	725,933
2017	29,731,244	464,772	907,922	689,902
2018	30,373,661	466,332	916,834	676,003
2019	30,749,979	481,536	929,064	696,321
2020	29,383,047	478,790	916,428	672,541
2021	28,138,508	467,460	900,244	660,575
2022	26,460,836	466,847	910,629	689,722
2023	26,462,552	462,163	908,670	691,763
2024	26,462,903	461,292	867,193	687,341
2025	26,463,302	471,930	861,617	675,077
	450,302,912	**7,506,842**	**14,947,502**	**11,698,347**

APPENDIX B

Summary of Capital Investment for Regional Housing
Reporting Period: 2010-2025

Completed Projects ONLY: 2010 to 2025

Municipality (completed projects)	241,135,537
EA (completed projects)	4,018,768
Completed Projects - Capital Invested	**245,154,306**

All projects including on-going: 2010 - 2025

98%	346,706,352	Municipality (all)
2%	5,299,441	EA (all)
	352,005,792	**Total Capital Investment**

Detail Listing

Building	Year	Project Cost	No. of Units	Location (Municipality/EA)	Notes
Vergo	2012	4,226,788	18	Saanich	
212 Fulford Ganges	2012	165,000		SSI	
Millstream	2018	42,250,000	132	Langford	
Spencer Close	2020	36,425,014	130	Langford	
Westview	2020	14,937,177	73	Saanich	
West Park	2020	39,809,356	152	View Royal	
Hockley House	2021	31,268,068	120	Langford	
2782 Spencer	2022	19,818,317	58	Langford	
Crofton Brooke	2022	3,708,000	56	SSI	
Prosser	2023	17,804,396	51	Central Saanich	
Drake Road	2023	145,768		SSI	
Michigan A (Re-development)	2024	19,166,538	53	Victoria	
Michigan B (Re-development)	2024	15,429,884	44	Victoria	
Sub-Total - Completed projects		**245,154,306**			
Galiano Green purchase	On-going	1,205,673	20	SGI	Started in 2023, land purchase in 2024
Rural Housing Program Pilot	On-going	74,999		SSI & SGI	Initiated in 2025, ends in 2027 ($1M)
Carey Lane (BER)	On-going	9,310,639	22	Saanich	Reopening 2026
Caledonia (Re-development)	On-going	73,498,571	158	Victoria	Opening Q1 2026
Campus View (Re-development)	On-going	4,027,471	119	Saanich	Under construction; opening 2027
Pandora	On-going	239,730	158	Victoria	Under construction; opening 2028
Verdier	On-going	7,722,259	110	Central Saanich	Under construction; opening 2028
Village on the Green (Re-development)	On-going	6,393,437	140	Victoria	Under construction; opening 2028
Swanlea (Re-development)	On-going	702,621	134	Victoria	Under construction; opening 2029
Cedar Hill Library (Re-development)	On-going	2,789,380	200	Saanich	Under construction; opening 2030
1800 McKenzie (Re-development)	On-going	886,707	186	Victoria	Under construction; opening 2030
Sub-Total - On-going projects spend as at Dec. 31, 2025		**106,851,487**			
Total - All projects		**352,005,792**			

Notes:

1. Rapid Housing Initiative (RHI) 2022 to 2023
   Federal grant funds of $34M used to support 202 homes in four projects in Central Saanich, Saanich, Victoria, and the Songhees First Nation.

2. Regional Housing Trust Fund (RHTF) 2005 to 2026:
   CMHC, BC Housing and CRD commited equal portions to this fund for a total of $120M

Summary of CRHD Capital Spending in Electoral Areas (EA), 2010-2025

Fiscal year	Total CRHD Capital spending per year	Facility	EA		EA Spending	% of total CRHD Capital spending
2017	21,410,153.30	Galiano Health Care Centre	Southern Gulf Islands	$	47,609.42	0.22%
2018	33,974,729.40	Galiano Health Care Centre	Southern Gulf Islands	$	150,000.00	0.44%
2010	29,430,182.61	Lady Minto	Salt Spring Island	$	88,428.66	0.30%
2011	9,676,954.41	Lady Minto	Salt Spring Island	$	244,065.45	2.52%
2012	11,680,454.97	Lady Minto	Salt Spring Island	$	5,044.98	0.04%
2013	19,324,923.25	Lady Minto	Salt Spring Island	$	164,389.93	0.85%
2014	17,601,305.69	Lady Minto	Salt Spring Island	$	509,460.07	2.89%
2015	9,250,804.40	Lady Minto	Salt Spring Island	$	236,625.84	2.56%
2016	19,794,085.63	Lady Minto	Salt Spring Island	$	53,456.08	0.27%
2017	21,410,153.30	Lady Minto	Salt Spring Island	$	530,087.53	2.48%
2018	33,974,729.40	Lady Minto	Salt Spring Island	$	297,417.22	0.88%
2019	36,874,279.99	Lady Minto	Salt Spring Island	$	59,432.34	0.16%
2020	22,860,064.46	Lady Minto	Salt Spring Island	$	14,634.22	0.06%
2021	18,393,500.25	Lady Minto	Salt Spring Island	$	99,314.79	0.54%
2022	9,756,428.13	Lady Minto	Salt Spring Island	$	926,580.48	9.50%
2023	9,082,605.86	Lady Minto	Salt Spring Island	$	1,973,364.20	21.73%
2024	19,898,972.79	Lady Minto	Salt Spring Island	$	739,945.48	3.72%
2025	10,315,579.39	Lady Minto	Salt Spring Island	$	80,000.00	0.78%
	299,325,024.53				6,022,247.27	2.01%

APPENDIX D

Non-Application-Based Grant Allocation Summary

Non-Application Based Grant Programs	Per Capita Based Funding Formulae from Funder							CRD Board Allocation			
	Base Funding		Regional Pop. Funding [1]		Unincorporated Pop. Funding [2]		Total Funding Received	Regional Allocation		EA Allocation	
	%	$	%	$	%	$	$	%	$	%	$
2014-24 Community Works Fund (Annual for 10Y)	4%	55,000	0%	-	96%	1,171,369	1,226,369	0%	-	100%	1,226,369
2024-34 Community Works Fund (Annual for 10Y)	5%	65,950	0%	-	95%	1,301,234	1,367,184	0%	-	100%	1,367,184
2020 COVID Safe Restart (One-time)	21%	300,000	63%	900,000	16%	221,000	1,421,000	88%	1,246,000	12%	175,000
2021 COVID Safe Restart (One-time)	0%	-	29%	165,000	71%	410,000	575,000	43%	250,000	57%	325,000
2023 Growing Communities Fund (One-time)	4%	500,000	64%	7,345,270	32%	3,713,730	11,559,000	53%	6,132,485	47%	5,426,515

1. Regional population includes municipalities and unincoporated areas within CRD

2. Unincorporated population includes elctoral areas (JdF, SSI, SGI) and First Nation Reserves

Demographics

Population Estimates, July 1, 2025 Capital Region

	2020 Pop'n Estimate	2021 Pop'n Estimate	2022 Pop'n Estimate	2023 Pop'n Estimate	2024 Pop'n Estimate	2025 Pop'n Estimate	2025 Pop'n %
Central Saanich	18,014	17,989	18,149	18,139	18,150	18,184	3.7%
Colwood	19,330	19,798	20,896	21,572	22,151	22,794	4.6%
Esquimalt	18,515	18,298	18,777	19,125	19,302	19,512	3.9%
Highlands	2,527	2,581	2,600	2,628	2,618	2,753	0.6%
Langford	46,333	49,199	53,120	55,525	58,320	59,664	12.1%
Metchosin	5,203	5,252	5,298	5,291	5,331	5,207	1.1%
North Saanich	12,248	12,623	13,158	13,350	13,340	12,986	2.6%
Oak Bay	18,465	18,533	18,864	18,828	18,813	18,626	3.8%
Saanich	122,584	122,889	123,979	124,667	125,436	126,011	25.5%
Sidney	12,531	12,614	13,049	13,219	13,288	13,445	2.7%
Sooke	15,236	15,712	16,475	16,897	17,128	17,248	3.5%
Victoria	96,399	96,277	98,315	100,539	102,856	103,888	21.0%
View Royal	11,885	12,062	12,458	12,516	12,619	12,795	2.6%
Unincorporated Areas	28,828	29,502	30,247	30,739	30,965	30,969	6.3%
Juan De Fuca E.A.	5,626	5,716	5,883	5,987	5,930	5,883	1.2%
Salt Spring Is. E.A.	11,764	11,974	12,215	12,398	12,448	12,429	2.5%
Southern Gulf Is. E.A.	5,892	6,246	6,424	6,532	6,645	6,691	1.4%
First Nation Reserves	5,546	5,566	5,725	5,822	5,942	5,966	1.2%
CAPITAL REGION	**428,098**	**433,329**	**445,385**	**453,035**	**460,317**	**495,051**	100.0%

Source: Statistics Canada, Table 17-10-0142-01 and 17-10-0139-01

Note: Population estimates are as of July 1st. All estimates based on the 2021 Census adjusted for net undercoverage. Since all components of population change aren't available when the estimates are produced, 2024 estimates are preliminary, 2023/22 are updated and 2020/21 are final estimates. This release cycle balances the need for timeliness and accuracy of the estimates.

Factsheet Updated: January 2025

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REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, MARCH 17, 2026

SUBJECT **Development Variance Permit for Lot 16, Section 10, Otter District, Plan VIP77477 – 2196 Otter Ridge Drive**

ISSUE SUMMARY

A request has been made for a development variance permit to reduce the requirement that ten percent of the perimeter of the lot front onto a public highway in order to authorize a two-lot subdivision.

BACKGROUND

The 0.6 ha property is located at 2196 Otter Ridge Drive and is zoned Rural Residential 2 (RR-2) in the Juan de Fuca Land Use Bylaw No. 2040 (Appendix A). The subject property is bordered by Rural Residential 3 (RR-3) zoned parcels to the east, RR-2 zoned parcels to the west, fronts onto Otter Ridge Drive, and is adjacent to a mix of RR-2 and RR-3 parcels to the south. There is a single-family dwelling accessed by an existing driveway located near the parcel's northern frontage along the cul-de-sac. The property is serviced by the Kemp Lake Waterworks District and an onsite septic system.

The applicant has applied for a two-lot fee-simple subdivision under Section 514 (Subdivision for a Relative) of the *Local Government Act* (*LGA*) (SU000758) (Appendix B). The RR-2 zone requires an average minimum lot size of one hectare (ha); however, since this application was made under Section 514 and Bylaw No. 2040 does not specify a minimum parcel size with respect to that section, the approving officer may approve subdivision lots that do not meet the minimum parcel size specified by the RR-2 zone. Including the panhandle, proposed lot B has an area of 0.38 ha, and the remainder parcel has an area of 0.25 ha.

Ten percent of the perimeter of proposed Lot B is approximately 24.8 m; however, due to the configuration of the parcel, the lot provides only 3.8% frontage (9.5 m). As a result, the applicant has requested a variance to reduce the frontage requirement in Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 1, Section 3.10(4)(a).

ALTERNATIVES

Alternative 1
The Land Use Committee recommends to the CRD Board:
That Development Variance Permit VA000167 for Lot 16, Section 10, Otter District, Plan VIP77477 to vary the Juan de Fuca Land use Bylaw, Bylaw No. 2040, Part 1, Section 3.10(4)(a), by reducing the minimum frontage requirement from 10% to 3.8% for proposed Lot B, as shown on the Proposed Subdivision plan, prepared by West Coast Design and Development Services, dated December 7, 2022, for the purpose of permitting a two-lot subdivision, be approved.

Alternative 2
That the Development Permit with Variance VA000167 be denied.

IMPLICATIONS

Legislative Implications
Juan de Fuca Land Use Bylaw 1992, Bylaw No. 2040, Part 1, Section 3.10(4)(a), specifies that road frontage shall be a minimum of 10% of the perimeter of a parcel. A variance to reduce the minimum required frontage has been requested for proposed Lot B for the purpose of permitting a two-lot subdivision.

Public Consultation Implications
Pursuant to Section 499 of the *LGA*, if a local government is proposing to pass a resolution to issue a development variance permit, it must give notice to each resident/tenant within a given distance as specified by bylaw. Juan de Fuca Development Fees and Procedures Bylaw No. 3885, states that the Board at any time may refer an application to an agency or organization for their comment. In addition, it states that a notice of intent must be mailed to adjacent property owners within a distance of not more than 500 metres. JdF Community Planning will provide notice accordingly. Any responses received from the public will be circulated to the Land Use Committee in advance of its March 17, 2026, meeting.

Land Use Implications
The Juan de Fuca Land Use Bylaw requires that where a lot being created by subdivision fronts on a public highway, the minimum frontage on the highway shall be one-tenth of the perimeter of the lot. The applicant has proposed to reduce the minimum frontage requirement from 10% (24.8 m) to 3.8% (9.5 m) for proposed Lot B.

The proposed lot boundaries are not oriented at right angles to the road; however, the panhandle configuration is considered conforming on a cul-de-sac and the proposed panhandle complies with the 6 m access strip width required by Bylaw No. 2040. The resulting parcel would remain subject to the zone's maximum lot coverage of 25%.

Since each parcel will be less than 1 ha, they will need to be approved by the environmental health officer. It is noted that the subject property is located within the Kemp Lake Waterworks District and that each parcel would be connected to a community water system.

The subdivision would create one additional parcel, and this scale of development is not expected to result in significant impacts on the public road network or adjacent properties. Permitted uses on the lot support a single-family dwelling and associated accessory uses, including one secondary suite, subject to applicable regulations

Staff recommend Alternative 1 subject to consideration of comments from neighboring residents.

CONCLUSION

The applicant has submitted a two-lot subdivision application and is requesting a reduction of the minimum frontage requirement for proposed Lot B from 10% of the lot perimeter (24.8 m) to 3.8% of the lot perimeter (9.5 m). Staff recommend approval of the development variance permit VA000167 (Appendix C), subject to public notification. If the variance is approved by the Board, the Corporate Officer will proceed to issue the Development Variance Permit and register a Notice of Permit on Title.

RECOMMENDATION

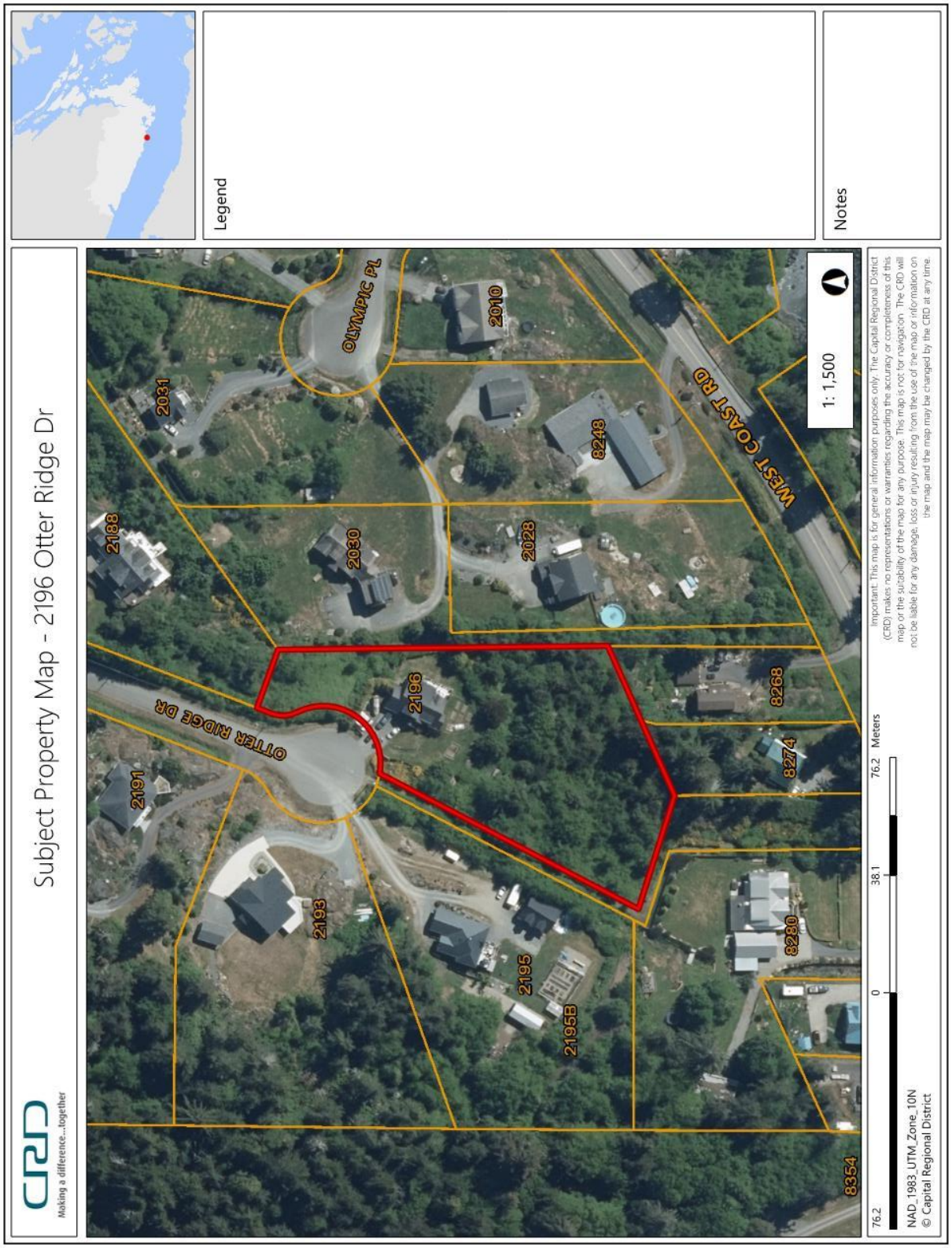
The Land Use Committee recommends to the Capital Regional District Board:
That Development Variance Permit VA000167 for Lot 16, Section 10, Otter District, Plan VIP77477 to vary the Juan de Fuca Land use Bylaw, Bylaw No. 2040, Part 1, Section 3.10(4)(a), by reducing the minimum frontage requirement from 10% to 3.8% for proposed Lot B, as shown on the Proposed Subdivision plan, prepared by West Coast Design and Development Services, dated December 7, 2022, for the purpose of permitting a two-lot subdivision, be approved.

Submitted by:	Iain Lawrence, MCIP, RPP, Senior Manager, JdF Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng., B.Sc., General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B.Sc., C. Tech., Chief Administrative Officer

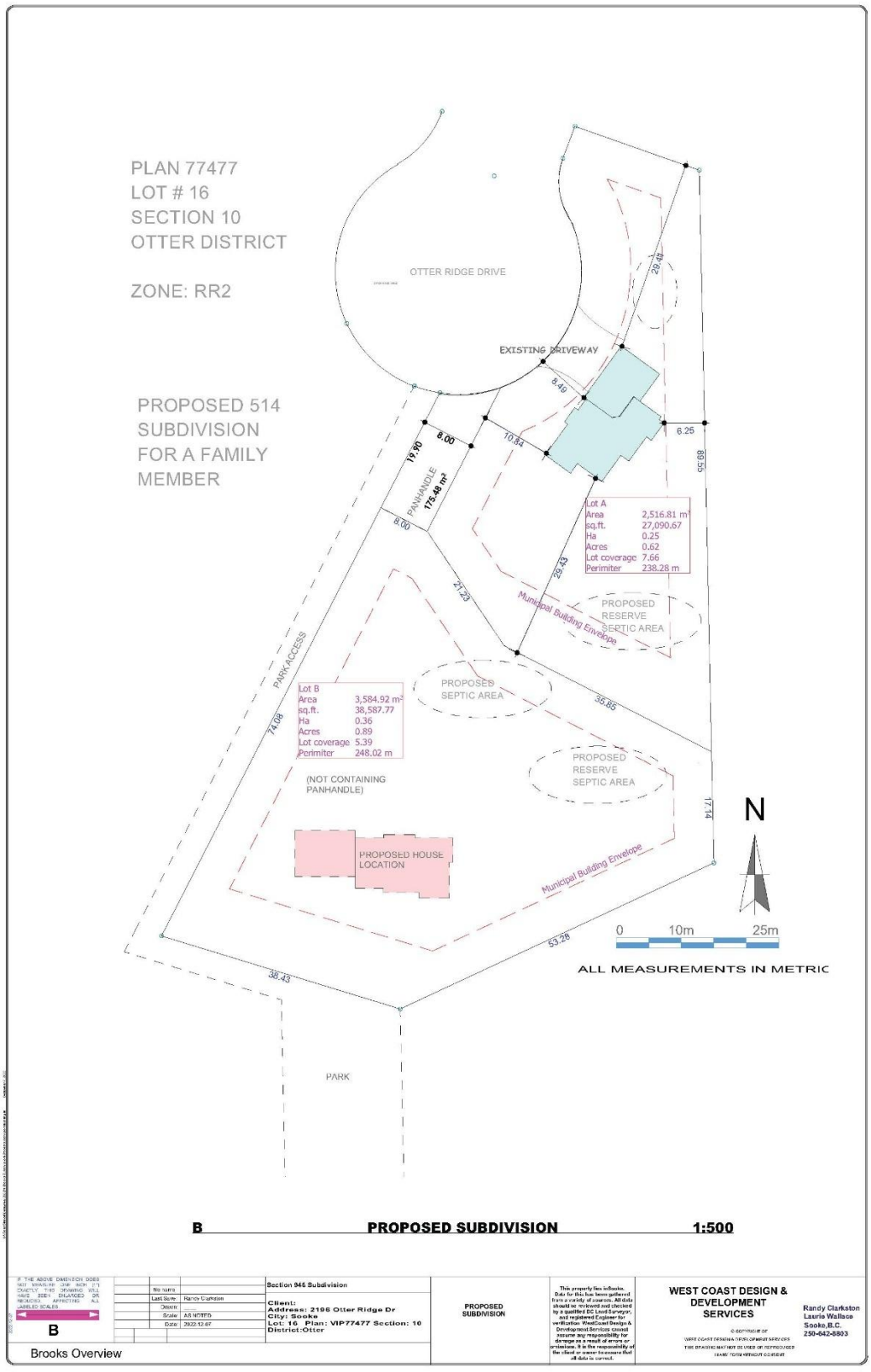
ATTACHMENTS

Appendix A: Subject Property Map
Appendix B: Proposed Subdivision Plan – West Coast Design and Development Services, December 7, 2022
Appendix C: Development Variance Permit VA000167

Appendix A: Subject Property Map



Appendix B: Proposed Subdivision Plan



Appendix C: Permit VA000167

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CAPITAL REGIONAL DISTRICT

DEVELOPMENT VARIANCE PERMIT NO. VA000167

1. This Development Variance Permit is issued under the authority of Section 498 of the *Local Government Act* and subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically authorized by this Permit.

2. This Development Variance Permit applies to and only to those lands within the Regional District described below (legal description), and any and all buildings, structures, and other development thereon:

   PID: **026-023-148;**
   Legal Description: **Lot 16, Section 10, Otter District, Plan VIP77477**

3. The Capital Regional District's **Bylaw No. 2040, Schedule A, Part 1, Section 3.10 (4)(a)** is varied under Section 498 of the *Local Government Act* as follows:

   a. by reducing the minimum frontage requirement from 10% to 3.8% for proposed Lot B, as shown on the Proposed Subdivision plan, prepared by West Coast Design and Development Services, dated December 7, 2022, for the purpose of permitting a two-lot subdivision.

4. Notice of this Permit shall be filed in the Land Title Office at Victoria as required by Section 503 of the *Local Government Act*, and the terms of this Permit (VA0000167) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.

5. If the holder of a permit does not substantially start any construction permitted by this Permit within 2 years of the date it is issued, the permit lapses.

5. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit which shall form a part hereof.

6. The following plans and specifications are attached:
   a) Proposed Subdivision Plan prepared by West Coast Design and Development Services, dated December 7, 2022

7. This Permit is NOT a Building Permit.

RESOLUTION PASSED BY THE BOARD, THE ___ th day of _____, 2026.

ISSUED this _____ day of _____, 2026

_____
Corporate Officer
Kristen Morley

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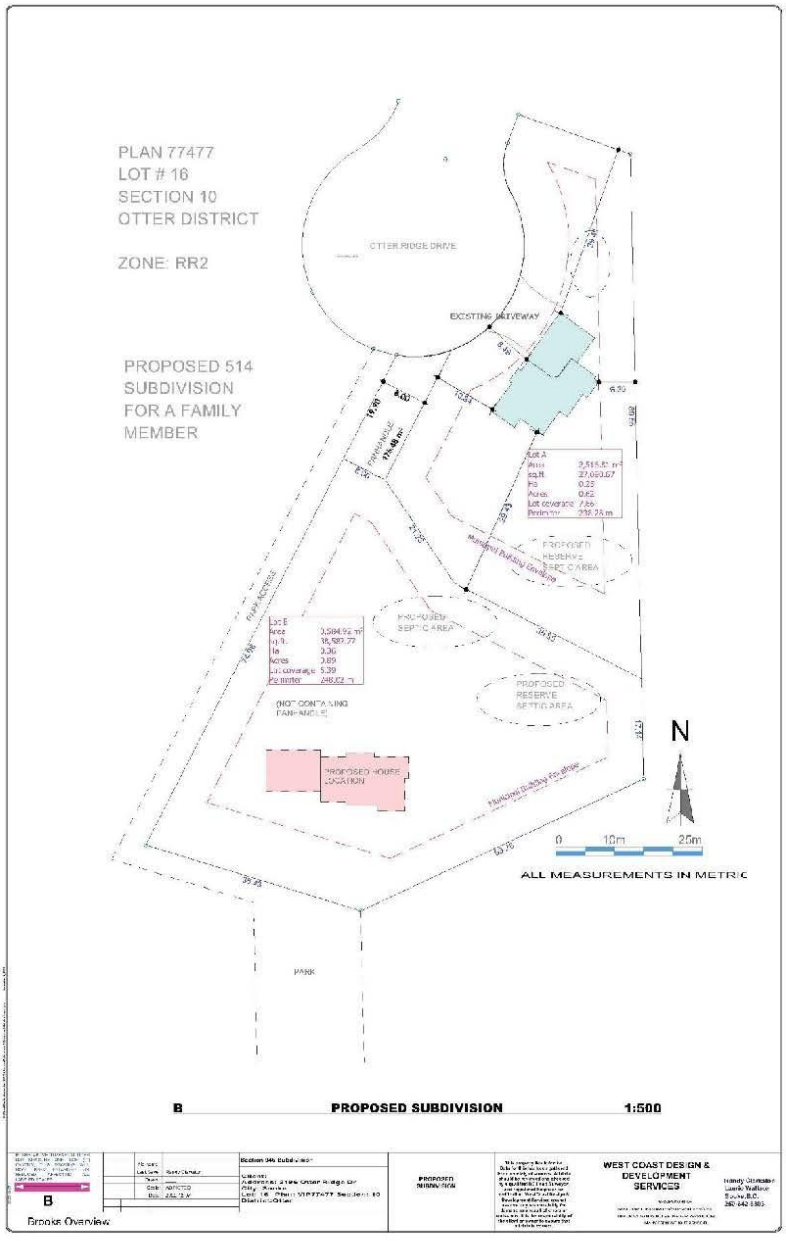
VA000167

Attachment 1: Proposed Subdivision Plan



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REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, MARCH 25, 2026

SUBJECT **Waive the Daily Additional Vehicle Fee at Regional Parks Campgrounds for Persons with Disabilities**

ISSUE SUMMARY

Capital Regional District (CRD) staff seek approval to improve accessibility to CRD Regional Parks campgrounds by waiving the additional nightly vehicle fee for persons with disabilities who require a second accessible vehicle.

BACKGROUND

At the May 20, 2025, CRD Accessibility Advisory Committee (AAC) meeting, the following Motion with Notice was carried:

> *That the CRD Parks waive parking fees for people with disabilities where they require an extra accessible vehicle, similar to BC Parks parking policy.*

This motion was carried at the July 9, 2025, CRD Board meeting, with direction that staff report back on the implications of waiving parking fees for persons with disabilities who require an extra accessible vehicle.

Following clarification with the AAC, staff understand that this motion relates primarily to the additional vehicle fee at CRD Regional Parks campgrounds. The CRD currently owns three frontcountry campgrounds: Jordan River Regional Park (year-round, first-come, first-served, with a self-pay vault); Spring Salmon Place (KWL-UCHUN) (seasonal, operated by the T'Sou-ke First Nation, first-come, first-served, with fees collected by T'Sou-ke staff); and Island View Beach Regional Park (seasonal, online reservations, additional fees collected by CRD staff and a self-pay vault). These campgrounds provide 137 sites: 101 RV/tent sites and 36 tent-only sites. Campground fees are $25 per night, with a $10 per night charge for an additional vehicle. The intent is to waive the $10 per night additional vehicle fee for disability-related accessibility needs.

BC Parks does not charge parking fees at provincial parks. The program referenced in the initial AAC motion is the BC Parks Social Services Camping Fee Exemption Program, which waives the camping fee for persons with disabilities who receive income assistance, aside from a $6 transaction fee. Eligibility is based on participation in an income-support program. BC Parks has noted that the program has administrative challenges for both staff and applicants.

Within CRD Regional Parks, paid parking is in effect at Thetis Lake Regional Park and Sooke Potholes Regional Park from May 1 to September 30. Parking costs $2 for two hours or $4 for the day. Since 2024, parking for people with a valid parking permit for persons with disabilities has been free when they are parked in a designated accessible parking space.

If the recommendation is adopted by the CRD Board, staff will proceed to work through the necessary bylaw updates to remove the $10 parking fee for additional vehicles required by campground users with disability-related accessibility needs.

ALTERNATIVES

Alternative 1
The Regional Parks Committee recommends to the Capital Regional District Board:

1. That staff report back with amendments to Bylaw No. 3675, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010" to eliminate the additional vehicle charge for people with disabilities at CRD Regional Park campgrounds; and
2. That staff collaborate with the T'Sou-ke First Nation to identify feasible options for implementing the program at Spring Salmon Place Campground in Sooke Potholes Regional Park.

Alternative 2
That this report be referred back to staff with alternative direction.

IMPLICATIONS

Alignment with Existing Plans & Strategies

Goal 5 of the Regional Parks and Trails Strategic Plan 2022-2032 focuses on making regional parks and trails inclusive and accessible. Additionally, Goal 1 of the 2024 CRD Accessibility Plan aims to improve physical accessibility of CRD facilities and services, ensuring persons with disabilities can access, participate in, and gain employment with the CRD.

Equity, Diversity & Inclusion Implications

The CRD Accessibility Advisory Committee, an advisory committee of the CRD Governance Committee created under the *Accessible British Columbia Act,* was established to provide recommendations on reducing barriers across CRD policies, programs, services, infrastructure, and outdoor spaces. Recommendations, such as the one being considered in this report, are grounded in lived experiences.

Financial Implications

Camping opportunities within regional parks are a subsidized recreational activity, with annual operating costs exceeding revenue. Revenue and operating costs vary by campground due to differing service delivery and operation models. In 2025, 68 additional vehicle bookings were made at the Island View Beach Campground, generating revenue of $680. Data on the number of second vehicles with a persons with disabilities designation was not collected; however, staff reasonably estimate that approximately 10–20% of these vehicles may have carried this designation. Implementing a program to waive the additional vehicle charge for persons with disabilities may result in a small reduction in annual campground revenue. System-wide, implementation of this program should result in less than $1,000 in lost revenue.

First Nations Implications

Regional Parks and Trails Strategic Plan 2022-2032 identifies Priority Action 1-2d—Support business relations with First Nations that provide value-added and compatible services in regional parks and regional trails, such as campground operations.

The Spring Salmon Place (KWL-UCHUN) campground in Sooke Potholes Regional Park is operated on a first-come, first-served basis by the T'Sou-ke First Nation under an operating agreement. Implementation at this location will require collaboration with the Nation to assess operational and revenue implications. To ensure fulsome collaboration with the T'Sou-ke First Nation, if deemed feasible, this program would not be implemented prior to May 2027 at the Spring Salmon Place campground.

Service Delivery Implications

Should the CRD Board endorse the recommendations in this report, staff are prepared to implement the changes for the 2026 camping season at Island View Beach and Jordan River campgrounds. This work would include updating public information (e.g., park signage, park webpages, and self-administered camping permits, etc.) and training staff responsible for ensuring that those receiving the waived fee have a valid parking permit for people with disabilities.

CONCLUSION

At the July 9, 2025, CRD Board meeting, CRD staff were asked to report back on the implications of waiving parking fees for people with disabilities who require an extra accessible vehicle. Staff researched the BC Parks program and identified a feasible option for CRD campgrounds that will not have a significant revenue impact. Staff are seeking Board approval to implement a program to waive the $10 additional vehicle fee for people with disabilities at CRD campgrounds. Once Board approval has been obtained, staff will work towards implementing the changes for the 2026 camping season.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:

1. That staff report back with amendments to Bylaw No. 3675, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010" to eliminate the additional vehicle charge for people with disabilities at CRD Regional Park campgrounds; and
2. That staff collaborate with the T'Sou-ke First Nation to identify feasible options for implementing the program at Spring Salmon Place Campground in Sooke Potholes Regional Park.

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

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REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, MARCH 25, 2026

SUBJECT **Enhanced Visitor Information by using the Google Maps Street View Platform**

ISSUE SUMMARY

To provide the Regional Parks Committee with information on the use of Google Maps Street View to enhance accessibility and inclusion in Capital Regional District's (CRD) regional parks.

BACKGROUND

One of the main barriers for people with disabilities in using regional parks is the availability of detailed accessibility information. A national survey, conducted in 2023, identified that for people with disabilities, a lack of information was the single largest barrier to accessing trails and that details such as trail width, slope, and surface are critical for potential park visitors.

Building on the successful *CRD User-Friendly Trail Guide*, staff developed accessibility information resources in 2023 for four high-visitation regional parks: Thetis Lake, Elk/Beaver Lake, Francis/King, and Island View Beach. Recognizing the importance of providing information, staff have been working with several popular third-party websites and applications to share key information with park visitors.

Google Maps Street View is a widely used, free, and familiar feature of Google Maps that allows park visitors to preview terrain and facilities on desktop and mobile devices. Within a regional park context, Street View enables users to visually explore the overall terrain, facilities, and trails, which supports the critical planning phase of the visitor experience. Although Street View is not a source of comprehensive accessibility information, it enhances the range of details available to potential visitors and enables them to make more informed decisions aligned with their abilities and the physical characteristics of a location.

In 2025, staff used a 360° camera to capture Google Maps Street View imagery for 13 parking lots and day-use areas and approximately 20 km of park trails within eight regional parks (shown in Table 1). This imagery is now live and publicly accessible on Google Maps Street View. Regional parks were prioritized based on visitation, existing accessibility features, and the presence of user-friendly trails identified in the 2013 *CRD User-Friendly Trail Guide*. All imagery was captured in public outdoor spaces, and Google applies its standard privacy protections, including automatic blurring of faces and license plates. No personal information is collected or retained by the CRD as part of this process. Street View links for regional parks can be found on the CRD website https://www.crd.ca/parks-recreation/regional-parks-trails/park-usage-and-rules/accessibility-regional-parks-and-trails.

Table 1: Regional Park locations available on Google Maps Street View

Regional Park	Parking Lots, Day-Use Areas & Features	Trails
Coles Bay	Parking lot Day-use area	Nature Trail & Beach Trail
East Sooke	Aylard Farm: Parking lot Day-use area Pike Road: Parking lot	Creyke Point Trail Pike Road Trail
Elk/Beaver Lake	Beaver Beach Eagle Beach Filter Beds Fishing dock Hamsterly Beach Boat Launch Waterski Beach	10 km Trail
Francis/King	Parking lot & day-use area	Elsie King Trail
Island View Beach	Parking lot Day-use area	Coast Loop Trail
Mount Work	Durrance Lake: Parking lot Day-use area Fishing dock	Durrance Lake Trail (north of Durrance Lake)
Thetis Lake	Main Beach: Parking lot Day-use area	
Witty's Lagoon	Tower Point: Parking lot Day-use area	Tower Point accessible Trails Teaching Shelter access Trail

Continuing into summer 2026, staff will expand the Google Maps Street View imagery to include the parking lots, day-use areas and key trails within Sooke Potholes, Matheson Lake and Jordan River regional parks. In addition, staff are developing detailed accessibility information documents for Coles Bay, Jordan River, Matheson Lake, Sooke Potholes and Witty's Lagoon regional parks.

IMPLICATIONS

Social Implications

Outdoor recreation opportunities in regional parks contribute significantly to physical, mental, and emotional well-being, enhancing happiness and overall quality of life for those who can access them. However, many people face barriers—physical, environmental, social, and systemic—that limit their ability to experience and enjoy these spaces. The CRD is committed to identifying and reducing these barriers and to actively advancing a more inclusive and accessible regional parks system for all community members.

Alignment with Existing Plans & Strategies

Goal 5 of the CRD Board-approved Regional Parks and Trails Strategic Plan 2022-2032 identifies: *Regional parks and regional trails are inclusive and accessible*. The provision of detailed information about the accessibility of regional parks supports individuals to make informed choices before they arrive at a park. Although physical barriers exist in regional parks, providing detailed information about those barriers addresses a key issue identified by people with disabilities and supports their ability to confidently visit regional parks.

Equity, Diversity & Inclusion

Statistics Canada estimated that in 2018, 20.5% of BC's population aged 15-64 were living with one or more disabilities and that 41.7% of BC adults aged 65+ were living with disabilities. Based on current population statistics and projections, staff estimate that there may be up to 95,000 people aged 15 years or older in the CRD living with one or more disabilities.

Service Delivery Implications

With 34 regional parks in the system, a phased approach is essential to guide the development of additional information and the collection of Google Maps Street View imagery. Parks with high visitation, existing accessible features, or favorable topography have been prioritized in the initial phase. As the project advances, additional parks and trails will be identified using this same criteria-based approach. All work is being completed with existing staff resources and budgets, and no additional funding is currently required.

CONCLUSION

CRD staff are undertaking several projects to improve the information available to park visitors and helping to reduce barriers faced by people with disabilities in accessing regional parks. Enabling Google Map Street View in regional parks allows the public to visualize the terrain and environment before arriving at these parks and supports informed decision making based on personal abilities and desired experiences. This initiative complements the CRD's broader accessibility work and strengthens the availability of information that supports inclusive access to regional parks.

RECOMMENDATION

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

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

ATTACHMENT

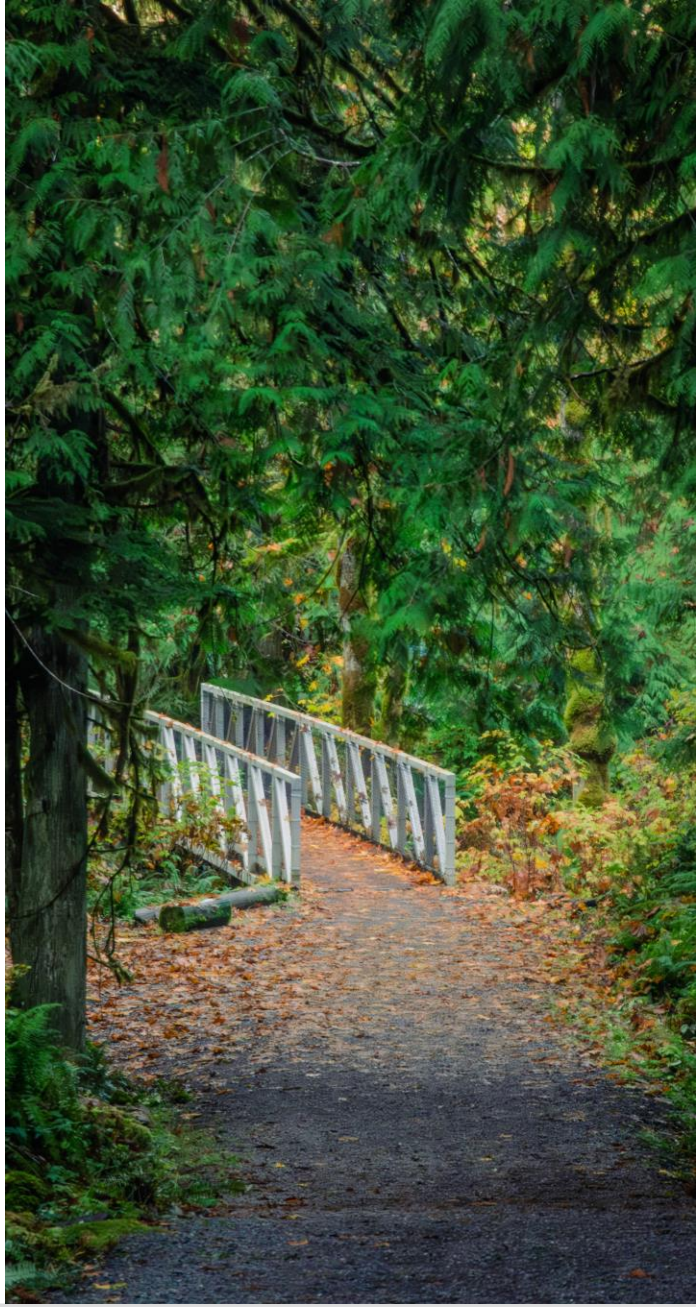
Presentation: Regional Parks Google Street View Accessibility Information

Regional Parks Google Street View Accessibility Information

Regional Parks Committee
March 25, 2026

Agenda

1. Background
2. What is Google Maps Street View?
3. How will this help visitors?
4. How did we do it?
5. What's next?
6. Examples



Background

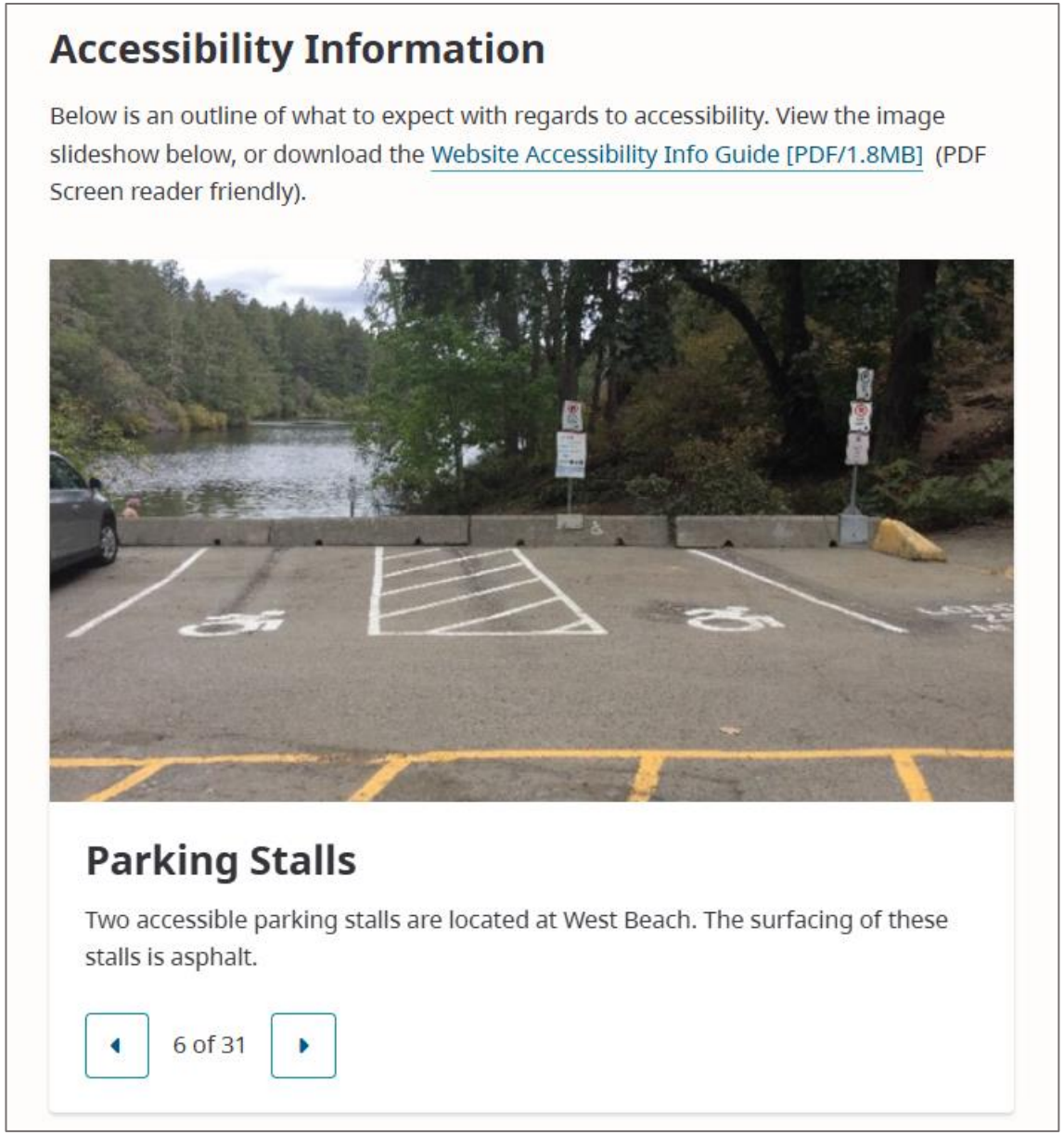
- It is estimated that approximately one fifth of the population between 15 and 64 is living with one or more disabilities.

- A significant barrier that prevents people with disabilities from accessing regional parks is a lack of detailed information about the trails, terrain and facilities.

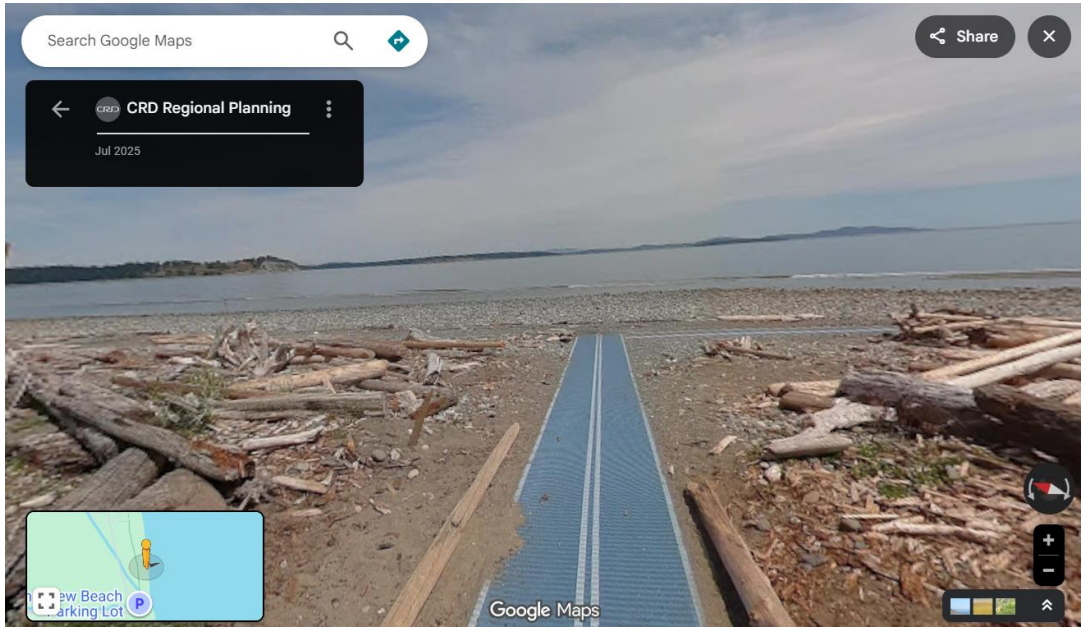
Background

- Detailed accessibility information is available on the CRD website for four regional parks.

- Staff are working with available third-party platforms to share detailed information. One of these platforms is Google Maps Street View.



What is Google Maps Street View?



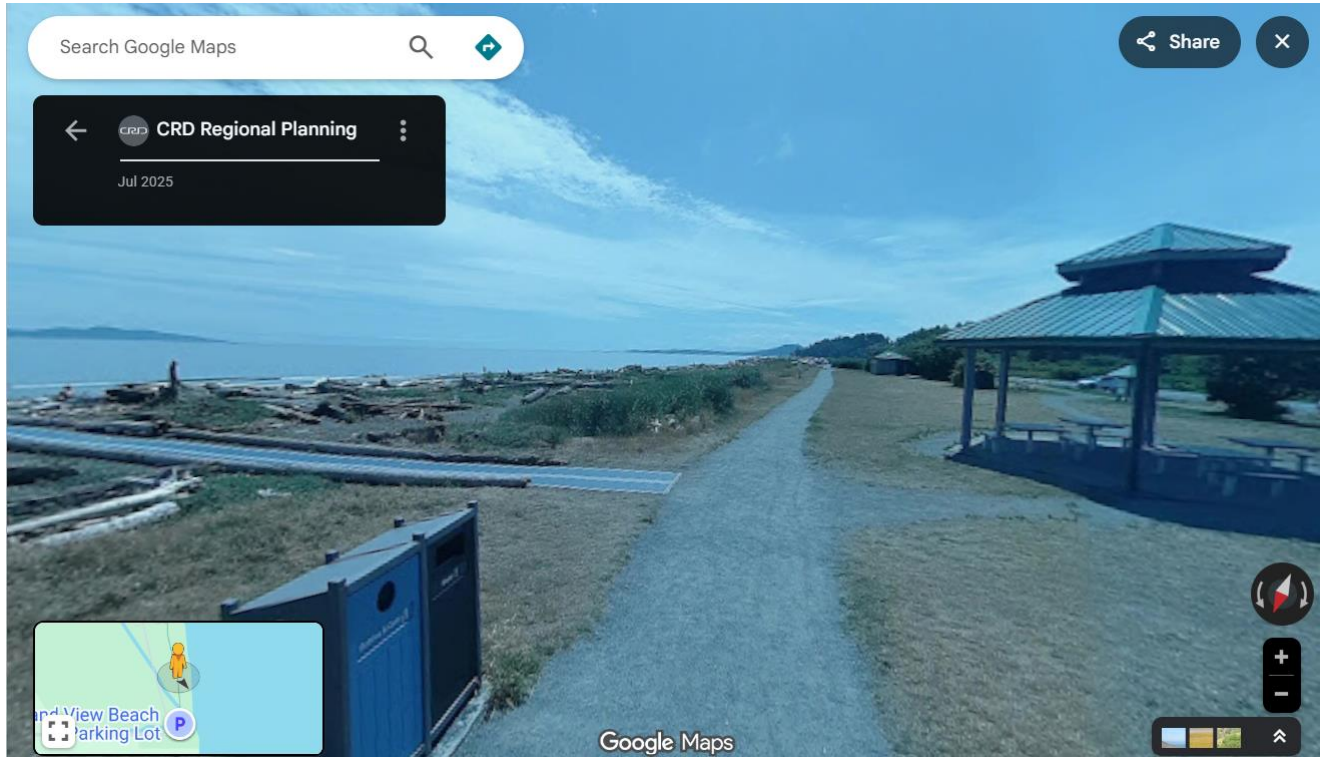
Google

Bringing your map to life, one image at a time

Street View stitches together billions of panoramic images to provide a virtual representation of our surroundings on Google Maps. Street View's content comes from two sources - Google and contributors. Through our collective efforts, we enable people everywhere to virtually explore the world.

How will this help visitors?

- Street View imagery allows visitors to visualize the overall terrain, facilities and trails.
- It also allows visitors to make informed decisions based on their own abilities.

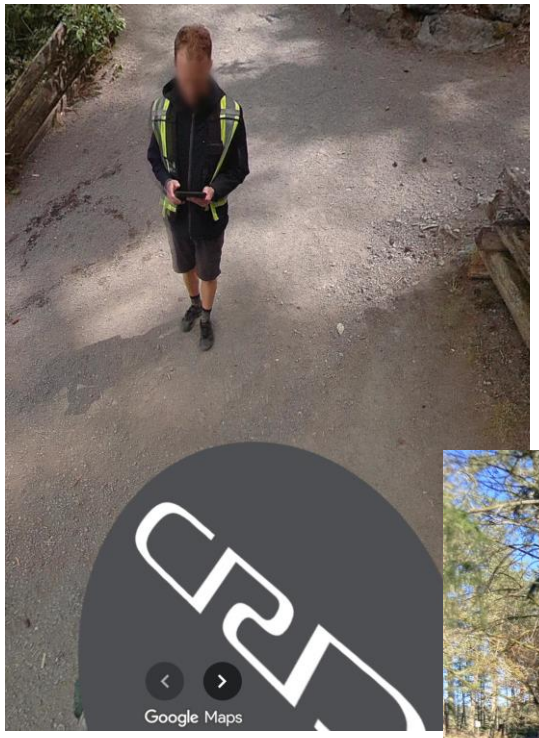


How did we do it?

- Street View imagery is captured using a 360° camera. The images are stitched together by Google to create a virtual representation of the surroundings.

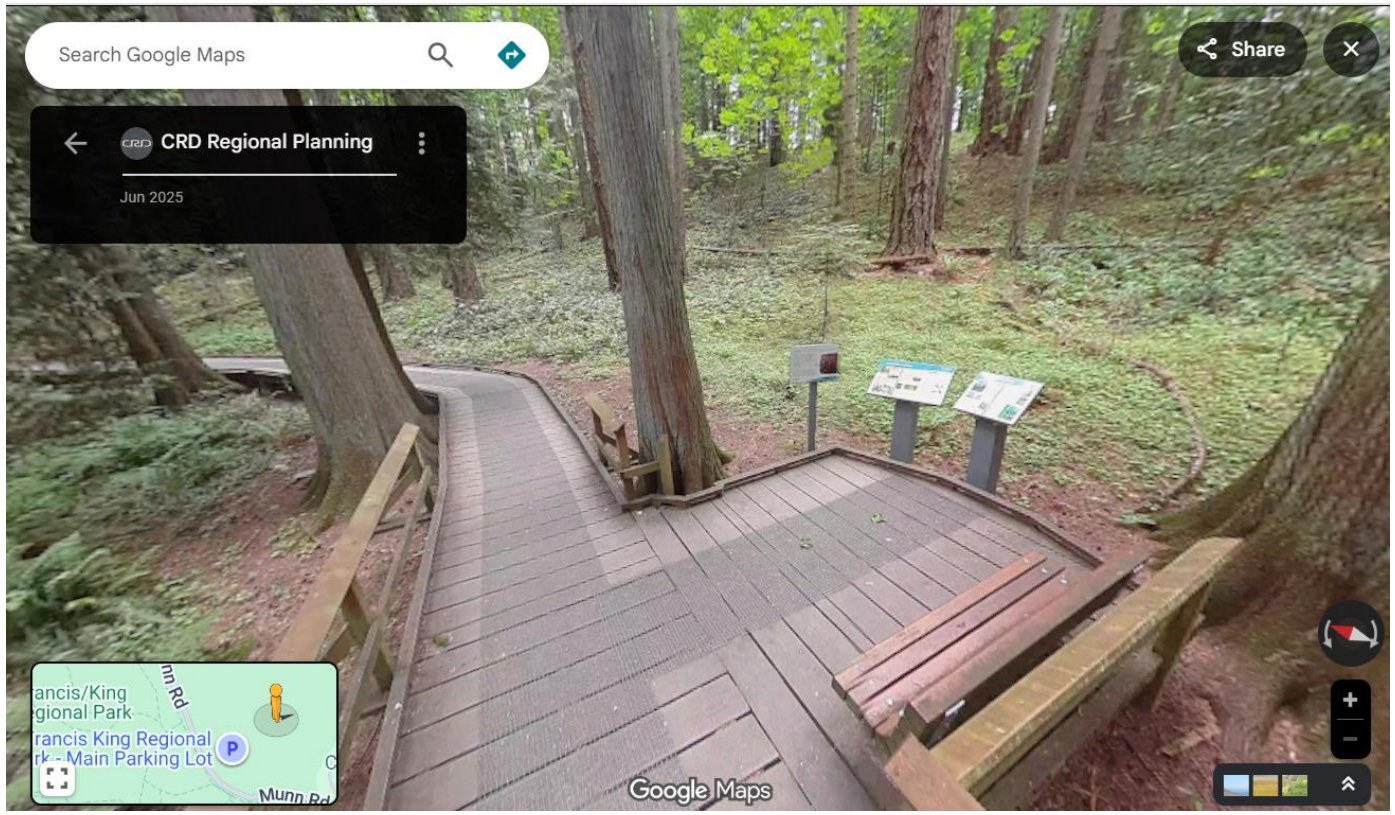
- So far, the following has been added to Street View:
  - ✓ 14 parking lots and day use areas
  - ✓ 20 km of park trails
  - ✓ 8 regional parks

- Regional parks were selected based on visitation and the current accessible or user-friendly opportunities.

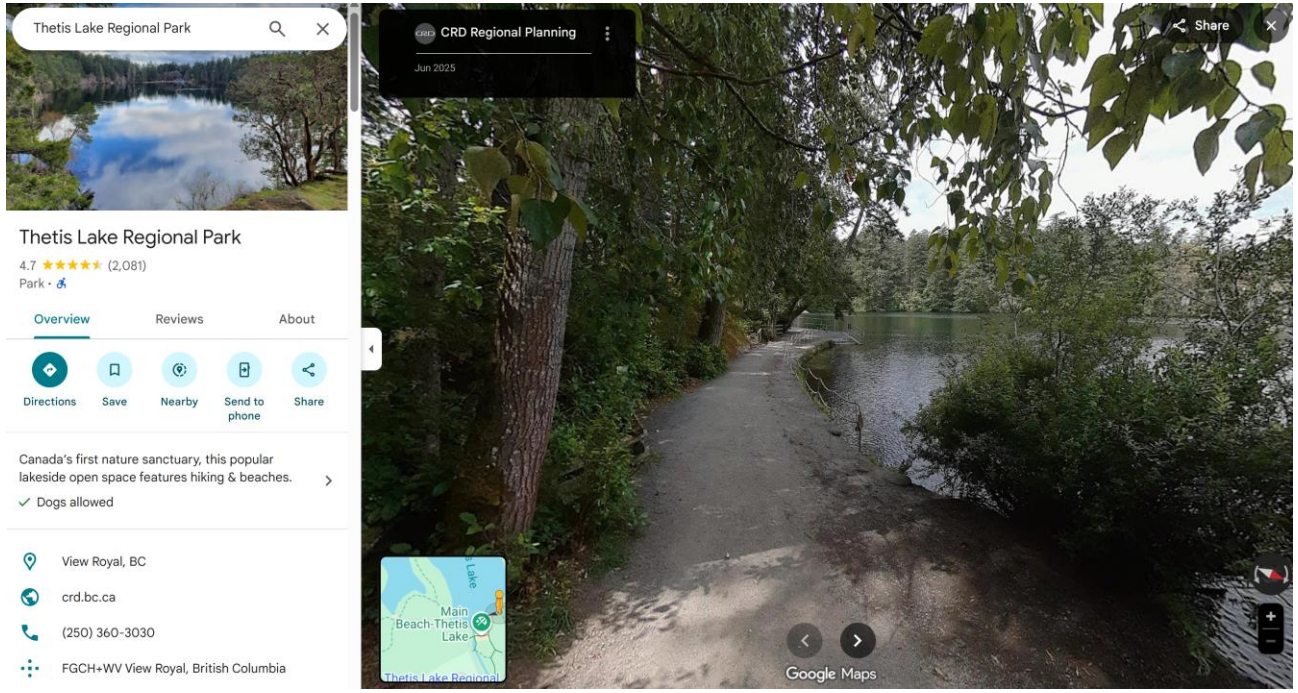


What's next?

- Throughout 2026, imagery from additional regional parks will be captured for Google Maps Street View.
- In addition, staff will also add new detailed accessibility information online for several more regional parks.



Examples:


Thetis Lake Regional Park
Thetis Lake Regional Park
4.7 (2,081)
Park
Overview
Reviews
About
Directions
Save
Nearby
Send to phone
Share
Canada's first nature sanctuary, this popular lakeside open space features hiking & beaches.
Dogs allowed
View Royal, BC
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CRD Regional Planning
Jun 2025
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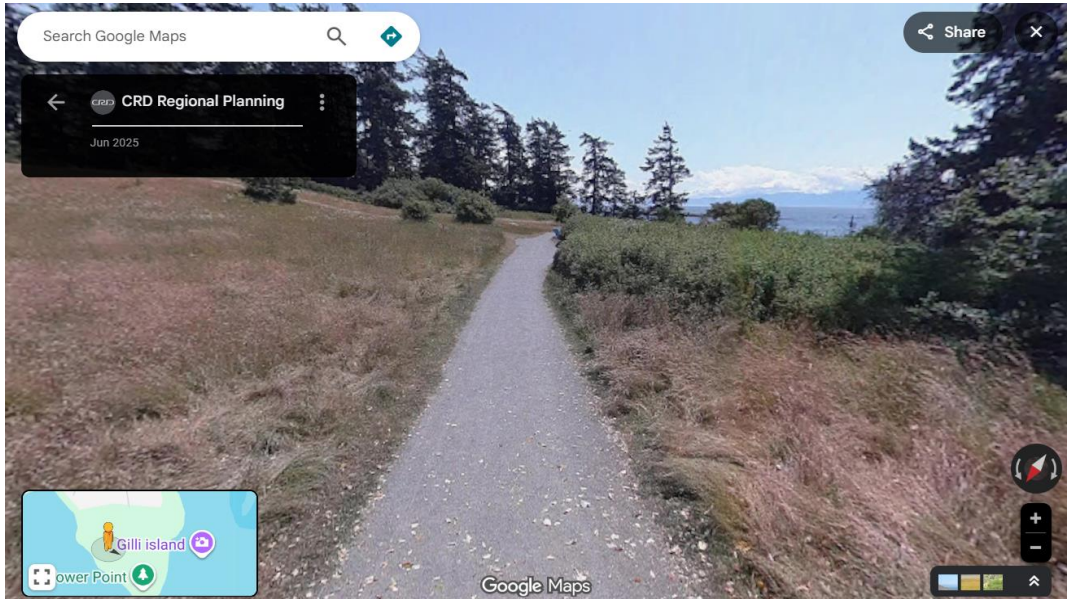
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Jun 2025
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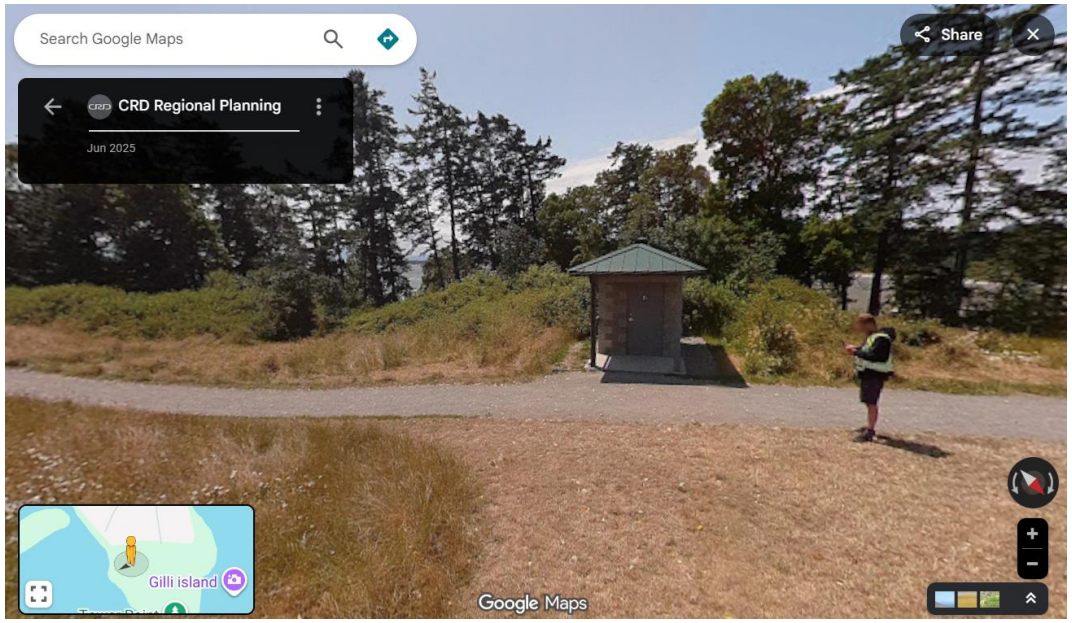
Gilli island
Google Maps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Questions?

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REPORT TO SAANICH PENINSULA WASTEWATER COMMISSION
MEETING OF THURSDAY, APRIL 2, 2026

SUBJECT **Saanich Peninsula Liquid Waste Management Plan – Technical Advisory Committee and Review Update**

ISSUE SUMMARY

To provide an update of the Saanich Peninsula Liquid Waste Management Plan (LWMP) review, and the Technical Advisory Committee (TAC) activities, findings and recommendations.

BACKGROUND

Liquid waste management plans allow the Capital Regional District (CRD) and local governments to develop community specific solutions for the management of liquid waste, stormwater and environmental protection in accordance with the *BC Environmental Management Act*. The Capital Regional District (CRD), on behalf of the Saanich Peninsula participant communities (Central Saanich, North Saanich, Sidney), and Peninsula First Nations (W̱SIḴEM (Tseycum), BOḰEĆEN (Pauquachin), SȾÁUTW̱ (Tsawout) and W̱JOŁEŁP (Tsartlip)), oversees liquid waste management according to the strategies and commitments outlined in the LWMP. The LWMP was approved by the BC Minister of Environment in 1996, has been amended four times, and was most recently consolidated in 2009 (with minor corrections in 2011).

An external consultant completed an audit of the LWMP in late 2019. The audit provided a detailed review of the commitments listed in the LWMP and included an evaluation of whether commitments were met. Details from the audit can be found in a June 18, 2020 report to the Saanich Peninsula Wastewater Commission (SPWWC.)

The audit findings were used as a platform for TAC to evaluate and discuss liquid waste management planning on the Saanich Peninsula, and to determine a proposed direction to revise or update the LWMP.

Recognizing the LWMP is dated, and may benefit from renewal, the SPWWC directed staff to create TAC to review the LWMP at their October 17, 2019 meeting. The TAC's purpose was to evaluate the technical and regulatory components of the Saanich Peninsula LWMP and provide advice and recommendations to the SPWWC and the respective participating jurisdictions regarding planning and priority setting for liquid waste management on the Saanich Peninsula in the coming years.

The TAC Terms of Reference (which were updated in 2024) are attached as Appendix A. First Nations were invited to participate directly in the TAC or independently in a forum of their choice.

Staff have held three meetings; minutes and actions can be found in Appendix B. Broad discussions included current and potential LWMP scope, and deficiencies identified in the audit. Staff confirmed that several commitments identified as "In Progress Non-Compliant" or "Non-Compliant" in the 2019 audit have since come into compliance, including the District of North Saanich joining the CRD Onsite Program bylaw, recent work to assess inflow and infiltration, and various municipal stormwater initiatives. A full summary of current commitment status can be found in Appendix C.

The TAC process also determined that several liquid waste planning related exercises at various levels of government will occur in the near future, including updates to municipal stormwater management plans, and provincial guidance on LWMP development. The TAC generally agreed upon that the Plan needs to be rewritten with modern language, capital project plan inclusion and in collaboration with First Nations. It was suggested that we pause for now and recommend that we revisit in several years once other provincial, regional and municipal planning documents are complete.

ALTERNATIVES

Alternative 1
The Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:

1. That staff defer review and renewal of the Saanich Peninsula Liquid Waste Management Plan pending completion of provincial, regional and municipal planning documents; and
2. That staff include financial planning for the Saanich Peninsula Liquid Waste Management Plan Update in the 2027 business planning process for consideration in the 2027-2031 Financial Plan.

Alternative 2
The Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:
That staff proceed immediately with the Liquid Waste Management Plan review and renewal.

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

Updating the Saanich Peninsula LWMP is an initiative included in the CRD 2023-2026 Corporate Plan. The delivery of master plans, capital plans, and operational plans for wastewater treatment and conveyance to service current and future population, and address infrastructure deficiencies are also initiatives in the Corporate Plan.

Environmental Implications

While the current LWMP is generally protective of human health and the environment, some First Nations participants have indicated a desire for stronger commitments related to nearshore water quality with the goal of restoring access to shellfish harvesting. There are several other specific environmental concerns that First Nations have raised that could be considered by either local or regional governments in any future LWMP update.

Financial Implications

The LWMP review and renewal would require additional resources. Based on experience with the most recent updates to the CRD's Solid Waste Management Plan, and forecasted staffing and consultant support for technical review, as well as facilitation and public and First Nations engagement, it is estimated that a comprehensive review and rewrite of the LWMP would cost

between $500,000 and $700,000 over a three-year period. Current Saanich Peninsula liquid waste related budgets are insufficient to cover these projected costs. For reference, the Saanich Peninsula Wastewater Service budget, including a planning function, has a 2026 requisition of $32,894. The end-of-year operating reserve balance is projected to be $214,000. Given the current fiscal constraints and concerns, deferring the update will allow staff and the Commission to consider budget implications within the larger service and budget planning process.

First Nations Implications

Two of the TAC First Nations participants provided comments on the shortcomings in the current LWMP and requesting more fulsome foundational engagement with their and other First Nations prior to a comprehensive rewrite.

Intergovernmental Implications

Based on regular meetings staff have had with provincial colleagues, there are indications that the Province is concerned with the age and current relevance of the LWMP, and that the CRD should consider a comprehensive LWMP review and associated public and First Nations engagement.

After completing three TAC meetings, there was a general consensus that a comprehensive review and renewal of the LWMP is required but that the service is not facing an imminent provincial order to renew the Plan. Any update or rewrite would be self-driven at this time. It was also recommended that the TAC continue to meet to discuss liquid waste related topics and work that could be done to address First Nations concerns in preparation for the LWMP renewal process.

CONCLUSION

The Saanich Peninsula Liquid Waste Management Plan has not been updated since 2009 and is due for a comprehensive review. Input will be required from technical experts, local governments, First Nations, and the general public as part of a process that is expected to take three years. While the process can likely wait until the completion of both regional and municipal planning processes, interim discussions can be had in the meantime to support the regional Strategic Plan, and address known technical challenges as well as First Nations concerns.

RECOMMENDATION

The Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:

1. That staff defer review and renewal of the Saanich Peninsula Liquid Waste Management Plan pending completion of provincial, regional and municipal planning documents; and
2. That staff include financial planning for the Saanich Peninsula Liquid Waste Management Plan Update in the 2027 business planning process for consideration in the 2027-2031 Financial Plan.

Submitted by:	Glenn Harris, PhD, R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Technical Advisory Committee 2024 Terms of Reference
Appendix B: Minutes of the Technical Advisory Committee
Appendix C: Status of Plan Commitments, December 2025

Terms of Reference

SAANICH PENINSULA LIQUID WASTE MANAGEMENT PLAN TECHNICAL ADVISORY COMMITTEE

PREAMBLE

The BC Environmental Management Act (EMA) provides a regulatory framework and enables modern environmental management tools to ensure human health and environmental protection in British Columbia.

The EMA allows local/regional governments to develop a Liquid Waste Management Plan (LWMP) for approval by the Minister of Environment & Climate Change Strategy. An approved LWMP authorizes a local/regional government to proceed with measures to accommodate existing and future development under a strategy that ensures the management, resource recovery and disposal of treated waste is sufficiently protective of public health and the environment. A LWMP allows the local/regional governments to develop community-specific solutions for wastewater management that meet or exceed existing regulations found in the Municipal Wastewater Regulation.

The original Saanich Peninsula Liquid Waste Management Plan (SPLWMP) was approved in 1999 to address public health and environmental issues. The SPLWMP was later amended and consolidated in 2009 and 2011 and included a number of amendments to reflect the current commitments under this plan.

The CRD is responsible for reviewing and overseeing the SPLWMP on behalf of the CRD and the local governments. SPLWMP governance is overseen by the Saanich Peninsula Wastewater Commission (SPWWC) and both the Capital Regional District (CRD) and local governments have responsibility for service delivery under the plan. The SPWWC requested that a Technical Advisory Committee (TAC) be established to review the commitments, identified in the SPLWMP consolidated version dated December 2011.

The Committee's official name is to be:

Technical Advisory Committee

1.0 PURPOSE

a) The mandate of the Committee is to assist in the review and make recommendations to the SPWWC regarding the SPLWMP.

b) The Committee will evaluate the technical and regulatory components of the SPLWMP and provide advice and recommendations to the SPWWC and the respective participating jurisdictions regarding planning and priority setting for liquid waste management on the Saanich Peninsula in the coming years. Technical and regulatory review will include the following subjects:

- sanitary and stormwater source control program
- reduction of inflow and infiltration to sanitary sewers
- wastewater and marine human health and environment assessment program
- wastewater treatment and disposal
- water conservation and wastewater recycling
- stormwater quality and surface water resources program
- onsite sewage disposal
- performance audits commitments

In addition, the Committee will:

- review the results of the performance audit of the SPLWMP
- identify the gaps or new trends/changes required for the SPLWMP
- develop an action plan to address the current and proposed commitments of the SPLWMP
- coordinate activities of participants
- report findings and provide advice and recommendations to the SPWWC and participating jurisdictions regarding liquid waste management planning on the Saanich Peninsula

2.0 ESTABLISHMENT AND AUTHORITY

a) The Committee will provide advice and make recommendations to the SPWWC for review, comment and decision.

b) The term of the Committee will be for the period required to address the matters, as determined by the SPWWC.

3.0 COMPOSITION

a) The Committee members shall consist of members representing:

- Manager, Regulatory Services, CRD (chair)
- Manager, Wastewater Engineering and Planning, CRD (vice chair)
- Supervisor, Environmental Monitoring Programs, CRD
- Director of Infrastructure Engineering, District of North Saanich
- Municipal Engineer, District of Central Saanich
- Director of Engineering and Public Works, Town of Sidney
- At the discretion of the Chair/Vice Chair, involve additional staff as required to support the Committee
- Other plan participants (Tseycum, Pauquachin, Tsawout, and Tsartlip First Nations, Victoria Airport Authority and Institute of Ocean Sciences).

b) The CRD will provide staff responsible for the commitments and oversight of the SPLWMP.

c) Each local government will nominate a representative to the Committee. Individual members act as a liaison from their respective local governments and provide knowledge and expertise on an ongoing basis.

d) Invitations to sit as TAC members will also be forwarded to representatives of other plan participants (Tseycum, Pauquachin, Tsawout, and Tsartlip First Nations, Victoria Airport Authority and Institute of Ocean Sciences).

e) All TAC member nominations will be forwarded to the Capital Regional District Board for appointment.

4.0 PROCEDURES

a) The Committee will meet upon request by the Chair/Vice Chair.

b) The agenda will be finalized by the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda; and

c) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

a) The Senior Manager, Environmental Protection (CRD) will act as a liaison to the committee;

b) Action items and agendas are prepared and distributed by the CRD Environmental Protection division.

Approved by _____ on _____

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TECHNICAL ADVISORY COMMITTEE
SAANICH PENINSULA LIQUID WASTE MANAGEMENT PLAN
Meeting Minutes

Wednesday, June 12, 2024	**1:30 pm**	**In-person & Online (MS Teams)**

PRESENT: A. Penner, A. Nyland, B. Martin, B. Irving (EP), D. Puskas (EP), J. Clary, O. Cruz

STAFF: C. Lowe, J. McAloon, M. Cowley (Vice-Chair) (EP), P. Kickham (Chair)

EP=Electronic Participation

Chair Kickham called the meeting to order at 1:33 pm.

1. Territorial Acknowledgement

P. Kickham provided a Territorial Acknowledgement.

2. Introduction

P. Kickham led introductions of committee members and briefed the committee on a couple of housekeeping items.

3. Approval of Agenda

Agenda for the June 12, 2024 Technical Advisory Committee (TAC) meeting:

MOVED by B. Martin and SECONDED by J. Clary
That the agenda be approved as circulated.
CARRIED

4. Chair's Introduction

P. Kickham informed the group that the Saanich Peninsula Wastewater Commission, which oversees the Regional Wastewater Service, directed the Capital Regional District (CRD) to convene the TAC in response to an audit that the CRD carried out of our Saanich Peninsula Liquid Waste Management Plan (SPLWMP) in 2019.

The audit came forward with a number of recommendations and directed the CRD to convene the Technical Advisory Committee and seek recommendations from this group to bring back to the Saanich Peninsula Wastewater Commission in order to determine the next steps for our wastewater or liquid waste management planning on the peninsula.

5. Saanich Peninsula Liquid Waste Management Plan Summary and Commitment Status Presentation - P. Kickham, CRD

P. Kickham presented a summary of background information which included the SPLWMP commitments, a brief description of sewage treatment and disposal on the Saanich Peninsula, operations and maintenance of sewage infrastructure including onsite (septic) system maintenance; reduction of Inflow & Infiltration (I&I); biosolids management; wastewater and marine monitoring; source control; stormwater quality and management;

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water conservation and wastewater recycling; 2009 audit findings and audit recommendations.

The presentation included input, questions, and discussion from the group.

Additionally, P. Kickham discussed rewrite vs cleanup of the plan including what a complete rewrite of the plan might constitute and noted that worthwhile projects and initiatives do not necessarily need to be included under a Liquid Waste Management Plan.

6. Inflow & Infiltration Investigation Summary – J. McAloon, CRD

J. McAloon presented on Inflow & Infiltration which discussed the background on I&I, I&I Management Plan Report and I&I Commitments in the LWMP. More specifically, the presentation included information on the infrastructure maintenance requirements, sewer defects, capacity issues, impacts, measuring I&I, I&I Management Plans, catchment stats, flow data, uses and flow data grades, I&I Analyses and recommendations, as well as SPLWMP commitments.

The presentation included input, questions, and discussion from the group.

7. Next Steps

Discussion of next meeting and tour at Saanich Peninsula Wastewater Treatment Plant.

Next meeting: date second or third week in September TBD.

P. Kickham asked committee members to review relevant sections of the existing plan and audit – review commitments and focus on those items that were not delivered on and come up with possible recommendations.

Discussion by group regarding the timing requirements for any changes to the plan, some preliminary notes for changes to the plan including ideas on planning for future storm events.

8. Other Business

There was no other business.

9. Closing Comments:

The next TAC meeting will be scheduled in September – date to be determined. Next agenda will focus on the audit, recommendations from the audit and what is currently being done in the meantime.

A copy of the audit report and SPLWMP to be shared with the group, as well as presentations from items 5 and 6.

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10. Adjournment

The meeting was adjourned at 3:23 pm.

MOVED by J. Clary and SECONDED by Aileen Penner
That the Technical Advisory Committee meeting be adjourned.
CARRIED

Attachments:
Appendix A: June 12, 2024 Technical Advisory Committee Meeting Agenda
Appendix B: Saanich Peninsula Liquid Waste Management Plan Summary and Commitment Status Presentation
Appendix C: Inflow & Infiltration Investigation Summary Presentation
Appendix D: Saanich Peninsula Liquid Waste Management Plan Audit report
Appendix E: Saanich Peninsula Liquid Waste Management Plan Consolidated Version October 2019
Appendix F: TAC Terms of Reference from the Saanich Peninsula Wastewater Commission

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TECHNICAL ADVISORY COMMITTEE
SAANICH PENINSULA LIQUID WASTE MANAGEMENT PLAN
Action Items

Tuesday, October 29, 2024 **1:00 to 3:30 pm** **In-person**

Aileen Penner, Fisheries and Oceans Canada
Adrian Nyland, Victoria Airport Authority
Barri Rudolph, CRD
Ben Martin, District of North Saanich
Bridget Irving, Tsawout First Nation (**absent**)
Dale Puskas, District of Central Saanich
Glenn Harris, CRD (Acting Chair)
Jenn Clary, Town of Sidney
Malcolm Cowley, CRD (Vice-Chair)
Neil Fowler, Tsawout First Nation **(alternate)**
Octavio Cruz, Pauquachin First Nation (**absent**)
Peter Kickham, CRD

ACTION ITEMS

Send responses to Barri Rudolph at brudolph@crd.bc.ca.

Action Item	Assigned To	Due Date
2019 Audit Findings – Non-compliant Commitments:		
Participation in regional Onsite Program for regulation of septic systems.	Ben Martin	December 13, 2024
Establishment of design criteria for stormwater retention ponds.	CRD/Dale Puskas	December 13, 2024
Resolution of stormwater runoff problems associated with Tseycum Creek.	Ben Martin	December 13, 2024
Provision of oil/water separators for stormwater runoff.	CRD/Ben Martin	December 13, 2024
Regular inspection and maintenance of storm drainage systems.	CRD/Ben Martin	December 13, 2024
Working towards understanding the needs of agriculture and habitat in stormwater management.	CRD/Ben Martin	December 13, 2024

Action Item	Assigned To	Due Date
Programming for reduction of Inflow & Infiltration in the sanitary sewer.	CRD/Ben Martin/ Jenn Clary/Dale Puskas	December 13, 2024
Other Business:		
Reach out to Ministry of Agriculture around agriculture inputs and education.	CRD/Ben Martin	December 13, 2024
Check whether source control inspections are done at IOS; follow up with IOS Facilities Manager.	CRD	December 13, 2024
Check whether shellfish are mentioned in the plan.	Ben Martin/CRD	December 13, 2024
Review plan for any other updates to be included.	All members	December 13, 2024
Comment on whether the plan should be rewritten or just updated.	All members	December 13, 2024

Next meeting date to be determined.

MEETING NOTES

TECHNICAL ADVISORY COMMITTEE
SAANICH PENINSULA LIQUID WASTE MANAGEMENT PLAN
Wednesday, September 17, 2025 from 1:30-3:30 pm
Saanich Peninsula Wastewater Treatment Plant
In-person: Meeting Room 208, 9055 Mainwaring Road, North Saanich, BC

Christine Macinnis, Fisheries & Oceans Canada	Bruce DeMaere, Town of Sidney
Adrian Nyland, Victoria Airport Authority	Chris Lowe, CRD
Barri Rudolph, CRD	Dale Puskas, District of Central Saanich (virtual)
Ben Martin, District of North Saanich	Natalie Tokgoz, CRD (Vice-Chair)
Bel Manson, SȾÁUTW̱ (Tsawout) First Nation	Peter Kickham, CRD (Chair)

Meeting Notes

1. Territorial Acknowledgement
   Peter Kickham gave the territorial acknowledgement.

2. Introduction/Attendance

   Peter indicated that this was the third meeting of this group which was formed in response to a request from the Saanich Peninsula Wastewater Commission (the Commission) to form a Technical Advisory Committee (TAC) to investigate the level of effort that should be put into updating the current Saanich Peninsula Liquid Waste Management Plan (the Plan) and review any outstanding commitments.

   The TAC members were present with the following exceptions or alternates:
   - Dale Puskas from the District of Central Saanich attended virtually
   - Bel Manson attended on behalf of Bridget Irving from SȾÁUTW̱ First Nation
   - Christine Macinnins attended on behalf of Aileen Penner from Fisheries and Oceans Canada (the Institute of Ocean Sciences)
   - Bruce DeMaere attended for Jenn Clary (who has left the Town of Sidney)
   - Octavio Cruz from BOḰEĆEN (Pauquachin) First Nation was unable to attend

3. The Committee Approved the Agenda

4. Chair's Comments

   The TAC was formed at the direction of the Commission which is the local government decision making body for management of liquid waste on the Peninsula.

   The TAC's purpose is to assist in the review of the Plan and make recommendations to the Commission regarding any recommended updates to the Plan.

In the first meeting we discussed that while the Plan is old and fragmented, it does contain commitments pertaining to all the expected planning components listed in the provincial guidance document[1]. Also, the CRD and member municipalities are in compliance with the province and federal regulations, as the current system effectively handles all wastewater during dry and wet weather. The Saanich Peninsula does not have combined stormwater/sewage systems and doesn't overflow apart from once during the 100-year storm in 2021. The WWTP and convenance system has the capacity to accommodate current and future population growth. Finally, we are not facing an imminent provincial order to renew the Plan, so an update or rewrite would be self-driven.

5. Feedback/action items from the last meeting

The last meeting ended with action items to address outstanding Plan commitments identified in the 2019 Audit. Municipalities and CRD have since addressed all outstanding commitments.

A previous action item asked each member to comment on whether the existing Plan should be updated (updating language with no change of commitments, this method would not require public or First Nation consultation) or rewritten (a multi-year process that would include rewriting the document with new commitments in collaboration with First Nations and with extensive public consultation). A rewrite would require hiring a consultant and significant funds in addition to what has already been set aside.

The summary of the response to the question of whether an update or full rewrite was preferred at this time, is as follows:

- 5 for an update,
- 1 for a rewrite,
- 1 to pause/step back, allow for more First Nation engagement (likely a rewrite).

The split was comprised of the municipal engineering staff wanting to proceed with a Plan update until they have finished in-progress Stormwater Master Plans (SWMP) and Official Community Plans (OCP), the Victoria Airport Authority and DFO staff stating an update was sufficient and SȾÁUTW̱ and BOḰEĆEN Nations wanting a rewrite. SȾÁUTW̱ provided a thoughtful, thorough review of the Plan and a response that stated that a full rewrite was needed due to the following observations:

- Outdated content and structural issues
- Lack of First Nations engagement and issues consideration
- Environmental Considerations: Specific gaps related to 6PPD-quinone, agricultural runoff and shellfish harvesting, septic system management, combined sewage/stormwater systems, stormwater management.
- Need for a collaborative approach with First Nations

6. Further considerations for updating/ rewriting the Plan:
   - The province has started a process to update their guidance on creating Liquid Waste Management Plans[1] (last updated in 2011)

[1] https://www2.gov.bc.ca/assets/gov/environment/waste-management/sewage/guide_to_preparing_liquid_waste_mgmt_plans.pdf

- The CRD is currently planning a process to develop a Strategic Wastewater Management Plan and Wastewater Master Plan (2026-2029)
- The municipalities are currently updating their OCPs and SWMPs
- The province has indicated at the staff-to-staff level that both Plans held by the CRD are aged and requiring a rewrite "soon".
- Once a new commitment is put in a Plan, a provincial Minister signature is required to approve it. Therefore, Plan commitments should not be too granular as they may not be relevant in a few years and require Ministerial approval to remove or amend.
- Some commitments (e.g. a commitment to open shellfish beds) cannot be achieved by municipal or regional government staff, though local actions can be taken to improve conditions and provide information to the provincial or federal governments who hold the decision-making authority for related issues.

7. Round Table Discussions

It was generally agreed upon that the Plan needs to be rewritten with modern language, capital project plan inclusion, and in closer collaboration with First Nations to address their goals/needs. It was suggested that the TAC could pause this process for now and recommend that a rewrite be revisited in several years once other provincial, regional and municipal planning documents are complete. This would allow more time for First Nation engagement and collaboration.

In the meantime, we could keep the TAC going to discuss related topics, and work that could be done to satisfy some of SȾÁUTW̱'s comments. There was also discussion regarding municipalities revising their OCPs including population projections.

It was discussed that the municipal and regional staff are already exceeding the current Plan commitments and have taken further actions to protect environmental and human health including several of the items that SȾÁUTW̱ has raised concerns about, shown by the following programs put in place since the Plan was written:

- The CRD Onsite Bylaw - Central Saanich and now North Saanich have signed onto this bylaw which requires onsite owners to pump out their systems and show proof of pump outs on a regular type-specific, timeframe. Further regulatory requirements can be implemented by the CRD upon request from the member municipalities.

- The CRD Stormwater Source Control Bylaw was established in 2014, with the goal to prevent the release of contamination into the municipal drainage system through education and guidance, maintenance of catch basins, appropriate business practices and proper disposal of waste. CRD staff conduct site visits with every facility on the Saanich Peninsula identified as having a business waste discharge or operating under one of the Codes of Practice (Parking Lot Operations and Outdoor Storage Operations).

- The CRD Sewer Use Bylaw (Sanitary Source Control) works to regulate what goes into the sewage system.

- CRD's Green Stormwater Infrastructure Common Design Guidelines provide general design criteria for raingardens, bioswales and other infrastructure to slow stormwater flow and reduce contaminants discharged into aquatic environments.

- CRD stormwater and watershed monitoring program which includes monitoring of the stormdrains and watercourses, 6PPD-quinone monitoring, source tracking to locate sources of contamination from malfunctioning onsite systems and agriculture.

- CRD's agriculture education and engagement efforts. CRD has hosted "Keyline" workshops for agricultural stormwater management, with one or two peninsula farms volunteering to be demonstration farms. These workshops focused on use of natural and minimally modified terrain, modified plowing techniques, and other practices that retain and store rainwater, nutrients and bacteria on site, and facilitate water reuse onsite. CRD is willing to conduct more agricultural outreach and education.

  The Stormwater Source Control program investigate and work with the farms to educate and suggest solutions when contaminant issues are noted.

Work can be done toward the goal of protecting human health and the environment without putting more detailed commitments into the Plan. Work can proceed through MOU and other requests or agreements.

We discussed the CRD's Annual Saanich Peninsula Stormwater report and how it captures many of these initiatives/projects.

8. TAC recommendation to the SP Wastewater Commission

It was generally agreed upon that the Plan needs to be rewritten with modern language, capital project plan inclusion and in collaboration with First Nations. It was suggested that we could pause for now and recommend that we revisit in several years once other provincial, regional and municipal planning documents are complete.

In the meantime, we could continue the TAC or continue to meet to discuss related topics, and work that could be done to satisfy some of Tsawout's comments and prepare for the rewrite process.

9. Next Steps/Action Items

- Summary of notes to be distributed to the TAC for review.
- The TAC will vote on the final recommendation to the Commission.
- The TAC will determine when the next meeting should happen.

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APPENDIX C

Saanich Peninsula Liquid Waste Management Plan Status of Plan Commitments

Table 1: Current Status of Commitments in the Saanich Peninsula LWMP Compared to 2019 Audit Findings

Year	Complete	Compliant	In Progress Non-compliant	Non-compliant	Not Applicable
Current 2026 Status	37	77	0	0	7
2019 Audit Status	37	67	5	7	5

Table 2: Details of commitment status changes 2019 to 2026

2019 Audit Findings – Non-compliant Commitments	Status	Response
4.4 (4b) Participation in regional Onsite Program for regulation of septic systems – North Saanich	Compliant	North Saanich joined the CRD Onsite Program bylaw in 2025.
4.4 (4a) The District of North Saanich commits to requiring that all new subdivisions which will not be connected to a community sewer system shall be designed such that the cumulative hydraulic loading from onsite sewage disposal systems can be safely handled by the overall soils environment and, to meet this requirement, all such subdivisions shall comply with the requirements of the most current version of the Subdivision Assessment Standards prepared by the Vancouver Island Health Authority (VIHA) – North Saanich	Not applicable - commitment needs to be updated	North Saanich defers to qualified professionals to ensure developments meet provincial regulations. Island Health's role has changed, and the language of this commitment needs to be updated.
4.6 Establishment of design criteria for stormwater retention ponds – CRD / Central Saanich	Compliant	This is standard practice in Central Saanich. The CRD has established model design criteria for adoption by the municipalities.
4.6 (26) Working cooperatively with the Tseycum First Nation to resolve stormwater runoff problems associated with Tseycum Creek and its tributaries – North Saanich	Compliant - ongoing	North Saanich completed an Integrated Storm Water Management Plan for the Tseycum Watershed in 2022 and is working towards implementation. First Nations were engaged in this process and North Saanich have stated that continuing to work with First Nations is an important part of implementation.

2019 Audit Findings – Non-compliant Commitments	Status	Response
4.6 (29) Provision of oil/water separators for stormwater runoff –North Saanich / CRD	Compliant	The District of North Saanich is part of the CRD's Saanich Peninsula Stormwater Source Control Bylaw. The bylaw requires stormwater rehabilitation units for parking lots and outdoor storage businesses for the treatment of stormwater before discharge to the municipal drainage system.
4.6 (31) Regular inspection and maintenance of storm drainage systems – North Saanich	Compliant	North Saanich completed a Storm Water Master Plan in 2022 which identified requirement for further condition assessments.
4.6 (32) Working towards understanding the needs of agriculture and habitat in stormwater management –North Saanich	Compliant	The CRD (for the Saanich Peninsula municipalities) has hosted "Keyline" workshops for agricultural stormwater management on peninsula farms. Workshops focused on use of natural and modified terrain, modified plowing techniques, and other practices that retain and store nutrients and bacteria on site and reuse of the water onsite. CRD is willing to conduct more agricultural education as needed. The Stormwater Source Control program for the Saanich Peninsula municipalities, investigates and works with farms to educate and suggest solutions when contaminant issues are noted. The District of North Saanich completed a Storm Water Master Plan in 2022 which helps satisfy this commitment.
4.2 Programming for reduction of Inflow & Infiltration in the sanitary sewer - CRD and member municipalities • 4.2.1 To develop and carry out a detailed program for identification and sources and quantity of inflow and infiltration (I & I) by the end of 1999. • 4.2.1 To provide additional funds for I & I reduction that are either economically or environmentally justified by avoidance of future costs to convey, treat and dispose of I & I, or by protecting effluent quality.	Compliant on all 4 related commitments below	Central Saanich has had and is reinstating a sanitary sewer inspection program for I&I identification and is in the process of aiding the Tsartlip FN with inflow into their sewer system. Upon completion of the Brentwood Bay Forcemain replacement project, Central Saanich, through its Asset Management Plan, is committed to annual capital expenditure in pipe replacement and analysis as illustrated in the five-year plan and 2024 and 2025 Financial Plans.

2019 Audit Findings – Non-compliant Commitments	Status	Response
• 4.2.4 Where rehabilitation works for I & I reduction are undertaken, to measure flows before and after carrying out such works, to document I & I expenditures and achievements, and to use this information to refine cost benefit curves developed to optimize expenditures • 4.2.6 That in areas of high infiltration, to address concerns of exfiltration from the systems to groundwater		Central Saanich is updating their Water & Sewer Master Plans. The Saanich Peninsula Inflow & Infiltration Management Plan (CRD) was finalized in 2024 and included flow data and I&I analyses from 50 sewer catchments. The next update will be in five years (2029). Saanich Peninsula municipalities are meeting their regional sewer flow allocations and there are no I&I related sewer overflows on for sub five-year storms.
4.6.38 Provision of "sur traps" in catch basins in sensitive areas to reduce the discharge of petroleum oils to surface waters. -Town of Sidney	Not applicable	Sidney has requested that this commitment be removed as it is no longer applicable.

Future Marine Inc
Electric Ferry Network

Martin Stewart

Opportunity: Waterways as Transportation Corridors

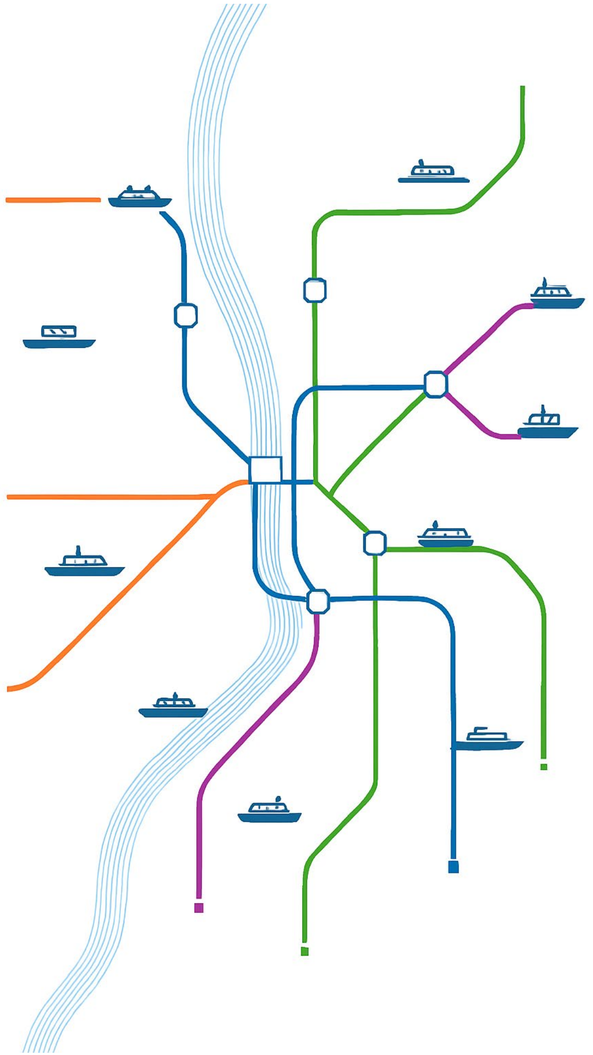
The Capital Region has extensive navigable coastline and sheltered waterways

Direct marine routes connect many communities faster than road routes

Marine transit bypasses road congestion entirely

About Future Marine

- British Columbia marine innovation company focused on zero-emission marine transportation
- Designs and operates electric passenger ferries for urban and regional routes
- Developing autonomous navigation and advanced safety systems
- Building scalable coastal mobility networks in the Pacific Northwest
- Working with municipalities, First Nations, and public transit agencies



Transportation Challenges in the Capital Region

- Rapid regional population growth including the West Shore communities of Colwood, Langford, and Sooke
- High dependence on private vehicles for daily commuting
- Increasing congestion on Highway 1 and Highway 14
- Limited options and high costs to expand road capacity
- Transportation emissions represent a significant portion of regional greenhouse gas emissions

Opportunity: Waterways as Transportation Corridors

- The Capital Region has extensive navigable coastline and sheltered waterways
- Direct marine routes connect many communities faster than road routes
- Marine transit bypasses road congestion entirely
- Small electric ferries require minimal physical infrastructure
- Water-based mobility can complement buses, light rail, cycling networks, and walkable centres

Future Vessels

12 Passengers

12-passenger electric catamaran ferries designed for harbour mobility

Zero Emission

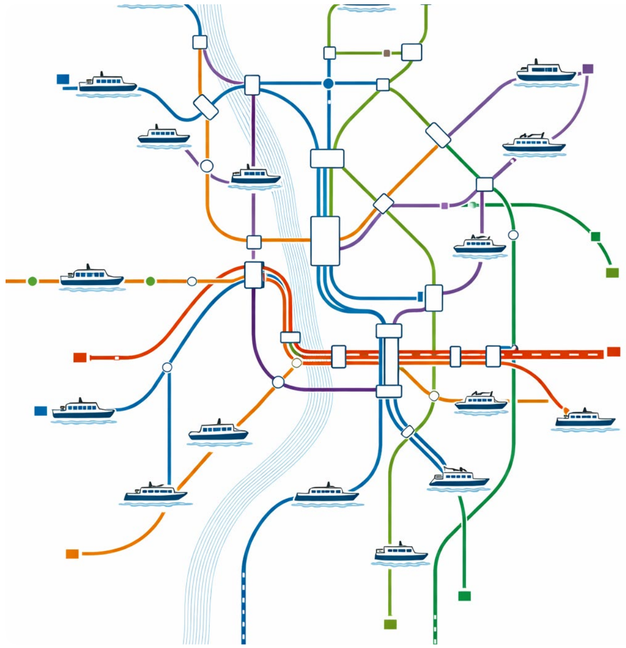
Zero-emission electric propulsion and very low noise

Low Wake

Low wake design suitable for sensitive harbour environments

Future Vessels

High Frequency

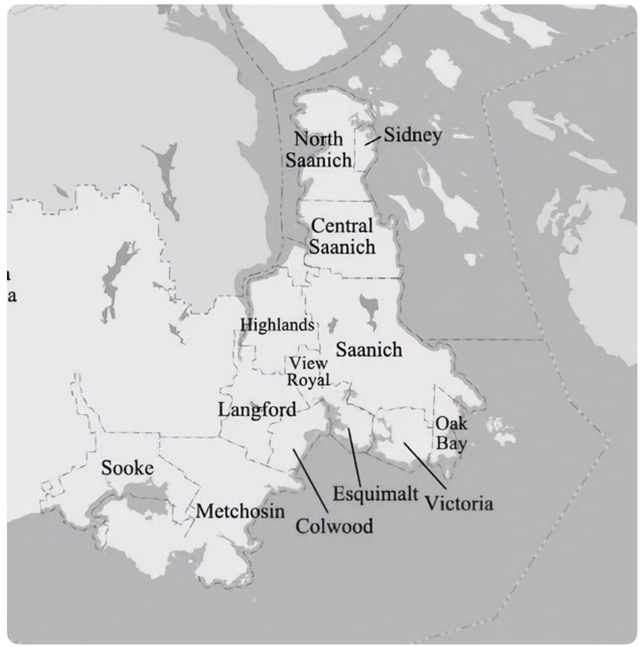


High frequency, on demand service

Short Crossings

Ideal for short crossings in urban waterways

Service Areas

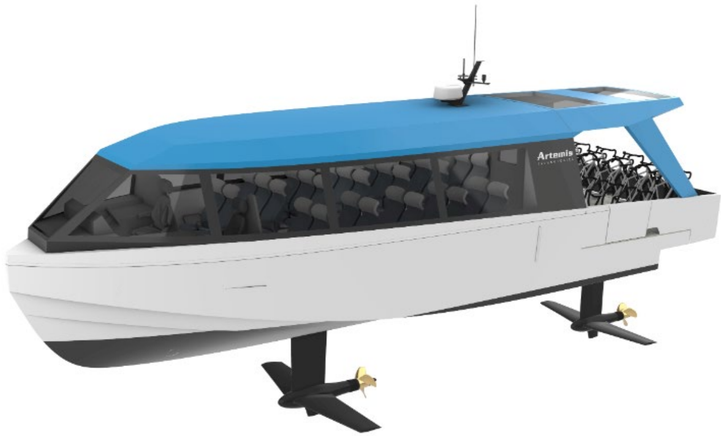


Potential South Island service areas include Esquimalt Harbour, Sooke Basin, Victoria Inner Harbour

Regional Ferry Service – High Speed Vessels

- High-speed electric passenger ferries using hydrofoil technology
- Hydrofoils lift the vessel above the water to dramatically reduce drag
- Significantly lower energy use compared with conventional fast ferries
- Cruising speeds of 25–30+ knots
- Ideal for longer regional routes such as Victoria–Sooke–Port Renfrew, Mill Bay–North Saanich–Airport
- Complements smaller urban ferries by connecting regional destinations

ARTEMIS 30 PASSENGER



ARTEMIS 2

Integrated Multi-Modal Transportation

- Ferry terminals can connect directly with BC Transit, light rail, and other transportation options.
- Integration with cycling and pedestrian infrastructure
- Opportunity to create local mobility hubs near ferry landings
- Supports inter-modal travel without reliance on private vehicles
- Creates flexible transportation choices for residents and visitors

Alignment with Climate Action Goals

- Zero-emission electric propulsion eliminates fossil fuel pollution
- Supports regional greenhouse gas reduction targets
- Encourages shift from private vehicles to public transportation
- Reduces noise pollution in urban waterfront environments
- Supports sustainable coastal transportation systems

Reducing Road Congestion

- Waterways provide additional transportation capacity at no additional cost
- Creates parallel transportation corridors that do not require new highways
- Reduces pressure on key commuter routes
- Improves travel reliability for commuters, and in the event of accidents or road closures
- Supports regional population growth without major road expansion

First Nations Collaboration

- Future Marine is developing partnerships with First Nations communities
- Opportunities for shared planning of marine transportation infrastructure
- Economic development and employment opportunities
- Marine training and operations roles
- Potential collaboration with Songhees Nation, Esquimalt Nation, Malahat Nation, and T’Sou-ke Nation

Phased Implementation

- Phase 1: Pilot service with 2 to 4 electric ferries
- Initial dock locations in strategic harbour locations
- Operational demonstration and ridership development
- Phase 2: Expansion to additional communities and routes
- Phase 3: Integration of autonomous navigation systems

Collaboration with the CRD

- Integrate marine transit into regional transportation planning
- Identify potential ferry landing sites
- Coordinate with municipalities and First Nations partners
- Support provincial and federal funding opportunities
- Develop a regional electric ferry pilot program

Future Marine Inc
Electric Ferry Network

Martin Stewart

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 8, 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. On April 30, 2025, the CRD Board requested quarterly updates on the plan's implementation and outcomes. The Board received the first quarterly update on July 9, 2025.

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 (ELT). 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 in 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 was integrated 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.

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.

IMPLICATIONS

Service Delivery Implications

The changes continue to generally meet expectations for this stage. Below is a non-exhaustive summary of achievements across all new or expanded divisions since the last update on January 14, 2026.

The **Corporate Asset & Maintenance Management** division includes the Corporate Fleet and Asset & Maintenance Management sections. All staff in the division participated in two half-day strategic workshops to co-create a new Team Charter, including a team purpose, vision, and rules of engagement. This is now a foundational reference document for the division, helping to align staff with their new organization-wide role. The Management team has continued to progress several human resources matters in recent months, including consideration of roles and responsibilities within the team.

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 is now fully integrated and operating as business as usual. The team is making steady progress in standardizing practices and procedures, including capital project approval, tracking and reporting, as well as improving contract coordination. The annual project planning process has also been enhanced this year through the deployment of a streamlined approach to obtaining project approvals from General Managers. This has improved timelines and efficiency. Some additional process improvements are on hold pending the approval of the revised Procurement Policy and related policy updates.

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. As anticipated in the transition plan, the management team has initiated work to refine the division's operating model to further optimize service delivery.

The proposed refinements include introducing a portfolio-based approach, addressing imbalances in workload and responsibilities within the team, establishing clear staffing layers with defined accountabilities, and developing a structured process to triage and assign communications work from areas without dedicated staff to communications advisors. Analysis to support this work is underway, including a review of roles and responsibilities and the identification of an optimal future-state structure. Prior to implementing any structural changes, the team will first introduce a robust intake process and clear protocols for managing incoming requests, ensuring workload and capacity are managed in a deliberate and sustainable manner.

The **Electoral Area Services** department has integrated most services for the electoral areas under one General Manager. During the first six months following the transition, efforts focused on maintaining operational continuity as responsibility for several services, including 14 utility local

area services, and associated teams transferred to the Electoral Area Services department. In 2026, the focus has shifted to strategic planning and strengthening asset planning. Recently, the General Manager convened a strategic workshop with staff to build a shared understanding and identify departmental priority areas. These discussions will continue through the summer as staff prepare for the upcoming elections.

The **Procurement** section within **Financial Services** is in the final stages of updating the Procurement Policy. This document is expected to be presented to the Board for approval by the summer. Additional procurement guidance for staff will be released shortly, along with the implementation of a new intake system designed to improve service monitoring and tracking. Further technology enhancements continue to be evaluated, and a Request for Information has been issued on BC Bid to help refine functional and technical requirements. This is a market sounding tool and does not commit the organization to awarding a contract.

The **Legislative Services** division has assumed responsibility for IWS meeting management. A second Deputy Corporate Office position has recently been filled, and staff have started work to align committee and commission governance documents to improve consistency. This work was completed for the Water Advisory Committee and presented to the Regional Water Supply Commission March 18, 2026. Staff intend to complete one additional governance review this year, focused on the Juan de Fuca Water Distribution Commission. In addition, preparatory work for the upcoming elections has started and make up a significant portion of the 2026 workplan for the division.

The **Real Estate & Facilities Management** division has integrated staff from the Real Estate Services and Facilities Management divisions. The management team across both functions continues to strengthen collaboration and identify emerging opportunities for further alignment. The team has also focused on cross-divisional relationships and recently developed a joint decision-making workflow with the Capital Project Delivery Services division to clarify hand-off points between the two teams and improve consistent collaboration. Work on long-term facility needs planning in ongoing.

Financial Implications

The ELT directed the transition teams to track any direct or indirect expenditure associated with the implementation of CRD Evolves. As of March 2, 2026, staff have recorded expenditures of around $7,000, excluding taxes, for change management training and professional coaching, and equipment upgrades in 2026. The total combined expenditure for this initiative since its start in 2024 is $104,000 for training, equipment upgrades, team building events and other contracts for services. 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.

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

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REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 08, 2026

SUBJECT **CAO Quarterly Progress Report No. 1, 2026**

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 March 31, 2026.

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 March 3, 2026, the CRD honoured employees with 20, 25, and 30 years of service at the annual Career Service Recognition event. This year 32 employees were recognized and on behalf of the CRD, we extend our congratulations. We are grateful for the commitment and care employees bring to work every day. The contributions of long-serving employees are such an important part of our organizational history and success, and it was inspiring to celebrate their achievements together.

Thanks to strong community participation, the CRD received a 2025 Leader in Sustainability Award in February, 2026 for recycling 30,816 kilograms of batteries (the equivalent of about 6 adult Orca whales) at the Hartland Public Drop-off Depot. This national award from Call2Recycle honours organizations that demonstrate outstanding environmental leadership through the responsible management of end-of-life batteries and measurable contributions to Canada's circular economy.

World Water Day is held annually on March 22 as a means of focusing attention on the importance of freshwater and advocating for the sustainable management of freshwater resources. The public can celebrate and promote World Water Day, by joining the CRD's free Water Supply Area Tours happening in May and June. You will learn more about our regional water supply and how the CRD continues to be responsive to factors such as climate change and future water demand.

GHD has been honoured with a Climate Change Business Journal (CCBJ) Business Achievement Award for their work on the Hartland Renewable Natural Gas (RNG) Facility. GHD was a key partner that helped bring the Hartland RNG facility vision to reality, serving as the project's technical advisor and providing multidisciplinary engineering, permitting, environmental, and construction support. The Hartland RNG Facility captures landfill gas produced by decomposing waste and transforms it into Renewable Natural Gas. Over the next 25 years, this will reduce greenhouse gas emissions by as much as 475,000 tonnes of carbon dioxide, the equivalent of removing the total emissions from 105,000 Canadian homes over the same period.

As a result of many years of planning, the Saanich Peninsula Wastewater Treatment Plant residuals are going to be beneficially used utilizing the Residuals Treatment Facility (RTF) infrastructure in a more regionally integrated way. In March 2025, the RTF began successfully receiving and testing Saanich Peninsula sludge through the Other Municipal Solids Receiving station. Following successful testing in the coming weeks, utilization of the RTF is anticipated on a full time basis, where the sludge will be processed into Class A biosolids along with residuals from the McLoughlin Point Wastewater Treatment Plant. Over the past two years, 100% of the Class A biosolids produced at the RTF have been beneficially used in compliance with provincial requirements.

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 Q1, 2026, 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 Q1, 2026 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 – Q4, 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 89% 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 that the majority of service budgets were on track and aligned with the annual budget, funding essential community services such as water, wastewater management, and solid waste disposal.

Notable variances in the fourth quarter include:

- Timing of grant issuance for Village on the Green, Verdier and the Rural Housing Pilot Program for the Regional Housing Trust Fund. These grant issuances are to be completed in 2026;
- Increased water consumption boosting the revenues for Regional Water Supply, Juan de Fuca Water Distribution and Saanich Peninsula Water Service revenues;
- Funding for the Island Corridor Foundation, carried forward to 2026 awaiting plan for distribution of funds; and
- Salary savings across numerous service areas due to challenges in hiring and temporary vacancies.

Capital Regional Hospital District

The report highlights savings resulting from lower debt servicing costs associated with reduced capital activity from Island Health, the deferral of feasibility studies, and lower maintenance costs experienced 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 realized cost savings and revenue variances for the 2025 year. Reduced expenses and revenue are largely due to the delay in opening of the Caledonia property, 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 – Q4, 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 Q4 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

Capital expenditures on projects greater than $0.5 million totaled $27.0 million in Q4, 37% below forecasted costs of $42.5 million. The $15.8 million variance can be largely attributed to:

- Outstanding deficiencies being addressed on the Landfill Gas Utilization project and Renewable Natural Gas (RNG) Optimization projects, expected to be resolved in early

2026, resulting in $3.8 million remaining budget carried forward to 2026 (Environmental Resource Management);

- Planned capital improvements for the optimization work of the Residual Treatment Facility (RTF) were partially deferred to early 2026 for $1.9 million (Core Area Wastewater);
- Upgrades for the Sooke Lake & Deception Dams continued with overflow gate complete in Q4, and instrumentation work carried forward for completion in 2026 for $1.3 million (Regional Water Supply);
- Forest Homes project is currently on hold pending funding, creating an under spend in Q4 of $1.1 million (Land Banking & Housing);
- Delays in Construction to 2026 contributed to the variance for Main No.4 Trunk Extension project of $1.0 million (Regional Water Supply); and
- Purchase of the Weed Harvester equipment has been delayed to 2026 for $0.7 million (Regional Parks).

Other variance contributors include construction delays for the SCADA and Radio Assessment project for Core Area Wastewater service, delays in bulk meter replacements in the Regional Water Supply service, delay in vehicle availability for the Vehicle & Equipment replacement project for the Juan de Fuca Water Distribution service, closeout timing of the Centennial Park Multi-Sport Box project for the Panorama Recreation service, and delay in completion of the Diversion Transfer Station at Hartland Landfill in the Environmental Resource Management service.

Capital Regional Hospital District

No capital spending has occurred in Q4. 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 $20.5 million in Q4, 22% less than forecast of $26.4 million. The Campus View redevelopment accounted for $2.4 million of this variance, with unforeseen site conditions pushing 2025 work into 2026. Other variances include building permit delays for the Village on the Green redevelopment, and Future Redevelopment projects on hold pending funding from BC Housing.

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.

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 four-year People, Safety & Culture Strategic Plan (2024-2027) (here) includes significant efforts and actions on enhancing efforts around our people and culture, and aligns with the Corporate Plan and Board Strategic Priorities. 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.

In addition, the CRD has introduced its three-year Accessibility Plan (here). Guided by the *Accessible British Columbia Act* and the CRD's Accessibility Advisory Committee, the Accessibility Plan identifies three broad priority areas for which the CRD is focusing: built environment improvements; resourcing, awareness and training; and increased access. Each priority area includes and identifies outcomes and objectives that work towards the CRD being a more accessible organization.

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, a significant number 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 foundational elements 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 continue to have a direct and positive impact on the CRD regional transportation goal of reducing congestion in the morning and afternoon peak periods. In 2026, we revisited some aspects of our AWO program, tied to collective bargaining, ensuring we remained aligned to the foundational principles, and are confident that this program will continue to have a positive impact for our staff, our organization, and the many services we provide. 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 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 48.7% better-than-industry Employer Rating Assessment in 2026, which also corresponds to an equivalent 48.7% premium reduction over industry base rates.

CONCLUSION

The CAO Quarterly Progress Report No. 1, 2026 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 March 31, 2026.

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 Q1, 2026
Appendix C: Board Priorities Dashboard – Summary of Completed Actions
Appendix D: Advocacy Dashboard Progress Q1, 2026
Appendix E: Electoral Area Advocacy Dashboard Q1, 2026
Appendix F: Operating Variance Financial Report Q4, 2025
Appendix G: Capital Variance Financial Report Q4, 2025
Appendix H: People, Safety & Culture Trends

Career Service Recognition Event

Call2Recycle 2025 Leaders in Sustainability Award

2025

RECYCLE YOUR BATTERIES CANADA!
powered by call2recycle

LEADERS IN SUSTAINABILITY

For outstanding commitment to the environment and responsible battery management.

World Water Day – Upcoming Watershed Tours

Climate Change Business Journal

Business Achievement Award for Hartland Renewable Natural Gas Facility

EBI ENVIRONMENTAL BUSINESS INTERNATIONAL INC.

Residuals Treatment Facility (RTF)

Progress Report #13 – Q1 2026

Board Priorities Dashboard

Transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.

Making a difference...together

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, February 11, 2026* • *Board, March 11, 2026*	The inaugural Regional Transportation Advisory Committee (RTAC) meeting was held on January 27, 2026, to coordinate dialogue on regional matters. Opened the Ready Step Roll program for applicants to support sustainable commute planning for school aged children. Construction of the Cusheon Lake Road and Mobrae Avenue bus shelters was completed in March 2026. Additional, future bus shelters have been identified and will be constructed as funding is secured. The CRD has partnered with the Lekwungen Nations – Esquimalt Nation (Kosapsum) and Songhees Nation, Victoria, Esquimalt, View Royal, Landford and Colwood to explore the future of the Island Rail Corridor. On March 11, the CRD Board approved to provide $1.7 million as regional grant-in-aid to the Island Corridor Foundation to support this initiative. The activities envisioned include project and technical feasibility analyses leading into the development of a business case. The CRD will remain involved through this process and will include considerations of the corridor and potential future transit uses into the ongoing update to the Regional Transportation Plan.	• 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 • Begin drafting a new Trails Regulation Bylaw to support compliance and enforcement on regional trails.	• *Ongoing* • *Ongoing* • *Q3 2026*

Board Priorities Dashboard

Transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.

Making a difference...together

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		ℹ		***Board, February 11, 2026***	Staff advanced design work for the Trestles Renewal, Trail Widening & Lighting Project in preparation for Q2 construction. Provided support for the design of regional trail access improvements, including accessibility upgrades at Viaduct Park through the BC Hydro cable replacement project. Regional Parks conducted a review of the plans, policies and bylaws requiring amendment or repeal as a result of establishing the Regional Transportation Service. The CRD Board passed a recommendation to submit a resolution to the Union of BC Municipalities, through the Association of Vancouver Island and Coastal Communities, to advocate to the Province to implement a phased expansion of the fare-free youth transit program by increasing eligibility by one year at a time until fare-free transit is available to youths aged 13 through 18. The contract for the construction of the Merchant Mews Trail contract has been awarded and the project has started. Construction is planned for April 2026. ***Media Release***: Pender Island Schooner Way School Trail Opening (March 25, 2026)	Complete Merchant Mews Trail Complete first phase of engagement on the Regional Transportation Plan	~~*Q1 2026*~~ *Q2 2026* *Q2 2026*
1c Present options for changes in governance for transportation in the region, including the Electoral Areas		✓			**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.

Making a difference...together

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		✓			The Cedar Hill Library and Affordable Housing Redevelopment in Saanich received final project approval. The redevelopment will replace the existing Nellie McClung Library with an 18-storey mixed-use building that includes a library on the main level, and 210 affordable rental homes above. Caledonia, a redevelopment in Victoria's Fernwood neighbourhood, which increased the number of homes on site from 26 to 158, officially started renting to tenants. The Capital Regional District, which administers Reaching Home: Canada's Homelessness Strategy funding in the Victoria region, awarded $6.2M in Federal Reaching Home funding (2026–2028) to support 17 organizations in Victoria serving homeless individuals and families. The Building Regulations Bylaw has been updated and applies to the CRD's three Electoral Areas that include Salt Spring Island, the Southern Gulf Islands, and the Juan de Fuca. The Bylaw came into effect on March 1, 2026. ***Media Release***: Updates to CRD Building Regulation Bylaw will improve Clarity and Efficiency (February 4, 2026)	‣ 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.	‣ *Ongoing*

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.

Making a difference...together

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, February 11, 2026* • *Board, March 11, 2026*	Finalized and shared model bylaw for demolition waste and deconstruction materials with municipalities. Initiated the procurement of services to collect non-curbside recyclable materials (e.g. flexible plastics and foam packaging) at community markets throughout the region. ***Media Release***: Hartland Renewable Natural Gas Facility recognized with Climate Change Business Journal Award (February 12, 2026) ***Media Release***: Capital Regional District recognized with 2025 Leader in Sustainability Award (March 4, 2026)	• Develop and issue an RFP to commission a comprehensive options analysis that outlines and evaluates future waste disposal alternatives to landfilling • Report back to the Board on wrap-up activities related to the Wildlife Attractant Working Group • Report back to the Board on options to improve waste reduction and diversion activities at schools	• *Q2 2026* • *Q2 2026* • *Q2 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.

Making a difference...together

CONDITION LEGEND

- Proceeding as planned
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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		✓		‣ *Board, March 11, 2026*	Delivered two adaptation fundamentals workshops to local government staff and elected officials on February 5 and February 27. Hosted a regional collaboration workshop for professionals working on adaptation and resilience measures in the region on February 18. Launched a six-month climate adaptation regional cohort for local government and service agency staff on January 22. CRD's Emergency Management Bylaw 3447 repeal and replace will be presented to April Planning and Protective Services Committee. Redrafted Corporate Emergency Plan proposed for presentation at April Planning and Protective Services Committee. ***Media Release***: Province Offers Disaster Financial Assistance for CRD Electoral Areas Impacted by Flooding (January 19, 2026) The Ganges Sewer Electrical & Instrumentation Controls project continues, and the hazardous area classification was completed. The design tender package is being prepared and staff expect to receive cost estimates, drawings and specifications by end of Q2 2026.	‣ Continue climate adaptation regional cohort with monthly sessions until June, collecting input for the development of a regional climate adaptation roadmap ‣ 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 ‣ Present redrafted Corporate Emergency Plan to Board	‣ *Q2 2026* ‣ *Q2 2026* ‣ *Q2 2026* ‣ *Q2 2026* ‣ ~~*Q1 2026*~~ *Q2 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.

Making a difference...together

CONDITION LEGEND

- Proceeding as planned
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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			✓		**Operationalized.** Staff launched the CRD Building Benchmarking program in Q1 2026 for large buildings, in support of municipal energy reporting bylaws in Saanich and Victoria, including communicating with building owners and managers via webinars and letters. Staff will continue to support municipalities and building owners and managers through operation of the CRD Building Benchmarking program, and will also continue other programs and outreach to support low carbon new buildings and retrofits of existing homes. ***Media Release***: New energy centre will make Victoria General Hospital more resilient, reliable and ready to care for more patients (February 19, 2026) ***Media Release***: CRD launches regional building benchmarking program to support emissions reductions (March 10, 2026)		

Board Priorities Dashboard

First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.

Making a difference...together

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		✓		▸ ***Board, February 11, 2026***	Between September 2025 - January 2026, invited early engagement from 19 First Nation on the development of a CRD Reconciliation Action Plan. Based on interest and response, directly met with 12 First Nations in phase one of this engagement. Draft content for the Plan has been shared with First Nations inviting their detailed review, input and feedback as part of engagement phase two.	▸ Update Reconciliation Action Plan action based on feedback First Nations	▸ *Q2 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			✓		**Operationalized.** The First Nations Relations division will continue in an ongoing basis to negotiate MOU/protocol agreements for Board approval with interested First Nations. 2026 joint workplans co-developed with Nations with MOUs/protocol agreements in place. Staff will continue to hold meetings with Kosapsum and Songhees First Nation regarding the Island Rail Corridor initiative.		

Board Priorities Dashboard

First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.

Making a difference...together

CONDITION LEGEND

- Proceeding as planned
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- 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		✓			First Nations invited to provide input into biosolids/biochar initiative, watershed management and access, Mayne Island Parks and Recreation Commission Master Plan, exploration of curbside collection of flexible plastics, early engagement on *Emergency & Disaster Management Act* in partnership with other municipalities. Planning underway for First Nations engagement for Phase 2 of the Land Acquisition Strategy. Worked with multiple First Nations to understand their interests in Regional Parks' interpretive signage to inform 2026 project planning.	• Invite First Nations Engagement for Phase 2 of the Land Acquisition Strategy	• *Q2 2026*
4d Support shared prosperity by enhancing economic opportunities, in partnership with First Nations		✓			Continuing to contract Nations directly to provide cultural monitoring for projects involving ground disturbance in areas of archaeological or cultural significance. Ongoing resource sharing – offering and distributing firewood from regional parks and watersheds with interested First Nations. Call to First Nations artist for digital art for the Reconciliation Action Plan distributed and a local artist selected.	• Identify economic opportunities to include in the final Reconciliation Action Plan	• *Q3 2026*

Board Priorities Dashboard

Governance

Effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery.

Making a difference...together

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.

Making a difference...together

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
5d Foster greater civic participation among diverse community members		ℹ			Public participation policy, framework and toolkit revisions remain underway. ***Media Release***: Public invited to learn more about innovative system to convert biosolids to biochar (February 13, 2026)	› Present revised Public Participation Framework to Governance and First Nations Relations Committee	› ~~*Q1 2026*~~ *Q2 2026*
5e Explore changes to growth management approaches and identify implementation actions appropriate for local, regional and provincial implementation		ℹ		› ***Board, February 11, 2026***	Initiated the update to the regional and subregional population projections, and for the regional industrial land inventory and analysis. The Regional Water Supply Commission recommended to the CRD Board that the Development Cost Charge Bylaw for the Regional Water Supply Service move forward and be submitted to the British Columbia Inspector of Municipalities for Statutory Approval pursuant to the Local Government Act.	› Regional coordination on impacts of new housing legislation › Complete update to the regional and subregional population projections › Complete regional industrial land inventory and analysis	› *Ongoing* › ~~*Q1 2026*~~ *Q2 2026* › *Q2 2026*

Q1 2026 Rolling Update

Board Priorities Dashboard

Transportation

Residents have access to convenient, green and affordable multi-modal transportation systems that enhance livability.

Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
1a Improve regional connectivity and safety across transportation modes	***Board, Feb. 8, 2023*** ***Board, August 9, 2023*** ***Board, September 13, 2023*** ***Board, December 13, 2023*** ***Board, March 13, 2024*** ***Board, July 10, 2024*** ***Board, October 9, 2024*** ***Board, February 12, 2025*** ***Board, March 12, 2025*** ***Board, June 11, 2025*** ***Board, November 12, 2025***	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). 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.

Board Priorities Dashboard

Transportation

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Making a difference...together

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*** ***Board, December 10, 2025***	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).

Board Priorities Dashboard

Transportation

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Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
1b Support investments, expansion and equitable access to active and low carbon transportation *(continued)*		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). T 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.

Board Priorities Dashboard

Transportation

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Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
1c Present options for changes in governance for transportation in the region, including the Electoral Areas	***Board, April 12, 2023*** ***Board, June 14, 2023*** ***Board, November 8, 2023*** ***Board, December 13, 2023*** ***Board, July 10, 2024*** ***Board, September 11, 2024*** ***Board, December 11, 2024*** ***Board, March 12, 2025*** ***Board, June 11, 2025*** ***Board, July 9, 2025*** ***Board, November 12, 2025***	**Operationalized.** Initiated the planning required to scope regional transportation governance options with a background report to the Transportation Committee on March 15, 2023. ***Media Release***: 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. ***Media Release***: 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. ***Media Release***: Regional Transportation Service Bylaw Approved (June 11, 2025). ***Media Release***: 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.

Board Priorities Dashboard

Housing

Residents have access to affordable housing that enhances livability.

Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
2a Increase supply of affordable, inclusive and adequate housing in the region	***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, January 8, 2025*** ***Board, February 12, 2025*** ***Board, March 12, 2025***	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). ***Media Release***: More than 130 affordable rental homes open in Langford (Feb 17, 2023). Opened 52 units of supportive housing at **2933 and 2949 Albina Stree**t in Saanich in February 2023, in partnership with BC Housing and Our Place Society through Rapid Housing Initiative (RHI) Round 1. ***Media Release***: 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. ***Media Release***: 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. ***Media Release***: Province Partners with CRD and CRHC to Build 593 New Homes (March 21, 2024). ***Media Release***: Sixty-six affordable homes underway for Songhees Nation members (February 16, 2024) ***Media Release***: 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. ***Media Release***: 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. ***Media Release***: 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. ***Media Release***: 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. ***Media Release***: 2023 Greater Victoria Point-in-Time Count results announced (August 3, 2023). ***Media Release***: Regional Alternative Approval Process launched to increase borrowing authority for housing (January 3, 2024). ***Media Release***: 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

Residents have access to affordable housing that enhances livability.

Making a difference...together

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*** ***Board, December 10, 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). he 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. ***Media Release***: Supportive, affordable homes open on Salt Spring Island (October 21, 2025). ***Media Release:*** CRHC Board Initiates Future Housing Vision into 2045 (December 2, 2025). ***Media Release***: More than 300 homes underway for people in Greater Victoria (December 4, 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.

Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
3a Maximize solid waste diversion and resource recovery from waste materials	***Board, Mar. 15, 2023*** ***Board, May 10, 2023*** ***Board, August 9, 2023*** ***Board, December 13, 2023*** ***Board, June 12, 2024*** ***Board, October 9, 2024*** ***Board, November 13, 2024*** ***Board, January 8, 2025*** ***Board, March 12, 2025*** ***Board, May 14, 2025*** ***Board, July 9, 2025*** ***Board, September 10, 2025*** ***Board, October 8, 2025*** ***Board, November 12, 2025*** ***Board, December 10, 2025***	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). 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).

Q1 2026 Rolling Update

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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Board Initiatives	Resolutions	Summary of Completed Actions
3b Explore options for a regional approach to biodiversity and the protection of ecological assets	‣ ***Board, October 11, 2023*** ‣ ***Board, December 13, 2023*** ‣ ***Board, November 13, 2024*** ‣ ***Board, February 12, 2025***	**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. ***Media Release***: CRD Releases Greenhouse Gas Inventory (October 12, 2023). ***Media Release***: 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. ***Media Release***: 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. ***Media Release***: Regional Foodlands Access and Regional Biodiversity Services Bylaws Approved (February 13, 2025)

Board Priorities Dashboard

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Board Initiatives	Resolutions	Summary of Completed Actions
3c Increase resilience, community and adaptation planning to address climate related risks and disasters	***Board, October 11, 2023*** ***Board, April 10, 2024*** ***Board, June 12, 2024*** ***Board, October 9, 2024*** ***Board, November 13, 2024*** ***Board, November 12, 2025***	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. ***Media Release***: 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. ***Media Release***: 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. ***Media Release***: 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. ***Media Release***: Updates to Electoral Area Water Conservation Bylaw 4492 (April 17, 2025). ***Media Release***: Southern Gulf Islands Emergency Resilience Grant (April 30, 2025). ***Media Release***: Emergency Preparedness Week (May 6, 2025).

Board Priorities Dashboard

Climate Action & Environment

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Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
3c Increase resilience, community and adaptation planning to address climate related risks and disasters *(continued)*		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). 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 *Emergency and Disaster Management Act* (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. ***Media Release***: Get Ready for the British Columbia ShakeOut (October 14, 2025). ***Media Release***: Galiano Island unifies fire services under Galiano Island Volunteer Fire Department (November 13, 2025).

Board Priorities Dashboard

Climate Action & Environment

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Making a difference...together

Board Initiatives	Resolutions	Summary of Completed Actions
3d Support energy efficient and low carbon buildings across the region	‣ *Board, October 11, 2023* ‣ *Board, September 11, 2024* ‣ *Board, March 12, 2025* ‣ *Board, May 14, 2025*	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. 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.

Board Priorities Dashboard

First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.

Making a difference...together

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	***Board, October 11, 2023*** ***Board, December 13, 2023***	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 xʷsepsəm (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. Met with multiple First Nations about the development of a CRD Reconciliation Action Plan.

Board Priorities Dashboard

First Nations

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Making a difference...together

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	‣ ***Board, December 13, 2023*** ‣ ***Board, May 8, 2024***	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 W̱SÁNEC 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 wtih 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 SȾÁUTW̱ (Tsawout) First Nation sign Memorandum of Understanding (May 15, 2025). ***Media Release***: Memorandum of Understanding signed by CRD and xʷsepsəm (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. 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)

Board Priorities Dashboard

First Nations

Strong relationships with First Nations based on trust and mutual respect, partnerships and working together on shared goals.

Making a difference...together

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	‣ ***Board, June 14, 2023*** ‣ ***Board, July 12, 2023*** ‣ ***Board, December 13, 2023***	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 W̱SÁNEC 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 T̓IX̱EṈ 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 W̱SÁNEC 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.

Board Priorities Dashboard

First Nations

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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 *(continued)*		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. 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.

Board Priorities Dashboard

First Nations

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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 Kosapusm 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 W̱SÁNEC Leadership Council. Brokered an agreement between xʷsepsəm (Kosapsum) Nation and the Township of Esquimalt to increase wastewater capacity for xʷsepsəm (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). 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.

Board Priorities Dashboard

Governance

Effective advocacy, coordinated and collaborative governance, and leadership in organizational performance and service delivery.

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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.

Board Priorities Dashboard

Governance

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Board Initiatives	Resolutions	Summary of Completed Actions
5d Foster greater civic participation among diverse community members	***Board, December 13, 2023*** ***Board, February 14, 2024*** ***Board, May 8, 2024*** ***Board, October 30, 2024*** ***Board, February 12, 2025*** ***Board, April 9, 2025*** ***Board, December 10, 2025***	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 ***Get Involved*** 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. ***Media Release***: The CRD invites members of the public to learn more about the 2024 Provisional Financial Plan (January 3, 2024). ***Media Release***: Community consultation begins to determine best use for Biosolids (January 11, 2024). ***Media Release***: Have Your Say! CRD Regional Parks and Trails Resident Survey Seeks Input from Invited Residents (January 23, 2024). ***Media Release***: 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. ***Media Release***: CRD Launches New Public Website (March 5, 2025). ***Media Release***: The CRD invites feedback on stage 2 engagement for the Regional Water Supply Strategic Plan (February 18, 2025). ***Media Release***: Residents invited to learn more about the CRD's 2025 Provisional Financial Plan (January 15, 2025). ***Media Release***: Residents invited to help shape updated Blueprint for Bowker Creek (May 27, 2025). ***Media Release***: Alternative Approval Process to borrow funds for watershed land launched (May 22, 2025). ***Media Release***: Local Government Awareness Week: Celebrating Infrastructure (May 12, 2025). ***Media Release***: The CRD and CRHC present 2024 Annual Reports (May 15, 2025). ***Media Release***: 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. ***Regional resident survey*** 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. 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). ***Media Release:*** Loan Authorization Bylaw Approved To Purchase Watershed Land (July 10, 2025).

Board Priorities Dashboard

Governance

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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	‣ ***Board, July 12, 2023*** ‣ ***Board, April 10, 2024***	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. ***Media Release***: 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 modeling 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 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).

Transportation

Advocacy Dashboard | Quarter 1 – 2026

Making a difference...together

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.

Transportation

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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	

Transportation

Advocacy Dashboard | Quarter 1 – 2026

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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.	

Transportation

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Making a difference...together

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 Letter from 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	
26-01-01	BC Active Transportation Infrastructure Grants	Request the Provincial Government to resume the BC Active Transportation Infrastructure Grants in 2026.	✓	✓		✓	Letter to Minister Farnworth	
26-01-02	Speed Limits in Ganges Village, SSI	Request the Provincial Government to implement a 30 km/hr speed limit throughout Ganges village core.	✓	✓		✓	Letter to Minister Farnworth	
26-01-03	Vesuvius Bay Ferry Terminal Expansion	Request the BC Ferry Services ensure that the Vesuvius Bay Ferry Terminal expansion	✓	✓		✓	Letter to BC Ferries President & CEO, Nicolas Jimenez	

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		accommodate existing and future trail connections.						

Housing

Advocacy Dashboard | Quarter 1 – 2026

Making a difference...together

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	

Housing

Advocacy Dashboard | Quarter 1 – 2026

Making a difference...together

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	
26-06-01	Potential sites for Supportive housing and sheltering.	Request member municipalities review and identify viable lands or facilities suitable for supportive housing or sheltering.	✓			✓	Letter to Regional Mayors and Councils	
26-06-02	Mount Tolmie Project	Request the Province to advance next steps and establish timelines to advance the project.	✓			✓	Letter to Minister Boyle	

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Making a difference...together

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.

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Making a difference...together

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 Letter from 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 JOŁEŁP (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.	

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Making a difference...together

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.

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Making a difference...together

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	

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Making a difference...together

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	
26-04-01	Southern Gulf Island Tourism Partnership Funding	Advocate for dedicated funding to support events that enhance visitor	✓	✓		✓	Letter to Southern Gulf Island Tourism Partnership	

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		experience on Salt Spring Island.						
26-04-02	Islands Trust Proposed Bylaw No. 183, Policy Statement	Advocate Islands Trust to incorporate recommended changes to the proposed Bylaw No 183, Islands Trust Policy Statement.	✓	✓		✓	Letter to Salt Spring Island Local Trust Committee Chair, Timothy Peterson	

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

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

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 SȾÁUTW Letter to xʷsepsum Letter to Sc'ianew Letter to T'Sou-ke Nation Letter to Pacheedaht Nation Letter to SȾÁUTW Letter to Songhees Nation Letter to WJOŁEŁP First Nation Letter to Pacheedaht 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 Letter from BC Arts Council	

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Making a difference...together

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	

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 Letter to Minister Osborne	

No Associated Board Priority

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Making a difference...together

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
26-05-01	2026 BC Provincial Budget	Request a meeting with the Premier and local MLAs to discuss the impacts of the 2026 BC Provincial Budget.	✓			✓	Letter to Premier Eby Letter to Minister Nina Krieger Letter to Minister Lana Popham Letter to Minister Diana Gibson Letter to Minister Ravi Parmar Letter to Minister Grace Lore Letter to MLA Darlene Rotchford Letter to MLA Dana Lajeunesse Letter to MLA Rob Botterell	

Electoral Areas

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Making a difference...together

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	

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Making a difference...together

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**	

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Making a difference...together

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	
		Support of the Habitat Trust Foundation for the Salt Spring Island Water Preservation Society's grant application.		✓		✓	Letter of support	
		Support for Salt Spring Health Advancement Network's Mental Wellness Initiative application.		✓		✓	Letter of support	
		Support for the Climate Action Plant Report Card Community Grant Application.		✓		✓	Letter of support	
		Support for the Swanson Road – Lakeview Crescent Pathway Grant Application		✓		✓	Letter of support	

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Making a difference...together

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
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	
		Support for application by the SGI Community Resource Centre and the Housing NOW Project.		✓		✓	Letter to Ministry of Jobs, Economic Development and Innovation	

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Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		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	
		Support for the Galiano Island Recycling Resources Society Grant application to the Plastics Action Fund.		✓		✓	Letter of support	
				✓		✓	Letter of support	

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Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		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 Municipal and Regional District Tax revenues.		✓		✓	Letter of support	
		Support for Green Municipal Fund's Study Grant Program Application.		✓		✓	Letter of support	

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Making a difference...together

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		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	
		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		✓		✓	Letter of support	

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		the Creative Café into a full day program.						
		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	
		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	

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Making a difference...together

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		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	
		Support for New Horizon's grant for SGI Neighbourhood House.		✓		✓	Letter of support	
		Support for New Horizon's grant for SGI Community Resource Centre.						

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Making a difference...together

Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		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	
		Support for SGI Neighbourhood House gaming grant application.		✓		✓	Letter of support	
		Support for SGI Community Resource Centre gaming grant application.		✓		✓	Letter of support	

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Tracking #	Issue	Objective	Advocates				Comments	Status/Update
			Board	LG/EA	Partner	Staff		
		Support for CRD's application to the Outdoor Recreation Fund of BC for the Sturdies Bay Trail Improvements Project.		✓		✓	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 - Q4, 2025
Service Budgets Greater than $1,500,000

Appendix F

		2025 Operating Expenses				2025 Operating Revenue			
			Year to Q4				Year to Q4		
Service Number	Service Description	Annual Budget $ (Schedule A)	Actual $	% Budget (over)/under	Explanation	Annual Budget $ (Schedule A)	Actual $	% Budget (over)/under	Explanation
1.010	Legislative & General	44,195,605	40,577,395	8%	Final savings due primarily to one-time staff vacancies experienced throughout the year, and one-time spending for initiatives in 2025 being carried forward to 2026.	44,195,605	43,366,239	2%	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 due to reduction in funds required for one-time initiatives.
1.105	Facility Management	2,158,469	1,773,269	18%	Service is facilities management services delivered to CRD HQ and satellite facilities. Savings experienced due to temporary vacancies and a delayed vehicle purchase.	2,158,469	1,875,476	13%	Revenues derived from delivery of service to other services are below plan for the year due to vacancies.
1.106	CRD Headquarters Building	2,742,025	2,624,944	4%	Service experienced savings relative to the budgeted cost of the Douglas office space and parking for the year.	2,742,025	2,644,118	4%	Service provides office space to other CRD services and is slightly below plan, partially due to less utilization of the building's vehicle fleet.
1.111	Electoral Area Admin Exp - SSI	1,598,333	1,503,975	6%	Expenses are under budget mainly due to a temporary staff vacancy, and savings on legal services and building rental.	1,598,333	1,504,954	6%	Service is funded approximately 55% from requisition, 42% from labour recovery allocation and 3% from other. Lower recovery allocations, mainly due to a temporary staff vacancy for an 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	1,714,451	(1%)	Service revenue is primarily surplus carry forward with a minor increase in interest income revenue.
1.226	Health Facilities - VIHA	1,811,746	1,128,514	38%	Service provides leased buildings to VIHA, and is 100% recovered from tenant. The fiscal year is under budget largely due to reduced requirements for maintenance costs.	1,811,746	1,570,654	13%	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	20,182,118	5%	Service experiences a seasonal nature to expenditures, primarily weighted to Q2 and Q3. Partial payroll savings were redirected to other projects that are currently experiencing resource constraints. Additional savings resulted from the delay in borrowing related to capital projects.	21,310,198	21,329,718	(0%)	Revenues are primarily from requisition, and are on plan.
1.297	Arts Grants & Development	3,301,886	3,263,957	1%	Service is a grant funding service, grants were below budget due to funds returned from grantee.	3,301,886	3,342,970	(1%)	Revenues are primarily from requisition and are over plan, due to funding from the performing arts facility feasibility project.
1.309	Climate Action and Adaptation	3,081,849	2,002,993	35%	Savings are primarily related to the timing of contract costs for the Home Energy Retrofit program and reduced transfer to capital fund related to Regional Public EV Network Program.	3,081,849	2,189,839	29%	Revenues are primarily from requisition, and was below plan due to less ICIP (Investing in Canada Infrastructure Program) grant revenue related to Regional Public EV Network Program and reduced transfer from operating reserve.
1.310	Land Banking & Housing	5,521,962	5,026,003	9%	Savings due staffing vacancies and a consulting contract started later than anticipated. The consulting contract will be completed in 2026.	5,521,962	5,521,329	0%	Revenues are approximately 54% requisition, 22% grants, 24% allocation recoveries and surplus carry forward.
1.311	Regional Housing Trust Fund	4,362,430	1,533,129	65%	Savings due to delay in issuing grants for Village on the Green, Verdier and the Rural Housing Pilot Program, to be completed in 2026.	4,362,430	4,414,915	(1%)	Revenues are 95% surplus carry forward, 1% PILT and 4% other.
1.313	Animal Care Services	1,888,210	1,970,795	(4%)	Expenses above budget mainly due to higher auxiliary wages and overtime required during temporary staff vacancies, higher vet services and vehicle costs.	1,888,210	1,924,714	(2%)	Service is funded approximately 28% from requisition, 52% from contract revenue, 14% from dog tag sales and 6% from other. Revenues are over budget mainly due to higher animal shelter service fees, donations and fines.
1.318	Building Inspection	2,403,242	2,090,047	13%	Operating expenses under budget, mainly due to savings in salaries due to temporary staff vacancy, partially offset by higher auxiliary wages; lower equipment purchases, travel costs and deferral of ORF funded Digitization Records project.	2,403,242	2,121,995	12%	Service is funded by approximately 55% permit fee revenue, with the balance funded by requisition (32%), reserve funds (10%) and other (3%). Lower revenue mainly due to lower permit fees revenue and the deferral of Digitization Records project, funded by operating reserve.
1.324	Regional Planning Services	2,989,383	1,621,739	46%	Operating expenses are lower than budget due temporary staff vacancies and the deferral of one-time reserve funded Island Corridor Consultation, Transportation Model, and Transportation planning projects.	2,989,383	1,631,081	45%	Revenue is approximately 80% requisition,10% operating reserve and 10% other. Reduction of revenue is due to deferral of one-time ORF Island Corridor Planning & Consultation, Transportation Model, and Transportation Planning projects; other revenue is on plan.
1.40X	SEAPARC	5,711,058	5,676,798	1%	Service has a seasonal nature to operating expenses. In line with service delivery, 2025 operations are higher than 2024 due to growth in service delivery. In line with budget for the year, except for savings in payroll cost due to temporary vacancies.	5,711,058	5,700,762	0%	Revenues are approximately 61% from requisition; 39% from fees and other. Service is on plan for the year with a minor under performance in fee income and higher than budgeted rental income.

Capital Regional District
Quarterly Operating Variance Report - Q4, 2025
Service Budgets Greater than $1,500,000

		2025 Operating Expenses				2025 Operating Revenue			
			Year to Q4				Year to Q4		
Service Number	Service Description	Annual Budget $ (Schedule A)	Actual $	% Budget (over)/under	Explanation	Annual Budget $ (Schedule A)	Actual $	% Budget (over)/under	Explanation
1.44X	Panorama Rec. Center	11,508,989	11,652,496	(1%)	Service has a seasonal nature to operating expenses. In line with service delivery, 2025 operations are higher than 2024 due to growth in service delivery. In line with budget for the year with slightly higher costs related to additional program intake.	11,508,989	11,862,984	(3%)	Revenues are approximately 51% from requisition; 49% from fees and other. Service is 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	2,546,229	6%	Operating expenses lower than budget mainly due to savings for vacancy in parks manager position, lower fuel and R&M costs for Salt Spring Island Middle School (SIMS) community centre, as well as deferral of ORF-funded HVAC duct cleaning project. These savings are partially offset by higher software licences cost and auxiliary wages.	2,713,369	2,648,542	2%	Operating revenue under the budget mainly due to lower rental revenue from Phoenix building and SIMS (Salt Spring Island Middle School) buildings, lower internal labour recovery and deferral of HVAC duct cleaning project, funded by ORF.
1.521	Environmental Resource Management	52,223,347	50,308,688	4%	Operational savings resulted from reduced curbside recycling & EA recycling costs, reduced leachate operation & Solid Waste Management Planning costs, reduced landfilling costs, partially offset by increased costs for Hartland Diversion programs.	52,223,347	50,189,092	4%	RNG sales revenue is lower than budgeted due to postponed project completion date of the Hartland Biogas Upgrading Plant construction. Amount of waste received was lower than budgeted. Excessive disposal of banned materials resulting in more tickets being issued. Increased payments from EPR programs due to more materials being received.
1.576	Environmental Engineering Services	3,851,300	3,183,134	17%	Service provides engineering and project management services to multiple services across the CRD's recreation and environmental management services. Savings primarily from temporary staff vacancies and post postponement of feasibility project.	3,851,300	3,277,356	15%	Revenues are driven by providing services to other CRD services which continue to operate as planned. Recovery revenue from CRD service below annual budget due to staff vacancies and reduced transfer from operating reserve for the planned feasibility study (fund for L&G operating reserve).
1.577	IWS - Environmental Operations	15,682,076	15,076,460	4%	Overhead services are being delivered as planned. Actual expenditures are below budget, primarily due to temporary staff vacancies and the deferral of vehicle-related costs, as the ordered vehicle is not expected to be delivered until 2026.	15,682,076	15,066,384	4%	Approximately 96% of revenue is generated through labour recoveries for services provided to other CRD divisions, with the remaining 4% funded through reserve transfers to support one-time expenditures. Actual recovery revenue is below the annual budget due to staff vacancies during the year, as well as the planned deferral of the reserve transfer to 2026 to align with the vehicle delivery, which is now scheduled for 2026.
1.578	Environmental Protection and Water Quality	9,728,043	9,179,247	6%	Overhead services are being delivered as planned. Operating expenses are lower than budget primarily due to vacancies on new positions, combined with delayed backfilling of existing positions. Additional savings from supplies, staff training, program development, contract for services and a reduced transfer to Environmental Water Quality reserve.	9,728,043	9,226,965	5%	Revenues are driven by providing services to other CRD services. Recovery revenue from CRD services below annual budget due to staff vacancies on new positions, combined with delayed backfilling of existing positions.
1.911	911 Systems	2,677,917	2,627,475	2%	This service collects 911 levies from phone carriers and distributes a percentage to participating municipalities. Variance is due to decreased levies received and distributed.	2,677,917	2,611,152	2%	Sources of revenue are fixed source requisitions, lease revenue, and variable 911 levies received from phone carriers. Call levy revenue received was below budget.
1.921	Regional CREST	2,008,152	2,011,416	(0%)	This is a contribution service that provides support to CREST based on service agreement. Small variance is due to higher internal interest expense.	2,008,152	2,008,011	0%	Operating revenues are primarily requisition and are on plan.
2.610	Saanich Peninsula Water Supply	8,325,361	8,353,332	(0%)	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	9,083,620	(9%)	Revenues are driven by seasonal water sales, with lower usage in fall and winter and higher volumes in spring and summer. For 2025, demand exceeded plan, resulting in higher water sales revenue than budget.
2.670	Regional Water Supply	44,959,023	44,853,206	0%	Operational services and system maintenance remained on track with planned activities. Operating expenditures were modestly below budget due to short-term staff vacancies and lower debt servicing costs.	44,959,023	46,118,585	(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 has exceeded plan, resulting in higher water sales revenue. In addition, the service realized additional DRF revenue on maturing debt issuances and interest income on working capital.
2.680	Juan de Fuca Water Distribution	29,313,997	30,587,370	(4%)	Operational services and system maintenance are proceeding as planned. Wholesale water expenditures were higher than plan due to higher consumption and increases in vehicle maintenance costs. These cost increases are partially offset by temporary staff vacancies, lower operations allocations, and reduced debt servicing.	29,313,997	31,346,774	(7%)	Revenues are driven by seasonal water sales, with lower usage in fall and winter and higher volumes in spring and summer. For 2025, demand has exceeded plan, resulting in higher water sales revenue.
3.717	Core Area Wastewater Operations	43,081,923	42,687,294	1%	Two budget amendments were made to the service to address increased waste sludge disposal costs in Q2, and the Residual Treatment Facility settlement in Q4. After these amendments, there are minor savings at year end, primarily in supplies, labour, and utilities. However, these partial savings are largely offset by additional expenditures related to the Marine Monitoring Program, the Marine Assessment, and contracted services.	43,081,923	43,085,922	(0%)	Revenues are comprised of approximately 84.3% from requisitions and 15.7% from other sources, primarily a transfer from the Operating Reserve Fund to address overspending related to waste sludge, the RTF settlement, and other one-time costs.

Capital Regional District
Quarterly Operating Variance Report - Q4, 2025
Service Budgets Greater than $1,500,000

		2025 Operating Expenses				2025 Operating Revenue			
			Year to Q4				Year to Q4		
Service Number	Service Description	Annual Budget $ (Schedule A)	Actual $	% Budget (over)/under	Explanation	Annual Budget $ (Schedule A)	Actual $	% Budget (over)/under	Explanation
3.718	Saanich Peninsula Wastewater	5,215,006	5,036,897	3%	Service delivery proceeded as planned. Savings achieved to date are primarily from reduced labour costs, electricity costs and interest savings due to delayed borrowing. However, these savings are largely offset by higher costs for sludge hauling and waste-sludge disposal.	5,215,006	5,075,897	3%	Approximately 97.3% of revenues are generated from requisitions, with the remaining 2.7% derived from other sources, including heat recovery revenue from the Panorama Recreation Centre and laboratory service recoveries. Actual heat recovery revenue is below budget due to a lower annual rate being set, and the planned transfer from the Operating Reserve Fund (ORF), originally intended to support increased tipping fees and contract hauling costs, is no longer required.
3.755	Regional Source Control	1,755,201	1,701,594	3%	Operational services continued as planned. Operating expenses are slightly lower than the budget mainly due to the deferral of some consultant work to 2026 offset by increased internal interest costs.	1,755,201	1,668,602	5%	Service revenue is primarily from requisition. Overall revenue is under budget. Reserve transfer will be lower due to postponed consultant work.
	Total Services above	337,812,533	86%			337,812,533	86%		
	Other CRD Services	52,932,879	14%			52,932,879	14%		
	Total CRD*	**390,745,412**				**390,745,412**			
CRHD	Capital Regional Hospital District	**33,096,568**	32,036,232	3%	Savings are primarily due decreased debt servicing costs associated with reduced capital activity by Island Health. Additional savings resulted from lower maintenance requirements at the 950 Kings, The Summit, and Oak Bay Lodge properties. Further savings arise from reduced Health Planning expenditures and the deferral of scheduled feasibility studies.	**33,096,568**	33,453,763	(1%)	A lower transfer from the property management reserve was due to higher surplus payouts associated with maturing debt. This impact is partially offset by lower transfers from the property management reserve due to savings on maintenance costs for the 950 Kings and Royal Bay properties.
	Total CRHD	**33,096,568**				**33,096,568**			
CRHC	Administration	4,915,014	4,602,121	6%	Savings primarily due to staff vacancies which offset increases in costs for software licenses, computer equipment and consulting.	4,915,014	4,750,682	3%	Shortfall in revenue due to budgeted year-end internal transfer of $324K not required as there was sufficient revenue to cover costs.
CRHC	Development Services	1,878,992	1,489,553	21%	Savings primarily due to delayed hiring which offset higher than expected cost increases for equipment purchases.	1,942,980	1,660,098	15%	Shortfall in revenue due to projects delays (namely Campus View, Village on the Green and Cedar Hill) which resulted in lower management fees charged to BC Housing.
CRHC	CHF Operating	4,160,098	2,246,548	46%	Savings due to delay in opening of Caledonia, now expected in Q1 2026, most significant saving is mortgage expense of $1.5M.	4,160,098	1,737,952	58%	Reduced revenue due to slow rent up at Michigan and delay in opening of Caledonia to Q1 2026.
CRHC	UOA buildings	13,300,044	13,124,760	1%	Savings primarily due to lower than budgeted water expenditure.	13,379,813	14,328,978	(7%)	Increases to revenue driven annual rent adjustments and insurance claims reimbursements.
CRHC	ILBC building	932,891	929,283	0%	Savings due to staff vacancies.	932,891	971,093	(4%)	Higher revenue due to subsidy for tenant vacancies.
CRHC	NOA buildings	1,783,359	1,674,436	6%	Savings due to staff vacancies and lower than budgeted water expenditure.	1,839,812	1,437,047	22%	Revenue lower as both Campus View and Village on Green were decommissioned for redevelopment from Q2.
CRHC	RHFP buildings	10,833,892	10,539,541	3%	Savings due to staff vacancies and lower than budgeted insurance costs.	10,965,517	10,351,548	6%	Shortfall is revenue driven primarily by higher than expected tenant vacancies due to a number of exogenous factors including increased competition on the Westshore.
CRHC	IHI building	792,301	825,706	(4%)	Higher than planned operations & maintenance costs, partially offset from temporary staff vacancies.	930,841	977,250	(5%)	Higher revenue primary due to higher than budget rental income and other revenue.
CRHC	RR Services	646,565	494,416	24%	Savings due to staff vacancies and reduced consulting expenditure.	646,565	494,416	24%	As revenue is based on internal allocations, the amount transferred equals actual costs.
	Total CRHC	39,243,156				39,713,531			
	Total Services (CRD + CRHD + CRHC)	**$463,085,136**				**$463,555,511**			

*Amended Budget as at Nov 12, 2025 (Bylaw 4738)

CAPITAL PROJECT			QUARTER 4						TOTAL 2025					ANNUAL STATUS OF CAPITAL PROJECT		
Department	Service Description	Capital Project Title	Q4 Budget	Q4 Forecast	Q4 Actuals	Forecast Variance $ (over) / under	Forecast Variance %	Q4 Variance Explanation	Total 2025 Budget (as per approved budget)	Total 2025 Forecast (at Q3)	Total 2025 Actuals	Forecast Variance (over) / under $	Forecast Variance %	Scope	Timing	Budget
CRD																
Infrastructure & Water Services	Core Area Wastewater	SCADA and Radio Assessment	325,000	410,000	1,120	408,880	100%	Some minor telecommunications equipment items were purchased. The construction phase has been deferred to 2026. The overall project remains within scope and budget	750,000	423,642	14,762	408,880	2770%		2026 plan revised; Completion Delayed	
	Core Area Wastewater	Annual Provisional Emergency Repairs	375,000	900,000	1,096,731	(196,731)	(22%)	The project addresses emergency repairs arising from unforeseen events and circumstances. In Q4, primary costs were related to the unforeseeable blockage and continued work associated with the Disk Filter project.	1,500,000	1,425,584	1,622,315	(196,731)	(12%)			
	Core Area Wastewater	Marigold Electrical and Building Upgrades	-	200,000	249,421	(49,421)	(25%)	Construction is well underway. Materials have been delivered and are stored onsite in a container, contributing to increased Q4 expenditures. Certain components of the scope must be deferred until high-flow conditions begin to subside in March. While the overall project schedule is now forecast to be delayed, with the majority of expenditures anticipated in 2026, the project remains within the approved scope and budget.	1,850,000	829,639	879,060	(49,421)	(6%)		2026 plan revised; Construction Delayed	
	Core Area Wastewater	Harling Pump Station - Complete Replacement	-	30,000	21,434	8,566	29%	Q4 expenditures were primarily related to design and project management activities. The construction kick-off meeting is anticipated in Q1 2026, with construction expected to be substantially completed during the low-flow summer months of 2026. The overall project is within scope and budget.	2,425,000	132,219	123,653	8,566	7%		2026 plan revised; Construction Delayed	
	Core Area Wastewater	Shoreline Trunk Sewer Upgrade	2,668,508	150,000	16,379	133,621	89%	Design consultant retained and additional engagement is underway. This project is being delivered in tandem with Western Community Trunk Sewer (CAWW 21-07) and Craigflower Forcemain (CAWW 21-13). Additional stakeholder engagement required prior to finalizing detailed design and advancing to construction, with majority of costs expected in 2026. The overall project is within scope and budget.	2,828,508	168,719	35,098	133,621	381%		2026 plan revised; Construction Delayed	
	Core Area Wastewater	Western Trunk Sewer Twinning	465,000	-	17,291	(17,291)	(100%)	Design consultant retained and additional engagement is underway. This project is being delivered in tandem with Shoreline Trunk Sewer (CAWW 21-06) and Craigflower Forcemain)CAWW 21-13). Construction for the majority of this route not expected for 5+ years but significant upfront planning and coordination effort is still required.	720,000	350,961	368,252	(17,291)	(5%)	2026 plan revised	2026 plan revised; Construction Delayed	2026 plan revised
	Core Area Wastewater	Manhole Repairs and Replacement	1,475,000	100,000	83,291	16,709	17%	Some design and project management costs were incurred in Q4. The construction tender was posted in Q4, with the construction contract anticipated to be awarded in Q1 2026. The overall project is within scope and budget.	2,000,000	601,444	584,735	16,709	3%		2026 plan revised; Construction Delayed	
	Core Area Wastewater	Western Trunk Grit Chamber Repairs	1,215,000	40,000	46,950	(6,950)	(17%)	Design consultant fees have been incurred to date. The project budget is anticipated to be consolidated into a larger program-level budget in 2026 and prioritized within that broader program. The overall project is within scope and budget.	1,250,000	125,644	132,594	(6,950)	(5%)		2026 plan revised; Construction Delayed	
	Core Area Wastewater	Harriet Siphon Inlet Chamber Upgrade	965,000	40,000	7,278	32,722	82%	Engineering costs have been incurred to prepare the project for tender. The tender is expected to be issued in Q1 2026, with construction scheduled to commence in summer 2026 to align with low-flow conditions. The overall project is within scope and budget.	1,000,000	46,368	13,646	32,722	240%		2026 plan revised; Construction Delayed	
	Core Area Wastewater	Process & Mechanical Upgrades	300,000	410,000	303,099	106,901	26%	The purpose of this provisional project is to support various process and mechanical upgrades across the Core Area and conveyance infrastructure, driven by operational optimization requirements. In Q4, efforts focused on coordinating contracts and advancing procurement strategies for the Scum Removal System and the Odour Control System – Mist Eliminators. The overall project remains on schedule and is forecasted to be delivered within the approved scope and budget.	850,000	848,474	741,573	106,901	14%			
	Core Area Wastewater	Safety & Security Upgrades	200,000	400,000	416,579	(16,579)	(4%)	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 Q4, efforts focused on coordinating contracts and advancing procurement strategies for the Access Hatch and Safety Railing Upgrades. The overall project remains on schedule and is forecasted to be delivered within approved scope and budget.	600,000	555,302	571,881	(16,579)	(3%)			
	Core Area Wastewater	Gorge Siphon Inlet Chamber Upgrade	1,705,000	400,000	581,649	(181,649)	(45%)	Mainly construction cost is incurred in Q4. The project is substantially complete by year-end and remains within scope and budget.	3,430,000	2,546,302	2,727,951	(181,649)	(7%)		2026 plan revised; Completion Delayed	
	Core Area Wastewater	Optimization of Residual Treatment Facility Operations	2,950,000	2,950,000	1,000,000	1,950,000	66%	OMRS Equipment was delivered in Q4. Capital improvements to the RTF facility proposed in the agreement were delayed as part of the pigging events which resulted in damage to the RTF that need to be repaired before OMRS could commence. Majority of improvement costs will occur in 2026, with completion deferred to 2026. The overall project is within scope and budget. The overall project is within scope and budget.	2,950,000	2,950,000	1,000,000	1,950,000	195%		2026 plan revised; Completion Delayed	
	Core Area Wastewater	Secondary Odour Collection System Upgrade	500,000	450,000	477,956	(27,956)	(6%)	The majority of construction has been completed in Q4 with some minor close out and cleanup to be completed in early 2026. The overall project is within scope and budget.	750,000	488,345	516,301	(27,956)	(5%)			
	Core Area Wastewater	BC Hydro electrical connection -initial plant construction	1,050,000	1,050,000	1,050,000	0	0%	One-time payment to BC Hydro as the original guarantee amount was not met. The overall project is within scope and budget.	1,050,000	1,050,000	1,050,000	0	0%			
	Core Area Wastewater	Lang Cove Electrical and Building Upgrades	-		108,902	(108,902)	(100%)	Mainly construction cost is incurred in Q4. This project is nearing completion with the exception of minor close out deficiencies. Expected to wrap up in Q1 of 2026. The overall project is within scope and budget.	550,000	433,960	542,862	(108,902)	(20%)			
	Regional Water Supply	Goldstream IWS Field Office	2,750,000	1,500,000	1,288,806	211,194	14%	Construction contract was approved and construction began in Dec 2025. Timing and invoicing are slightly behind original schedule. Overall project remains on time and within scope and budget.	11,000,000	2,623,417	2,412,223	211,194	9%		2026 plan revised; Completion Delayed	
	Regional Water Supply	Main No.3 Segment Replacement	830,000	10,000	8,102	1,898	19%	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.	1,030,000	50,672	48,774	1,898	4%		2026 plan revised; Completion Delayed	
	Regional Water Supply	Goldstream Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses	175,000	100,000	121,496	(21,496)	(21%)	RFP preparation in progress for phase 1 of dam seismic retrofit program. Delays due to need for further consultation with experts. Goldstream Watershed Dam Safety Review project in progress. Scoping in progress for Japan Gulch Dam Spillway Assessment. The overall project remains within scope and budget.	700,000	186,991	208,487	(21,496)	(10%)		2026 plan revised; Completion Delayed	
	Regional Water Supply	Sooke Lake & Deception Water Supply Area Dams - Regulatory Compliance, Dam Safety Planning & Analyses	225,000	100,000	220,660	(120,660)	(121%)	RFP preparation for phase 1 of dam seismic retrofit program progressing faster than plan. Site investigation field work at Deception Gulch Dam completed in Q4 to inform seismic retrofit of dam . The overall project remains within scope and budget.	900,000	302,422	423,082	(120,660)	(29%)		2026 plan revised; Completion Delayed	

CAPITAL PROJECT			QUARTER 4						TOTAL 2025					ANNUAL STATUS OF CAPITAL PROJECT		
Department	Service Description	Capital Project Title	Q4 Budget	Q4 Forecast	Q4 Actuals	Forecast Variance $ (over) / under	Forecast Variance %	Q4 Variance Explanation	Total 2025 Budget (as per approved budget)	Total 2025 Forecast (at Q3)	Total 2025 Actuals	Forecast Variance (over) / under $	Forecast Variance %	Scope	Timing	Budget
Infrastructure & Water Services	Regional Water Supply	Sooke Lake & Deception Water Supply Area Dams - Upgrades and Improvements Program	1,000,000	2,000,000	718,077	1,281,923	64%	Deception Dam Low Level Overflow gate project was completed in Q4. Sooke Lake Dam Instrumentation project coordination meetings commenced with contractor in Q4 with completion deferred to 2026. Overall program is running on budget and addressing priority dam projects.	4,000,000	2,322,582	1,040,659	1,281,923	123%		2026 plan revised; Completion Delayed	
	Regional Water Supply	Replacement of UV System	-	-	3,989	(3,989)	(100%)	Construction completed in Q2. Minor closing costs posted in Q3 & Q4. The overall project was within scope and budget.	1,780,500	1,587,704	1,591,693	(3,989)	(0%)			
	Regional Water Supply	Water Treatment Plant Improvements Program	250,000	100,000	74,845	25,155	25%	This project was created by capital plan amendment in 2025 reallocating funds from the completed 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.	750,000	284,312	259,157	25,155	10%		2026 plan revised; Completion Delayed	
	Regional Water Supply	Integrate Dam Performance and Hydromet to SCADA	380,000	50,000	55,985	(5,985)	(12%)	Scoping, design, and installation activities in progress for installation of instrumentation improvements at higher consequence dams. The overall project remains within scope and budget.	1,170,000	74,547	80,532	(5,985)	(7%)		2026 plan revised; Completion Delayed	
	Regional Water Supply	RWS Supply Main No. 4 Upgrade & Main #1 High Pressuring	2,585,000	150,000	79,157	70,843	47%	High pressuring of Main No. 1 intentionally delayed to assess opportunity for energy reclamation at the Humpback PRV site, and also to assess the impacts on adjacent projects. The overall project remains within scope and budget.	2,785,000	438,856	368,013	70,843	19%		2026 plan revised; Completion Delayed	
	Regional Water Supply	Vehicle & Equipment Replacement (Funding from Replacement Fund)	476,250	476,250	301,624	174,626	37%	One vehicle order cancelled by Ford due to Ford halting all production of the Ford Lightning. The overall project remains within scope and budget.	1,376,250	1,191,763	1,017,137	174,626	17%		2026 plan revised; Completion Delayed	
	Regional Water Supply	Critical Spare Equipment Storage & Pipe Yard	285,000	285,000	5,394	279,606	98%	Additional geotechnical investigation required prior to completion of conceptual design. Detailed design and procurement activities expected to commence in Q1/Q2 2026. Project planned to go to tender in late 2026. The overall project remains within scope and budget.	1,035,000	350,015	70,409	279,606	397%		2026 plan revised; Completion Delayed	
	Regional Water Supply	Head Tank Valve & Main No. 4&5 Valve Replacement	235,000	50,000	6,414	43,586	87%	Procurement delays continued into Q4. Project start deferred to 2026 pending resource availability. Project start until Q1 2026. The overall project remains within scope and budget.	940,000	230,646	187,060	43,586	23%		2026 plan revised; Completion Delayed	
	Regional Water Supply	Main No. 4 - Mt Newton to Highway 17 & Bear Hill Trunk Extension (RWS Contribution to SPWS Project)	25,895,000	1,294,750	328,340	966,410	75%	Construction submittals reviews commenced in Q4 2025 with construction now expected to begin in Q1 2026. The overall project remains within budget and expected to be complete within contract substantial completion deadlines.	27,815,000	1,603,983	637,573	966,410	152%	2026 plan revised	2026 plan revised; Completion Delayed	
	Regional Water Supply	Microwave Radio Upgrades	165,000	30,000	-	30,000	100%	Due to its priority level, the project has been deferred Q1 2026. The overall project remains within scope and budget.	645,000	30,000	-	30,000	#DIV/0!		2026 plan revised; Completion Delayed	
	Regional Water Supply	Bulk Supply Meter Replacement Program	505,771	500,000	16,598	483,402	97%	Planning and coordinating continued in Q4 as planned. Cook and Malach meter installations to commence in Q1 2026. The overall project is on time and remains within scope and budget.	850,000	749,709	266,307	483,402	182%		2026 plan revised; Completion Delayed	
	Regional Water Supply	Kapoor Main Mile 1 Bridge and Asphalt Upgrade	72,000	388,924	355,134	33,790	9%	Project was completed in Q4 on time and under budget.	840,000	839,590	805,800	33,790	4%			
	Regional Water Supply	Corrosion Protection Program	145,000	145,000	23,543	121,457	84%	Variance due to soil testing at the Hampton Park site not being required. Project is nearing completion; remaining activities include final documentation, reporting, and asset commissioning. The overall project remains on time and within scope and budget.	550,000	421,242	299,785	121,457	41%			
	Regional Water Supply	Forest Resilience Treatments	150,000	150,000	187,519	(37,519)	(25%)	Work in Q4 progressed faster than plan, however, completion is deferred to the end of Q2 2026. Scope, budget, and timing of project are under review and are reflected in the 2026 capital plan.	600,000	186,120	223,639	(37,519)	(17%)	2025 re-evaluated	2026 plan revised; Completion Delayed	2025 re-evaluated
	Regional Water Supply	SCADA Masterplan and System Upgrades	240,000	-	532	(532)	(100%)	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.	960,000	39,729	40,261	(532)	(1%)		2026 plan revised; Completion Delayed	
	Regional Water Supply	Cecelia Meter Replacement	1,194,361	997,080	535,474	461,606	46%	Project progressing well, with Q4 costs below forecast due to reduced decommissioning work and a slight shift in installation activities to 2026. The project remains within scope and budget and is on track to meet the contractual substantial completion deadline with completion in Q1/Q2 of 2026.	1,350,000	1,350,000	888,394	461,606	52%			
	Regional Water Supply	Mount Tolmie Tank Structural and Infiltration Improvements	2,405,000	150,000	39,684	110,316	74%	Early stages of system overview assessment and preliminary options review are underway. Engagement with Oak Bay, Saanich and City of Victoria to follow in Q1/Q2 of 2026. Longer-term assessments are expected through most of 2026 before moving into procurement and construction phases in 2027. The overall project remains within scope and budget.	3,270,000	206,248	95,932	110,316	115%		2026 plan revised; Completion Delayed	
	JDF Water Distribution	Comprehensive Pump Station Upgrades (10 year Program)	325,000	325,000	50,887	274,113	84%	Q4 expenditures were below forecast due to lower than anticipated project close-out costs, including final labour, demobilization, and consultant payments. No additional change orders were required. The project is complete, with further pump station upgrades planned for 2026 under project 26-01.	3,966,000	2,841,807	2,567,694	274,113	11%			
	JDF Water Distribution	AC Pipe Replacement Program	2,254,678	1,743,135	1,811,454	(68,319)	(4%)	Program work continues with CRD crews completing scheduled project improvements slightly faster than plan. The overall project remains within scope and budget.	8,900,000	8,900,000	8,968,319	(68,319)	(1%)			
	JDF Water Distribution	Residential Service & Meter Replacement Program	450,000	68,559	19,539	49,020	72%	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.	1,800,000	1,800,000	1,750,980	49,020	3%			
	JDF Water Distribution	Vehicle & Equipment Replacement (Funding from Replacement Fund)	500,000	500,000	71,430	428,570	86%	Variance due to internal resource limitations, changes in project priorities, and vendor supply challenges, resulting in JDF heavy vehicle and equipment purchases being rescheduled for delivery in 2026. The overall project remains within scope and budget.	1,670,000	670,697	242,127	428,570	177%		2026 plan revised; Completion Delayed	
	JDF Water Distribution (DCC)	Sooke Henlyn Supply & Distribution Mains	1,000,000	-	-	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.	1,000,000	-	-	0	#DIV/0!		2026 plan revised; Completion Delayed	
	JDF Water Distribution	SCADA Master Plan Update & Upgrades	1,140,000	-	72,080	(72,080)	(100%)	Spending has been limited to small maintenance items which occurred in Q4. The SCADA Master Plan is prepared, with approval anticipated in early 2026. The overall project remains within scope and budget.	1,500,000	22,996	95,076	(72,080)	(76%)		2026 plan revised; Acquisition Delayed	

CAPITAL PROJECT			QUARTER 4						TOTAL 2025					ANNUAL STATUS OF CAPITAL PROJECT		
Department	Service Description	Capital Project Title	Q4 Budget	Q4 Forecast	Q4 Actuals	Forecast Variance $ (over) / under	Forecast Variance %	Q4 Variance Explanation	Total 2025 Budget (as per approved budget)	Total 2025 Forecast (at Q3)	Total 2025 Actuals	Forecast Variance (over) / under $	Forecast Variance %	Scope	Timing	Budget
Infrastructure & Water Services	JDF Water Distribution	JDF Site Decommissioning Program	520,000	110,000	113,345	(3,345)	(3%)	Project management activities continue into Q4 as planned. Construction phase of project now planned to begin in Q1 of 2026. The overall project remains within scope and budget.	530,000	130,323	133,668	(3,345)	(3%)		2026 plan revised; Construction Delayed	
	JDF Water Distribution	Hwy 14 Watermain Relocation	950,000	100,000	-	100,000	100%	This project involves a one-time contribution from CRD to pay MOTT for the relocation of a CRD watermain located in their right of way. MOTT's tendering process for this work has been delayed due to BCGEU job action that is expected to conclude in Q1 2026. Construction expected to begin Q1/Q2 2026 with completion expected in 2027. The project remains within scope and budget.	2,000,000	100,000	-	100,000	#DIV/0!		2026 plan revised; Completion Delayed	
	Saanich Peninsula Treatment Plant	Odour Control Upgrade Construction	3,050,000		808	(808)	(100%)	The quality of the project tender submissions did not meet the required standards. Staff have completed a reprioritization memo and will proceed with a 2026 Capital Plan update to realign project priorities and timelines and undertake value engineering for this scope.	3,300,000	-	808	(808)	(100%)	2025 re-evaluated	2026 plan revised; Completion Delayed	2026 plan revised
	Saanich Peninsula Water Supply	Reservoir Seismic Isolation Valves	200,000	150,000	9,853	140,147	93%	The quality of the project tender submissions did not meet the required standards. Staff have completed a reprioritization memo and will proceed with a 2026 Capital Plan update to realign project priorities and timelines and undertake value engineering for this scope.	800,000	167,607	27,460	140,147	510%		2026 plan revised; Completion Delayed	
	Saanich Peninsula Water Supply	SPW System Upgrade and Expansion	12,375,000	618,750	250,159	368,591	60%	Contract awarded late in Q3. Construction began late in Q4 resulting in lower than planned spending. The project is expected to continue through 2026 and remains within scope and budget.	13,950,000	813,844	445,253	368,591	83%		2026 plan revised; Completion Delayed	
Local Services	Maliview Sewer Utility (SSI)	Wastewater Treatment Plant Upgrade	1,153,000	120,000	12,558	107,442	90%	Review of tender package performed in Q4. Project work and construction largely deferred to 2026 due to timing of the petition process for approval of required debt funding. 2026 budget increased as a result of increased construction costs. The overall project remains within scope.	1,268,000	617,367	509,925	107,442	21%		2026 plan revised; Construction Delayed	2026 plan revised
	Magic Lake Sewer Utility (Pender)	Wastewater Improvements - Pump Station and Treatment Plant Upgrades	197,956	197,956	50,202	147,754	75%	A budget amendment was completed in Q4 to increase the budget by $300k for the installation of additional safety items required by WorkSafe BC and treatment plant operation optimization after operation began in Q3. Completion of this work is delayed in Q1 2026. The overall project remains within scope and amended project budget.	700,550	700,550	552,796	147,754	27%		2026 plan revised; Completion Delayed	2025 amended
	Lyall Harbour Boot Cove Water (Saturna)	Dam Improvement and Regulatory Requirements	560,000	5,000	6,945	(1,945)	(39%)	Geotechnical engineering continued in Q4. Project completion delayed to 2026 due to timing of the petition process for approval of required debt funding. The overall project remains within scope with 2027 budget increased to reflect increased construction costs.	630,000	38,999	40,944	(1,945)	(5%)		2026 plan revised; Completion Delayed	2026 plan revised
	SSI Park Land and Rec Programs	Park Maintenance Facility	500,000	-	285	(285)	(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.	645,000	570	855	(285)	(33%)		2026 plan revised; Completion Delayed	
	Pender Island Community Parks	Schooner Way Trail	654,301	800,000	1,442,898	(642,898)	(80%)	Q4 variance is due to construction proceeding ahead of the current schedule. The phase 1 trail segment was completed in Q4 and work started on phase 2. Due to overall project delays it will be completed in early 2026 within scope and budget.	2,154,301	1,102,710	1,745,608	(642,898)	(37%)		2026 plan revised; Completion Delayed	2026 plan revised
Parks and Environmental Services	Regional Parks	Replacement of Weed Harvester	700,000	700,000		700,000	100%	Equipment purchase is delayed to 2026 and remains within the overall scope and budget.	700,000	700,000	-	700,000	#DIV/0!		2026 plan revised; Acquisition Delayed	2026 plan revised
	Regional Parks	Design & Expand East Sooke Aylard Farm Parking	-	-	-	0	0%	Project was completed in Q3.	1,210,000	1,131,029	1,131,029	0	0%			
	Regional Parks	Regional Trestle Renewal, Trails Widening and Lighting Project	6,450,000	500,000	437,097	62,903	13%	Project design and consultation progressing in 2025 with trail work deferred to begin in 2026. Design work continued in Q4. The overall project remains within scope and budget.	9,750,000	2,154,778	2,091,875	62,903	3%		2026 plan revised; Completion Delayed	2026 plan revised
	SEAPARC	Skate Park Renewal	500,000	500,200	301,736	198,464	40%	Project was dependent on results of AAP for debt financing. Borrowing bylaw authorized in Q3, project construction began in Q4. The overall project remains on time and within scope and budget.	1,124,000	524,000	325,536	198,464	61%		2026 plan revised; Completion Delayed	2026 plan revised
	Panorama Recreation	Heat Recovery Plant	1,961,456	817,451	846,554	(29,103)	(4%)	Project budget amended in Q2 work progressed at a strong pace in Q4. The overall project is within scope and revised budget.	3,611,456	2,057,535	2,086,638	(29,103)	(1%)		2026 plan revised; Completion Delayed	2026 plan revised
	Panorama Recreation	Centennial Park Multi-Sport Box	-	553,803	130,458	423,345	76%	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.	2,943,793	2,512,498	2,089,153	423,345	20%		2026 plan revised; Completion Delayed	2026 plan revised
	Environmental Resource Management	Gas & Leachate Collection Pipe Extension	250,000	257,500	161,653	95,847	37%	Horizontal gas wells were installed and procurement of gas & leachate piping started in Q4. 2025 phase of multi-year project to be completed in 2026. The overall project remains within scope and budget.	650,000	648,996	553,149	95,847	17%		2026 plan revised; Completion Delayed	
	Environmental Resource Management	RNG Optimization Projects	-	1,685,000	-	1,685,000	100%	Operation of the new RNG facility continued in Q4. Outstanding deficiencies were not remediated in Q4 and therefore funds were not released. The project remains within scope and budget and is projected to be completed in early 2026.	1,831,000	1,830,929	145,929	1,685,000	1155%		2026 plan revised; Completion Delayed	
	Environmental Resource Management	Aggregate Production for Internal Use	-	-	-	0	0%	Operational Aggregate production was completed in Q2.	850,000	850,652	850,652	0	0%			
	Environmental Resource Management	Landfill Gas Utilization	-	2,087,919	27,300	2,060,619	99%	Operation of the new RNG facility continued in Q4. Outstanding deficiencies were not remediated in Q4 and therefore funds were not released. The project remains within scope and budget and is projected to be completed in early 2026.	6,228,751	6,228,751	4,168,132	2,060,619	49%		2026 plan revised; Completion Delayed	
	Environmental Resource Management	Hartland North Electrical	300,000	25,000	6,082	18,918	76%	Electrical design for the project occurred in Q4. Majority of construction costs will occur in 2026, with completion deferred to 2026. The overall project is within scope and budget.	750,000	36,323	17,405	18,918	109%		2026 plan revised; Construction Delayed	

CAPITAL PROJECT			QUARTER 4						TOTAL 2025					ANNUAL STATUS OF CAPITAL PROJECT		
Department	Service Description	Capital Project Title	Q4 Budget	Q4 Forecast	Q4 Actuals	Forecast Variance $ (over) / under	Forecast Variance %	Q4 Variance Explanation	Total 2025 Budget (as per approved budget)	Total 2025 Forecast (at Q3)	Total 2025 Actuals	Forecast Variance (over) / under $	Forecast Variance %	Scope	Timing	Budget
Parks and Environmental Services	Environmental Resource Management	Hartland Amenity Project	30,595	300,000	96,377	203,623	68%	Hartland Landfill Neighborhood Intersection Improvement construction occurred in Q4. Construction delays due mainly to scheduling. The overall project is within scope and budget.	3,530,595	2,801,658	2,598,035	203,623	8%		2026 plan revised; Construction Delayed	
	Environmental Resource Management	Contractor Workshop Relocation	541,057	50,000	56,225	(6,225)	(12%)	Civil & structural design occurred in Q4. Majority of construction costs will occur in 2026, with completion deferred to 2026. The overall project is within scope and budget.	1,141,057	50,000	56,225	(6,225)	(11%)		2026 plan revised; Construction Delayed	
	Environmental Resource Management	Cell 5&6 Gravity Retaining Wall Construction	300,000	20,000	-	20,000	100%	Due to project logistics, the timeline for this project has changed. Both design & construction work will be deferred until 2026. The overall project is within scope and budget.	750,000	20,000	-	20,000	#DIV/0!		2026 plan revised; Construction Delayed	2026 plan revised
	Environmental Resource Management	Cell 5 Liner Construction	2,500,000	50,000	104,500	(54,500)	(109%)	Design of Cell 5B occurred in Q4. Due to project logistics, the timeline for this project has changed. Sequencing of Cell 5A and 5B work required this work to be deferred from 2025 to 2026. The overall project is within scope and budget.	5,992,138	3,188,980	3,243,480	(54,500)	(2%)		2026 plan revised; Completion Delayed	2026 plan revised
	Environmental Resource Management	Cell 1, 2 & 3 Transition Liner	-	-	-	0	0%	Cell 1, 2 & 3 Transition Linder installation was completed in Q2 within budget.	2,000,000	1,999,584	1,999,584	0	0%			
	Environmental Resource Management	Diversion Transfer Station	239,982	490,000	187,526	302,474	62%	Additional paving occurred in Q4. Final project acceptance items have not been completed and will be completed in 2026. The overall project is within scope and budget.	539,982	535,492	233,018	302,474	130%		2026 plan revised; Completion Delayed	
	Environmental Resource Management	RNG Spare Parts Inventory	-	-	-	0	0%	Spare Parts were procured in Q2, within budget.	700,000	700,000	700,000	0	0%			
	Environmental Resource Management	NE & NW Aggregate Stockpile cover	150,000	25,000	-	25,000	100%	Additional project tasks require further design. Majority of construction costs will occur in 2026, with completion deferred to 2026. The overall project is within scope and budget.	750,000	208,384	183,384	25,000	14%		2026 plan revised; Completion Delayed	
	L.W.M.P. - Core and West Shore	Biosolids Advanced Thermal Pilot Demonstration Plant	1,388,000	200,000	87,743	112,257	56%	Planning for the Advanced Thermal Project continued in Q4, including advancing engagement planning, permitting preparations, and coordination with the regulator. Expenditures were lower than forecast because design and modelling work is dependent on direction from the Province regarding air-quality modelling requirements. These costs will occur once regulatory guidance is confirmed. The project remains within scope and budget.	1,888,000	287,413	175,156	112,257	64%		2026 plan revised; Completion Delayed	2026 plan revised
	Millstream Meadows Remediation	Millstream Meadows Remediation	163,000	270,000	115,025	154,975	57%	Ongoing project management occurred in Q4. Well decommissioning planned for Q4 experienced field and technical delays, which pushed the majority of the work to 2026. Overall project is within scope and budget.	658,000	588,963	433,988	154,975	36%		2026 plan revised; Completion Delayed	
	Climate Action and Adaptation	Regional electric vehicle charging infrastructure	358,315	688,315	76,006	612,309	89%	Ongoing project management occurred in Q4 and will continue to develop requirements for the project. Remaining activity deferred to 2026 due to grant funding agreement timelines and equipment procurement process. The overall project is within scope and budget.	1,433,257	801,281	188,972	612,309	324%		2026 plan revised; Completion Delayed	
Facilities	CRD Headquarters	New FOC Building	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.	3,000,000	-	-	0	#DIV/0!		2026 plan revised; Completion Delayed	2026 plan revised
	Family Court Building	Detail Design & Replacement of HVAC	950,000	650,000		650,000	100%	Project has been delayed by issues determined in the design process, requiring potential electricity upgrade to the facility, project deferred into 2026.	1,050,000	650,000	-	650,000	#DIV/0!		2026 plan revised; Completion Delayed	2026 plan revised
Royal Theatre	Royal Theatre	Repair Building Envelope	215,000	-	64,273	300,000	(100%)	Majority of repointing work completed in Q3, additional work is required that began in Q4 and will continue in early 2026. Project remains within scope and budget.	860,000	377,056	441,329	(64,273)	(15%)		2026 plan revised; Completion Delayed	2026 plan revised
Finance and Technology	Information Technology	SAP Migration from ECC to S4 and New Financial Model	657,645	250,000	259,402	(9,402)	(4%)	in Q4, significant progress was made on the implementation of Euna Budget Pro which proceeded at a faster rate than originally anticipated. As such, implementation costs were incurred earlier resulting in the variance. This will not result in overall project costs being greater.	2,335,105	759,820	769,222	(9,402)	(1%)		2026 plan revised; Completion Delayed	
	Information Technology	SAP S4HANA Enhancements	310,000	55,915	3,380	52,535	94%	The project continues to remain within the approved budget. Most spending has been deferred to 2026 while staff advance contract negotiations and refine the project scope, including components related to utility billing engagement, interface design, data archiving, reporting, and payroll modernization.	810,000	77,259	24,724	52,535	212%	2025 re-evaluated	2026 plan revised; Completion Delayed	
Land Banking and Housing	Land Banking and Housing	Village on the Green	-	10,300,000	10,300,000	0	0%	Capital Funds provided to CRHC in Q3.	10,300,000	10,300,000	10,300,000	0	0%			
	Land Banking and Housing	Campus View	-	-	-	0	0%	Capital Funds provided to CRHC in Q3.	5,800,000	5,800,000	5,800,000	0	0%			
	Land Banking and Housing	Verdier/Brentwood & Mt Tolmie	-	170,625	1,377	169,248	99%	Project transferred to CRHC for development.	6,200,000	6,200,001	6,030,753	169,248	3%			
	Land Banking and Housing	Thuthiqut Hulelum (formerly Forest Homes)	1,068,000	1,077,944	3,914	1,074,031	100%	The project is on hold pending funding. The overall project is within scope and budget.	2,058,000	1,530,675	456,645	1,074,030	235%		2026 plan revised; Construction Delayed	
		Total Projects >$500k	**100,019,875**	**42,470,076**	**27,028,524**	**15,805,826**	**37%**		**215,109,243**	**101,506,678**	**86,065,125**	**15,441,553**	**18%**			
		Total Projects <$500K; Potential Parkland Acquisitions							**100,422,402**							
		Total Projects							**315,531,645**							

CAPITAL PROJECT			QUARTER 4						TOTAL 2025					ANNUAL STATUS OF CAPITAL PROJECT		
Department	Service Description	Capital Project Title	Q4 Budget	Q4 Forecast	Q4 Actuals	Forecast Variance $ (over) / under	Forecast Variance %	Q4 Variance Explanation	Total 2025 Budget (as per approved budget)	Total 2025 Forecast (at Q3)	Total 2025 Actuals	Forecast Variance (over) / under $	Forecast Variance %	Scope	Timing	Budget
CRHD																
Planning & Protective Services	Capital Regional Hospital District	950 Kings Redevelopment	3,000,000	-	-	-	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.	3,000,000	-	-	0	#DIV/0!	2025 re-evaluated	2025 re-evaluated	2025 re-evaluated
		Total Projects >$500k	**3,000,000**	**-**	**-**	**-**	**0%**		**3,000,000**	**-**	**-**	**-**	**#DIV/0!**			
		Total Projects <$500K; Capital Grants							**23,373,443**							
		Total Projects							**26,373,443**							
CRHC																
Planning & Protective Services	Regional Housing	New Redevelopment Projects	820,000	820,000	728,607	91,393	11%	Both Swanlea and 1800 McKenzie redevelopment projects design phase completed, both projects awaiting development approval. Construction deferred to 2026.	2,500,000	1,680,721	1,589,328	91,393	6%			2026 plan revised
		Future Redevelopment Projects	1,500,000	1,500,000	-	1,500,000	100%	Projects on hold pending funding. Applications sent July 2025 to BC Housing for funding under CHF program, decision pending.	1,500,000	1,500,000	-	1,500,000	#DIV/0!			2026 plan revised
		Caledonia Redevelopment Housing	620,656	4,515,799	4,771,577	(255,778)	-6%	Occupancy permit received late Nov. 2025, deficiencies continues to be addressed. Building will be ready for occupancy Q1 2026.	13,877,579	15,184,235	15,440,013	(255,778)	(2%)		2026 plan revised; Completion Delayed	2025 amended
		Carey Lane BER	1,392,459	1,830,717	1,201,696	629,021	34%	Variance primarily due to balance remaining in contingency. Deficiencies being addressed, opening pushed to Q1 2026.	5,142,431	4,735,498	4,106,477	629,021	15%			
		Campus View Redevelopment	16,982,561	4,997,161	2,593,212	2,403,949	48%	Work progressed according to schedule, billing from contractor and insurance delayed to Q1 2026. The overall project is scheduled for completion in 2028, in scope and budget.	18,227,203	5,390,356	2,986,407	2,403,949	80%		2026 plan revised; Construction Delayed	
		Village on the Green Redevelopment	25,003,601	4,009,275	3,055,736	953,539	24%	Acquisition of neighbouring parcel resulted in delays getting the building permit and start of construction. Construction deferred to 2026. The overall project is scheduled for completion in 2028, in scope and budget.	27,395,730	6,051,283	5,097,745	953,539	19%		2026 plan revised; Construction Delayed	
		Cedar Hill Library & HSG Redevelopment	9,247,333	500,000	416,705	83,295	17%	Demolition initiated in Dec. 2025. Final Project approval from BC Housing pending, expected Q1 2026.	12,100,000	1,993,473	1,910,179	83,295	4%		2026 plan revised; Construction Delayed	2025 re-evaluated
		Verdier/Brentwood	6,409,693	7,000,000	6,807,161	192,839	3%	Final project approval attained in late November and transfer to CRHC completed in December. Abatement and demolition to initiate early 2026 along with pre-construction work. Land purchase and design work completed in 2025, with construction to begin in 2026.	8,301,416	7,469,553	7,276,714	192,839	3%		2026 plan revised; Construction Delayed	2025 re-evaluated
		Routine Capital	1,107,789	1,252,023	947,840	304,183	24%	Due to contractor unavailability and delay in awarding consulting service contract in procurement process, projects pushed to 2026.	3,957,789	3,858,741	3,554,559	304,183	9%		2026 plan revised; Construction Delayed	
		Total Projects >$500k	**63,084,091**	**26,424,974**	**20,522,534**	**5,902,440**	**22%**		**93,002,148**	**54,310,204**	**41,961,420**	**12,348,784**	**29%**			
		Total Projects <$500K							**212,000**							
		Total Projects							**93,214,148**							

Making a difference...together

APPENDIX H
PEOPLE, SAFETY & CULTURE TRENDS
OPEN CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 8, 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 4, 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 identified 848.14 FTE's (810.14 regular ongoing and 38 regular term positions); for 2026, the SEC identifies 862.34 FTE's (826.84 regular ongoing and 35.5 regular term positions. In total, the CRD employed 1,407 employees at the end of Quarter 4, 2025, comprised of 850 regular and 557 auxiliary (casual) staff, with most of the auxiliary staff working in Parks and Recreation such as our recreation centres. 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 45.3 years respectively, and this has been relatively consistent year over year. Turnover rates for the first quarter are trending consistently with previous years' quarters, with retirements accounting for approximately 32% of all employee turnover for the quarter and 29% for the year 2025.

Table 1:

Corporate CRD Human Capital Performance Metric	*CRD Current (By Quarter 2025)*	CRD Annual (Q1-Q4, 2025)	CRD Average (Q1-Q4, 3-Yr Trend)	Industry Average (Q1-Q4, 3-Yr Trend)	*CRD to (Industry) Annual (2024)*
Total Unionized Workforce (all staff)	***Q1: 89.1%*** ***Q2: 91.1%*** ***Q3: 91.7%*** ***Q4: 90.2%***	***90.5%***	***90.1%***	***80.6%***	*89.7%* *(82.9%)*
Average Length of Service (regular staff)	***Q1: 8.7 years*** ***Q2: 8.5 years*** ***Q3: 8.4 years*** ***Q4: 8.5 years***	***8.5 years***	***8.9 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-Q4, 2025)	CRD Average (Q1-Q4, 3-Yr Trend)	Industry Average (Q1-Q4, 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*** ***Q4: 45.0 yrs***	***45.3 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)*** ***Q4: 1.4% (0.5% retire)***	***6.3% (1.8% retirements)***	***7.9% (2.1% retirements)***	***7.6% (1.9% 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. In 2025, the CRD received 8,233 applications for 513 individual job opportunities, which is significantly greater than the 6,852 applications for 568 job opportunities of the previous calendar year. As of writing, there are 50 job postings under active recruitment and listed on the CRD's website; 34 of these postings (68%) are for auxiliary/seasonal opportunities primarily in our recreation centres as we prepare for summer season recruitments.

Table 2:

Corporate CRD Human Capital Performance Metric	*CRD Current (By Quarter 2025)*	CRD Annual (Q1-Q4, 2025)	CRD Average (Q1-Q4, 3-Yr Trend)	Industry Average (Q1-Q4, 3-Yr Trend)	*CRD to (Industry) Annual (2024)*
Job Opportunities (all staff)	***Q1: 235*** ***Q2: 129*** ***Q3: 88*** ***Q4: 61***	***513***	***412***	***N/A***	*568* *(N/A)*
Job Applications Received	***Q1: 2,909*** ***Q2: 2,088*** ***Q3: 2,036*** ***Q4: 1,200***	***8,233***	***N/A***	***N/A***	*6,852* *(N/A)*

Significant workplace onboarding and orientation is undertaken for all new employees. CRD staff attend a regular corporate onboarding session, attended by the CAO, in addition to the workplace orientations and required training programs of their department and work area.

3. ***Absenteeism and Occupational Health and Safety***

With many CRD services an essential service operation, 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 with 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, and this trend was consistent in 2025. 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-Q4, 2025)	CRD Average (Q1-Q4, 3-Yr Trend)	Industry Average (Q1-Q4, 3-Yr Trend)	*CRD to (Industry) Annual (2024)*
Absenteeism (Sick Leave) Rate (regular staff)	***Q1: 5.4%*** ***Q2: 4.8%*** ***Q3: 4.3%*** ***Q4: 5.9%***	**5.1%**	**4.5%**	**4.7%**	*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.

Despite significant increases in WorkSafeBC premiums for the Local Government industry over the past seven years, the CRD's Actual ERA ("Net Rate") remains consistently below the rate for industry as a result of our proactive and diligent safety program. In 2025, the CRD's total Net Rate with WorkSafeBC, inclusive of our industry leading Certificate of Recognition (CoR) certification, was 47.6% below the base rate for the industry, which corresponded to a savings to the CRD of over $1,300,000 in WorkSafeBC premiums for 2025.

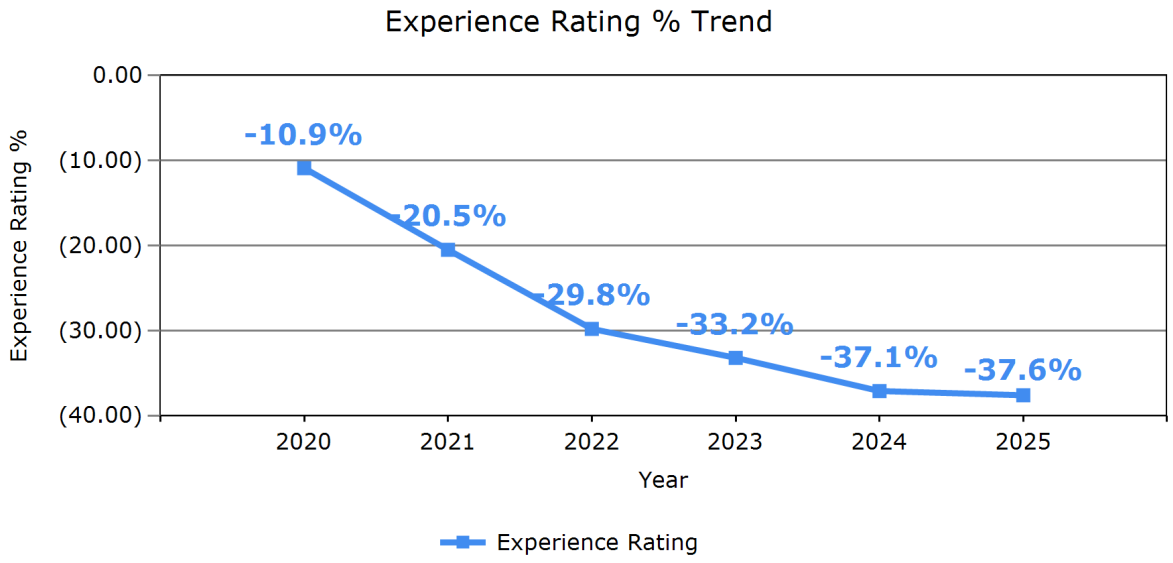
In 2026, the CRD's rate has been reduced to 2.27%, which is 48.7% below the base rate for the industry.

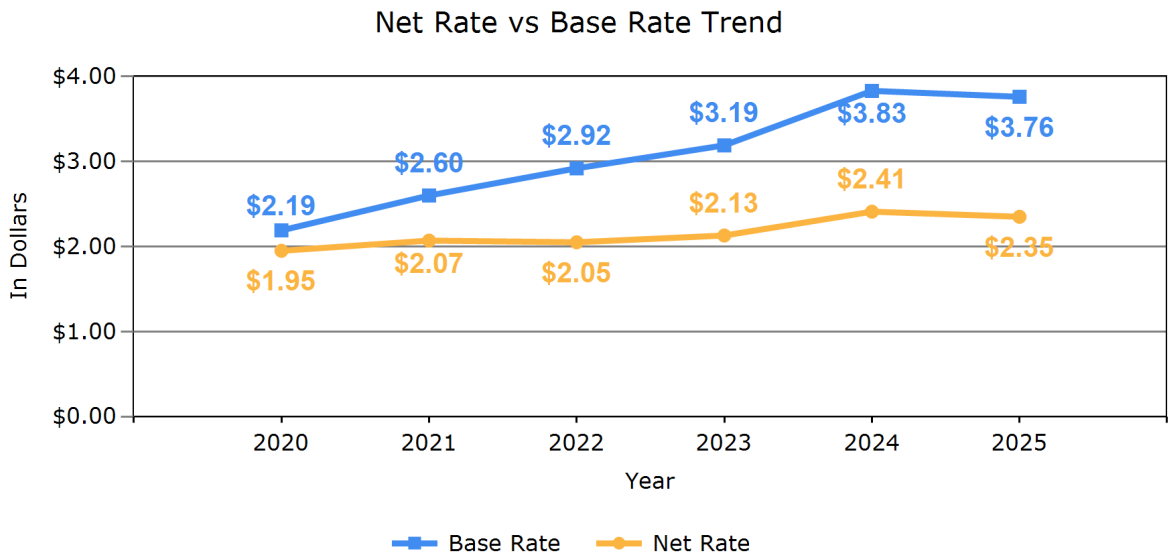
Table 4:

Corporate CRD Human Capital Performance Metric	*CRD Current (By Quarter 2025)*	CRD Annual (2025)	CRD Average (Q1-Q4, 3-Yr Trend)	Industry Average (Annual 2025)	*CRD to (Industry) Annual (2024)*
WorkSafeBC Employer Rate (all staff)	***Q1-4: 2.35% less 10% [1]*** ***(Q1-4, 2026: 2.27% less 10% [1])***	***2.35% less 10% [1]*** ***(2026: 2.27% less 10% [1])***	***2.20% less 10% [1]***	***3.76%*** ***(2026: 2.27%)***	*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

In 2025, 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 actions as scheduled, with a very small number having been rescoped given subsequent constraints and other urgent initiatives. A copy of the People, Safety & Culture 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.

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REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 08, 2026

SUBJECT **2027 Service and Financial Planning Guidelines**

ISSUE SUMMARY

This report provides guidelines for annual service and financial planning while highlighting key budget considerations.

BACKGROUND

The Capital Regional District (CRD) has commenced its 2027 service and financial planning processes. Board priorities and core service delivery requirements typically form the foundation of the Five-Year Financial Plan. Appendix A outlines the overall corporate planning process, while Appendix B provides details about the timeline specific to the planning cycle.

In late 2026 the CRD will enter a period of transition as strategic priorities are established for the 2027 to 2030 Board term. Service level activity in the first year of the term ensures organizational continuity through the development of the 2027 to 2030 Corporate Plan and continued implementation of strategic initiatives that span Board terms. Given the transition year, staff aim to limit Initiative Business Cases (IBCs) to support approved initiatives and critical programs.

The organization is addressing several challenges impacting its operating environment as it plans for 2027 and beyond. Similar to the approach deployed in 2025 and 2026, the Executive Leadership Team (ELT) will prioritize all planned work for 2027 and will only bring forward staff resourcing requests to advance critical deliverables and newly established services. A critical need, in this context, is defined as initiatives required to meet legal, safety or risk management obligations and initiatives where postponements or cancellation would result in significant service disruption or other negative impacts.

IBCs will be reprioritized or rescoped, with ELT determining which of these are included in the 2027 to 2031 financial plan. This ELT review will be completed in early spring and will develop a recommended package of work for Board approval in the early fall. As in prior years, this report recommends planning guidelines in the context of observed trends, assumptions and drivers impacting the organization.

The 2027 planning cycle will be accelerated to present the service plans and provisional budget at the Committee of the Whole meeting scheduled for September 23, 2026, ahead of the general election on October 17, 2026. This results in service and financial planning processes beginning earlier and the overall planning timeline contracted.

ALTERNATIVES

Alternative 1
That the service and financial planning guidelines be approved, and that staff be directed to prepare the draft financial plan review based on the timeline presented.

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

IMPLICATIONS

Alignment with Board & Corporate Priorities

The organizational financial policies, practices and assumptions guide the Board and staff in allocating resources to implement the Corporate Plan. These are periodically reviewed and adjusted based on current economic trends and financial health targets for the organization. Aligning the financial plan with strategic priorities and financial management strategies ensures service delivery is efficient and effective. The 2027 financial planning process will incorporate feedback from various commissions, committees and the Board.

In 2027, staff will prioritize programs and initiatives that:

- Align with and, in some cases, continue to advance the 2023-2026 Board priorities or Corporate Plan initiatives;
- Implement capital commitments and investments;
- Ensure the maintenance of core service levels following regulatory changes or address safety risks to customers, communities or staff; and
- Have been explicitly directed to proceed by the Board or a commission or standing committee.

Financial Implications

Financial Planning Guidelines

The financial planning guidelines are centered around the CRD's consolidated requisition forecast, which is influenced by past Board approvals but also include recommended inflation rate adjustments and consideration of other economic factors. The organization's financial management policies and practices related to surpluses, reserves, debt and cost containment measures also guide the service and financial plan development and are intended to support service sustainability, optimize revenue needs and minimize requisition increases. They are informed by analysis of economic conditions, core service levels, infrastructure investment and financial management strategies.

Economic Conditions

External economic conditions continue to shape the CRD's financial planning and service delivery. Factors such as inflation, interest rates, population growth and labour market dynamics directly influence borrowing costs, capital project delivery and long-term sustainability.

Highlights of key interrelated economic indicators in this report include interest, inflation and unemployment rates and population growth.

Inflation and Interest Rates

Inflation and interest rates continue to be key drivers of budget pressure. The Bank of Canada reduced its overnight rate from 3.25% at the start of 2025 to 2.25% by year-end and maintained that level in January 2026[1]. The CRD continues to work with the Municipal Finance Authority of British Columbia (BC) to monitor indicative borrowing rates and adjust long-term planning assumptions accordingly.

Inflation has remained close to target. For 2025 overall, BC's annual Consumer Price Index (CPI) averaged 2.1%, the lowest annual increase since 2020[2]. Looking ahead, the province forecasts Canadian CPI growth of 2.2% in 2026 and 2.1% in 2027[3], while BC CPI is forecast at 2.1% in 2026, and 2.0% in 2027. The Bank of Canada similarly expects inflation to remain near 2% through 2027, with upward and downward pressures expected to broadly offset each other[4].

Population Growth and Service Demand

Greater Victoria's population has grown materially over the past decade, although annual growth slowed in 2025[5]. This is consistent with provincial budget commentary that lower federal immigration targets are reducing net inflows of temporary residents and moderating population growth[6].

Population growth continues to place pressure on infrastructure and core services, including transportation, water, wastewater, solid waste management and housing, increasing fiscal pressure on both capital programs and operating budgets. Balancing service expansion with affordability, sustainability and infrastructure capacity remains a central focus of the CRD's planning framework.

Labour Market Conditions

Labour market conditions have softened modestly but remain relatively tight in the Victoria area by historical standards. As of February 2026, the unemployment rate was 4.5% in Victoria, compared with 6.7% nationally, 6.2% in both BC and Vancouver[7].

Employers may continue to face wage pressures and recruitment challenges in professional fields such as finance and accounting, information technology and engineering as well as skilled trades.

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[1]Bank of Canada, policy rate announcement / press release, Jan. 28, 2026: https://www.bankofcanada.ca/2026/01/fad-press-release-2026-01-28/
[2] Province of British Columbia, Budget and Fiscal Plan 2026/27 to 2028/29, p. 95
[3] Province of British Columbia, Budget and Fiscal Plan 2026/27 to 2028/29, Table 3.6.4, p. 116
[4] Bank of Canada, Monetary Policy Report (January 28, 2026): https://www.bankofcanada.ca/publications/mpr/mpr-2026-01-28/canadian-outlook/
[5]BC Population Estimates: https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates
[6] BC Stats, Municipal Population Estimates, 2025: https://www2.gov.bc.ca/gov/content/data/statistics/people-population-community/population/population-estimates; and BC Budget 2026 / BC Stats population outlook (including 2025-2026 slowdown assumptions), page 9: https://www.bcbudget.gov.bc.ca/2026/pdf/2026_Budget_and_Fiscal_Plan.pdf
[7] Statistics Canada, Table: 14-10-0459-01: https://www150.statcan.gc.ca/t1/tbl1/en/cv.action?pid=1410045901

These constraints can affect recruitment and retention, lengthen project timelines and reduce delivery efficiency.

Housing and Development Trends

Housing affordability remains constrained across the region. In February 2026, the benchmark price for a single-family home in the core of the CRD was $1.3 million[8]. Persistently high land and construction costs continue to pressure households and increase demand for CRD services and infrastructure.

The Canadian Mortgage and Housing Corporation reports that housing starts in Greater Victoria remained high, totaling 4,859 in 2025 versus 4,185 in 2024[9], indicating firm near-term construction activity.

Within CRD, building permit activity in 2025 was relatively stable. Total permit values were $2.01 billion, up 2% from $1.97 billion in 2024, while permit volumes declined 7% to 2,589 from 2,775[10]. Residential projects accounted for the largest share and non-residential trends were mixed, with commercial values largely unchanged, industrial higher and institutional lower than in 2024.

Overall, the total CRD development in 2025 remained substantial. However, if lower permit volumes persist, future housing supply growth, parts of the development pipeline and related development-related revenues could moderate over time.

Impacts on the 2027 Budget

Based on economic indicators reported by the Bank of Canada and the Province at the beginning of 2026, the 2027 CRD budget will include a 2.1% base inflation rate adjustment, aligned with the province's 2027 inflation forecast[11]. Recent collective bargaining and compensation review outcomes will also impact the CRD budget in 2027. It is important to note that inflation assumptions may change based on evolving economic conditions. Updated information and any resulting adjustments will be included with the Provisional Budget to be presented in September.

The consolidated requisition forecast includes multi-year projects, programs and initiatives already underway. A number of in-flight activities, including annualization of initiatives introduced in prior years, the implementation of new services and increasing debt obligations for existing capital commitments, are expected to contribute to a 2027 budget increase above the base inflation rate. Appendix D summarizes some key decisions during the 2023 to 2026 Board term and associated 2027 to 2030 implications.

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[8] Victoria Real Estate Board, January 2026 report. In the report, **"Core"** is a specific sub-region made up of 7 VREB districts: Victoria, Victoria West, Oak Bay, Esquimalt, View Royal, Saanich East, and Saanich West: https://www.vreb.org/pdf/VREBNewsReleaseFull.pdf

[9] Monthly Housing Starts and Other Construction Data Tables (December 2025-Table 2): https://www.cmhc-schl.gc.ca/professionals/housing-markets-data-and-research/housing-data/data-tables/housing-market-data/monthly-housing-starts-construction-data-tables

[10] At: https://www.crd.bc.ca/about/data/regional-information/monthly-permit-reporting-tool

[11] Province of British Columbia, Budget and Fiscal Plan 2026/27 to 2028/29, p. 96

Financial Capacity

The CRD's organizational capacity is linked to both current and projected financial capacity. Following established CRD financial management strategies, capacity is regularly evaluated to inform target-setting and manage upper financial limits. As growth continues to affect service delivery, financial forecasting provides critical visibility into associated impacts—enabling proactive mitigation and reduction of financial risk.

Given the complexity and variability of factors influencing revenue projections, sensitivity analysis is used to estimate approximately the financial capacity in future years. The 2027 consolidated requisition increase for CRD and Capital Regional Hospital District (excluding municipal debt) is forecast at 8.9%, with a potential range from 7.3% to 15.7% The range is influenced by past commitments and Board approvals, including a loan authorization in the Land Banking and Housing Service, the establishment of new regional services such as the Regional Transportation Service and the Performing Arts Facilities Service, capital cost-sharing commitments for health infrastructure through the Hospital District and previously approved loan authorization bylaws. Any direction to decrease the requisition will potentially result in deferral or cancelation of previously approved initiatives or decreases in services levels.

Debt management is an essential part of the financial strategy, ensuring that borrowing decisions align with both operational demands and long-term asset needs. Regular assessments of overall debt levels, alongside available borrowing capacity under current loan authorization bylaws, position the organization to respond effectively to evolving financial and service delivery pressures.

Core Service Levels

The CRD Board's 2023 to 2026 strategic priorities form the basis of the existing Corporate Plan and service plans until the new Board determines its strategic priorities and establishes the 2027 to 2030 Corporate Plan. The five-year financial plan assumes maintaining service level continuity, with adjustments for timing, scope and cost estimates.

Service delivery costs include capital and operating expenses like salaries, benefits, debt servicing, materials and equipment. These expenses are influenced by economic conditions such as unemployment rates, tariffs, supply and demand as well as contractual agreements.

Financial Management Strategies

Financial management strategies incorporate essential financial objectives into organizational decision-making and operations. Appendix C summarizes the existing financial management strategies outlined for corporate planning.

Infrastructure Funding

There are plans in place or under development across the CRD, reflecting a long-term view for asset investments and levels of service. The 2019 Board-approved Corporate Asset Management Strategy and Policy set activities required in planning and managing infrastructure assets of the organization.

Initiatives include development and completion of:

- Sustainable Service Delivery (asset management) plans to maintain and replace existing assets in the short, medium and long-term
- Operationalizing asset management practices into day-to-day asset lifecycle activities
- Financial guidelines aimed at optimizing reserves and borrowing capacity, while lowering current costs and diversifying revenue

Public Engagement

As in prior years, public engagement on the financial plan is considered an integral part of the process. The CRD continually seeks to improve this process by developing a plan reflective of community desired methods of engagement. Ongoing opportunities for public input through committee, commission and Board meetings will be available throughout the year.

CONCLUSION

Board priorities and core service delivery requirements will form the foundation of the 2027 to 2031 Five-Year Financial Plan. To proactively influence the planning process, this report recommends planning guidelines in the context of observed trends, assumptions and drivers impacting the organization. The organization's financial management policies and practices related to surpluses, reserves, debt and cost containment measures also guide the service and financial plan development and are intended to support service sustainability, optimize revenue needs and minimize requisition increases.

RECOMMENDATION

That the service and financial planning guidelines be approved, and that staff be directed to prepare the draft financial plan review based on the timeline presented.

Submitted by:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services & Deputy Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Corporate Planning Framework
Appendix B: Financial Planning Timetable Service and Financial Planning Guidelines
Appendix C: Financial Management Strategies
Appendix D: 2027 Anticipated Requisition Impacts

Corporate Planning Framework

Every four years, the Board sets the strategic priorities, policy and direction that guide the activities of the organization. Board members, other elected officials and, in some cases, First Nations and ratepayers sit on various committees and commissions that receive public input.

Public input happens throughout the planning cycle, through customer satisfaction surveys, financial plan consulting, user statistics, advisory body reports and other public engagement activities. This input drives the Board's strategic priorities.

Service and Financial Planning Guidelines

CRD Timetable for 2027-2031 Financial Plan	
Month	Description
April	Executive Leadership Team - Review and Prioritize initiative Business Cases
May	Financial Plan Guidelines distributed to staff
June - July	Staff - Service Planning and Budget Preparation
July - August	Executive Leadership Team, Delegated Commissions - Review of Budgets, including Initiative Business Cases
September	Electoral Area Committee - Budgets and Intiative Business Cases (Sept 23) Committee of the Whole - Financial Plan and Intiative Business Cases (Sept 23) Board - Approval Provisional Financial Plan (Sept 23)
January	Surplus/Deficits - Budget Recast
March	Board - Final Bylaw Approval
April	Requisition

Financial Management Strategies

Financial management strategies ensure critical financial objectives are integrated into organizational decision making and operations. The following outlines the financial management strategies that will generally guide financial planning:

- Set reserve target ranges based on guidelines, determining multi-year funding strategies for one-time projects or to stabilize revenue requirements
- Balance debt repayment across time, correlating debt term commitments to asset life based on guideline
- Optimize fees for service revenues and stabilize tax rates to fund operations, maintenance, growth and asset utilization
- One-time variances resulting in surplus transferred to reserve to fund future capital liabilities or reduce future revenue requirements and only applied to reduce tax rates in rare circumstances where the offset is sustainable and stable

Board approved financial policies and guidelines such as the Asset Management Policy, Capital Reserve Guidelines, Operating Reserve Guidelines and Debt Term Guideline inform financial planning in a standard way at a service level whereas the strategies given above provide general corporate direction.

Appendix D: 2027 Anticipated Requisition Impacts

1. Service / Program-Specific		Approved 2026 Financial Plan		Prior years decisions impacts excluded from 2026 Financial Plan		Total		Note
Service No.	Service / Program	Requisition ($)	Requisition (%)	Requisition ($)	Requisition (%)	Requisition ($)	Requisition (%)	
	Non-Service-Level-Specific							
	Inflation & Other Service Pressure Impacts	$1,712,000	1.3%	$1,000,000	0.8%	$2,712,000	2.1%	**1**
	2026 One-Time funding, not available in 2027	$1,248,000	1.0%			$1,248,000	1.0%	
	Labour Adjustments	$1,800,000	1.4%	$300,000	0.2%	$2,100,000	1.6%	
	Existing / service-specific items							
3.717	Core Area Wastewater Operations							
	Reinstatement of ERF and Operating Reserve contributions	$180,000	0.1%			$180,000	0.1%	**2**
	Annualisation of Operating Costs resulting from RTF Settlement	$112,500	0.1%			$112,500	0.1%	
3.798C	Debt - Core Area Wastewater Treatment Program							
	Additional Debt Servicing Costs for Core Area Wastewater capital renewal	$519,000	0.4%			$519,000	0.4%	**3**
1.329	Regional Transportation							
	Impact of Trail Widening & Lighting project for Regional Parks	$1,200,000	0.9%			$1,200,000	0.9%	**4**
1.280	Regional Parks							
	Additional Debt Servicing Costs for Routine Planned Land Acquisitions	$190,000	0.1%			$190,000	0.1%	
1.312	Regional Goose Management							
	Reinstatement of Goose Management Service			$350,000	0.3%	$350,000	0.3%	
1.44X	Panorama Recreation Center							
	Impact to Debt Servicing Costs for upgrades to Centennial Sport Box and Heat Recovery System	$646,000	0.5%			$646,000	0.5%	**5**
1.40X	SEAPARC - Arena and Pool Facilities and Recreation							
	Additional Debt Servicing Costs	$100,000	0.1%			$100,000	0.1%	**6**
1.326	Foodlands Access							
	Increase in requisition funding due to drop in transfer from reserves	$100,000	0.1%			$100,000	0.1%	
CRHD	Capital Regional Hospital District							
	Impact of CRHD contribution to Royal Bay Long Term Care Facility	$575,000	0.4%			$575,000	0.4%	**7**
1.45X	SSI Parks and Recreation							
	Impact of Rainbow Recreation Centre Building Envelope / Pool Structural Upgrades	$73,500	0.1%			$73,500	0.1%	
Section 1 subtotal		**$8,456,000**	**6.6%**	**$1,650,000**	**1.3%**	**$10,106,000**	**7.8%**	

2. New Services		Approved 2026 Financial Plan		Prior years decisions impacts excluded from 2026 Financial Plan		Total		Note
Service No.	Service / Program	Requisition ($)	Requisition (%)	Requisition ($)	Requisition (%)	Requisition ($)	Requisition (%)	
	Performing Arts Facilities Service			$1,160,000	0.9%	$1,160,000	0.9%	
	West Shore RCMP Detachment Expansion Service			$215,411	0.2%	$215,411	0.2%	
	Borrowing for Peninsula Recreation Facility in Central Saanich (TBD)							**8**
Section 2 subtotal		**$0**	**0.0%**	**$1,375,411**	**1.1%**	**$1,375,411**	**1.1%**	
Grand total		**$8,456,000**	**6.6%**	**$3,025,411**	**2.3%**	**$11,481,411**	**8.9%**	

Notes:

Overview of outyears impacts of prior year decisions:

1) Revised inflation estimates will be incorporated during preparation of the provisional 2027 to 2031 Financial Plan
2) The majority of funding for Service 3.717 is through Invoice by Agreement
3) Debt servicing costs: 2027 - $11.0mil, 2028 - $12.2mil, 2029 - $12.3mil, 2030 - $11.5mil
4) Debt servicing costs: 2027 - $2.3mil, 2028 - $5.2mil, 2029 - $4.9mil, 2030 - $5.8mil
5) Debt servicing costs: 2027 - $1.0mil, 2028 - $1.5mil, 2029 - $2.7mil, 2030 - $2.7mil
6) Debt servicing costs: 2027 - $221k, 2028 - $354k, 2029 - $354k, 2030 - $354k
7) Debt servicing costs: 2027 - $14.1mil, 2028 - $16.0mil, 2029 - $17.9mil, 2030 - $19.5mil
8) $14.2mil borrowing with 15 year amortization period. $1.67mil debt servicing costs starting 2028

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EEI 26-17

REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 08, 2026

SUBJECT **Biosolids Beneficial Use Management – March 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 supported by 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 activities and progress implementing the Long-Term Biosolids Management Strategy.

In addition to the three established beneficial use outlets and the planned 2026 procurement for additional options, the CRD is progressing the development of the Biochar Project that constitutes the preferred long-term solution within the CRD's Long-Term Biosolids Management Strategy.

BIOSOLIDS BENEFICIAL USE MANAGEMENT

Biosolids Production and Management

In March 2026, 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 continue to investigate and assess additional beneficial use options and are advancing towards procurement solicitation in Spring 2026, with the objective of identifying lower-cost and reliable long-term solutions.

March Operational Status of Beneficial Use Options

Beneficial Use Option	Current Availability	March 2026 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 March.
Landscape Plant Growers (Fraser Valley, BC)	Seasonally Paused	Applications pause during winter; program will resume in April 2026.

Biosolids Advanced Thermal Processing – Update

Staff continue to progress work to add carbonisation equipment (advanced thermal treatment) into CRD's wastewater treatment process to transform biosolids into biochar consistent with the Board-endorsed Long-Term Biosolids Management Strategy and the engagement approach reported to the Board in November 2025. The current phase of public engagement concluded in March and successfully built understanding of the project, generated constructive and diverse input, and strengthened relationships with community members and stakeholders. Staff will report back to the Board with a "What We Heard" summary of the specific outcomes of the engagement in the coming months.

Financial Implications

The 2026 biosolids management disposal budget is $2.85 million. Expenditures to date are tracking within budget and no variances to the 2026 budget are anticipated at this time.

CONCLUSION

Throughout March, 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, Senior Manager, Environmental Innovation
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 8, 2026

SUBJECT **AAP Results & Adoption for Bylaw No. 4704 – Performing Arts Facilities Service Establishing Bylaw No. 1, 2026**

ISSUE SUMMARY

To report back on the results of the Alternative Approval Process for Bylaw No. 4704 and advance the bylaw for adoption.

BACKGROUND

In 2025, the Capital Regional District (CRD) Board approved a recommendation from the Performing Arts Facilities Select Committee (PAFSC) to prepare a service plan and draft an establishing bylaw for a new Performing Arts Facilities Service that would plan, develop and fund performing arts facilities with regional impact.

At its meeting held October 8, 2025, the CRD Board gave third reading to Bylaw No. 4704, "Performing Arts Facilities Service Establishing Bylaw No. 1, 2025". The bylaw authorizes the establishment of a new Performing Arts Facilities Service for the purpose of operating and funding regional performing arts facilities within the Capital Regional District. The maximum amount that can be requisitioned annually for the service is three million dollars ($3,000,000) or an amount equal to the amount that could be raised by a property tax rate of $0.0171 per one thousand dollars ($1,000) of the net taxable value of the land and improvements within the service area.

On February 11, 2026, the CRD Board established that elector approval be obtained by Alternative Approval Process (AAP) for the electors in the entire service area in accordance with section 342(4) of the *Local Government Act* (*LGA*). The number of registered electors was determined to be 315,735 of which 10% is 31,574 electors [the number needed to voice opposition].

Notice was published on February 17, 2026 in the Times Colonist and February 19, 2026 in the Sooke Mirror. The notice was also published on February 17, 2026, to the CRD website in accordance with section 345(2) of the *LGA* and the CRD's Public Notice Bylaw. In addition to the statutory notices, additional notices were placed in the March edition of the Mayneliner, and on various public notice boards throughout the region. Additional communication channels included notice to CRD email subscribers and social media posts on Facebook, Instagram and LinkedIn.

The CRD received 150 valid response forms indicating opposition to the adoption of the bylaw by the closing date of March 30, 2026. As the response rate was less than 10% of electors, elector approval was received for Bylaw No. 4704. In accordance with section 86(8) of the *LGA*, the Corporate Officer's certification of results is attached as Appendix A.

ALTERNATIVES

Alternative 1

1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4704 (Appendix A) be received; and
2. That Bylaw No. 4704, "Performing Arts Facilities Service Establishing Bylaw No. 1, 2025" be adopted.

Alternative 2

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

CONCLUSION

On March 30, 2026 elector approval was obtained by an Alternative Approval Process (AAP) for Bylaw No. 4704, "Performing Arts Facilities Service Establishing Bylaw No. 1, 2025". The bylaw authorizes the establishment of a new Performing Arts Facilities Service for the purpose of operating and funding regional performing arts facilities within the Capital Regional District. The maximum amount that can be requisitioned annually for the service is three million dollars ($3,000,000) or an amount equal to the amount that could be raised by a property tax rate of $0.0171 per one thousand dollars ($1,000) of the net taxable value of the land and improvements within the service area. The Bylaw received approval from the Inspector of Municipalities on January 21, 2026 prior to electoral approval by AAP, and is now ready for adoption.

RECOMMENDATION

1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4704 (Appendix A) be received; and
2. That Bylaw No. 4704, "Performing Arts Facilities Service Establishing Bylaw No. 1, 2025" be adopted.

Submitted by:	Marlene Lagoa, MPA, Senior Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Certificate of Results for Bylaw No. 4704
Appendix B: Bylaw No. 4704

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CORPORATE OFFICER'S CERTIFICATION

I, the undersigned Corporate Officer, as the person assigned responsibility for corporate administration under section 236 of the *Local Government Act*, certify the results of the alternative approval process that was conducted to obtain the approval of the electors for Capital Regional District **Bylaw No. 4704 "Performing Arts Facilities Service Establishing Bylaw No. 1, 2025"** as follows:

315,735	Estimated number of eligible electors
31,574	10% of the number of eligible electors
150	Number of elector response forms submitted by the deadline
0	Number of elector response forms rejected
150	Number of elector response forms accepted

and in accordance with section 86 of the *Community Charter,* the approval of the electors was obtained.

Dated this 31st day of March, 2026

Kristen Morley, Corporate Officer

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4704

****

A BYLAW TO ESTABLISH A PERFORMING ARTS FACILITIES SERVICE

****

WHEREAS:

A. Under Bylaw No. 2587, "Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998", the Board established a service to purchase, fund, operate, equip, sell, and maintain the Royal Theatre on behalf of the City of Victoria, District of Oak Bay, and District of Saanich;

B. Under Bylaw No. 2685, "McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999", the Board established a service to fund, operate, purchase, equip, and maintain the McPherson Playhouse on behalf of the City of Victoria;

C. The Board of the Capital Regional District wishes to establish a service for the purpose of operating and funding the planning, development, operating costs, capital improvements, and theatre rental subsidies of performing arts facilities with regional impact;

D. Participating area approval is required and elector approval has been obtained for the entire service area by alternative approval process, pursuant to s. 342 and 345 of the *Local Government Act*; and

E. The approval of the Inspector of Municipalities has been obtained under section 342(1)(a) of the *Local Government Act;*

NOW THEREFORE, the Board of the Capital Regional District, in open meeting assembled hereby enacts as follows:

Definitions

1. The following definitions are used in this bylaw, both in plural and singular:

   (a) A "performing arts facility with regional impact" and "regional performing arts facility" means a public venue that:

      i. is located within the boundaries of the Service Area;
      ii. is designed for the primary purpose and function of performing arts presentations;
      iii. attracts audiences from beyond its local area;
      iv. functions as a roadhouse-style presentation venue that is available for bookings from a wide range of commercial and community user groups on a year-round basis;
      v. is not embedded within an educational, religious, or for-profit organization; and
      vi. is owned or operated by a public authority, non-profit, registered charity, or local government, or a combination thereof.

(b) "roadhouse-style presentation venue" means a venue available for rental or use by travelling and local productions, and not possessed or controlled by a single performing arts producing company or organized group of such companies.

Service

2. The service being established and to be operated is a regional performing arts facilities funding service (the "**Performing Arts Facilities Service**") for the purpose of operating and funding regional performing arts facilities including, without limiting the foregoing:

(a) planning, development, operating costs, capital improvements, and theatre rental subsidies of performing arts facilities with regional impact;

(b) supporting regional performing arts facilities:

i. directly through operation, ownership, lease, and asset management; and
ii. indirectly through grant contributions to regional performing arts facilities owned, operated, and maintained by other non-profit organizations or local governments.

(c) funding, operating, maintaining, equipping, purchasing, and selling the Royal Theatre and McPherson Playhouse where capital funds may be used for, but are not limited to, the asset management, renovation, reconstruction, or rebuilding of the respective theatre facilities, machinery, equipment, reserve fund transfers or annual debt servicing, and where annual operating amounts may also include capital expenditures of the same nature if necessary or desirable;

(d) operating grant programs benefitting performing arts facilities with regional impact, including:

i. regional performing arts facility planning projects;
ii. capital improvements and asset management related to regional performing arts facilities, including payment of debt;
iii. offsetting costs associated with rental of regional performing arts facilities by local community groups and schools; and
iv. operations of such regional performing arts facilities.

(e) assisting regional performing arts facilities by applying for planning, capital, operating, and other grants associated with, or operated by external organizations.

Boundaries

3. The boundaries of the service area are the boundaries of the municipalities making up the Capital Regional District, and the Southern Gulf Islands Electoral Area (the "Service Area").

Participating Area

4. The participating areas for the service are all those municipalities making up the Capital Regional District, and the Southern Gulf Islands Electoral Area.

Cost Recovery

5. As provided in Section 378 of the *Local Government Act*, the annual costs of providing the Service, net of grants and revenue, shall be recovered by one or more of the following:

   (a) property value taxes imposed in accordance with Division 3 of Part 11 of the *Local Government Act;*

   (b) fees and charges imposed under Section 397 of the *Local Government Act*;

   (c) revenues raised by other means authorized by the *Local Government Act* or another Act;

   (d) revenues received by way of agreement, enterprise, gift, grant, or otherwise.

Cost Apportionment

6. The annual costs for the service, net of grants and other revenues, shall be apportioned among the participating areas by dividing the costs into two equal parts: One part apportioned on the basis of population, where population is the total population estimate of the Service Area per participating area as determined annually by the Regional District, and one part apportioned on the basis of assessments, where assessments are the annual converted value of land and improvements in the participating areas.

Maximum Requisition

7. In accordance with Section 339(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the Service is the greater of:

   (a) Three Million dollars ($3,000,000); or

   (b) An amount equal to the amount that could be raised by a property value tax rate of $0.0171 per ONE THOUSAND DOLLARS ($1,000.00) that, when applied to the net taxable value of land and improvements in the Service Area, will yield the maximum amount that may be requisitioned for the Service.

Transition of Services

8. Despite section 7, if the services established by Bylaw No. 2587, “Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998”, and Bylaw No. 2685, “McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999” are still operating and are used to requisition funds, the requisition for this service shall be reduced in proportion by the amounts requisitioned under the respective services under Bylaw No. 2587 and Bylaw No. 2685. For clarity, should services under Bylaw No. 2587 or 2685 continue to be operated and no requisition of funds occurs under the respective service, the maximum requisition for this service shall not be reduced.

Agreement

9. The Capital Regional District may enter into agreements with one or more organizations to

operate performing arts facilities with regional impact held or operated by the service.

Citation

10. This Bylaw may be cited as the “Performing Arts Facilities Service Establishing Bylaw No. 1, 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 INSPECTOR OF MUNICIPALITIES THIS	21st	day of	January,	2026
APPROVED BY PARTICIPANTS BY ALTERNATIVE APPROVAL PROCESS	30th	day of	March,	2026
ADOPTED THIS	th	day of		20__

CHAIR

CORPORATE OFFICER

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, APRIL 8, 2026

SUBJECT **Bylaw No. 4747: Cedar Lane Loan Authorization Bylaw for Water Treatment Plant Capital Upgrades**

ISSUE SUMMARY

To consider Bylaw No. 4747, "Cedar Lane Water Service Loan Authorization Bylaw No.1, 2026", for the purpose of financing the renewal and upgrades to the Cedar Lane Water System.

BACKGROUND

The Cedar Lane Treatment Plant/Pump Station on Salt Spring Island services 37 properties. The Cedar Lane Water System was first developed in 1970. The CRD took ownership of the system and then established the 'CRD Cedar Lane Water Service' in 2007.

Water is pumped from the Mansell Wells #1 and #5 to the water treatment plant which has cartridge filtration, ultraviolet disinfection, and chlorination secondary disinfection. The treated water is then pumped into the Cedar Lane Reservoir which has a capacity of 136 m3 (30,000 IG) then distributed via mains to residents.

Manganese Removal Treatment Upgrade

Manganese levels in the Cedar Lane Water System were flagged by Island Health Authority (IH) in late 2021 to be in excess of the newly established Maximum Acceptable Concentration (MAC) and Aesthetic Objective (AO) levels for manganese in drinking water. The levels were updated in 2019 to be MAC=0.120 mg/L and AO=0.02 mg/L. Cedar Lane water quality continues to regularly exceed the MAC. The Island Health Authority, as the regulator of drinking water systems on Vancouver Island and the Southern Gulf Islands, indicated at that time that this health concern must be addressed with a properly designed treatment system for Manganese (Mn) removal.

The CRD engaged in an assessment of options to ensure Cedar Lane could meet the new guidelines. As an alternative, additional wells were explored, but no viable well options were discovered. Other treatment options such as biofiltration, chorine oxidation and Greensand filtration were then explored. The Greensand filtration system (which also assists with reducing Iron levels) was recommended as the most effective solution to pursue.

The project design consists of two Greensand Plus filtration systems to be installed to remove the manganese. Backwash supply water tank, backwash wastewater tank and chlorine room HVAC are all also included in the project to support the safe, efficient operation of the system

Spare Pressure Pump and Drive Unit

Within the current Cedar Lane Water Treatment Plant, a pressure pump and drive unit are utilized to maintain adequate distribution pressure for potable water. Historical maintenance records indicate that this pump typically requires replacement every four years and is currently approaching the end of its useful life. Furthermore, an asset management plan prepared by McElhanney identified the need for a spare pressure pump to ensure system reliability. Considering project and operational expenses, as well as inflation, the anticipated cost for the spare system is projected to be no more than $40,000 funded by debt when procurement occurs in 2027.

The water treatment plant upgrade projects will be funded by grants, debt and the Cedar Lane Water Service's reserve fund. The total remaining amount not covered by grants and reserve funds is $230,000. A borrowing bylaw would enable the CRD to fully fund the projects and proceed with the work. This includes the manganese removal upgrade to the water treatment plant ($190k) and purchase of a spare pump/pressure drive unit ($40k).

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 – Cedar Lane Water Treatment Plant be received;
2. That Bylaw No. 4747, "Cedar Lane Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
3. That Bylaw No. 4747 be forwarded to the Inspector of Municipalities for approval.

Alternative 2
That the proposed bylaw be referred back to staff for further information.

IMPLICATIONS

Legislative Implications

Participating area approval for borrowing (Bylaw No. 4747) was received through a successful Petition of the property owners in the Cedar Lane Water System in January-March 2026. 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 $230,000 (attached as Appendix A).

Following adoption of Bylaw No. 4747, borrowings up to $230,000 will be authorized and will support the planned five-year capital plan expenditures commencing in 2026. In accordance with the *Local Government Act*, long-term borrowing (i.e., loans with a term of more than five years) cannot be undertaken without approval of a security issuing bylaw once the loan authorization bylaw is approved. Section 24 of the *Municipal Finance Authority Act* states that a regional district security issuing bylaw may only be enacted and financed if the long-term borrowing is arranged through the Municipal Finance Authority of BC (MFABC).

Financial Implications

The Cedar Lane Water System Renewal and Upgrade projects with a total budget of $516,500, are funded through grants, Capital Reserve Fund and debt. As a result, borrowing of up to $230,000 is required to complete the projects. The projects are included in the five-year financial plan (2026-2030).

For analytical purposes only, and with MFABC's indicative interest rate of 4.42% at the time of analysis, the estimated annual debt servicing payments are approximately $22,174 with a 15-year amortization term. The total debt servicing payments over the debt term are estimated to be approximately $332,610. Debt servicing payments will be funded by taxation.

To ensure optimization of interest and timing of long-term debt, issuance of a temporary borrowing will be proposed if Ministerial approval is obtained. The timing of the debt issuance will be based on the timing of expenditures and cash flow requirement. The actual debt costs will be dependent on prevailing interest rates at the time of issuing.

Regulatory Implications

The Island Health Authority is the regulatory body that oversees drinking water quality guidelines in this area, and they have mandated that the CRD upgrades the Cedar Lane Water Treatment Plant, so the water quality meets their current level of acceptable manganese in the water. Island Health Authority has granted an extension to the CRD to December 31, 2027 to comply and upgrade the manganese water treatment system and have it fully operational by this date.

Service Delivery Implications

Completing the approval process and borrowing funds sooner will minimize service disruptions. The likelihood of disruptions will increase until a solution is implemented.

CONCLUSION

Bylaw No. 4747: "Cedar Lane Water Service Loan Authorization Bylaw No. 1, 2026", was drafted in preparation for future borrowing to enable the construction of the manganese removal project and purchase of a spare pressure pump/drive unit in the Service's five-year (2026-2030) capital plan. A successful petition process has been completed with the rate payers of Cedar Lane to authorize the borrowing plan. The Bylaw will be forwarded to the Inspector of Municipalities for approval prior to adoption. If supported staff will advance the loan authorization bylaw and complete the steps needed to secure the funding.

RECOMMENDATION

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

1. That the attached Certification of Results of Petition for Borrowing – Cedar Lane Water Treatment Plant be received;
2. That Bylaw No. 4747, "Cedar Lane Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
3. That Bylaw No. 4747 be forwarded to the Inspector of Municipalities for approval.

Submitted by:	Dan Ovington, BBA, Senior Manager, Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer, Financial Services / Deputy CFO
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Certificate of Results - Cedar Lane Petition for Borrowing
Appendix B: Bylaw No. 4747, “Cedar Lane Water Service Loan Authorization Bylaw No. 1, 2026”

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CORPORATE OFFICER'S CERTIFICATION

CEDAR LANE 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 Cedar Lane Water System in relation to the service established under the Capital Regional District Bylaw No. 3424, "Cedar Lane Water Service Establishment Bylaw No. 1, 2007".

Parcels	
37	Total parcels
19	50% requirement
24	**Petitions submitted**

Value	
$30,174,708	Total net taxable value
$15,087,354	50% requirement
$18,692,708	**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 17th day of March, 2026.

Kristen Morley
Corporate Officer

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4747

****

A BYLAW TO AUTHORIZE THE BORROWING OF TWO HUNDRED AND THIRTY THOUSAND DOLLARS ($230,000) FOR THE INFRASTRUCTURE UPGRADES IN THE CEDAR LANE WATER SERVICE

****

WHEREAS:

A. Under Bylaw No. 3424, "Cedar Lane Water Service Establishment Bylaw No. 1, 2007", the Capital Regional District established a local service for the operation of a service for the supply, treatment, conveyance, storage and distribution of water;

B. The Cedar Lane Water Service system requires essential capital renewal and upgrade of the Cedar Lane Water Manganese Treatment system, including, project administration and engineering, staff time, design and construction of facilities, and equipment purchases, valued at approximately $190,000, as well as the engineering, administration, and purchase of a spare pressure pump and drive unit, valued at approximately $40,000;

C. The estimated cost of the works and equipment, including expenses incidental thereto to be funding from debt servicing, is the sum of Two Hundred and Thirty Thousand dollars ($230,000.00), which is the amount of debt intended to be authorized by this bylaw;

D. Pursuant to Section 347 and 407 of the *Local Government Act*, participating area approval is required for this borrowing and shall be obtained by petition of the property owners in the Cedar Lane 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 that Authority 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 Cedar Lane Water Service (the "Project"), which will involve the project administration and engineering, staff time, design and construction of facilities, and equipment purchases necessary for upgrade of the Manganese Treatment System valued at approximately $190,000 as well as the engineering, administration, and purchase of a spare pressure pump and drive unit valued at approximately $40,000, 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 Regional District a sum not exceeding Two Hundred and Thirty Thousand dollars ($230,000);

(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 15 years.

3. This Bylaw may be cited as the “Cedar Lane Water Service Loan Authorization Bylaw No. 1, 2026”.

READ A FIRST TIME THIS	day of	202_
READ A SECOND TIME THIS	day of	202_
READ A THIRD TIME THIS	day of	202_
PARTICIPATING AREA APPROVAL RECEIVED THIS	day of	202_
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	202_
ADOPTED THIS	day of	202_

CHAIR

CORPORATE OFFICER

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REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, MARCH 17, 2026

SUBJECT **Zoning Amendment Application for That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the North of the Southerly Boundary of Plan 503RW – 9260 Invermuir Road**

ISSUE SUMMARY

The applicant has applied to rezone the subject property (Appendix A) from the Rural (A) and Forestry (AF) zones (Appendix B) to the Rural 2 (RU2) zone (Appendix C) to facilitate a two-lot subdivision (Appendix D) and permit agriculture and farm buildings.

BACKGROUND

The 13.7 ha property is located at 9260 Invermuir Road in Shirley. The property is split-zoned Rural (A) and Forestry (AF) under the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040. There is an RU2 zoned parcel to the west, a Resource Land (RL) zoned parcel to the northeast, and Rural (A) zoned parcels to the east and across Invermuir Road to the south.

The property is designated Coastal Upland (CU) in the Shirley – Jordan Official Community Plan (OCP), Bylaw No. 4001, and portions of the property are designated as Riparian and Sensitive Ecosystem Development Permit (DP) areas. The parcel is within the Shirley Fire Protection Service Area, but outside a community water service area.

There is an existing dwelling on the parcel that was completed in 2023. Upon completion of the rezoning and subdivision, the dwelling would be located on proposed Lot B.

At its meeting of November 18, 2025, the Juan de Fuca Land Use Committee recommended referral of proposed Bylaw No. 4716 (Appendix E) to the Shirley–Jordan Advisory Planning Commission and to appropriate CRD departments, First Nations and agencies. Comments have been received and are included in Appendix F.

ALTERNATIVES

Alternative 1
The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

1. That the referral of proposed Bylaw No. 4716, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 169, 2025", to the Shirley-Jordan Advisory Planning Commission, First Nations, CRD departments and external agencies be approved and the comments received.
2. That proposed Bylaw No. 4716 be introduced and read a first, second and third time; and
3. That proposed Bylaw No. 4716 be adopted.

Alternative 2
That the CRD not proceed with proposed Bylaw No. 4716.

IMPLICATIONS

Legislative Implications

The Advisory Planning Commissions (APCs) were established to make recommendations to the Land Use Committee on land use planning matters referred to them related to Part 14 of the *Local Government Act* (*LGA*). The Shirley–Jordan APC considered the application at its meeting on January 13, 2026.

Pursuant to Section 464(3) of the *LGA*, if 1) an official community plan is in effect for the area that is the subject of the zoning bylaw, 2) the bylaw is consistent with the OCP, and 3) the sole purpose of the bylaw is to permit a development that is entirely a residential development, the CRD must not hold a public hearing with respect to the bylaw.

Since the development proposal meets all three conditions, the CRD must not hold a public hearing with respect to the bylaw. Notice of the proposed bylaw amendment advising of the date of first reading will be

provided in accordance with Sections 466 and 467 of the *LGA*. Upon receipt of referral comments, the LUC may consider a recommendation for all bylaw readings and adoption at the same meeting.

First Nations Implications

The subject property is located within the asserted traditional territory of the Pacheedaht and T'Sou-ke First Nations. Each Nation was invited to participate in an application review process with staff and the applicant to better inform consideration of the proposal.

Pacheedaht First Nation confirmed that the subject property is outside their asserted traditional territory and that their interests were unaffected.

T'Sou-ke First Nation requested the opportunity to be onsite during any excavation and noted that existing chance-find procedures are inadequate. The Nation also requested that appropriate protection measures be in place to prevent erosion and the spread of invasive plant species.

Referral Comments

Referrals were sent to 10 agencies, CRD departments, and to the Shirley-Jordan APC. Comments received are summarized below and included in Appendix F.

CRD Bylaw Enforcement commented that the subject property is no longer classified as Managed Forest under the *Private Managed Forest Land Act* and, as such, forestry activities would be subject to the guidelines set out in the Noise Suppression Bylaw. Given the location of the subject property and proposed density, Bylaw Enforcement does not anticipate any concerns with the rezoning.

CRD First Nations Relations advised that the property is not located within or immediately adjacent to a protected archaeological site and that a permit is not required to undertake work unless archaeological materials are exposed or impacted during land-altering activities.

BC Hydro stated no objection and that no building encroachment is permitted within its right-of-way. BC Hydro may have additional comments at the time of subdivision.

District of Sooke stated that they had no comment regarding the proposed rezoning.

Ministry of Agriculture and Food stated that it supports the rezoning application as agriculture and associated farm buildings will be permitted on the subject property if the bylaw is approved.

Ministry of Forests – Archaeology Branch advised that there are no known archaeological sites recorded on the subject property and that archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property.

Ministry of Water, Land and Resource Stewardship – Ecosystem Section stated that while the rezoning would represent a permanent ecosystem change, it considers the rezoning to be low risk. The Ministry provided resources related to bat best management practices and nesting bird window regulations, as well as requirements under the *Riparian Area Protection Regulation* and the *Water Sustainability Act* if any wetlands or streams are encountered.

Ministry of Transportation and Transit had no objection to the zoning bylaw amendment and noted that approval of the bylaw pursuant to Section 52 of the *Transportation Act* is not required. The Ministry advised that no storm drainage from the property may be directed into Ministry ditches.

A Public Information Meeting was held in the community and the Shirley–Jordan APC considered the application on January 13, 2026. Two application representatives attended; no members of the public attended. Following the Public Information Meeting, the APC passed the following motion with respect to Bylaw No. 4716:

> **MOVED** by Fiona McDannold, **SECONDED** by Melody Kimmel that having considered the proposed bylaw, the Shirley–Jordan Advisory Planning Commission supports Zoning Amendment Application RZ000291 for That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the North of the Southerly Boundary of Plan 503RW, as presented.

Regional Growth Strategy Implications

Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a regional growth strategy (RGS) be consistent with the RGS. In accordance with CRD policy, where a zoning bylaw amendment that applies to land within the Shirley – Jordan OCP area is consistent with the OCP, it does not proceed to the CRD Board for a determination of consistency with the RGS. Staff are of the opinion that the proposed amendment is consistent with the policies of the Shirley – Jordan OCP.

Official Community Plan Implications

The subject property is designated Coastal Uplands (CU) in the Shirley – Jordan OCP which supports the continued use of these lands for forestry purposes. However, if lands are removed from PMFL, then uses such as low-impact recreation, low-impact tourism, community parks, single-family residential and agriculture are also supported. The CU designation supports a density of one parcel per 4 ha and one dwelling and one accessory dwelling unit per parcel. The proposal to rezone the property to RU2 is consistent with Coastal Uplands designation.

Land Use Implications

The property is split-zoned Forestry (AF) and Rural (A) under Bylaw No. 2040. The zone boundary has been in place since the adoption of Bylaw No. 282, 1976; however, there is no obvious rationale for this divide. The AF zoned portion of the parcel is 12.6 ha, and the A zoned portion is 1.1 ha. While the total parcel area is 13.7 ha and the minimum parcel size of both the AF and A zones is 4 ha, the location of the zone boundary precludes subdivision.

The property is partially designated as Riparian and Sensitive Ecosystem DP areas in Bylaw No. 4001. A development permit is required prior to any land alteration, subdivision or building construction in those areas.

The BC Groundwater Wells and Aquifers database has a record of two wells on the existing property, both located within Aquifer 449 and exceed the requirements specified by Bylaw No. 2040. Proof of potable water and adequate septic will be confirmed as a condition of subdivision.

Based on the referral comments received and the policies of the Shirley – Jordan River OCP, staff recommend that proposed Bylaw No. 4716 be read a first, second and third time, and that Bylaw No. 4716 be adopted.

CONCLUSION

The purpose of this zoning bylaw amendment application is to rezone the 13.7 ha property on Invermuir Road from the Rural (A) and Forestry (AF) zones to the Rural 2 (RU2) zone to facilitate a two-lot subdivision and permit agriculture and farm buildings. Since the proposal meets the criteria specified by Section 464(3) of the *LGA*, the CRD must not hold a public hearing with respect to the bylaw. Based on the information provided and the referral comments received, staff recommend that referral of the bylaw be approved and referral comments be received, that Bylaw No. 4716 be read a first, second and third time, and that Bylaw No. 4716 be adopted.

RECOMMENDATION

The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

1. That the referral of proposed Bylaw No. 4716, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 169, 2025", to the Shirley-Jordan Advisory Planning Commission, First Nations, CRD departments and external agencies be approved and the comments received.
2. That proposed Bylaw No. 4716 be introduced and read a first, second and third time; and
3. That proposed Bylaw No. 4716 be adopted.

Submitted by:	Iain Lawrence, RPP, MCIP, Senior Manager, Juan de Fuca Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng., B.Sc., General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Subject Property Map
Appendix B: Forestry (AF) and Rural (A) Zone Regulations
Appendix C: Rural 2 (RU2) Zone Regulations
Appendix D: Proposed Plan of Subdivision
Appendix E: Proposed Bylaw No. 4716
Appendix F: Referral Comments

Appendix A: Subject Property Map

Appendix B: Forestry (AF) and Rural (A) Zone Regulations

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

3.0 FORESTRY ZONE - AF

3.01 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 Forestry AF Zone:

(a) Silviculture except within 300m of a highway;
(b) Offices, mechanical shops, fuel storage, and storage buildings accessory to mining or silviculture;
(c) One-family dwelling;
(d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
(e) Two Boarders or lodgers;
(f) Secondary Suite pursuant to Part 1, Subsection 4.19; *Bylaw 3849*
(g) Detached Accessory Suite pursuant to Part 1, Subsection 4.20: *Bylaw 3849*
(h) Portable sawmill accessory to a principal residential use on That Part of Lot 87, Renfrew District, Lying to the East of a Boundary Parallel to the Easterly Boundary of Said Lot and Extending From a Point on the Northerly Boundary of Said Lot Distant 10 Chains from the North East Corner of Said Lot and to the South of the Northerly Boundary of Plan 109 RW, Except Part in Plan 16260, PID: 006-452-230. *Bylaw 4407*

3.02 Minimum Parcel Size for Subdivision Purposes

The minimum lot size is 4ha;

3.03 Density

a) One one-family dwelling per lot;
b) One secondary suite or one detached accessory suite per lot;
c) The maximum area devoted to an accessory portable sawmill use shall be 0.5 ha.

Bylaws 3849 4407

3.04 Height

Maximum height shall be 11 m.

3.05 Lot Coverage

Maximum lot coverage shall be 10 percent.

3.06 Maximum Size of for Residential Buildings

Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral. *Bylaw 3705*

(i) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418 m^2, whichever is less;
(ii) On lots of 1ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

3.07 **Yard Requirements**

a) The front, side, rear and flanking yards for an accessory portable sawmill use shall be a minimum of 30 m;
b) For all other buildings and structures, the front, side, rear and flanding yards shall be a minimum of 15 m.

Bylaws 3849, 4407

3.08 **Screening**

a) A vegetative screen, consisting of coniferous vegetation native to the region that is not less than 2 m high and 5 m deep and spaced no less than 2 m apart, or a solid fence, at least 2.5 m in height, shall be located and maintained around the perimeter of the portable sawmill operation.

Bylaw 4407

3.09 **Portable Sawmill**

a) Persons employed at a portable sawmill operation are limited to persons normally resident in the dwelling unit to which it is incidental plus up to three non-resident employees;
b) A portable sawmill shall operate between the hours of 9 am and 3 pm, Monday to Friday, excluding statutory holidays;
c) In addition to the hours specifed in paragraph 3.09(b), sales from a portable sawmill shall be permitted on Saturdays between the hours of 9 am and 5 pm, excluding statutory holidays;
d) Notwithstanding Part 1, Section 4.01(2)(c), the maximum total floor area of buildings and structures devoted to an accessory portable sawmill use shall be 60 m^2;
e) Portable sawmill and related operations shall not create noise that exceeds a level of 55 dB when measured at the property line.

Bylaw 4407

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

2.0 RURAL ZONE - A

2.01 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 A Zone:

(a) Agriculture;
(b) Intensive Agriculture, except that sites for piggeries, fur farming and other similar agricultural, horticultural and animal raising activities in which the intensity and nature of the use would be materially more offensive by reason of noise, odour or appearance shall be located at least 150m from the nearest Residential or Multiple Family Residential Zone;
(c) Silviculture;
(d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
(e) One-family dwelling;
(f) Two-family dwelling;
(g) Animal Hospitals;
(h) Veterinary Clinics;
(i) One travel trailer or one camper may be permitted in conjunction with a permitted residential use on a lot, which may be used but not rented for the temporary accommodation of guests or visitors;
(j) Two Boarders or Lodgers;
(k) Accessory uses such as on-site logging, and pole- or post- or shake-cutting from trees grown on-site;
(l) Finfish culture, land-based;
(m) One secondary suite per lot pursuant to Part 1, Subsection 4.19; *Bylaw 2674*
(n) Detached Accessory Suites pursuant to Part 1, Subsection 4.20. *Bylaw 3605*

2.02 Minimum Parcel Size for Subdivision Purposes

The minimum lot size shall be 4.0ha.

2.03 Number of Dwelling Units

The maximum density for residential buildings (comprised of one- and/or two-family dwellings) shall not exceed the following:
(a) On lots of 0.4ha or less, one one-family dwelling;
(b) On lots of more than 0.4ha and less than 0.8ha, not more than two one-family or one two-family dwelling;
(c) On lots of more than 0.8ha and less than 4ha, not more than three one-family dwellings or three dwelling units;
(d) On lots of more than 4ha and less than 16ha, not more than four one-family dwellings or four dwelling units;
(e) On lots of more than 16ha and less than 32ha, not more than five one-family dwellings or five dwelling units;
(f) On lots of more than 32ha, not more than eight one-family dwellings or eight dwelling units.

2.04 Height

The maximum height permitted shall be 11m.

2.05 Lot Coverage

The maximum lot coverage permitted shall be 15 percent.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

2.06	**Maximum Size of Residential Buildings**	Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral: *Bylaw 3705* (a) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m², whichever is less; (b) On lots of 1ha or more in size, residential buildings and structure shall not exceed a Floor Area Ratio of 0.45. *Bylaw 3705*
2.07	**Yard Requirements for Residential Buildings**	(a) Front yards shall be a minimum of 7.5m; (b) Side yards shall be a minimum of 6m except for lots of greater than 1ha in size and where residential uses exceed a Total Floor Area of 418m², minimum side yards shall be 15 m each side; (c) Flanking yards shall be a minimum of 6m CTS; (d) Rear yards shall be a minimum of 11m.
2.08	**Yard Requirements for Farm Buildings**	(a) Front yards shall be a minimum of 30m; (b) Side, flanking and rear yards shall be a minimum of 15m.
2.09	**Yard Requirements for Finfish Culture, Land-Based Uses and Structures**	Front, side, flanking and rear yards shall be a minimum of 30m.
2.10	**Yard Requirements for Intensive Agriculture Uses and Buildings**	(a) Front yards shall be a minimum of 30 m; (b) Side, rear and flanking yards shall be a minimum of 30m. *Bylaw 2103*

Appendix C: Rural 2 (RU2) Zone Regulations

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

3A.0 RURAL 2 ZONE – RU2

Bylaw 4259

3A.01 Permitted Principal Uses & Buildings

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 by the Rural 2 RU2 Zone:

(a) Agriculture;
(b) Farm Buildings on Farms;
(c) Residential;
(d) One-family Dwelling.

3A.02 Permitted Accessory Uses

(a) Accessory buildings and structures ancillary to a permitted use pursuant to Part 1, section 4.01;
(b) Secondary Suite pursuant to Part 1, Subsection 4.19;
(c) Detached Accessory Suite pursuant to Part 1, Subsection 4.20;
(d) Home Based Business Categories One, Two and Three;
(e) Two Boarders or Lodgers;
(f) One recreation vehicle may be permitted in conjunction with a permitted residential use on a lot, which may be used but not rented for the temporary accommodation of guests or visitors;
(g) Composting of waste generated on-site.

3A.03 Minimum Parcel Size for Subdivision Purposes

(a) The minimum lot size is 4 ha.

3A.04 Density

(a) One one-family dwelling per lot is permitted.
(b) One secondary suite or one detached accessory suite per lot is permitted.
(c) Farm buildings and structures shall not exceed a total floor area 1,000m^2.
(d) Residential buildings and structures shall not exceed a total floor area of 418 m^2.

3A.05 Height

(a) The maximum height of principal buildings is 11 m.

3A.06 Lot Coverage

(a) The maximum lot coverage shall be 10%.

3A.07 Yard Requirements

(a) Residential buildings and structures shall be set back a minimum of:
    a. 7.5 m from the front lot line;
    b. 6 m from side lot lines;
    c. 10 m from the rear lot line; and
    d. 6 m CTS from flanking lot lines.
(b) Except for grazing of livestock and growing of agricultural crops, agricultural uses and farm buildings shall be set back a minimum of:
    a. 30 m from the front lot line;
    b. 15 m from side, rear and flanking lot lines.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

3A.08 Watercourse Setbacks

(a) Agricultural uses and farm buildings and structures shall be a minimum of 15 m from the natural boundary of a watercourse.

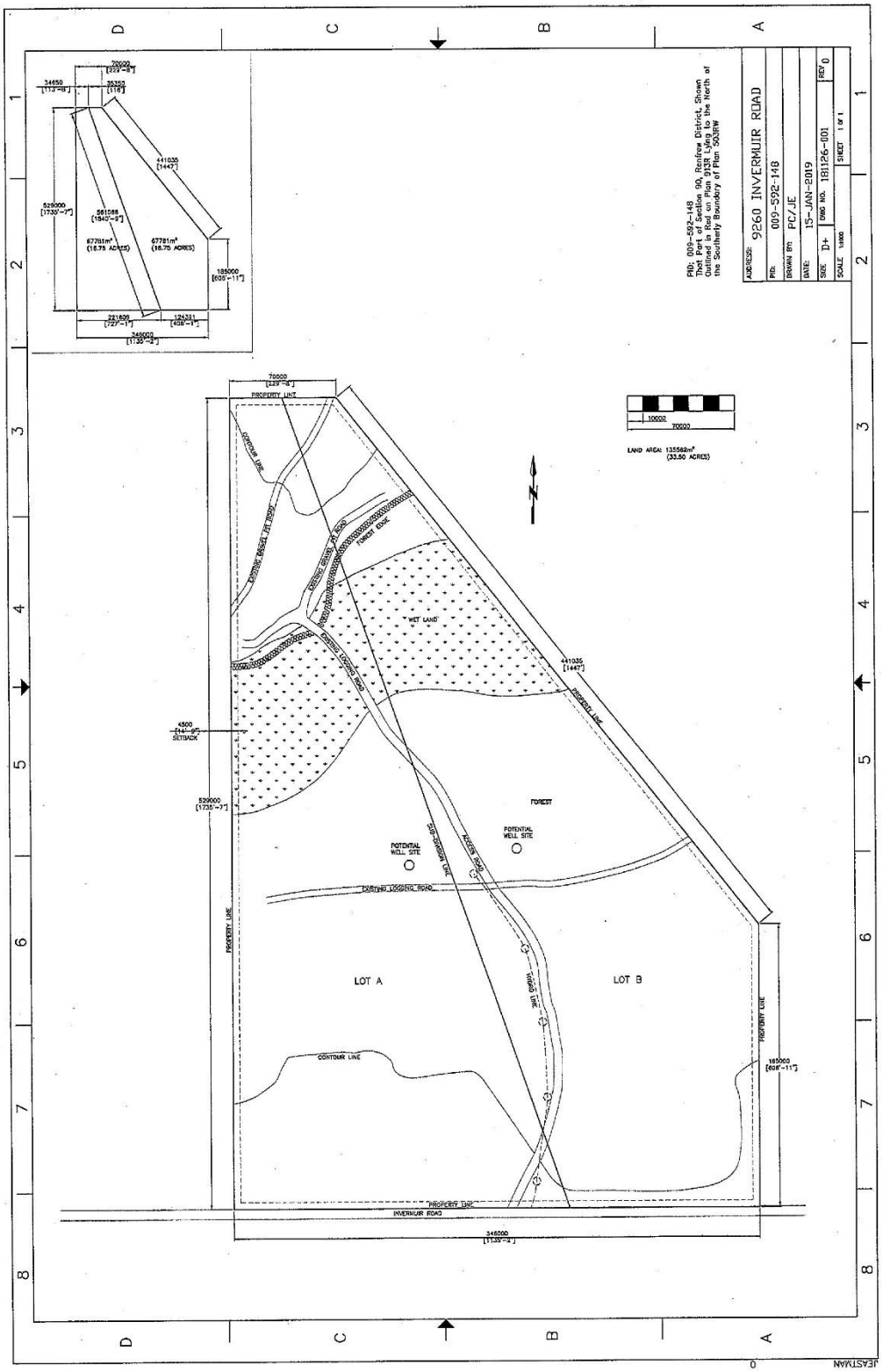
3A.09 Definitions

(a) For the purpose of the RURAL 2 zone – RU2, the following definitions apply:

Agriculture means the growing, rearing, producing or harvesting agricultural crops or livestock; apiculture; horticulture; silviculture; the use and storage of associated farm machinery, implements and agricultural supplies; includes the ancillary sale, storage and processing on a parcel of the primary products harvested, reared or produced on that parcel; excludes intensive agriculture, intensive agriculture – medical marihuana, licenced cannabis production pursuant to the *Cannabis Act*, kennels, aquaculture, growing of mushrooms within a building and the permanent confinement of livestock or animals of any kind within a building.

Farm Building means a structure which does not contain a residential occupancy and is: i) associated with and located on land devoted to the practice of farming; and ii) used essentially for the housing of agricultural crops or equipment or livestock including storage and processing of agricultural products produced on site; but excludes abattoirs, indoor equestrian riding arenas, and buildings for the permanent confinement of livestock or animals of any kind.

Appendix D: Proposed Plan of Subdivision



Appendix E: Proposed Bylaw No. 4716

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4716

****

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

****

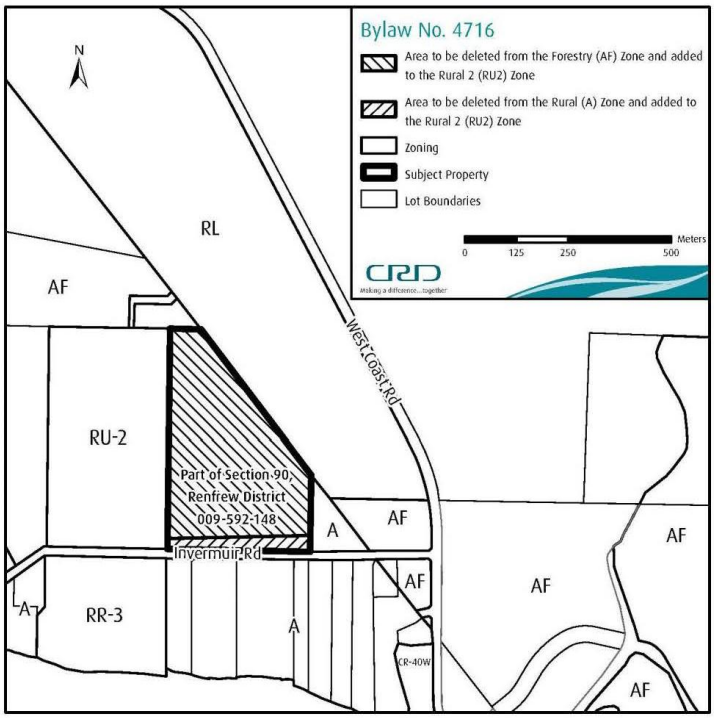
The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended:

A. SCHEDULE B, MAP 3 – SHIRLEY – JORDAN RIVER ZONING MAP

(a) By deleting That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the North of the Southerly Boundary of Plan 503RW from the Rural (A) zone and from the Forestry (AF) zone, and adding said lot to the Rural 2 (RU2) zone, as shown on Plan No.1.

Plan No. 1: Bylaw 4716, an amendment to Bylaw No. 2040



2. This bylaw may be cited as "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 169, 2025".

READ A FIRST TIME THIS	day of	, 2026.
READ A SECOND TIME THIS	day of	, 2026.
READ A THIRD TIME THIS	day of	, 2026.
ADOPTED THIS	day of	, 2026.

CHAIR CORPORATE OFFICER

Appendix F: Referral Comments

PO Box 307, Sooke B.C., V9Z 1G1
Ph.: 250 642-3957 Fax: 250 642-7808

1 December 2025

RE: Zoning Amendment Application RZ000291 - CRD Referral (Shirley)

File: RZ000291

Dear Iain Lawrence,

Thank you for providing the opportunity to review the application. T'Sou-ke Nation has the below comments which need to be addressed to ensure consultation is meaningful.

- Will there be a different referral just for the development permit sent to T'Sou-ke Nation?
- T'Sou-ke Nation will need to be apprised of any archaeological finds when construction starts on this property.
- There should also be opportunity for the guardians to be onsite when excavation is undertaken. Please notify T'Sou-ke Nation when construction begins.
- There is a possibility that undetermined archaeological resources may be uncovered.
- The lot needs some kind of archaeological survey completed if below ground excavation is being contemplated or trees are felled. Chance find procedures are not good enough.
- T'Sou-ke Nation recommends that the Capital Regional District start requiring archaeology assessments the same that they require geotechnical assessments.
- During construction, there needs to be sediment and erosion controls in place to prevent sediment reaching water courses on the property.
- All contractor vehicles should be clean before arriving on site to prevent the spread of invasive plants.
- Any spill reports or environmental incident reports should be provided to T'Sou-ke Nation within 10 days of occurrence.
- Standards and guidelines for handling concrete need to be employed on site.

Should you have any comments or questions following this review please correspond with the Lands Governance Director at landsmanager@tsoukenation.com or at 250-642-3957 ext. 227.

Sincerely,

BonnieHill

Bonnie Hill
Lands Governance Director, T'Sou-ke First Nation
250-642-3957; landsmanager@tsoukenation.com

Cc:
Michelle Thut, Administrator, T'Sou-ke First Nation

From:	Philip Williams
To:	Wendy Miller
Cc:	Mark Groulx; Shayne Gorman
Subject:	Fw: Zoning Amendment Application RZ000291 - LUC Referral (Shirley)
Date:	Thursday, November 20, 2025 3:02:26 PM
Attachments:	STAFFRPT-LUC-REFERRAL-RZ000291.pdf Outlook-50clidba.png

Good Afternoon

We have reviewed Zoning Amendment Application RZ000291 for 9260 Invermuir Rd in Shirley, BC.

It is acknowledged that the easement registered on title of the property allows Timberwest Forest Ltd. (Mosaic Forest Management) to continue to conduct various forestry related uses on the property; however, since the property will no longer be classified as Managed Forest under the Private Managed Forest Land Act (PMFL), the forestry activities will now be subject to the guidelines set out in *Noise Suppression Bylaw (Juan de Fuca) No. 1, 2007*.

That being said, because of the isolated location of the lot and minimal proposed increase in allowable density, Bylaw Enforcement does not anticipate any concerns with the re-zoning application at this time.

Regards,

Phil Williams
Senior Bylaw Officer (Western Division) | Bylaw and Animal Care Services
212-2780 Veterans Memorial Parkway, Victoria, B.C. V9B 3S6
T: 250.478.0624| F: 250.391.9727 | E: pwilliams@crd.bc.ca

CAPITAL REGIONAL DISTRICT
Facebook | Twitter | Instagram | LinkedIn | Programs & Services | Capital Regional District

From:	Shauna Huculak
To:	Wendy Miller
Cc:	Sandra Allen; Caitlyn Vernon; Pamela Nall
Subject:	Re: Zoning Amendment Application RZ000291 - LUC Referral (Shirley)
Date:	Monday, December 08, 2025 1:16:24 PM

Hi Wendy, pls see below Re: Archaeology:

A search of the *Remote Access to Archaeological Data* (RAAD) manage by the BC Archaeology Branch (Ministry of Forests) was conducted on 08-12-2025. The search indicates that the property is not located within or immediately adjacent to a registered *Heritage Conservation Act* (HCA) protected archaeological site. However there is no record of an archaeological assessment having occurred on the property. In terms of modelled archaeological potential, the provincial archaeological overview assessment model is not available for the property - the model coverage does not include the Shirley area.

Given that there is no registered archaeological site on the property, a Provincial *Heritage Conservation Act* permit is not required to undertake ground altering work. However, a Provincial *Heritage Conservation Act* permit will be required if archaeological deposits, features or materials are exposed and/or encountered during land-altering activities that includes tree felling. Unpermitted damage or alteration of a protected archaeological site is a contravention of the *Heritage Conservation Act* and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays and potential costs.

All archaeological sites, whether on Provincial Crown or private land (including land under water) that are known or suspected to predate AD 1846, are automatically protected under the HCA (S.13) this includes culturally modified trees. Certain sites, including human burials and rock art sites with heritage value, are automatically protected regardless of their age. Shipwrecks and plane wrecks greater than two years of age are also protected under the HCA. The *Heritage Conservation Act* does not distinguish between those archaeological sites which are "intact," (i.e., those sites which are in a pristine, or undisturbed state) and those which are "disturbed" (i.e., those sites which have been subject to alteration, permitted or otherwise). All archaeological sites, regardless of condition, are protected by the HCA, as described above. HCA protected archaeological sites or objects cannot be disturbed or altered without a permit issued by the Archaeology Branch (Ministry of Forests).

shauna

shauna huculak, M.A., RPCA (they/them)
Manager, Archaeology
Capital Regional District
T: 250.360.3622 | 236.638.1453

From:	Mann, Elaine
To:	Wendy Miller
Cc:	Design, NVI
Subject:	9260 Invermuir Rd, Shirley - Subdivision-Zoning Amendment Application RZ000291 - CRD Referral (Shirley)
Date:	Thursday, November 20, 2025 2:28:44 PM
Attachments:	STAFFRPT-LUC-REFERRAL-RZ000291.pdf

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Hi Wendy

Thank you for your email. BC Hydro Property Rights Services Department has no objection to the proposed subdivision, as there is no road dedication involved.

In the event that the BC Hydro, North Vancouver Island, Distribution Design Department wishes to comment, their response will be provided to you under separate cover.

The following comments are for the property owner's information:

1. As you know, BC Hydro holds a right of way registered against title to the Property. Please be guided by the terms of such right of way agreement #CA8586959.

2. If the final version of the subdivision plan includes a road or park dedication, please submit a copy of such subdivision plan to our office. BC Hydro may have additional comments following a further review of the final subdivision plan when submitted. In such case, BC Hydro's signature is required before the subdivision plan can be registered.

3. The property owner will require separate written approval from this office for any intended use or development within the area of BC Hydro’s right of way before construction takes place. Please submit any such applications to this office.

4. No building encroachment is permitted within BC Hydro’s right of way.

5. BC Hydro requires that any open spaces or parks be assigned a lot number so that Hydro's registered rights are retained for such areas.

It is the responsibility of the Architect and Electrical Engineer of Record (EEOR) to ensure compliance with the Canadian Electrical Code (CEC), Canadian Safety Association (CSA) and WorkSafe BC (WSBC). The CEC, CSA and WSBC stipulate minimum clearances of powerlines and equipment from buildings for safety and safe working

clearances (Limits of Approach).

6. For a new electrical service connection, please contact 1-877-520-1355 or complete an online application form available at: http://www.bchydro.com/youraccount.

Regards,

Elaine Mann (She/Her) | Property Coordinator,
Property Rights Services
BC Hydro
Nanaimo, 2nd Floor
T 250-755-7169
E elaine.mann@bchydro.com

From: Kyle McStravick
To: Wendy Miller
Subject: RE: Zoning Amendment Application RZ000291 - CRD Referral (Shirley)
Date: Tuesday, January 13, 2026 9:55:37 AM

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Hi again Wendy,

After reviewing the referral package, I can confirm that the District of Sooke has no comment on the proposed rezoning.

Thanks so much.

Kyle McStravick, M.C.P.
Senior Planner
telephone: 250-642-1634 Ext. 627
email: KMcStravick@sooke.ca

December 3, 2025

Iain Lawrence
Senior Manager
Capital Regional District - Juan de Fuca Administration

Sent by email

Dear Iain:

Re: File RZ000291 – Rezoning Application at 9260 Invermuir Road (PID: 009-592-148) – The Subject Property

Thank you for providing the opportunity for Ministry of Agriculture and Food (Ministry) staff to comment on File RZ000291 that proposes to rezone the 13.7 ha Subject Property for the purpose of facilitating a two-lot subdivision and permitting agriculture and farm buildings. From an agricultural perspective, Ministry staff offer the following comments:

- The Subject Property is not located within the Agricultural Land Reserve (ALR) nor does it border land in the ALR.
- The Subject Property is currently zoned Forestry (AF) and Rural (A) in the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040. The AF zone does not allow agriculture or farm buildings as a permitted use while the A zone does not allow farm buildings. The applicant proposes to rezone the Subject Property to Rural 2 (RU2) which allows both agriculture and farm buildings as permitted uses.
- Ministry staff support the rezoning application given that, if approved, agriculture and associated farm buildings will be permitted on the Subject Property.

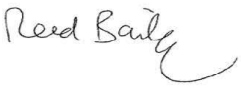
Please contact Ministry staff if you have any questions regarding the above comments.

Thank you for the opportunity to provide comments from an agricultural perspective with respect to this file.

Ministry of Agriculture and Food **Corporate Policy and Priorities Branch**
Mailing Address:
PO Box 9120, Stn Prov Gov
Victoria, BC V8W 9B4

-2-

Sincerely,



Reed Bailey
Land Use Planner
BC Ministry of Agriculture and Food
778-698-3455
Reed.Bailey@gov.bc.ca

Cc: Agricultural Land Commission – ALC.Referrals@gov.bc.ca

From:	Cooper, Diana FOR:EX
To:	Wendy Miller
Subject:	RE: Zoning Amendment Application RZ000291 - CRD Referral (Shirley)
Date:	Wednesday, December 10, 2025 3:17:07 PM
Attachments:	image003.png image005.png

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Hello Wendy,

Thank you for your referral regarding 9260 Invermuir Road, Shirley, PID 009592148, THAT PART OF SECTION 90, RENFREW DISTRICT, SHOWN OUTLINED IN RED ON PLAN 913R LYING TO THE NORTH OF THE SOUTHERLY BOUNDARY OF PLAN 503RW. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your referral.

Results of Provincial Archaeological Inventory Search

According to Provincial records, there are no known archaeological sites recorded on the subject property.

Archaeological potential modelling for the area does not indicate a high potential for previously unidentified archaeological sites to be found on the subject property.

Archaeology Branch Advice

The Archaeology Branch does not identify a need for archaeological study or Provincial heritage permit(s) at the time of this referral response.

Please notify all individuals (e.g., owners, developers, equipment operators) involved in land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

Rationale and Supplemental Information

- Archaeological study and Provincial heritage permit(s) are not required in the absence of an archaeological site.
- There is always a possibility for previously unidentified archaeological sites to exist on the property.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.

Questions?

For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or archaeology@gov.bc.ca.

For more general information, visit the Archaeology Branch website at www.gov.bc.ca/archaeology.

Kind regards,

Diana

Please note that subject lot boundaries (yellow) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be

Diana Cooper
Archaeologist/Archaeological Information Specialist
Archaeology Branch|Ministry of Forests
Phone: (250) 953-3343|Email: diana.cooper@gov.bc.ca |Website www.gov.bc.ca/archaeology

From: Upham-Mills, Emily WLRS:EX
To: Wendy Miller
Cc: Toews, Mary WLRS:EX
Subject: RE: RD03 RZ000291 9260 Referral Request - BL 4716 Zoning Amdmt Appl
Date: Thursday, December 18, 2025 8:59:10 AM
Attachments: image002.png

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Hi Wendy,

My colleague Mary conducted a review of this referral on behalf of the WLRS Ecosystems team and the following is a summary of her findings and recommendations:

As per your response summary form, we select "**Interest Affected by Proposal for Reasons Outlined Below**".

Comments:
From our desktop analysis, we can see that the forest impacted by the rezoning request for the 13.7 ha property located at 9260 Invermuir Road in Shirley is comprised of a ~50-year old stand. The rezoning will transition the land designation from forestry/rural to agricultural/more rural, which would represent a permanent ecosystem change. However, the associated development would not cover a large footprint, and there is an agreement with Mosaic to continue to conduct some forestry on the parcel. Overall, we consider this a **low-risk** rezoning and recommend the following considerations for any activities/developments following rezoning:

- Based on our desktop assessment, critical habitat for both Northern Myotis and Little Brown Myotis (**species at risk bats**) overlaps with the parcel boundary, so please be aware of important bat habitat (i.e., roost sites in buildings, tree cavities/bark) on the property when planning forestry or development activities. Bat Best Management Practices can be found here: https://a100.gov.bc.ca/pub/eirs/viewDocumentDetail.do?fromStatic=true&repository=BDP&documentId=12460
- Be aware of the **nesting bird** windows when planning any vegetation removal or activities with prolonged or loud noise to avoid contravening the provincial *Wildlife Act* or the federal *Migratory Bird Convention Act*. The ECCC nesting window for most migratory birds on Vancouver Island is late March until mid-August and the window for earlier nesters (i.e., owls and eagles) is mid-January to mid-August.
- Have a Qualified Environmental Professional involved if any **wetlands or streams** are encountered on the property and be aware that minimum setbacks from riparian areas for agricultural activities would be 15 m. Wetland and stream protection is triggered under the *Riparian Area Protection Regulation* and the *Water Sustainability Act*.

Cheers,

West Coast Ecosystems

Emily Upham-Mills, M.Sc., R.P.Bio. *(she/her)*

Senior Ecosystems Biologist
West Coast Region
Ministry of Water, Land and Resource Stewardship
2080 Labieux Road, Nanaimo BC V9T 6J9

Phone: 250-736-6974
Email: Emily.Upham-Mills@gov.bc.ca

I acknowledge with gratitude that I live, work, and play within the territory of the Snuneymuxw First Nations.

From: Mikes, Anya TT:EX
To: Wendy Miller
Subject: eDAS #2025-05589 - General Referral - MOTT Comments
Date: Wednesday, February 04, 2026 10:54:30 AM
Attachments: image001.png

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Good morning,

The Ministry of Transportation and Transit has reviewed your referral dated December 12, 2025, regarding the proposed rezoning of 9260 Invermuir Road from the Rural (A) and Forestry (AF) zones to the Rural 2 (RU2) zone to facilitate a two-lot subdivision.

The property does not fall within Section 52 of the Transportation Act and will not require Ministry of Transportation and Transit formal approval.

The Ministry has no objection in principle to Bylaw No. 4716; however, we offer the following comments:

- The Ministry will not accept any collection or discharge of drainage water into our road drainage infrastructure.
- The applicant and the CRD should note that, under Section 505 of the *Local Government Act*, any future land use permit applications for this parcel proposing commercial or industrial buildings with a gross floor area exceeding 4,500 m^2 will require Ministry approval.

Thank you for the opportunity to comment.

Please let me know if you have any questions or comments.

Anya Mikes
Development Services Officer
Highways & Regional Services Division
Ministry of Transportation & Transit
Saanich Area Office
Suite 240- 4460 Chatterton Way
Victoria, BC V8X 5J2
(236)-478-0833

APPLY FOR PERMIT
APPLY FOR BCeID
SUBDIVISION INFORMATION

Making a difference...together

Minutes of a Meeting of the Shirley-Jordan River Advisory Planning Commission Held January 13, 2026, at the Shirley Community Hall, 2795 Sheringham Point Road, Shirley, BC

PRESENT: Vivi Curutchet (Chair), Emily Anderson, Melody Kimmel, Fiona McDannold
Staff: Iain Lawrence, Senior Manager, Juan de Fuca Administration; Wendy Miller, Recorder
PUBLIC: 2

The meeting was called to order at 7:00 pm.

A Territorial Acknowledgement was provided in the preceding meeting.

1. **Elections**
   Iain Lawrence called for nominations for the position of Chair of the Shirley-Jordan River Advisory Planning Commission (APC) for 2026 and Vivi Curutchet's name was put forward. Iain Lawrence called two further times for nominations and, as there were none, Vivi Curutchet was acclaimed Chair.

   The Chair called for nominations for the position of Vice Chair of the Shirley-Jordan River APC for 2026 and Emily Anderson's name was put forward. The Chair called two additional times for further nominations and, as there were none, Emily Anderson was acclaimed Vice Chair.

2. **Approval of the Agenda**

   MOVED by Fiona McDannold, **SECONDED** by Emily Anderson that the agenda be approved.
   CARRIED

3. **Adoption of the Minutes of December 2, 2025**

   MOVED by Melody Kimmel, **SECONDED** by Fiona McDannold that the minutes from the meeting of December 2, 2025, be adopted.

   CARRIED

4. **Planner's Report**
   It was reported that the consultant for the Juan de Fuca Electoral Area Official Community Plan (OCP) Consolidation and Willis Point OCP/Local Area Plan (LAP) Update project is Stantec Consulting Ltd.

5. **Zoning Amendment Application**
   a) **RZ000291 - That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the North of the Southerly Boundary of Plan 503RW (9260 Invermuir Road)**
   The APC considered the proposal to amend the Juan de Fuca Land Use Bylaw, Bylaw No. 2040, to rezone the subject property from the Rural (A) and Forestry (AF) zones to the Rural 2 (RU2) zone to facilitate a two-lot subdivision.

   APC discussion ensued regarding the application information provided at the preceding public information meeting. It was noted that there appears to be increased interest in

rezoning AF zoned parcels and that the parcels proposed by the two-lot subdivision plan are large.

Iain Lawrence stated that:
- the minimum parcel size of both the AF and A zones is 4 ha
- the 4 ha parcel size would remain unchanged, if the subject property is rezoned to RU2
- smaller AF zoned parcels along West Coast Road have been subdivided for the purpose of residential subdivision
- there has been increased interest in rezoning smaller AF zoned properties to support agricultural uses
- Crown land parcels and larger AF parcels designated Private Managed Forest Land continue to support forestry uses

MOVED by Fiona McDannold, **SECONDED** by Melody Kimmel that having considered the proposed bylaw, the Shirley-Jordan River Advisory Planning Commission supports Zoning Amendment Application RZ000291 for That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the North of the Southerly Boundary of Plan 503RW, as presented.

CARRIED

6. Adjournment

The meeting adjourned at 7:16 pm.

_____
Chair

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REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MARCH 26, 2026

SUBJECT **Bylaw No. 4761 Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026**

ISSUE SUMMARY

This report brings forward the loan authorization Bylaw No. 4761 for the purpose of financing the construction of the Peninsula Recreation Facility in the District of Central Saanich.

BACKGROUND

On March 11, 2026, the CRD Board approved Bylaw No. 4751, "2026 to 2030 Financial Plan Bylaw, 2026", which sets out capital expenditures for each service, including planned borrowings. As is the case each year following the financial plan approval, staff prepare necessary loan authorization bylaws and security issuing bylaws. The approved financial plan includes borrowing up to $14.2 million for Saanich Peninsula Recreation Services to support construction of the Peninsula Recreation Facility in Central Saanich.

Loan authorization bylaws expire after five years, so bylaws are commonly drafted to cover the five-year financial plan for services requiring borrowing to fund capital. These bylaws specify the maximum borrowing amount, the intended use, and the debt repayment amortization period. Previous loan authorization bylaws pertaining to the Peninsula Recreation Commission include: $2.4M in 2023 for the Heat Recovery System, $2.9M in 2023 for the Multi-Sport Box construction, $1.1M in 2017 for the replacement of the arena floor and $9M in 2007 for the lifestyle pool renovation; all of which were approved via consent of municipal councils on behalf of electors.

The Saanich Peninsula Recreation Services capital plan (the "Capital Plan") includes the construction of the Peninsula Recreation Facility in the District of Central Saanich, which will require borrowing up to $14.2 million from the Municipal Finance Authority of British Columbia (MFABC). Requests for funds to be drawn against the loan authorization bylaw will only be authorized upon Board approval of a subsequent security issuing bylaw.

At the September 18, 2025, regular commission meeting and at the October 2 2025, special commission meeting, staff outlined to the commission all available options to obtain participating area approval, and the different financial implications from different debt terms (15 year vs. 25 years). These reports can be found as Appendices B and C.

The following bylaw is proposed:

Service Area	Action	Purpose	Bylaw
Saanich Peninsula Recreation Services	Loan Authorization Bylaw	To create a loan authorization bylaw to permit long-term borrowing related to the capital plan for this service	No. 4761

ALTERNATIVES

Alternative 1

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

1. That Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", be introduced and read a first, second and third time;
2. That participating area approval for Bylaw No. 4761 be obtained by way of the municipal consent on behalf of electors for Central Saanich, North Saanich, and Sidney and if successful, be referred to the Inspector of Municipalities for approval; and
3. That prior to the Capital Regional District Board adopting Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", the CRD through the Peninsula Recreation Commission enter into a Memorandum of Understanding with the District of Central Saanich (DCS) to establish mutually agreed-upon conditions for the planning, construction and long-term use of the DCS Recreation Facility.

Alternative 2

That the proposed bylaw be referred back to staff for further information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The proposed recreation facility in Central Saanich directly supports the 2022–2026 Panorama Recreation Strategic Plan, which recommends exploring cost-effective opportunities to address identified gaps in Central Saanich. It also responds to findings from the 2019 Central Saanich Recreation Needs Assessment and the 2025 Peninsula Recreation Facility Needs Assessment, which identified a need for additional indoor recreation space, particularly in Brentwood Bay and surrounding communities.

Equity, Diversity and Inclusion

Promoting equity, inclusion and access across all programs and services is a core strategy in the 2022–2026 Panorama Recreation Strategic Plan and in the 2025 Peninsula Recreation Facility Needs Assessment. Geographic equity remains a key concern for residents, particularly those living beyond a 10-minute drive from existing indoor recreation facilities. The proposed facility in Central Saanich addresses this gap by improving access for residents of the southern peninsula communities. This facility is proposed to offer a diverse range of programming—from fitness, weight room and arts to children's programming—ensuring a broad community benefit aligning with Panorama Recreation's commitment to inclusive service delivery.

Legislative & Financial Implications

The proposed loan authorization for up to $14.2 million will support the planned five-year capital plan expenditures commencing in January 2026. The estimated debt servicing costs associate with this borrowing are incorporated in the 2026-2030 Financial Plan Bylaw. Borrowing is intended to facilitate the efficient delivery of the Peninsula Recreation Facility in Central Saanich.

Based on MFABC's current indicative interest rate (4.36% February 25, 2026), the estimated annual debt servicing cost is approximately $1.360 million over a 15-year amortization period, for a total repayment of approximately $20.407 million. The debt servicing costs within the plan are funded by requisition.

Actual borrowing amounts over the five-year period will be determined based on annual cash flow requirements. Table 1 outlines each participating municipality's share of the annual debt servicing costs, along with an estimated annual cost per household based on annual debt servicing cost of $1.360 million over a 15-year Term.

Table 1: Municipal Share of Debt Servicing Costs and Annual Household Cost

Municipality	Average Property Assessment (2025)	Annual Cost per Municipality	Requisition % Share (2025)	Average Annual Cost per Household
Central Saanich	$1,117,547	$528,287	38.8%	$61.66
North Saanich	$1,539,357	$433,228	31.9%	$73.19
Sidney	$917,690	$398,484	29.3%	$47.36
Total Annual Cost		$1,360,000		

Long-term borrowing (i.e., loans with a term of more than five years) requires approval of a loan authorization bylaw, followed by a separate security issuing bylaw, in accordance with the *Local Government Act.*

Prior to adoption, the loan authorization bylaw must receive participating area approval. This approval may be obtained through one of three methods: consent of municipal councils on behalf of electors, an assent vote (referendum), or a sub-regional alternative approval process (AAP) for the entire service area. Consent of municipal councils on behalf of electors is initiated after the bylaw has received third reading by the Board and prior to approval by the Inspector of Municipalities. This approach is recommended, as it is the most efficient and cost-effective method of obtaining approval.

A sub-regional AAP would require approximately 6 months to complete, which does not align with the project schedule and would place the elector response period too close to the general local election. An assent vote or referendum presents similar timing challenges and would likely only be possible if the assent vote was held concurrently with the general local election. While inclusion on the ballot may be possible, it would require coordination with municipal election staff in Central Saanich, North Saanich and Sidney, who would be responsible for the administration of the polling stations and vote tabulation. The recreation service would be responsible for reimbursing all the costs of the assent to vote. Given the timing and resource constraints, neither the AAP nor a referendum is considered feasible. Accordingly, staff recommend proceeding with approval through the consent of municipal councils on behalf of electors.

To optimize interest rates and borrowing timing, temporary borrowing will be pursued following adoption of the loan authorization bylaw. The timing of long-term debt issuance will be aligned with project expenditures and prevailing market conditions. A security issuing bylaw will be brought forward for Board approval prior to issuance of long-term debt, which is anticipated to have a 15-year term.

CONCLUSION

The Board-approved Bylaw No. 4751, "2026 to 2030 Financial Plan Bylaw, 2026", sets out capital expenditure for each service, including planned borrowings. Borrowing for the Saanich Peninsula Recreation Services was identified in the approved financial plan of up to $14.2 million. Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", is being introduced in preparation for future borrowing to enable the construction of the Peninsula Recreation Centre in Central Saanich included in the Service's five-year (2026-2030) capital plan.

RECOMMENDATION

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

1. That Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", be introduced and read a first, second and third time;
2. That participating area approval for Bylaw No. 4761 be obtained by way of the municipal consent on behalf of electors for Central Saanich, North Saanich, and Sidney, and if successful, be referred to the Inspector of Municipalities for approval; and
3. That prior to the Capital Regional District Board adopting Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", the CRD through the Peninsula Recreation Commission enter into a Memorandum of Understanding with the District of Central Saanich to establish mutually agreed-upon conditions for the planning, construction and long-term use of the DCS Recreation Facility.

Submitted by:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services & Deputy Chief Financial Officer
Concurrence:	Steve Meikle, Senior Manager, Panorama Recreation
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026"
Appendix B: Staff Report September 18, 2025, "Proposed Recreation Facility in Central Saanich."
Appendix C: Staff Report October 2, 2025, "Peninsula Recreation Facility in Central Saanich For Decision."

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4761

****

A BYLAW TO AUTHORIZE THE BORROWING OF FOURTEEN MILLION TWO HUNDERED THOUSAND DOLLARS ($14,200,000) FOR THE CONSTRUCTION OF A RECREATION FACILITY IN THE DISTRICT OF CENTRAL SAANICH

****

WHEREAS:

A. Under Bylaw No. 3008, "Saanich Peninsula Recreation Services Combination Bylaw No. 1, 2002", the Capital Regional District established a single service for the operation of recreational and related community programs, equipment, and facilities for the municipal participating areas of the District of North Saanich, the Town of Sidney, and the District of Central Saanich;

B. The Board of the Capital Regional District may, by bylaw, borrow money for capital purposes to construct a recreation facility in the District of Central Saanich as included in the service's capital plan;

C. The estimated cost of the works and equipment, including expenses incidental thereto to be funded from debt servicing, is the sum of Fourteen Million Two Hundred Thousand Dollars ($14,200,000), which is the amount of debt intended to be authorized by this bylaw;

D. Pursuant to Section 407(3)(c) of the *Local Government Act*, elector approval is required for this borrowing and pursuant to Section 346, approval shall be obtained by municipal council consent on behalf of the participating areas;

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 planning, study, design and construction of works for Saanich Peninsula DCS Recreation Facility (the “Project”), in connection with the service 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 Fourteen Million Two Hundred Thousand Dollars ($14,200,000); and

    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 fifteen (15) years.

3. This Bylaw may be cited as "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026".

READ A FIRST TIME THIS	day of	202_
READ A SECOND TIME THIS	day of	202_
READ A THIRD TIME THIS	day of	202_
APPROVED BY MUNICIPAL COUNCIL CONSENT PER S. 346 OF THE *LOCAL GOVERNMENT ACT* THIS	day of	202_
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	202_
ADOPTED THIS	day of	202_

_____ _____

CHAIR CORPORATE OFFICER

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REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, SEPTEMBER 18, 2025

SUBJECT **Proposed Peninsula Recreation Facility in Central Saanich**

ISSUE SUMMARY

To provide an analysis of the service delivery plans and budgets associated with the operation of community recreation spaces within the District of Central Saanich (DCS) Municipal Facility Redevelopment project. The proposal to add community recreation space in Central Saanich is aligned with recommendations in the Panorama Recreation Strategic Plan and the recently completed Sub-Regional Facility Needs Assessment.

BACKGROUND

Exploration into expanded recreation services in the southern communities of the peninsula is well established, supported by findings from the 2019 Central Saanich Needs Assessment and the 2022–2026 Panorama Recreation Strategic Plan. For instance, action item A3 of the Strategic Plan states, *"Explore cost-effective opportunities to meet indoor community space needs and identified gaps in Central Saanich. Undertaking this action may require further feasibility analysis and/or partnership discussions."* On November 23, 2023, the Peninsula Recreation Commission (PRC) directed staff to work with consultants to conduct a Sub-Regional Recreation Facility Needs Assessment (FNA) through 2024 and 2025. The FNA was recently completed, with results presented to the PRC at its August 28, 2025 meeting.

In Spring 2024, (DCS) staff initiated discussions with the PRC to consider a potential partnership. These conversations focused on assessing the feasibility of incorporating purpose-built recreation space into the redevelopment plans. At its June 27, 2024 meeting, the PRC rose from a closed session and reported: *"The Peninsula Recreation Commission supports exploring recreation facilities in the District of Central Saanich."* In October 2024, the PRC again rose from a closed meeting to report: *"That staff be directed to continue to explore recreation facilities with the District of Central Saanich as the District develops preliminary concept drawings and completes community engagement as part of the Civic Redevelopment project."* During Winter and Spring 2025, Panorama Recreation staff collaborated with DCS staff and architectural consultants on concept designs for the Civic Redevelopment Project.

PROPOSED PENINSULA RECREATION FACILITY IN CENTRAL SAANICH

Civic Redevelopment – District of Central Saanich

The DCS is currently exploring options for its Municipal Facility Redevelopment Project at two potential locations: the existing site on Mt. Newton X Road and a proposed site on Hovey Road. Only the Hovey Road site can support community recreation space which is further detailed in the: Central Saanich Civic Facility Concept Design Report (Appendix A). In total, 10,000 square feet of ground floor space is under consideration for community recreation, with municipal offices on the second floor and council chambers on the third floor. Parking—underground or surface—will be finalized during detailed design. The recreation area could include five or more rooms, designed for specific services or flexible multipurpose use.

Using current participation data, along with guidance from the 2022–2026 Panorama Recreation Strategic Plan and the FNA, Panorama Recreation staff identified several key programming amenities for the proposed recreation facility. The following recreation spaces were prioritized for inclusion at the Hovey Road site:

- weight room and fitness studio
- pottery/ceramics and other space dedicated to arts programming
- licensed after-school care
- multipurpose/multi-use space for general programming and camps
- reception, office, storage and maintenance/janitorial spaces

The inclusion of community recreation space in the DCS Municipal Facility Redevelopment Project responds to several priorities identified in the FNA. These include a multipurpose facility in Central Saanich, expanded fitness space, co-location of recreation with other community services, improved accessibility, and enhanced social gathering areas. In June and July 2025, the DCS presented three design concepts for community engagement. One concept at the Hovey Road site included recreation space, while the other two—one at Hovey Road and one at Mt. Newton X Road—did not. Community support during engagement was strong for the Hovey Road site containing community recreation space.

Service Delivery Analysis

The proposed facility could serve as a vibrant social hub, fostering community connection through multipurpose spaces and co-location with civic services. By integrating recreation with municipal functions, the project encourages cross-sector engagement and supports the development of inclusive, welcoming spaces for residents of all ages and backgrounds. The new purpose-built facility could allow Panorama Recreation to expand programming currently at capacity, particularly in pottery and fitness. These services, which are limited by space constraints at existing sites, could benefit from spaces that are specifically designed to support these programs.

As Panorama Recreation currently oversees bookings and maintenance for Centennial Park amenities, including the newly opened Multi-Sport Box, co-locating recreation services at Hovey Road could streamline operations and allow for regular on-site supervision by staff, improving efficiency and responsiveness across all adjacent facilities.

Promoting equity, inclusion, and access across all programs and services is a core strategy in the 2022–2026 Panorama Recreation Strategic Plan. Geographic equity remains a key concern for residents, particularly those living beyond a 10-minute drive from existing indoor recreation facilities. The proposed facility would improve access for residents in Brentwood Bay and Keating, who face documented travel barriers to Panorama Recreation Centre. While the Hovey Road site is only about eight minutes away from the Panorama Recreation Centre location, the Hovey Road site offers a shorter travel time from the Brentwood and Keating areas by both transit and personal vehicles thus supporting improved geographic equity in service delivery.

Co-location of Facilities

Including community recreation space within the redeveloped DCS municipal facility offers both economies of scale and strategic advantages compared to building a stand-alone recreation facility. A co-location model takes advantage of existing municipal infrastructure and land, which may result in significant cost and resource efficiencies. These efficiencies include:

- Elimination of land acquisition expenses
- Shared structural components (e.g., roofing and foundation systems)
- Integrated mechanical systems that reduce energy consumption, particularly through improved air handling and ground-floor cooling
- Operational synergies (e.g., security and janitorial services, etc.)

Beyond financial and operational efficiencies, co-location offers community engagement benefits. Residents visiting the municipal facility for civic services may be introduced to recreation programs they were previously unaware of, creating cross-marketing opportunities. The facility's proximity to Centennial Park also enables operational synergies, such as coordinated supervision, maintenance, and programming across multiple sites.

Further optimization of resources is anticipated through the relocation of existing programs currently delivered at the Central Saanich Cultural Centre in Brentwood Bay. Panorama Recreation offers group fitness classes, after-school care and camps at that site, which would be transitioned to the new facility at Hovey Road. This consolidation would eliminate duplication of services, reduce lease and maintenance costs, and improve operational efficiency by centralizing staffing and programming in a purpose-built space with additional resources including reception and supervisory staff. An overview of anticipated annual operating revenues and expenditures associated with the proposed facility is available in Appendix B.

Challenges may also exist in co-locating a community recreation facility within a larger municipal structure. These may include limitations in design flexibility due to shared building constraints, potential scheduling conflicts between civic and recreational uses, and the need for clear delineation of operational responsibilities and cost-sharing agreements between municipal and recreation service providers. Careful planning and collaboration during the detailed design phase will be essential to mitigate these challenges and ensure that the recreation spaces are functional, welcoming, and responsive to community needs.

Project Management and Procurement Plan

For a large-scale capital construction project involving both municipal and regional government agencies, a dual-agency project management approach should balance collaboration with clearly defined responsibilities. One option is to establish a joint governance committee to oversee shared infrastructure, construction coordination, site access, and parking. This would require a formal agreement outlining cost-sharing arrangements, project roles, and decision-making authority. A master schedule, unified communication plan, and joint risk register would help maintain alignment and minimize disruptions throughout the project lifecycle.

Should the PRC provide direction to proceed with a project in the DCS Civic Redevelopment, procurement for this project would be completed in partnership with the DCS. Through an agreed-upon process, Capital Regional District (CRD) staff would provide feedback and direction concerning the design features of the community recreation space while ensuring that the CRD policies and guidelines are adhered to. Given the dual-agency nature of the project, procurement planning will also need to account for shared infrastructure and coordination between municipal and regional components. The recreation component of the construction project would be overseen by the CRD. Further details on roles and responsibilities would be clarified as part of the negotiation process with the DCS and brought back to the PRC for approval.

Other Sub-Regional Opportunities for the Provision of Recreation Space

While alternative options to improve recreation access on the southern peninsula may exist, their feasibility and effectiveness remain uncertain. Further analysis at this stage would risk delaying delivery of a Strategic Plan priority and could compromise PRC's ability to partner on a project already underway, without assurance of a better outcome. High-level analysis and risks of potential alternatives include seeking:

- Rent/lease existing facility spaces - For example, warehouse or industrial buildings in the Keating area may offer sufficient square footage to accommodate recreation uses such as weight rooms. However, finding a space that meets key requirements such as adequate ventilation, natural lighting, and a welcoming atmosphere, may be challenging. Additionally, this option may involve land use complications or building code upgrade requirements, which could make it administratively complex and costly. These may include zoning restrictions, permitting delays, and the need for significant renovations to meet safety and accessibility standards.

- Renovate or add to existing community facilities - Panorama Recreation currently operates programs at the Central Saanich Cultural Centre and the Centennial Park Fieldhouse under lease agreements with the DCS. In their current condition, these facilities do not adequately meet the recreation needs of southern peninsula residents. However, further exploration may be warranted to assess the potential for upgrades or additions. Since both facilities are located on District-owned land, any changes would require additional discussions around ownership, lease terms, and long-term use.

- Acquire land and build a new stand-alone recreation facility - acquiring land in an appropriately zoned area within the DCS is a possible avenue which requires further exploration. Additional factors to consider here may include land acquisition costs, utility servicing costs, parking availability and location relative to residents experiencing distance/travel barriers. This potential is further explored in the Financial Considerations below. It is important to note that staff did not find an appropriately zoned land in the current market, rather, staff are aware of some potential suitable properties.

Financial Considerations

Capital Cost Estimates

Adding recreation space to the Hovey Road site is projected to increase the base building cost by approximately $10.2 million, including design and consultant fees. With a 30% contingency applied by the DCS, the total capital investment is estimated at $13.3 million. An additional $3 million contingency is recommended to address potential parking requirements including the potential for additional costs associated with underground parking. Project management and other fees applicable to the PRC costing are estimated at $1.6 million. Further capital costs of approximately $330,000 will be required for initial equipment purchases to outfit a weight room, fitness studio, pottery studio and multipurpose spaces. The total capital costs associated with this proposal are approximately $18.2 million.

At the base building cost plus contingencies, without factoring the parking contingency, the cost for this facility is $1,330 per square foot. The DCS plans to build the facility to post disaster

construction standards. This generally increases the overall cost per square foot for construction purposes.

The following table compares the costs of the current proposal and a benchmark estimation for land acquisition and building a stand-alone community recreation centre of the same size and with the same service delivery options.

Table 1: Comparison of Costs between Current DCS Proposal and Construction of Stand-alone Recreation Facility

Cost Type	Current Proposal – Shared DCS Recreation Facility	Benchmark Estimate – Stand-alone DCS Recreation Facility
Land Acquisition Costs	$0	$2M (*see Note 1)
Utility Servicing Costs	$0	$0.2M
Parking	$3M (*see Note 2)	$2M (*see Note 3)
Total Building Cost	$13.3M	$11.75M (*see Note 4)
Project Management Fees	$1.6M	$0 (included in total building cost)
Startup Equipment Costs	$0.33M	$0.33M
Total Estimated Capital Cost	$18.23M	$16.28M
Estimated Requisition Impact ($/household/year)	$92.94	$83.00

Table 1 Notes
1. Estimate is based on high-level review of potentially available parcels in the Keating area. Sites are not actively in the market and further investigation to validate estimates would be required.
2. Estimate is based on discussions with DCS staff and the potential for sharing costs of underground parking needed to meet requirements at the Hovey Road site.
3. Estimate based on surface parking with 200 spaces.
4. Estimate based on the average cost per square foot of similar recreation construction projects as outlined in Appendix C: $1,175 per square foot. This average cost per square foot includes design, consultant and project management costs.
5. Annual per household cost of debt servicing calculated bases on a 15-year amortization period at 4.5%. Estimates on requisition impact are for reference only. The actual requisition impact may vary and is dependent of other factors, such as increase in folio numbers in the service area.

Capital Borrowing and Debt Servicing

To finance this capital investment, borrowing will be required. At a 4.5% interest rate over 15 years, debt servicing on a $18.2 million loan would add an annual expense of approximately $1.8 million to Panorama Recreation's operating budget, resulting in a 30.1% increase in requisition in the first-year debt servicing is required. The annual debt servicing will equate to approximately $93 per household per year. A 30-year amortization would reduce the annual debt servicing cost to approximately $1.07 million, increasing the requisition by approximately 20% in the first year of debt servicing. The additional financing costs for debt servicing over 30 years (versus 15 years) equate to $12.2 million or approximately $61 per household annually.

Operating Budget Estimates

Projected revenues for the new facility are estimated at $902,000, with expenses projected at $873,000, resulting in a modest net operating income of $29,000 before debt servicing. The majority of expenses are attributed to staffing, including the addition of approximately 6.5 full-time equivalents positions, such as auxiliary staff, to support operations and lead resident programming.

Revenue projections are based on a 10% increase in admissions and pass sales, and a 15% increase in registered fitness program revenues. These estimates are informed by participation growth trends at the Greenglade Community Centre, current waitlists for fitness programs, and historical increases used in annual budget development. The new facility is expected to attract both existing and new patrons. While some redistribution from Panorama Recreation Centre may help reduce crowding, particularly in the weight room, it will not contribute to new revenue generation.

Efficiencies may be achieved by reallocating existing resources within the Panorama Recreation operating budget. This includes approximately $50,000 in maintenance wages currently allocated to Centennial Park amenities, and $40,000 in lease and operating costs associated with the Central Saanich Cultural Centre. Programs currently delivered at the Brentwood Bay site, such as group fitness, after-school care, and camps, would be consolidated at the new Hovey Road facility, reducing duplication and optimizing resource use. The internal reallocations have not been included in the financial projections presented in this report.

Legal Implications

If capital borrowing were required to fund the CRD's capital costs (be it for a partnership with DCS' Civic Redevelopment or for constructing a stand-alone facility in an alternative location), a loan authorization would need to be adopted. A loan authorization requires participating area approval, which can be done by unanimous consent of the municipal participants; by way of alternative approval process, which requires no more than 10% of electors to not be opposed; or by way of referendum (also called elector assent). If participants approve, the next step is approval from the Inspector of Municipalities. As a restriction on capital borrowing, the borrowing bylaw must set out the amount, the term, and the purpose of the borrowing. It must be tied to CRD ownership or long-term interest in the property being constructed.

Regarding structuring agreements, typically a memorandum of understanding is entered into between the parties to a joint construction project setting out mutual responsibilities and interests, working towards a head-of-terms or functional or design specification for the work. This is then used to determine the project delivery and procurement method, and finally the contribution and decision-making responsibility of each party to the funding agreement. DCS has provided a preliminary term sheet (Appendix D) which will help inform the negotiation process should PRC provide direction to proceed with the project.

Ownership Considerations

Further planning and coordination between agencies are required to clarify facility ownership, define responsibilities, and establish long-term operational arrangements. Several options are being considered that support a collaborative, shared-use model. To borrow for the CRD's

contribution to capital, the CRD must have an ownership interest in the facility. This could be done by way of strata, air space parcel, tenants-in-common, long-term lease, or other methods suitable to secure an ownership right and permit capital borrowing. Should the PRC provide direction to continue with this project, further analysis will be required to determine the most effective path for ownership and financing regulations.

Climate and Environmental Considerations

The CRD has established an internal Green Building Policy that ensures new construction and major renovations are low carbon, use energy and water efficiently, minimize waste and utilize green infrastructure. If the new Panorama Recreation Facility in Central Saanich will be owned by the CRD, it will be required to meet Step 4 of the BC Energy Step Code, including stringent limits on greenhouse gas intensity thermal energy demand intensity and total energy use intensity. The policy also mandates a number of other sustainability requirements, and includes optional pathways for enhanced climate leadership, such as LEED or WELL certifications. Confirmation of specific equipment and building design requirements will be confirmed following confirmation of the preferred ownership model as part of the detailed design process should Commission provide direction to proceed.

NEXT STEPS

Following the discussion of this report, staff will prepare a recommendation for the PRC's consideration, to be presented at a special meeting on October 2, 2025.

Pending approval from the PRC, DCS Council and the CRD Board, detailed design work for the proposed recreation spaces at the Hovey Road site is proposed to begin in late Fall 2025. If supported, the PRC and Panorama Recreation will incorporate estimated costs into an amendment to the CRD's provisional five-year capital budget for Board consideration. Preparation for the approval of borrowing to finance this project will follow in the Fall of 2025. Design development and procurement processes are expected to proceed through Spring/Summer 2026, with construction targeted to begin in Fall 2026.

CONCLUSION

The Peninsula Recreation Commission (PRC) has been exploring expanded recreation services in Central Saanich, supported by recommendations in the 2022 Panorama Recreation Strategic Plan and by the recently completed Sub-Regional Facility Needs Assessment. Staff collaborated with the District of Central Saanich (DCS) to evaluate the feasibility of including recreation space within the proposed Civic Redevelopment Project at the Hovey Road site. The proposed recreation space totals approximately 10,000 square feet with flexible and adaptable space options to meet current and future participation demands in the community. Staff recommend proceeding with detailed design work for the recreation component, contingent on the PRC and the DCS's Council approval. If supported, the project will be incorporated into the Capital Regional District's provisional five-year capital budget, with construction targeted to begin in Fall 2026.

RECOMMENDATION

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

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ATTACHMENTS

Appendix A: Central Saanich Civic Facility Concept Design Report (June 27, 2025)
Appendix B: Operating Budget Summary for District of Central Saanich Municipal Facility Community Recreation Spaces (September 2025)
Appendix C: Comparable Recreation Construction Projects in BC since 2022 (September 2025)
Appendix D: Draft Term Sheet from District of Central Saanich (September 2025)

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REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, OCTOBER 2, 2025

SUBJECT **Peninsula Recreation Facility in Central Saanich – For Decision**

ISSUE SUMMARY

To provide the Peninsula Recreation Commission (PRC)Commission with an options analysis of proposed funding and approaches to proceed with the development of an agreement to construct and operate a recreation facility in Central Saanich.

BACKGROUND

Both 2022–2026 Panorama Recreation Strategic Plan and the 2025 Sub-regional Facility Needs Assessment (FNA) affirm the need to address geographic inequities in the distribution of recreation services on the peninsula through the development and operation of a recreation facility in Central Saanich. Furthermore, the FNA offered several other recommendations which would be addressed by the development of a new recreation facility in Central Saanich. These include increased weight room and fitness studio spaces, additional social gathering spaces and co-location of recreation facility spaces with other community amenities such as housing, etc. In Spring 2024, District of Central Saanich (DCS) staff-initiated discussions with the PRC to consider a potential partnership with the District to incorporate recreation space into the proposed redevelopment of their municipal facilities. Staff have since been engaged with DCS in the development of conceptual designs for the designated recreation spaces within this municipal facility.

On September 18, 2025, detailed information on this project was presented to the PRC for review (Appendix A). This follow-up report addresses questions posed by the PRC and outlines an approach for advancing the proposed Peninsula Recreation facility in Central Saanich initiative.

PROPOSED PENINSULA RECREATION FACILITY IN CENTRAL SAANICH

As requested at the September 18, 2025, meeting, Table 1 provides an overview of the proposed sizing of spaces within the proposed Peninsula Recreation Facility in Central Saanich in comparison to existing facilities which host similar activities or programming. The notes listed below the table provide an overview of further details regarding the purpose, equipment and structure of the proposed spaces.

Table 1: Proposed Facility Room/Amenity Size with Comparison

		Comparable Facilities	
Room/Amenity	**Est. Size**	**Room/Amenity**	**Size**
Weight Room (*1)	2800 sq ft	Greenglade (GG) Weight Room	1700 sq ft
Fitness Studio (*2)	1500 sq ft	PRC Fitness Studio	1700 sq ft
Pottery/Ceramics (*3)	1500 sq ft	GG Pottery Studio	568 sq ft
Art Studio (*4)	500 sq ft	-	-
Multipurpose (*5)	1250 sq ft	GG Room 6	858 sq ft
Washrooms/changerooms, common areas (*6)	1750 sq ft	PRC Link Changerooms & partial lobby	1300 sq ft
Reception, offices, storage, custodial (*7)	500 sq ft	GG offices, reception, storage	690 sq ft
TOTAL	**10,000 sq ft**		6,816 sq ft

Table 1 Notes:
1. Weight Room: Variety of cardio, free weight and multi-functional machines (e.g. squat rack, Smith machine, cable cross). Lockers/cubbies within.
2. Fitness Studio: Accessible from common areas and weight room, serve as open floor space when programs not in session.
3. Pottery/Ceramics includes hand building, wedging, wheels, sinks, storage, self-contained kiln room and glazing room.
4. Art Studio: Accessible from common areas and pottery/ceramics, can function as expanded pottery space when art programs not in session.
5. Multipurpose: Licensable for 20 children, kitchenette, integrated a/v, room divider, accessible/open from common areas to facilitate gatherings/community living room.
6. Washrooms/changerooms, common areas: Accessible and inclusive with sinks in common area and individual stalls for toileting, showering, changing. Minimum one stall equipped with lift and adult change table.
7. Reception, offices, storage, custodial: General storage included in each room size, one custodial/maintenance room, reception counter, two staff offices.

Updated Capital Costs

At the September 18, 2025 meeting, staff were directed to review the costs estimates in more detail. Table 2 presents a revised cost summary with amended estimates for the parking allocation. After further discussions with DCS staff it has been confirmed that underground parking will no longer be pursued as an option for recreation facility patron usage and thus the cost for the provision of underground parking is not applicable any longer. Furthermore, details of the potential cost sharing model for parking have been addressed and the cost applied to the updated estimates is focused on any additional parking spaces at Centennial Park required to support the overall parking plan for the Hovey Road site.

Table 2: Peninsula Recreation Facility in Central Saanich Capital Updated Cost Summary

Cost Type	Updated Cost Estimates	Initial Costs Estimates (September 18 Staff Report)
Land Acquisition Costs	$0	$0
Utility Servicing Costs	$0	$0
Parking	$0.165M (*1)	$3M (*2)
Total Building Cost	$13.3M	$13.3M
Project Management Fees	$1.4M	$1.6M
Startup Equipment Costs	$0.33M	$0.33M
Total Estimated Capital Cost	**$15.19M**	$18.23M

Table 2 Notes:
1. New as of October 2, 2025, estimate for parking has been revised based on potential cost sharing for any additional parking to be located at Centennial Park, across Wallace Drive from the Hovey Road site and the removal of potential to fund underground parking stalls for PRC.
2. September 18, 2025, Estimate is based on discussions with DCS staff and the potential for sharing costs of underground parking needed to meet parking requirements at the Hovey Road site.

Should staff be directed to proceed with further negotiations for this project, an updated cost estimate would be provided to the Commission at the time an agreement with DCS is brought forward for approval.

Forecasted Operating Budget

At the September 18 meeting, staff were directed to provide projections of operating budgets. Staffing is the primary cost driver, with approximately 6.5 full-time equivalent positions required to support operations and resident programming. Revenue forecasts assume a 10% increase in admissions and pass sales and a 15% rise in registered fitness program revenues, informed by participation growth at the Greenglade Community Centre and current waitlists. Internal reallocations within the Panorama Recreation operating budget—including $50,000 in maintenance wages and $40,000 in lease and operating costs—will further improve efficiencies by consolidating programs currently delivered at other sites. These internal reallocations have been included in Table 3, labelled as the “internal reallocations” row.

Table 3: Proposed Central Saanich Facility Operating Budget Overview 2028-2035

Operating Costs – Central Saanich Recreation Facility								
Component	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**	**2035**
1. Revenues-Admissions & Passes (*1)	156K	167K	179K	191K	200K	211K	221K	232K
2. Revenues- Program Fees (*2)	746K	798K	854K	913K	960K	1M	1.06M	1.11M
Total Revenues:	***902K***	***965K***	***1.03M***	***1.10M***	***1.16M***	***1.21M***	***1.28M***	***1.34M***
3. Expense-Salaries & Wages (*3)	741K	786K	833K	883K	918K	955K	993K	1.03M
4. Expense-Operating & Custodial Supplies, Utilities (*3)	97K	103K	109K	116K	121K	128K	134K	140K
5. Transfer to Equipment Replacement Fund (ERF) (*4)	35K	37K	39K	41K	43K	45K	47K	49K
6. Transfer to Capital Reserve	375K	375K	375K	375K	375K	375K	375K	375K
7. Transfer to Operating Reserve	10K	10K	10K	11K	11K	11K	12K	12K
Total Expenses:	***1.26M***	***1.31M***	***1.37M***	***1.43M***	***1.47M***	***1.51M***	***1.56M***	***1.61M***
8. Internal Re-Allocations (*5)	-90K	-92K	-94K	-96K	-97K	-99K	-101K	-103K
Total (Net):	**-266K**	**-254K**	**-239K**	**-226K**	**-211K**	**-204K**	**-179K**	**-161K**
9. Debt Servicing Costs 15-year Financing (*6)	1.4M	1.4M	1.4M	1.4M	1.4M	1.4M	1.4M	1.4M
Net with 15-year Debt Servicing Costs	**-1.67M**	**-1.65M**	**-1.64M**	**-1.63M**	**-1.61M**	**-1.60M**	**-1.58M**	**-1.56M**
10. Debt Servicing Costs 30-year Financing (*7)	912K	912K	912K	912K	912K	912K	912K	912K
Net with 30-year Debt Servicing Costs	**-1.18M**	**-1.17M**	**-1.15M**	**-1.14M**	**-1.12M**	**-1.12M**	**-1.09M**	**-1.07M**

Table 3 Notes:

1. Admissions & Pass Revenue: Based on 1% population growth for baseline increase to attendance, 3% fees and charges increase, plus additional growth in attendance as follows: 3% in 2029-2031 (7% total increase to revenue), 1% in 2032 onward (5% total increase in revenue).
2. Program Fee Revenue: Based on 1% population growth for baseline increase to attendance, 3% fees and charges increase, plus additional growth in offerings and attendance as follows: 3% in 2029-2031 (7% total increase to revenue), 1% in 2032 onward (5% total increase in revenue).
3. Salaries & Wages, Operating Supplies: Based on 6% increase from 2029-2031 to account for higher program growth, and 4% for subsequent years.
4. Equipment Replacement Fund Transfer: Based on 5% increase annually.
5. Internal Re-Allocations: Includes consolidation of maintenance hours currently allocated to Centennial Park facilities and removal of Central Saanich Cultural Centre lease fees.
6. This is the debt servicing costs specific to the Peninsula Recreation Facility in Central Saanich project and based on a 15-year amortization period at 4.5%.
7. This is the debt servicing costs specific to the Peninsula Recreation Facility in Central Saanich project and based on a 30-year amortization period at 4.5%

ALTERNATIVES

Alternative 1

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

1. That the five-year Peninsula Recreation Capital Plan be amended to include the Peninsula Recreation Facility in Central Saanich project including $1 million from Capital Reserves and an additional $14.2 million, to be scheduled as outlined in the Financial Implications section of this staff report;
2. That staff engages in discussions with District of Central Saanich staff to develop a partnership agreement, including roles and responsibilities pre, during, and post construction stages;
3. That a draft of such an agreement and an updated project budget be brought back to the Peninsula Recreation Commission for consideration; and
4. That following an agreement approval, staff engage in further design to update the budget for a loan authorization bylaw recommendation to be considered by the Peninsula Recreation Commission.

Alternative 2

1. The Peninsula Recreation Commission endorses borrowing and debt servicing over a longer amortization period than the 15-year period outlined in the Financial Implications section of this report.
2. The Peninsula Recreation Commission provides alternative direction to staff.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The proposed recreation facility in Central Saanich directly supports the 2022–2026 Panorama Recreation Strategic Plan, which recommends exploring cost-effective opportunities to address identified gaps in Central Saanich. It also responds to findings from the 2019 Central Saanich Recreation Needs Assessment and the 2025 Sub-Regional Facility Needs Assessment, which identified a need for additional indoor recreation space, particularly in Brentwood Bay and surrounding communities.

Climate and Environmental Implications

The CRD has established an internal Green Building Policy that ensures new construction and major renovations are low carbon, use energy and water efficiently, minimize waste and utilize green infrastructure. If the new recreation facility in Central Saanich will be owned by the CRD, it will be required to meet Step 4 of the BC Energy Step Code and may include other sustainability requirements as outlined in the policy. Confirmation of specific equipment and building design requirements will be confirmed following confirmation of the preferred ownership model and as part of the detailed design process should the PRC provide direction to proceed.

Equity, Diversity & Inclusion Implications

Promoting equity, inclusion, and access across all programs and services is a core strategy in the 2022–2026 Panorama Recreation Strategic Plan. Geographic equity remains a key concern for residents, particularly those living beyond a 10-minute drive from existing indoor recreation

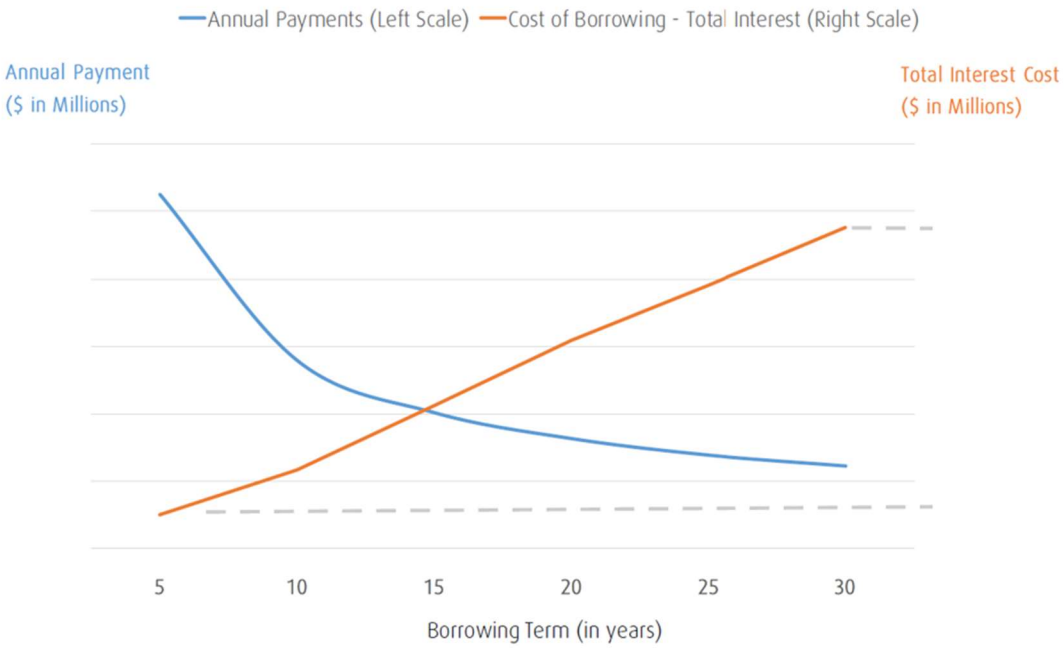
facilities. The proposed facility addresses this gap by improving access for southern peninsula communities. Its diverse programming—including arts, fitness, and children's activities—ensures broad community benefit and aligns with Panorama Recreation's commitment to inclusive service delivery.

Financial Implications

Debt Financing Options

Staff are proposing that expenses in 2026, estimated at $1M, be funded through Capital Reserves and the balance of the project be financed through borrowing. The project has a total estimated cost of $15.2 million with $1 million funded through Capital Reserves and the remaining $14.2 million to funded through debt financing. The borrowing is proposed to be scheduled as $6 million in 2027 and the remaining funds of $8.2 million in 2028.

Based on the Board-approved guidelines, the optimal borrowing term (where the cost–affordability balance intersects most effectively with financing costs) is 15 years.



Based on current borrowing scenarios for $14.2M in borrowing, a 15-year amortization at 4.5% interest would result in annual debt servicing cost of approximately $1.4 million. This equates to a 23.4% increase in the requisition or roughly $72 per household per year.

An alternative approach is to align the borrowing term with the life of the asset. Under a 30-year amortization, annual debt servicing costs for $14.2 million in borrowing would be approximately $912,000, resulting in a 15.5% requisition increase in the first year, or about $48 per household per year.

However, a 30-year amortization significantly increases overall costs due to interest payments over the term adding an incremental $7 million over a 15-year term. Given this impact, staff are

recommending a 15-year amortization period.

Appendix B provides summary tables comparing debt servicing costs and cumulative requisition impacts under both 15-year and 30-year amortization scenarios along with the cumulative requisition impact when adding the new debt for this project to existing debt servicing commitments.

Legal Implications

District of Central Saanich and Capital Regional District Project Agreement

A detailed and thorough agreement must be reached with the District of Central Saanich to ensure considerations for ownership, project management, construction processes and operational responsibilities are clearly defined and agreed upon. Regarding structuring agreements, typically a memorandum of understanding is entered into between the parties to a joint construction project setting out mutual responsibilities and interests, working towards a head-of-terms or functional or design specification for the work. This is then used to determine the project delivery and procurement method, and finally the contribution and decision-making responsibility of each party to the funding agreement. Staff are proposing this agreement is obtained as the first step in the project and prior to a loan authorization request.

NEXT STEPS

To advance the proposed recreation facility in Central Saanich, a coordinated approach will be required across design, funding, and governance processes.

Fall 2025

October

- 2026 Budget Presentation (October 2, 2025).
- Central Saanich facility for Decision (Oct 2, 2025).
- If the PRC elects to proceed as recommended in the three reports, staff will:
    - Prepare an amendment to the CRD's provisional five-year capital and operating budgets, with CRD Board consideration at Final 2026 Budget Approval.
    - Work with DCS staff to develop a draft agreement for the PRC and CRD Board approval (October - December).
- As soon as an agreement is reached with DCS, and endorsed by the CRD Board:
    - Staff will proceed with project design (with DCS) to gain more certainty on costs.
- Detailed design work for the recreation facility in Central Saanich is anticipated to begin in late fall 2025.

Winter/Spring/Summer 2026

- Upon costs estimate refinement:
    - Staff will develop the loan authorization bylaw and elector approval process recommendation for PRC and the CRD Board approvals.
- Depending on the option selected, the elector approval process will commence, and process will be undertaken during this time frame.
- Detailed design for the recreation facility in Central Saanich will continue, led by DCS staff in collaboration with Panorama Recreation and architectural consultants.

- If Elector approval is reached:
  - Procurement processes for the projects will be initiated, with coordination between the CRD and DCS for shared infrastructure and construction planning.

Fall 2026

- Construction of the recreation facility in Central Saanich and DCS Municipal building is targeted to begin.

CONCLUSION

The Peninsula Recreation Commission has identified geographic equity as a priority in its 2022–2026 Strategic Plan and the 2025 Sub-regional Facility Needs Assessment and the proposed recreation facility in Central Saanich directly addresses this need. The Central Saanich facility addresses service gaps in an underserved area, offering purpose-built spaces for fitness, arts, and multipurpose programming. Staff have engaged with District of Central Saanich staff in developing concept designs and have proposed recommendations for operational considerations and funding approaches. The opportunity to develop a new recreation facility in partnership with the District of Central Saanich provides a viable option to enhance recreation service delivery on the peninsula.

RECOMMENDATIONS

The Peninsula Recreation Commission agrees in principle to engage in a partnership with the District of Central Saanich to construct a Recreation Facility within their Civic Redevelopment Project at Hovey Road.

The Peninsula Recreation Commission recommends to the Capital Regional District Board:

1. That the five-year Peninsula Recreation Capital Plan be amended to include the Peninsula Recreation Facility in Central Saanich project including $1 million from Capital Reserves and an additional $14.2 million, to be scheduled as outlined in this staff report;
2. That staff engages in discussions with District of Central Saanich staff to develop a partnership agreement, including roles and responsibilities pre, during, and post construction stages;
3. That a draft of such an agreement and an updated project budget be brought back to the Peninsula Recreation Commission for consideration; and
4. That following an agreement approval, staff engage in further design to update the budget for a loan authorization bylaw recommendation to be considered by the Peninsula Recreation Commission.

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Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services and Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Staff Report: Proposed Peninsula Recreation Facility in Central Saanich (September 18, 2025)
Appendix B: Financial Considerations – Funding Options and Cumulative Debt Servicing Cost Estimates (October 2025)

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REPORT TO PENINSULA RECREATION COMMISSION
MEETING OF THURSDAY, MARCH 26, 2026

SUBJECT **Proposed Peninsula Recreation Facility in Central Saanich—Memorandum of Understanding**

ISSUE SUMMARY

This report provides the Commission with the progress to date of the development of a partnership agreement, as represented through a Memorandum of Understanding (MOU), and the schematic designs that support the Class C cost estimates.

BACKGROUND

Both the 2022–2026 Panorama Recreation Strategic Plan and the 2025 Peninsula Recreation Facility Needs Assessment (FNA) affirm the need to address geographic inequities in the distribution of recreation services on the peninsula through the development and operation of a recreation facility in Central Saanich. Furthermore, the FNA offered several other recommendations that would be addressed by the development of a new recreation facility in Central Saanich. These include increased weight room and fitness studio spaces, additional social gathering spaces and co-location of recreation facility spaces with other community amenities. In Spring 2024, District of Central Saanich (DCS) staff-initiated discussions with the Peninsula Recreation Commission (PRC) to consider a potential partnership to incorporate recreation space into the proposed redevelopment of their municipal facilities. Through 2025, staff worked closely with the DCS to develop conceptual designs and Class D cost estimates for this proposed facility.

At the October 2, 2025, PRC meeting, the Commission passed the following motion concerning the development of a peninsula recreation facility in partnership with the DCS:

That the Peninsula Recreation Commission recommends to the Capital Regional District Board:
1. That the five-year Peninsula Recreation Capital Plan be amended to include the Peninsula Recreation Facility in Central Saanich project including $1 million from Capital Reserves and an additional $14.2 million, to be scheduled as outlined in this staff report;
2. That staff engages in discussions with District of Central Saanich staff to develop a partnership agreement, including roles and responsibilities pre, during, and post construction stages;
3. That a draft of such an agreement and an updated project budget be brought back to the Peninsula Recreation Commission for consideration; and
4. That following an agreement approval, staff engage in further design to update the budget for a loan authorization bylaw recommendation to be considered by the Peninsula Recreation Commission.

In response to recommendations 2 and 3, staff have engaged in discussions with DCS through legal counsel to develop the construction and lease agreements. As the first step in this process, staff are bringing forward a Memorandum of Understanding (MOU) for Commission's consideration. This MOU outlines the roles, responsibilities and approval requirements which set the foundation for the process of finalizing both the construction and lease agreements for the development, construction, lease and operation of a recreation facility within the DCS municipal

hall complex. In conjunction with the MOU, and in response to recommendation 4, staff are also providing a project update which includes the schematic design and Class C cost estimate for the proposed Peninsula Recreation Facility in Central Saanich.

DRAFT MEMORANDUM OF UNDERSTANDING

Typically, an MOU is entered into between the parties to a joint construction project, setting out mutual responsibilities and interests and working towards functional or design specifications for the work. The MOU is then used to determine the project delivery and procurement method and, finally, the contribution and decision-making responsibility of each party to the funding agreement. Appendix A provides the draft MOU between the CRD and the DCS. The Capital Regional District (CRD) is in negotiations and development of a long-term lease agreement that satisfies the legislative requirements for borrowing funds for a capital project of this nature. The MOU outlines the areas of focus, topics for negotiation and the process steps for future discussions and negotiations leading to a construction agreement and a lease agreement.

The MOU covers several topics. Notably, the following items are explored and clarified:

Definitions and Approval Conditions

- Clarifies definitions of shared concepts and terms which will be essential to the development of the construction and lease agreements.
- Outlines the processes each party must undertake to receive all necessary approvals to continue to move forward with the project, including: the approvals of each of the progressive stages of design and cost estimations, the loan authorization approval requirements and steps, and the approval of finalized construction and lease agreements.

Cost Sharing

- Defines the proposed cost-sharing formula based on an apportionment corresponding to floor space,
- An outline of the acceptance and role of Quantity Surveyor's reports in the allocation of shared project costs and processes for re-allocation of shared project costs in relation to these reports.

Project Schedules and Phases

- Notes significant milestones that may act as decision making or approval points in the overall process where one party may elect to terminate the agreement and/or project,
- Outlines responsibilities, phase specific approval processes and required communications through the project phases of preliminary design and costing, design development and procurement and construction.
- Each phase may include clauses specific to communications and instructions to the architectural and design consultants, mechanisms for change order negotiations and approvals, requirements from each party to approve the project moving to the next phase, mechanisms to address risks such as cost escalations and procedures for dispute resolution.

Lease Considerations

- This section outlines the anticipated terms and conditions for the lease and operations of the recreation facility including the term of lease, the starting point requirements of the

lease, lease payment terms, use of facility conditions, allocations of repair, maintenance, life cycle replacement and utility costs and the sufficient allocation of parking for recreation centre patrons.

As there are remaining uncertainties in the scheduling of project milestones, approval processes and the detailed design elements of the project, the MOU provides a framework for the parties to continue negotiations to define roles, responsibilities, required approvals and cost-sharing items in the development of the construction and lease agreements. Staff recommend that the MOU as presented in Appendix A be endorsed by the Commission as the first step in the development of both construction and lease agreements.

SCHEMATIC DESIGN AND BUDGET UPDATE

The DCS has now initiated the schematic design phase of the project for their designated areas of the building. The CRD has chosen to procure an owner's architectural representative to consult with staff and stakeholders to develop a functional requirements list and the interior design of the recreation facility. As such, the schematic design attached as Appendix B does not provide any details of the interior design of the recreation facility. Staff have engaged with the owner's architectural representative, and the development of the functional requirements list and interior design process is underway.

Appendix C provides the Class C cost estimate as presented by the quantity surveyor. A Class C estimate generally follows the schematic design phase and may provide decision-makers greater levels of cost detail based on greater levels of design details to evaluate whether the project is financially viable and to confirm or adjust the project budget before advancing to detailed design. The Class C estimate includes a base level or standard estimate of interior fixtures, flooring, millwork, equipment, plumbing, electrical and mechanical features for the recreation facility. Additional expenses will be incurred for specialty interior design features, referred to as tenant improvements, necessary for the provision of recreation programs and services. These specialty features will be defined through the interior design phase currently underway with the CRD's architectural representative. Most common specialty features include wood sprung flooring for a fitness studio, sound attenuation measures, appropriate drainage and ventilation for a pottery studio and accessibility features throughout the space.

ALTERNATIVES

Alternative 1

1. That the Memorandum of Understanding between the Capital Regional District and the District of Central Saanich for the development, construction, lease and operation of a recreation facility within the District's Municipal Hall Complex at Hovey Road presented in the form attached hereto as Appendix A be approved; and
2. That staff report back on the results of the parking study and the development of the construction and lease agreements.

Alternative 2

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

The proposed recreation facility in Central Saanich directly supports the 2022–2026 Panorama Recreation Strategic Plan, which recommends exploring cost-effective opportunities to address identified gaps in Central Saanich. It also responds to findings from the 2019 Central Saanich Recreation Needs Assessment and the 2025 Peninsula Recreation Facility Needs Assessment, which identified a need for additional indoor recreation space, particularly in Brentwood Bay and surrounding communities.

Equity, Diversity & Inclusion Implications

Promoting equity, inclusion and access across all programs and services is a core strategy in the 2022–2026 Panorama Recreation Strategic Plan. Geographic equity remains a key concern for residents, particularly those living beyond a 10-minute drive from existing indoor recreation facilities. The proposed facility addresses this gap by improving access for southern peninsula communities. Its diverse programming, including arts, fitness, and children's activities, ensures broad community benefit and aligns with Panorama Recreation's commitment to inclusive service delivery.

Service Delivery Implications – Recreation Facility Spaces

The schematic designs presented as Appendix B do not provide details of the interior design and functional requirements of the recreation facility spaces. Staff participated in a consultation session with the owner's architectural representatives to determine the functional requirements and programming plans for the spaces in the recreation facility. The following table outlines the allocation of the spaces within the recreation facility and an overview of the larger scale specialty design features considered for analysis by the architects. The list of specialty design features and assigned sizes of each space may be subject to change as the design proceeds.

Table 1: Recreation Facility Room Allocations and Required Tenant Improvements

Room/Amenity	Est. Size	Required Tenant Improvements
1. Weight Room	3000 sq ft	Rubber flooring, mirrors, ventilation, water stations, ample electrical outlets
2. Fitness Studio	1600 sq ft	Wood sprung floor, mirrors, ballet bar, ventilation, noise attenuation measures
3. Pottery/Ceramics Studio	1800 sq ft	Kilns, potter's wheels, separate areas for glazing and kiln firing, ventilation, advanced fire suppression, floor drainage, clay traps, and flooring suitable for a pottery studio
4. Multipurpose space	1200 sq ft	Audio visual equipment, kitchenette
5. Washrooms/changerooms	800 sq ft	Individual shower/toilet stalls
6. Reception, offices, storage, custodial,	800 sq ft	Reception desk, electrical and IT servicing, staff offices, full service janitorial closet

7. Community gathering space, lobby, hallways	800 sq ft	Art display opportunities
TOTAL	**10,000 sq ft**	

Service Delivery Implications – Parking

The schematic designs provide an overview of potential parking space allocations and traffic flow revealing an allocation of 18 designated spaces for recreation facility users and 4 disability access spaces. Access to adequate parking to support the recreation facility has been emphasized throughout the design development and the agreement negotiations. Clause 9.1(g) of the MOU stipulates the requirement for the Commission to approve the results of the parking study and confirmation of adequate designated parking spaces for recreation centre participants.

The first draft results of the parking study were received by staff on March 10, 2026. Staff are continuing discussions with DCS to ensure a full analysis of parking options and allocations is completed with the final report anticipated to be presented to Commission at the April 23, 2026, meeting.

Financial Implications

The Class C cost estimate provides an updated costing of the project overall and has identified costing specific to the recreation facility and is provided as Appendix C. This estimate report utilizes a cost-sharing model based on a share of the overall floor space of the whole facility. This model is presented in the MOU and outlined in the Class C cost estimate report. The Class C estimate also allocates a base rate or standardized rate for interior fixtures, flooring, mill work, etc. for the recreation facility. As previously noted, some design features will require a higher than base level standard to deliver quality recreation programs and services. As such, staff have begun to identify specialty features in the design process with the owner's architectural representative. The CRD/PRC will be solely responsible for the additional costs for these specialty features, and they have been accounted for in this costing table as "tenant improvements." (Line item 3). The updated costing model is presented in Table 2.

Table 2: Comparison of Class C Cost Estimate (February 2026) to Class D Cost Estimate (October 2025)

Cost Type	Class C February 2026	Class D October 2025
1. Base Building Cost and Site Development Costs	$6,623,500	$9,392,000
2. Site Development Costs (Includes parking at Centennial Park)	$968,000	$1,265,000
3. Tenant Improvements (Interior of Rec Facility)	$2,000,000	N/A
4. Design and Construction Project	$960,000	$1,400,000

Management Fees		
5. Startup Equipment Costs	$630,000	$330,000
6. Contingency	$2,878,000	$2,817,600
Total Estimated Capital Cost	**$14,059,500**	**$15,204,600**

Table 2 Notes:

1. Overall base building costs were decreased as a result of refinements to, and application of, the cost-sharing model presented. Base building costs were further reduced through agreement from the DCS that the CRD/PRC would not be responsible for additional costs incurred to build to a post-disaster standard as this is not required for a recreation facility of this type. Tenant improvement costs have been separated from the base building costs.
2. Site development costs have been refined as site development needs have been refined in the design process. Parties have agreed to evenly share the cost to pave an adjacent parking area within Centennial Park. This will also benefit current operations at the multi-sport box and picnic shelter areas. These parking improvements are contingent on approval of the recreation facility if the parking study results reveal the need for additional overflow parking.
3. Tenant improvements represent a Class D estimate, as functional requirements and specialty features of the recreation facility are currently being finalized. A revised cost estimate will be provided to the Commission with the review of the construction agreement and/or next level costing report.
4. Design and construction management costs have been decreased for several reasons. These include the DCS agreeing to pay for the schematic design phase of the project (Appendix B) and the construction management contract, clarification of the overall design requirements—including the role of the CRD Project Management department—and the clarification of the costing for the future stages of design and construction management.
5. Equipment costs include costs for weight room, fitness studio, tables, chairs and other standard equipment. February 2026 costs add costs for a full pottery studio operation including 2 kilns, 10 potter's wheels.
6. For February 2026 cost estimates, contingency of 30% is allocated to items #1, 2 and 3. For October 2025, the 30% contingency was only calculated on Item #1, the base building costs.

The loan authorization bylaw will be presented to the Commission on March 26, 2026. Typically, a loan authorization bylaw is presented at the highest cost estimate approved in the process. As the cost estimates are refined through the design stages, the actual borrowed amount is adjusted to reflect the final Class A cost estimates.

CONCLUSION

The Peninsula Recreation Commission (PRC) has been exploring expanded recreation services in Central Saanich through a partnership to house a recreation facility within the District of Central Saanich's municipal hall complex proposed for Hovey Road. Staff from both parties have worked together with legal and architectural consultants to develop a Memorandum of Understanding (MOU) to set a path forward to developing both construction and lease agreements. The

schematic designs and Class C estimates have been submitted to the PRC and the identification of specific design features necessary for the delivery of quality recreation services is underway. Staff are seeking Commission endorsement of the MOU as the next step in this development process.

RECOMMENDATION

1. That the Memorandum of Understanding between the Capital Regional District and the District of Central Saanich for the development, construction, lease and operation of a recreation facility within the District's Municipal Hall Complex at Hovey Road presented in the form attached hereto as Appendix A be approved; and
2. That staff report back on the results of the parking study and the development of the construction and lease agreements.

Submitted by:	Steve Meikle, M.A., Senior Manager, Panorama Recreation
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Varinia Somosan, CPA, CGA, Acting Chief Financial Officer
Concurrence	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Draft Memorandum of Understanding (March 2026)
Appendix B: Schematic Design – District of Central Saanich Municipal Complex (February 23, 2026)
Appendix C: Central Saanich Civic Class C Estimate (February 27, 2026)

MEMORANDUM OF UNDERSTANDING

Dated for reference this day of March 2026.

BETWEEN:

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH

("**Central Saanich"**)

OF THE FIRST PART

AND:

CAPITAL REGIONAL DISTRICT

(the "**CRD**")

OF THE SECOND PART

W H E R E A S:

A. Central Saanich is the owner of the following lands which are located within the District of Central Saanich:

Lot A Section 7 Range 2 East South Saanich District Plan VIP69834

(the "**Project Site**")

B. The CRD has established and operates the Saanich Peninsula Recreation Service under the authority of the Saanich Peninsula Recreation Services Combination Bylaw No. 1, 2002.

C. Central Saanich and the CRD wish to collaborate on and share in the cost of the design and construction of a new civic facility approximately 5700 square meters in total floor area to be located on the Project Site (the "**Civic Facility**"), which will accommodate the Central Saanich municipal hall and other municipal facilities, and will include space of approximately 1000 square meters for a new CRD recreation facility.

D. Central Saanich and the CRD wish to set out in this Memorandum of Understanding terms and conditions for the design, construction, operation and use of the Civic Facility that they intend to more fully negotiate and incorporate into a Civic Facility Cost Sharing Agreement, within the timelines outlined in this Memorandum of Understanding.

NOW THEREFORE the parties express their mutual intention and understanding as follows:

1.0 DEFINITIONS

1.1 In this Memorandum of Understanding:

(a) **"Board"** means the Board of the Capital Regional District;

(b) **"Civic Facility"** has the meaning assigned to that term in Paragraph C of the Recitals to this MOU;

(c) "**Civic Facility Cost Sharing Agreement**" or "**Agreement**" means an agreement between the Parties for the design, construction, operation and use of the Civic Facility, the negotiation of which will be guided by the terms of this MOU;

(d) **"Commission"** means the Peninsula Recreation Commission, as established by the CRD under the Peninsula Recreation Commission Bylaw No. 1, 1996;

(e) "**Construction Costs**" means the costs payable to a Project Contractor under a Project Contract for the performance of the Work;

(f) "**Construction Manager**" means the construction manager for the Project as selected by Central Saanich pursuant to the District's Request for Proposal No. 26-014;

(g) **"Contract Administrator"** means the Qualified Professional retained under contract by Central Saanich to act as the Contract Administrator for the Project Contract (referred to as the "Consultant" under the form of contract contemplated by Request for Proposal No. 26-014);

(h) **"Contract Administration Costs**" means the costs payable by Central Saanich to the Contract Administrator and other Qualified Professionals for services provided in relation to the administration of the Project Contract;

(i) **"Contract Administrator"** means the Qualified Professional retained by Central Saanich to act as the Contract Administrator for the Project Contract;

(j) **"Council"** means the Council of the District of Central Saanich;

(k) **"Excluded Costs"** means the Project Costs that either Central Saanich or the CRD, as specified in the Agreement, will be solely responsible for, and that will not be shared by the Parties, which under the Agreement will include the following costs:

(i) costs incurred in connection with the preparation of the Preliminary Design and the Preliminary Cost Estimate which will be allocated to Central Saanich;

(ii) costs associated with designing and constructing the Civic Facility to post-disaster standards, which will be paid by Central Saanich;

(iii) costs incurred in retaining an architectural consultant to assist the CRD with the design of the Recreation Centre Base Building Inclusions and the Recreation Centre Tenant Improvements, which will be paid by the CRD;

(iv) costs of constructing the Recreation Centre Tenant Improvements, which will be included in the Project Design and constructed by the Project Contractor, the costs of which will be allocated to the CRD;

(l) **"Final Cost Estimate"** means the Class B cost estimate for the construction of the Civic Facility as prepared by the Quantity Surveyor;

(m) **"Final Design"** means the final design of the Civic Facility as prepared by the Project Architect through the design development process, the completion of which and its acceptance by the Parties will precede the preparation of construction drawings and specifications;

(n) **"MOU"** means this Memorandum of Understanding;

(o) **"Parking Study"** means a study and report to be prepared by a Qualified Professional retained by Central Saanich concerning the parking requirements of the Civic Facility;

(p) **"Parties"** when used in the plural means both parties to this MOU, and when used in the singular means one of them;

(q) **"Preliminary Cost Estimate"** means the Class C cost estimate for the construction of the Civic Facility as prepared by the Quantity Surveyor, entitled "Cost Management Report – Central Saanich Civic, Saanichton, BC, Class C Estimate, dated February 27, 2026;

(r) **"Preliminary Design"** means the schematic design for the Civic Facility as prepared by the Project Architect, which is attached as, or comprised of the documents listed on, Schedule "A" to this MOU;

(s) **"Project"** means the design and construction of the Civic Facility;

(t) **"Project Architect"** means hcma Architecture + Design;

(u) **"Project Contract"** means an agreement between a Project Contractor and Central Saanich for the performance of all or a portion of the Work, and as used in this MOU the term "Project Contract" when used in the singular

includes all Project Contracts in the event that Central Saanich awards more than one Project Contract;

(v) **"Project Contractor"** means a contractor (which may be the Contract Manager if directed by Central Saanich to assume that role) that enters into a Project Contract for the performance of all or a portion of the Work;

(w) **"Project Costs"** means Project Design Costs, Construction Costs, and Contract Administration Costs incurred or payable by a Party in connection with the Project;

(x) **"Project Design Costs"** means costs payable to the Project Architect and other Qualified Professionals including the Quantity Surveyor for the preparation of the Project Design Records, the Preliminary Cost Estimate and the Final Cost Estimate;

(y) **"Project Design Records"** means the plans, drawings, designs, and specifications for a portion or component of the Civic Facility, signed and sealed by the Project Architect and other Qualified Professionals, including but not limited to design drawings prepared to various degrees of completeness for review and approval by the Parties, and including the "Issued for Construction" drawings and specifications for the construction of the Civic Facility;

(z) **"Project Schedule"** means the schedule that may be incorporated into the Agreement and that sets milestones and milestone dates for completion of various stages of the Project, as referred to in section 4.1 of this MOU;

(aa) **"Project Site"** has the meaning assigned to that term in Paragraph A of the Recitals to this Agreement;

(bb) "**Qualified Professional**" means a professional engineer, geoscientist, or other qualified professional, if:

(i) the individual is registered in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association;

(ii) the individual's area of expertise is recognized by the individual's professional organization as one that is acceptable for the purpose of performing a professional service required under this Agreement; and

(iii) the individual is acting within the individual's area of expertise;

(cc) **"Quantity Surveyor"** means a registered member of the Canadian Institute of Quantity Surveyors retained by Central Saanich to prepare the Preliminary Cost Estimate, and to refine the Final Cost Estimate;

(dd) **"Recreation Centre"** means that portion of the Civic Facility that will be designed and constructed for use as a CRD recreation facility, and then leased to the CRD upon completion;

(ee) **"Recreation Centre Base Building Inclusions"** means the changes, additions or upgrades to the components of the Recreation Centre that are shown in the Preliminary Design and included in the Preliminary Cost Estimate, which are requested by the CRD during the design development stage of the Project;

(ff) **"Recreation Centre Tenant Improvements"** means any specialized features, components and finishes of the Recreation Centre that are not shown in the Preliminary Design, that the CRD may refer to Central Saanich and the Project Architect for inclusion in the Project Design during the design development stage of the Project;

(gg) **"Recreation Centre Lease"** means the lease of the Recreation Centre that Central Saanich, as landlord, and the CRD, as tenant, will enter into upon completion of the Civic Facility;

(hh) **"Shared Project Costs"** means the Project Costs that are to be allocated between Central Saanich and the CRD in accordance with the Agreement, which for certainty will exclude the Excluded Costs or will allocate an Exclusive Cost entirely to the applicable Party;

(ii) **"Substantial Performance"** means the stage of completion when all Work under a Project Contract, as certified by the Contract Administrator, is capable of completion or correction at a cost of not more than:

(1) 3% of the first $500,000 of the Contract Price;

(2) 2% of the next $500,000 of the Contract Price; and

(3) 1% of the balance of the Contract Price; and

the Work, or a substantial part of it, is ready for use or is being used for the purpose intended;

(jj) **"Total Floor Area"** means the total floor area of the Civic Facility as shown in the Preliminary Design, subject to any adjustments made during the design development and construction phases of the Project;

(kk) **"Total Performance"** means that all Work under a Project Contract including all deficiencies, but excluding any correction of completed Work that appears during the warranty period or other on-going warranty or guarantee obligations as provided by the Project Contract, has been performed as required by the Project Contract, as certified by the Contract Administrator;

(ll) **"Work"** means the labour, equipment, material, and other construction services to be provided by a Project Contractor in connection with the construction of the Civic Facility, or a portion of the Civic Facility;

(mm) **"Working Committee"** means the working group comprised of representatives of Central Saanich and the CRD, the terms of reference for which will be incorporated into the Agreement.

2.0 PURPOSE

2.1 The purpose of this MOU is to establish a framework that will guide the negotiation of a Civic Facility Cost Sharing Agreement between Central Saanich and the CRD.

2.2 This MOU is not a binding legal agreement and does not create any binding obligations on either of the Parties.

2.3 Where this MOU refers to requirements for instructions, comments, or approvals by a Party or by the Parties, it is understood, and the Agreement will provide, that unless otherwise stated the Parties will not unreasonably withhold, delay, or refuse to provide any such instructions, comments, or approvals.

3.0 APPROVAL CONDITIONS

3.1 The Parties acknowledge, and the Agreement will provide, that the participation of Central Saanich in the Project is conditional upon the following approvals being obtained within the time periods noted below:

(a) on or before May 1, 2026 Council having approved an amendment to the District of Central Saanich Official Community Plan and Zoning Bylaw authorizing the use of the Project Site as a Civic Facility;

(b) on or before July 1, 2026 Council having approved the terms of the Civic Facility Cost Sharing Agreement;

(c) on or before May 1, 2026 Council having accepted the Preliminary Design and Preliminary Cost Estimate, and having given its direction to proceed with the next stage of the Project;

(d) on or before August 1, 2026 Council having accepted the Final Design and Final Cost Estimate, and having given its direction to proceed with the procurement of the Project Contract.

3.2 The Parties acknowledge, and the Agreement will provide, that the CRD's participation in the Project is conditional upon the following approvals being obtained within the time periods noted below:

(a) on or before March 26, 2026 the Commission having:

(i) accepted the Preliminary Design and Preliminary Cost Estimate, as they apply to the Recreation Centre; and

(ii) adopted a recommendation that the Board seek approval of a loan authorization bylaw to finance the CRD's portion of the Project Costs and any other capital expenditures required for the CRD's participation in the Project;

(b) on or before June 1, 2026 the Commission having approved the design and cost estimate for the Recreation Centre Base Building Inclusions and the Recreation Centre Tenant Improvements;

(c) on or before May 1, 2026 the Commission having received the Parking Study, and having approved the number and type of parking spaces to be developed on the Project Site for the use of the patrons and staff of the Recreation Centre;

(d) on or before October 1, 2026 the Commission having accepted the Final Design;

(e) on or before May 1, 2026 the Board having resolved to seek approval, in accordance with the requirements of the *Local Government Act*, of a loan authorization bylaw to finance the CRD's portion of the Project Costs as well as any other capital expenditures required for the CRD's participation in the Project (the "**Loan Authorization Bylaw**");

(f) on or before August 1, 2026 the Board having approved the terms of the Civic Facility Cost Sharing Agreement;

(g) on or before October 15, 2026 the Board having obtained participating area approval, and the approval of the Inspector of Municipalities, for the adoption of the Loan Authorization Bylaw;

(h) on or before October 15, 2026 the Board having adopted the Loan Authorization Bylaw;

(i) on or before October 15, 2026 the Board having approved the Final Cost Estimate, as it applies to the Recreation Centre.

3.3 The Parties both acknowledge, and the Agreement will provide, that if the approvals referred to in section 3.1 are not obtained by Central Saanich within the time required in that section, as such times may be extended by agreement of the Parties, Central Saanich may elect not to proceed with the Project, in which case the Agreement shall terminate subject only to the provisions of section 5.5 of this MOU, as incorporated into the Agreement.

3.4 The Parties both acknowledge, and the Agreement will provide, that if any of the approvals referred to in section 3.2 are not obtained by the CRD within the time required under that section, as such times may be extended by agreement of the Parties,:

(a) the CRD may elect not to proceed with the Project in which case the Agreement shall terminate subject only to the provisions of section 5.5 of this MOU, as incorporated into the Agreement; and

(b) Central Saanich may, at its option, continue with the construction of the Civic Facility without inclusion of the Recreation Centre, and without the CRD's participation.

3.5 The Parties both acknowledge, and the Agreement will provide, that the approvals required under sections 3.1 and 3.2 are matters requiring the exercise of the statutory powers of the Parties, and that the grant or withholding of those approvals is subject to the discretion reserved to the Parties under sections 10.2 and 10.3 of this MOU.

4.0 PROJECT SCHEDULE

4.1 The Parties anticipate that the Agreement will include milestone dates for completion of various stages of the Project, which the Parties will discuss and finalize for inclusion in the Agreement.

4.2 The Agreement will acknowledge that the Project Schedule may be affected or delayed by circumstances or occurrences beyond the reasonable control of the Parties, and will provide that in the event of any circumstance or occurrence that either Party reasonably anticipates may affect the Project Schedule, the representatives of the Parties shall meet together to discuss the circumstance or occurrence, the potential impact on the Project Schedule, the measures each Party shall take to mitigate the effect of any such delay, and whether a change to the Project Schedule is necessary or advisable.

5.0 COST SHARING

5.1 The Agreement will provide a formula or method for the allocation of a portion of the Shared Project Costs to each Party. Without limiting the foregoing, or the terms that might be included in the Agreement, the Parties anticipate that Shared Project Costs could be allocated to the Parties in proportion to the Floor Area of the Civic Facility that each Party will occupy, on the assumption that Shared Project Costs on a per square meter basis will be substantially the same for the Recreation Centre and for the other parts of the Civic Facility, in which case Shared Project Costs could be allocated to each Party by reference to the following formula:

(a) CRD Contribution = [Floor Area of Recreation Centre x Shared Project Costs] ÷ Total Floor Area;

(b) Central Saanich Contribution = [(Total Floor Area minus Floor Area of Recreation Centre) x Shared Project Costs] ÷ Total Floor Area.

5.2 Alternatively, and without limitation, the Parties anticipate that the allocation of Shared Project Costs could be based upon the Quantity Surveyor's cost allocation,

as set out in the Preliminary Cost Estimate, and as refined under the Final Cost Estimate.

5.3 The Agreement will include provisions for the adjustment of the allocation of Shared Project Costs, based in the first instance on a supplementary report from the Quantity Surveyor, in the event that as a result of changes in the Project Design, or changes in the Work during construction, a re-allocation is necessary to ensure that Shared Project Costs are allocated fairly between the Parties.

5.4 The Agreement will include terms and conditions for payment of the CRD Contribution, including the calculation of the amount of the CRD Contribution by reference to the agreed-upon formula or method for the allocation of Shared Project Costs, and the timing of that payment or payments.

5.5 The Agreement will provide that if an approval condition under either section 3.1 or 3.2 is not fulfilled, such that either Party provides notice to the other Party that they have elected not to proceed with the Project, the Parties will each pay their apportioned share of the Shared Project Design Costs incurred to the date such notice is given, but will have no further obligations to each other under the Agreement or with reference to the Project.

6.0 PRELIMINARY DESIGN AND PRELIMINARY COST ESTIMATE

6.1 The Preliminary Design that is attached as Schedule “A” to this MOU will be incorporated into the Civic Facility Cost Sharing Agreement, and will form the basis for the further development of the Project Design Records.

6.2 The Preliminary Cost Estimate will be incorporated into the Civic Facility Cost Sharing Agreement, and will be replaced by the Final Cost Estimate, if approved by the Parties, with the expectation that each Party’s share of the Shared Project Costs, including design and other contingencies (but excluding owner contingencies to be separately identified in the Civic facility Cost Sharing Agreement), will not exceed amounts for each of Central Saanich and CRD to be specified in the Civic Facility Cost Sharing Agreement.

7.0 DESIGN DEVELOPMENT PHASE

7.1 The Civic Facility Cost Sharing Agreement will include terms and conditions for the further development of the Project Design Records, including:

(a) that Central Saanich will instruct the Architect and other Qualified Professionals to proceed with further development and refinement of the Project Design Records, for the review and approval of the Parties through the Working Committee, in accordance with the Project Schedule;

(b) that the Parties will work cooperatively, through the Working Committee, to ensure that the Architect and other Qualified Professionals receive all information and instructions required for completion of the Project Design Records;

(c) that the CRD will retain an architectural consultant, at the CRD's sole cost, to assist with the design of the Recreation Centre Base Building Inclusions and the Recreation Centre Tenant Improvements, and will provide a functional requirements list and interior design drawings for the Recreation Centre Base Building Inclusions and the Recreation Centre Tenant Improvements to Central Saanich and the Architect for incorporation into the Project Design Records;

(d) that changes in the Project Design that materially affect the basis for the apportionment of Shared Project Costs under the Agreement will not be approved without a corresponding change to the cost apportionment formula, as contemplated under section 5.3;

(e) that subject to section 7.1(f) the Architect and other Qualified Professionals will not be instructed to begin preparation of construction drawings and specifications until after the CRD Board's adoption of the Loan Authorization Bylaw;

(f) that as an exception to section 7.1(e) Central Saanich may instruct the Architect and other Qualified Professionals to begin preparation of construction drawings and specifications before the CRD Board's adoption of the Loan Authorization Bylaw but only on the understanding and agreement of the Parties that Central Saanich will be solely responsible for those costs in the event the Loan Authorization Bylaw is not adopted by the Board.

8.0 PROCUREMENT AND CONSTRUCTION PHASE

8.1 The Civic Facility Cost Sharing Agreement will include terms and conditions under which Central Saanich will engage the services of the Project Contractor to undertake construction of the Civic Facility, including:

(a) that Central Saanich will be responsible for procuring construction services through a competitive bidding process in compliance with all applicable trade agreements;

(b) the Tenant Improvements will be included in the construction drawings and specifications that are used for the purpose of soliciting bids;

(c) that the CRD, through the Working Committee, will have an opportunity to review and comment on all bids submitted in response to the process referred to in section 8.1(a);

(d) that Central Saanich will not award the Project Contract without the CRD's further approval if the Shared Project Costs that would be allocated to the CRD as a result of that award, taking into account Shared Project Costs already incurred, would exceed the amount specified in the Civic Facility Cost Sharing Agreement as the CRD's anticipated share of the Shared Project Costs including contingencies;

(e) that if the Project procurement process does not result in the award of the Project Contract, either Party may elect to terminate the Agreement, in which case each Party shall remain responsible for payment of their share of the Shared Project Costs incurred to the date of termination in accordance with the formula for the allocation of Shared Project Costs under the Agreement;

(f) that the form of Project Contract will be substantially as contemplated under Request for Proposal No. 26-014;

(g) that each Project Contract will require the Project Contractor to undertake and execute the Work in accordance with the requirements of this Agreement;

(h) that Central Saanich will not approve change orders or change requests that materially affect the construction of the Recreation Centre or the allocation of Shared Project Costs without the approval of the CRD, following review by the Working Committee;

(i) that neither Party will request changes to the Work that materially affect the basis for the apportionment of Shared Project Costs under the Agreement without a corresponding cost apportionment adjustment, as contemplated under section 5.3;

(j) provisions which address the risk of Project Cost escalations during the course of construction including:

(i) cost escalations which are the result of unforeseen circumstances or other conditions beyond the reasonable control of either Party;

(ii) cost escalations which are the result of a default on the part of Central Saanich, the CRD, the Contract Administrator or other Qualified Professional.

9.0 LEASE OF RECREATION FACILITY

9.1 The Civic Facility Cost Sharing Agreement will set out the terms and conditions of the Recreation Centre Lease, which the Parties anticipate will include the following:

(a) that the term of the Recreation Centre Lease will be for twenty-five years, with an option on the part of the CRD to renew the lease for an additional twenty-five years on the same terms and conditions as applied during the initial twenty-five year term;

(b) that the term of the Recreation Centre Lease will commence after Total Completion of the Civic Facility, and following a suitable period of time during which the CRD will have access to the Recreation Centre for the installation of equipment;

(c) that Central Saanich will accept the CRD's contribution towards the Project Costs as pre-paid rent for the entire term of the Recreation Centre Lease, including the renewal term;

(d) that the CRD may use the Recreation Centre for the purpose of recreational programs and services provided through the Commission, other community and civic purposes, and other programs and services which support the operation of the Recreation Centre;

(e) the allocation of responsibility for repairs and maintenance of the Recreation Centre and other parts of the Civic Facility;

(f) the allocation of costs such as utility costs, if not separately metered, the life-cycle replacement costs of major mechanical and other building systems as agreed to, and provision for recovery of the CRD's agreed-upon share of those costs through the payment of additional rent;

(g) the allocation and use of the number of parking spaces to be available for use by CRD staff and patrons of the Recreation Centre, as agreed to by the Parties, and the use of other common areas of the Civic Facility to which the CRD and its invitees will have access;

(h) other terms and conditions customarily included in the lease of a comparable civic facility, as the Parties agree may to.

10.0 DISPUTE RESOLUTION

10.1 The Agreement will include a process for the expeditious resolution of any disputes between the Parties that arise during the design or construction phases of the Project.

11.0 GENERAL PROVISIONS

11.1 All communications between the parties pursuant to this Memorandum of Understanding shall be in writing and shall be sent to the relevant Party at the relevant address or e-mail address set out below:

Central Saanich Attention:	Capital Regional District Attention:
[Address]	[Address]
Tel: Email:	Tel: Email:

11.2 Nothing in this Memorandum of Understanding shall be interpreted as fettering or impairing Central Saanich in the exercise of its statutory powers under the *Local Government Act*, the *Community Charter* or any other enactment.

11.3 Nothing in this Memorandum of Understanding shall be interpreted as fettering or impairing the CRD in the exercise of its statutory powers under the *Local Government Act*, the *Community Charter* or any other enactment.

11.4 This Memorandum of Understanding may be executed in counterpart with the same effect as if both parties had signed the same document.

IN WITNESS WHEREOF the parties have executed this Memorandum of Understanding.

THE CORPORATION OF THE DISTRICT OF CENTRAL SAANICH by its authorized signatories:

_____
Name:

_____
Name:

CAPITAL REGIONAL DISTRICT
by its authorized signatories:

_____
Name:

_____
Name:

Schedule “A”

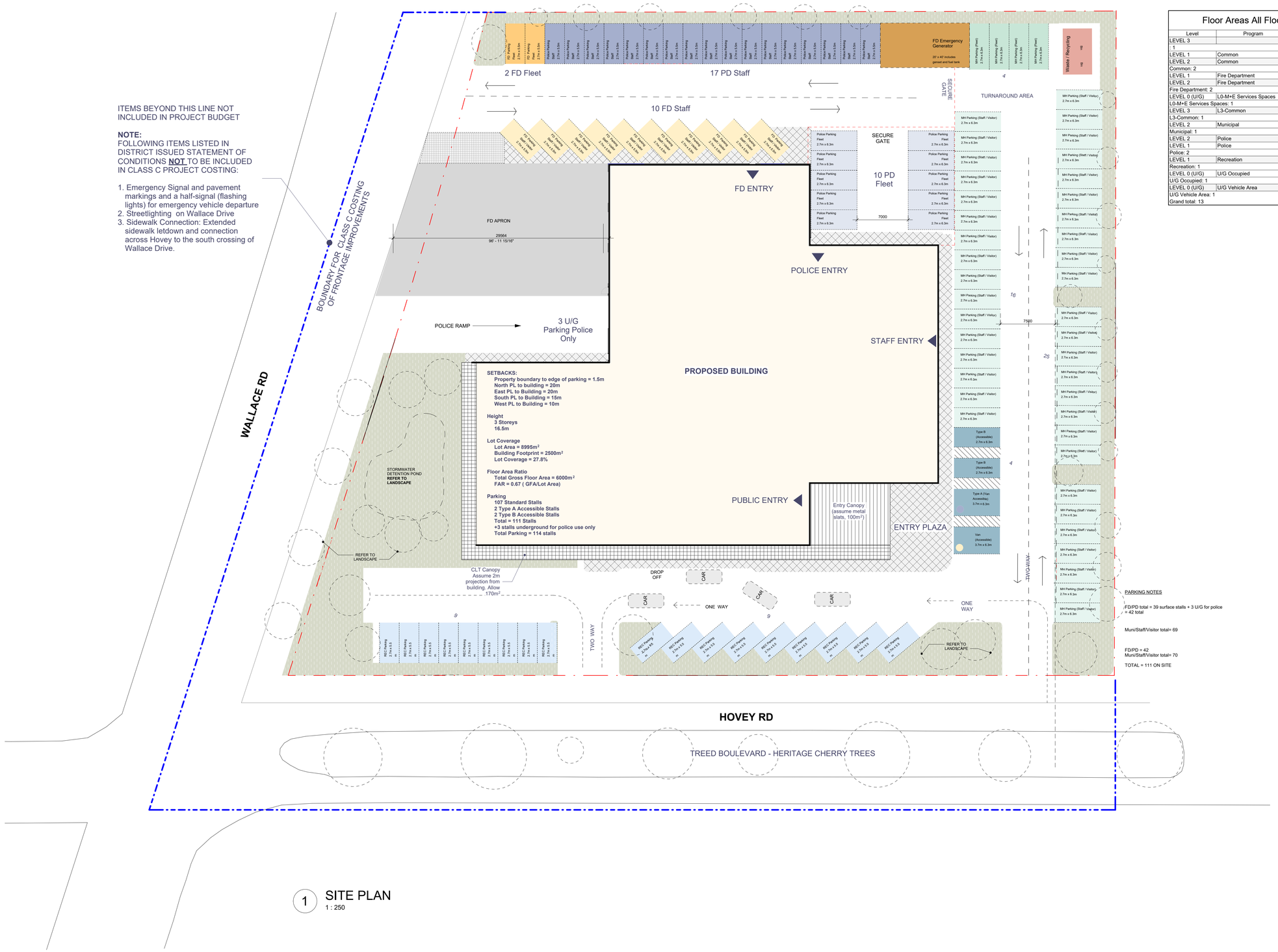
Preliminary Design

See Next Page: Proposed Peninsula Recreation Facility in Central Saanich—Memorandum of Understanding Staff Report Appendix B

ITEMS BEYOND THIS LINE NOT INCLUDED IN PROJECT BUDGET

NOTE:
FOLLOWING ITEMS LISTED IN DISTRICT ISSUED STATEMENT OF CONDITIONS **NOT** TO BE INCLUDED IN CLASS C PROJECT COSTING:

1. Emergency Signal and pavement markings and a half-signal (flashing lights) for emergency vehicle departure
2. Streetlighting on Wallace Drive
3. Sidewalk Connection: Extended sidewalk letdown and connection across Hovey to the south crossing of Wallace Drive.



1 SITE PLAN
1 : 250

Floor Areas All Floors		
Level	Program	Area
LEVEL 3		443.02 m²
- 1		443.02 m²
LEVEL 1	Common	173.16 m²
LEVEL 2	Common	239.75 m²
Common: 2		412.91 m²
LEVEL 1	Fire Department	623.03 m²
LEVEL 2	Fire Department	58.23 m²
Fire Department: 2		681.27 m²
LEVEL 0 (U/G)	L0-M+E Services Spaces	96.80 m²
L0-M+E Services Spaces: 1		96.80 m²
LEVEL 3	L3-Common	102.06 m²
L3-Common: 1		102.06 m²
LEVEL 2	Municipal	1246.66 m²
Municipal: 1		1246.66 m²
LEVEL 2	Police	369.37 m²
LEVEL 1	Police	602.11 m²
Police: 2		971.48 m²
LEVEL 1	Recreation	999.99 m²
Recreation: 1		999.99 m²
LEVEL 0 (U/G)	U/G Occupied	486.80 m²
U/G Occupied: 1		486.80 m²
LEVEL 0 (U/G)	U/G Vehicle Area	287.56 m²
U/G Vehicle Area: 1		287.56 m²
Grand total: 13		5728.54 m²

PARKING NOTES

FD/PD total = 39 surface stalls + 3 U/G for police = 42 total

Muni/Staff/Visitor total= 69

FD/PD = 42
Muni/Staff/Visitor total= 70

TOTAL = 111 ON SITE

hcma
architecture + design

201 - 844 Courtney Street 250.382.6650
Victoria BC V8W 1C4 hcma.ca

©2026 Copyright reserved. These drawings and the design contained therein or which may be inferred therefrom are, and at all times remain, the exclusive property of **hcma** architecture + design. **hcma** holds the copyright and ownership in the said drawings, which cannot be used for any purpose without the express written consent of **hcma**.

Seal

Consultants

Key plan

Issued for

1	2025.12.16	SD Coord
2	2026.02.11	SD Coord.
3	2026.02.18	SD Coord

Project title
CENTRAL SAANICH CIVIC FACILITY

Client
District of Central Saanich

Site address
LOT A, HOVEY RD

Sheet title
SD SITE

Date Printed 2/23/2026 2:44:28 PM
Sheet number **Current Issue** 3

DSK00

Police	LEVEL 1	602.11 m²
Recreation	LEVEL 1	999.99 m²
Grand total: 4		2398.30 m²

Kitchen/Mtg
39.65 m²

TV

12.51 m²
5325

5.81 m²

Jan
2.74 m²

EXIT WALKWAY

Kitchenette

2450

Notes from Rec mtg:
requested 2 showers, 4 toilets, 4 dry stalls.

Note code calcs = 245 persons --> 3M, 5F fixtures.
See code consult markups - design intent will be for universal style change with open grooming areas

UP

DN

Changerooms
75.81 m²

General Art
208.98 m²

Offices
20.85 m²

dead end corridor needs path of egress to outdoors

Weightroom
266.62 m²

3550

Recreation
112.78 m²

Fitness + Dance
152.76 m²

9974

Multipurpose
118.85 m²

1
DSK06

G F E D C B A

1 2 3 4 5 6 7 8 9

1 FLOOR PLAN - LEVEL 1 - ALL PROGRAM

1 : 100

COST MANAGEMENT REPORT

Central Saanich Civic Saanichton, BC Class C Estimate

REPORT NUMBER 1.4
FEBRUARY 27, 2026

PREPARED FOR:
HCMA

Suite 300 – 30 East 6th Avenue, Vancouver, BC V5T 1J4
T 604 734 3126

Contents

Section Number	Description
1.0	Introduction
2.0	Executive Summary
3.0	Development Cost Summary
4.0	Basis & Assumptions
5.0	Exclusions
6.0	Construction Cost Summary
7.0	Recreation Costing
8.0	Alternative Price Items
9.0	Areas
10.0	Taxes
11.0	Project Schedule & Escalation
12.0	Pricing
13.0	Risk Mitigation
14.0	Contingencies
15.0	Documents Reviewed

APPENDICES:

APPENDIX I	Elemental Summary	2 page(s)
APPENDIX II	Cost Plan	47 page(s)
APPENDIX III	Recreation Costing Details	1 page(s)

1.0 Introduction

1.1 Instructions Received

This report has been prepared by BTY Group ("BTY") at the request of HCMA (the "Client").

The Client has appointed BTY to provide a Class C Estimate developed for the new Central Saanich Civic Facility in Saanichton, BC (the "Project"). The Project will be delivered using a Construction Management (CM) at Risk construction model and although the CM has been appointed construction model, BTY strongly recommends that estimates are prepared at each of the key design milestones.
This report has been prepared in accordance with the scope of our Fee Proposal, dated November 24, 2024, and is subject to the terms of that appointment.
Information related to the Project for the purposes of this report was received by BTY on January 26, 2026. Please refer to Section 15.0 for a list of information received in producing this report.

1.2 Report Reliance

This Report is owned by BTY Group, and it is provided for the benefit and sole reliance of the Client. BTY Group, its directors, staff, or agents do not make any express or implied representation or warranty whatsoever as to the factual accuracy of the information provided to us on behalf of the Client, its subcontractors or agents, upon which this Report is based. This Report contains confidential, proprietary information and related intellectual property rights of BTY Group which is licensed on a non-exclusive and limited basis to the Client and the Report may not be reproduced, transferred, copied, shared, or distributed, in whole or in part, to any party, without the express prior written permission of BTY Group.

1.3 Report Qualifications

This Report has been prepared based on information provided to us by the Client up to the date of issue of this Report. BTY Group does not accept any liability or accountability for information that has not been provided, or made available to us, at the time of preparing this Report. Any advice, opinions, or recommendations within this Report should be read and relied upon only in the context of the report as a whole. The contents do not provide legal, insurance or tax advice or opinion. Opinions in this report do not advocate for any party and if called upon to give oral or written testimony it will be given on the same assumption.

1.4 Contacts

Should you have any queries regarding the content of this report, please do not hesitate to contact either of

Jacky Yim
Associate Director
Tel: 604-734-3126
Email: jackyyim@bty.com

Nicholas Jackson
Director
Tel: 604-734-3126
Email: nicholasjackson@bty.com

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2.0 Executive Summary

2.1 Report Purpose

The purpose of this report is to provide a realistic estimate of the Project cost based on the information available at the time of writing.

The opinion expressed in this report has been prepared without the benefit of detailed architectural, mechanical, electrical or processing system drawings and should, therefore, be considered a Schematic Design (Class C) estimate. Based on the documents reviewed, our estimate should be correct within a range of approximately 10% to 15%

To provide an accurate cost estimate for the Project, BTY Group strongly recommends that a professional Quantity Surveying organization, such as BTY Group, be retained to provide a detailed analysis of any design information produced on behalf of the Client during the remaining stages of design.

2.2 Project Background and Description

The proposed development consists of a 3-storey building on 1-level underground parkade. This will include the below facilities:

1. Police Station (L0 to L2)
2. Fire Hall (L1 to L2)
3. Recreation Centre (L1)
4. Municipal Hall (L2 to L3)

The main floor structure is a concrete frame supported by typical strip and pad footings. L2 to L3 floor structure will be concrete topping on metal deck on steel frame. Main roof will be 5-ply CLT roof panel on glulam/steel members. The exterior cladding consists of cementitious panels, aluminum double-glazed curtain and aluminum windows. The interior construction is metal stud partitions.

The mechanical system includes plumbing, drainage, fire protection, heating, ventilation, air-conditioning (HVAC), and controls. The mechanical site services included stormwater, stormwater detention tank, storm retention tank, sanitary sewer, fire, and water main services.

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2.3 Project Overview

Construction Budget Status	Details
Current Estimate	$58,372,600
Current Cost	$10,264 /m²
Project Specifics	
GFA	5,687 m²
Construction Start	Unknown
Construction Completion	Unknown
Duration	Unknown
Escalation	Excluded
Design Contingency	10.00%
Construction Contingency	Excluded

3.0 Development Cost Summary

The current estimated cost of the project may be summarized as follows:

	Item	Estimated Costs ($)
A	Land Cost (Excluded)	0
B	Construction	53,065,900
C	Contingencies	5,306,700
D	Professional Fees	0
E	Municipal & Connection Fees	0
F	Management & Overhead	0
G	Project Contingency	0
H	Furnishing, Fittings & Equipment	0
I	Financing Costs	0
J	Goods & Services Tax	0
	Sub-Total Project Cost	**$58,372,600**
K	Escalation (Excluded)	0
	Total Project Cost (Feb 2026 Dollars)	**$58,372,600**

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4.0 Basis & Assumptions

The construction estimate is based on the following list of assumptions:

1. Single phase
2. 3.5% General contractor's fee/profit
3. Workers will NOT undergo daily security checks
4. Foundations will consist of shallow strip and pad footings with perimeter foundation walls
5. Vertical cut basement excavation with shotcrete and anchors along the basement perimeter
6. Allowance of $99,000 included for ESC & dewatering
7. Exterior wall will be aluminum panels on wood studs with R25 insulation
8. Exterior glazing will be aluminum double-glazed
9. Roofing will be 2-ply SBS membarane with R40 insulation
10. Interior partitions will be wood studs walls
11. 20 no. of security door hardware
12. Allowance of $119,000 included for rooftop mechanical screen
13. Allowance of $250,000 included for finishes and millwork to Council Chamber fitout
14. Allowance of $22,000 included for kitchen equipment
15. Allowance of $55,000 included for installation of owner supplied items
16. Allowance of $300,000 for a packaged fire pump with a jockey pump is included
17. Allowance for a special fire suppression system for the Police Station vault at level 1 is included
18. The central heating/cooling plant is based on central Air source Heat Pumps (air-to-water ASHPs), electric boilers, heating/ cooling pumps, recirculation pumps, and a hydronic distribution system
19. No allowance for a commercial type of kitchen ventilation system (NFPA 96)
20. Rough-in only for PV system
21. Please refer to Appendix II for all other assumptions.

Please note that BTY is not qualified to act as design consultant. The assumptions in our estimate should be reviewed and corrected by the design team.

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5.0 Exclusions

The construction estimate includes all direct and indirect construction costs derived from the drawings and other information provided by the Consultants, except for the following:

1. Land costs
2. Professional fees and disbursements
3. Planning, administrative and financing costs
4. Legal fees and agreement costs / conditions
5. Building permits and development cost charges
6. Temporary facilities for user groups during construction
7. Removal of hazardous materials from existing site
8. Loose furnishings and equipment
9. Unforeseen ground conditions and associated extras
10. Environmental remediation outside building footprint
11. General contractor bonding
12. Phasing of the works and accelerated schedule
13. Decanting & moving
14. Costs associated with "LEED" certification
15. Project commissioning
16. Erratic market conditions, such as lack of bidders, proprietary specifications
17. Fuel oil system
18. PV system
19. Cost escalation past February 2026
20. Cost impacted by US Tariffs on material imported

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6.0 Construction Cost Summary

The estimated construction cost of the project may be summerized as follows:

Description	Costs $	Cost / GFA $ / m²	Cost / GFA $ / ft²	%
A1 SUBSTRUCTURE	2,033,700	357.61	33.22	3.8%
A2 STRUCTURE	8,163,400	1,435.45	133.36	15.4%
A3 EXTERIOR ENCLOSURE	8,678,200	1,525.97	141.77	16.4%
B1 PARTITIONS & DOORS	3,814,600	670.76	62.32	7.2%
B2 FINISHES	1,990,400	349.99	32.52	3.8%
B3 FITTINGS & EQUIPMENT	3,135,400	551.33	51.22	5.9%
C1 MECHANICAL	10,008,900	1,759.96	163.51	18.9%
C2 ELECTRICAL	5,076,500	892.65	82.93	9.6%
D1 SITE WORK	3,852,800	677.47	62.94	7.3%
D2 ANCILLARY WORK	0	0.00	0.00	0.0%
General Requirements (10%)	4,675,500	822.14	76.38	8.8%
Fees (3.5%)	1,636,500	287.76	26.73	3.1%
Net Construction Cost	**$53,065,900**	**9,331.09**	**866.89**	**100.0%**
Design Allowance (10%)	5,306,700	933.13	86.69	
Construction Allowance (Excluded)	0	0.00	0.00	
Total Construction Cost	**$58,372,600**	**10,264.22**	**953.58**	
Gross Floor Area (m²)		5,687 m²	61,214 ft²	
Net Construction Cost / m²		$9,331 /m²	$867 /ft²	
Total Construction Cost /m²		$10,264 /m²	$954 /ft²	

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7.0 Recreation Costing

The following items are identified separately as costs related specifically to the Recreation Center component and are included in our base estimate:

The percentage of recreation allocation has been derived using the calculation below:

1,000 m² (Rec)/5,687 m² (Total GFA) = 17.6%.

	Item	Add to Estimate ($)
1	Recreation Centre "Building"	6,623,500
2	Recreation Centre "Site Development"	803,000
	Total	**$7,426,500**

Please note that the above estimated cost includes general contractor's fees, and all contingencies.

Please refer to Appendix III for the details.

Note: $222,300 is the proportional cost to the recreation centre for post-disaster enhancements, however, this cost is not being allocated to overall recreation costs. The sum above does not include this premium.

8.0 Alternative Price Items

The following alternative items have been considered by the consultants:

	Item	Add to Estimate ($)
1	Exterior Cladding use Brick instead of Aluminum Panels	578,200
2	Exterior Cladding use Cementitious Panels instead of Aluminum Panels	389,400
3	Exterior Cladding use steel studs instead of wood studs backup wall	106,200
4	Interior partitions use steel studs instead of wood studs backup wall	234,100
5	Aluminum Curtain Walls use Triple-glazed instead of Double-glazed	126,400
6	Aluminum Window use Triple-glazed instead of Double-glazed	27,300
7	Add Common Area (70 m²)	321,600
8	Heating & Cooling system: Choosing a geo-exchange (ground-source) system instead of an air-to-water air-source heat pump (ASHP) system	1,993,000

Please note that the above estimated cost includes general contractor's fees, and all contingencies.

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9.0 Areas

The gross floor area of the project, measured in accordance with the guidelines established by the Canadian Institute of Quantity Surveyors, is:

Location	Parking	Occupied	Total
Level 0	297 m²	559 m²	559 m²
Level 1		2,433 m²	2,433 m²
Level 2		2,024 m²	2,024 m²
Level 3		671 m²	671 m²
Total Gross Floor Area	**297 m²**	**5,687 m²**	**5,687 m²**

10.0 Taxes

The estimate includes the Provincial Sales Tax (P.S.T.) where applicable.

The estimate excludes the Goods & Services Tax (G.S.T.).

11.0 Project Schedule & Escalation

No cost escalation allowance has been included in this estimate. BTY strongly recommends that the client establish a separate budget to cover the escalation cost from the date of this estimate to the mid-point of construction of the project. Our current projected escalation rates are shown below:

	2026	2027	2028 +
Current BTY Group Forecast	2% - 5%	2% - 4%	2% - 4%

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12.0 Pricing

This estimate has been priced at first quarter 2026 rates assuming a normal market. The unit rates utilized are considered a construction management form of contract with competitively bid sub-trade pricing.

The estimate allows for labour, material, equipment and other input costs at current rates and levels of productivity. It does not consider extraordinary market conditions, where bidders may be few and may include in their tenders' disproportionate contingencies and profit margins.

A separate allowance has not been included in the estimate to cover Canada's response to potential tariffs that may be imposed by the U.S. Government. Design, escalation and construction contingencies may also be adjusted to reflect the increased risk associated with the current environment. BTY will continue to monitor the construction market and adjust estimates to reflect current pricing.

13.0 Risk Mitigation

BTY Group recommends that the Owner, Project Manager and Design Team carefully review this document, including exclusions, inclusions and assumptions, contingencies, escalation and mark-ups. If the project is over budget, or if there are unresolved budgeting issues, alternative systems/schemes should be evaluated before proceeding into the next design phase.

Requests for modifications of any apparent errors or omissions to this document must be made to BTY Group within ten (10) days of receipt of this estimate. Otherwise, it will be understood that the contents have been concurred with and accepted.

It is recommended that BTY Group design and propose a cost management framework for implementation. This framework would require that a series of further estimates be undertaken at key design stage milestones and a final update estimate be produced which is representative of the completed tender documents, project delivery model and schedule. The final updated estimate will address changes and additions to the documents, as well as addenda issued during the bidding process. BTY Group is unable to reconcile bid results to any estimate not produced from bid documents including all addenda.

14.0 Contingencies

14.1 Design Contingency

A design contingency of Ten Percent (10%) has been included in the estimate to cover modifications to the program, drawings and specifications during the design.

14.2 Construction Contingency

No construction contingency has been included in this estimate but BTY strongly recommends that the client establish a construction contingency to cover unforeseen costs which may arise during the construction period.

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15.0 Documents Reviewed

The list below confirms the information reviewed in preparing our report:

	Description	Revised Date
Drawings & Specifications		
	Architectural Set (6 sheets)	January 26, 2026
	Structural Set (5 sheets)	January 28, 2026
	Landscape &1 Civil Set (2 sheets)	February 3, 2026
	L2 Area Reduction Plan	February 3, 2026
	Architecural Elevations	February 4, 2026
	Reduced Floor Plan Rev. 2	February 9, 2026
Report		
	Geotechnical Report	April 10, 2025
	Mechanical and Electrical Report	January 28, 2026
	Landscape & Civil Report	February 3, 2026

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COST MANAGEMENT REPORT

Central Saanich Civic
Saanichton, BC

APPENDICES

APPENDIX I	Elemental Summary	2 page(s)
APPENDIX II	Cost Plan	47 page(s)
APPENDIX III	Recreation Costing Details	1 page(s)
#REF!	#REF!	#REF!

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APPENDIX I

Elemental Summary

2 page(s)

Central Saanich Civic Facility, Saanichton, BC
Class C Estimate #1.4
February 27, 2026
GFA: 5,687 m²

Total

Element		Ratio G.F.A.	Element Quantity	Unit	Average Unit Cost	Amount $	Total Cost $	Cost/Floor Area $/ m²	%
A1	**SUBSTRUCTURE**						**2,033,700**	**357.61**	**4.2%**
A11.1	Standard Foundations	1.00	5,687	m²	131.53	748,000		131.53	
A11.2	Special Foundations	1.00	5,687	m²	94.43	537,000		94.43	
A12	Basement Excavation	1.04	5,906	m³	126.77	748,700		131.65	
A2	**STRUCTURE**						**8,163,400**	**1,435.45**	**16.8%**
A21	Lowest Floor Construction	0.46	2,634	m²	224.41	591,200		103.96	
A22.1	Upper Floor Construction	0.62	3,551	m²	1,264.97	4,491,900		789.85	
A22.2	Stair Construction	0.05	258	risr	1,291.86	333,300		58.61	
A23	Roof Construction	0.39	2,226	m²	1,234.05	2,747,000		483.03	
A3	**EXTERIOR ENCLOSURE**						**8,678,200**	**1,525.97**	**17.8%**
A31	Structural Walls Below Grade	0.14	814	m²	990.03	805,500		141.64	
A32.1	Walls Above Grade	0.36	2,072	m²	1,606.00	3,328,400		585.26	
A32.2	Structural Walls Above Grade	0.00	0	m²	0.00	0		0.00	
A32.3	Curtain Walls	0.03	183	m²	1,924.73	352,900		62.05	
A33.1	Windows & Louvres	0.01	48	m²	2,008.33	96,400		16.95	
A33.2	Glazed Screens	0.14	793	m²	1,429.99	1,134,500		199.49	
A33.3	Doors	0.00	10	lvs.	30,880.00	308,800		54.30	
A34.1	Roof Covering	0.39	2,226	m²	621.92	1,384,400		243.43	
A34.2	Skylights	0.00	0	m²	0.00	0		0.00	
A35	Projections	0.13	753	m²	1,682.49	1,267,300		222.84	
B1	**PARTITIONS & DOORS**						**3,814,600**	**670.76**	**7.8%**
B11.1	Fixed Partitions	0.92	5,257	m²	354.21	1,862,000		327.41	
B11.2	Moveable Partitions	0.00	0	m²	0.00	86,300		15.17	
B11.3	Structural Partitions	0.30	1,710	m²	605.50	1,035,500		182.08	
B12	Doors	0.03	169	lvs.	4,915.98	830,800		146.09	
B2	**FINISHES**						**1,990,400**	**349.99**	**4.1%**
B21	Floor Finishes	0.89	5,086	m²	123.96	630,500		110.87	
B22	Ceiling Finishes	0.89	5,086	m²	170.87	869,100		152.82	
B23	Wall Finishes	1.97	11,210	m²	43.78	490,800		86.30	
B3	**FITTINGS & EQUIPMENT**						**3,135,400**	**551.33**	**6.4%**
B31.1	Metals	1.00	5,687	m²	68.24	388,100		68.24	
B31.2	Millwork	1.00	5,687	m²	152.80	869,000		152.80	
B31.3	Specialties	1.00	5,687	m²	177.47	1,009,300		177.47	
B32	Equipment	1.00	5,687	m²	13.54	77,000		13.54	
B33.1	Elevators	0.00	6	stop	132,000	792,000		139.26	
B33.2	Escalators & Moving Walkways	0.00	0	no.	0.00	0		0.00	
B33.3	Material Handling Systems	0.00	0	no.	0.00	0		0.00	
C1	**MECHANICAL**						**10,008,900**	**1,759.96**	**20.6%**
C11	Plumbing and Drainage	1.00	5,687	m²	519.29	2,953,200		519.29	
C12	Fire Protection	1.00	5,687	m²	174.77	993,900		174.77	
C13	HVAC	1.00	5,687	m²	943.91	5,368,000		943.91	
C14	Controls	1.00	5,687	m²	122.00	693,800		122.00	
C2	**ELECTRICAL**						**5,076,500**	**892.65**	**10.4%**
C21	Service & Distribution	1.00	5,687	m²	278.44	1,583,500		278.44	
C22	Lighting, Devices & Heating	1.00	5,687	m²	375.80	2,137,200		375.80	
C23	Systems & Ancillaries	1.00	5,687	m²	238.40	1,355,800		238.40	
Z1	**GENERAL REQUIREMENTS & FEES**						**5,791,900**	**1,018.45**	**11.9%**
Z11	General Requirements	10.0%				4,290,200		754.39	
Z12	Fee	3.5%				1,501,700		264.06	
NET BUILDING COST							**$48,693,000**	**8,562.16**	**100%**

Central Saanich Civic Facility, Saanichton, BC
Class C Estimate #1.4
February 27, 2026
GFA: 5,687 m²

Total

Element		Ratio G.F.A.	Element Quantity	Element Unit	Average Unit Cost	Amount $	Total Cost $	Cost/Floor Area $/ m²	%
NET BUILDING COST							**$48,693,000**	**8,562.16**	
D1	**SITE WORK**						**3,852,800**	**677.47**	
D11.1	Site Preparation	1.00	5,687	m²	28.54	162,300		28.54	
D11.2	Hard Surfaces	1.00	5,687	m²	232.25	1,320,800		232.25	
D11.3	Site Improvements	1.00	5,687	m²	101.58	577,700		101.58	
D11.4	Landscaping	1.00	5,687	m²	57.83	328,900		57.83	
D12	Mechanical Site Services	1.00	5,687	m²	194.41	1,105,600		194.41	
D13	Electrical Site Services	1.00	5,687	m²	62.86	357,500		62.86	
D2	**ANCILLARY WORK**						**0**	**0.00**	
D21.1	Demolition	0.00	0	m²	0.00	0		0.00	
D21.2	Hazardous Materials	0.00	0	m²	0.00	0		0.00	
D22	Alteration	0.00	0	m²	0.00	0		0.00	
Z1	**GENERAL REQUIREMENTS & FEES**						**520,100**	**91.45**	
Z11	General Requirements	10.0%				385,300		67.75	
Z12	Fee	3.5%				134,800		23.70	
NET CONSTRUCTION COST							**$53,065,900**	**9,331.09**	
Z2	**ALLOWANCES**						**5,306,700**	**933.13**	
Z21	Design Allowance	10.0%				5,306,700		933.13	
Z23	Construction Allowance	0.0%				0		0.00	
SUBTOTAL CONSTRUCTION COST							**$58,372,600**	**10,264.22**	
Goods & Services Tax		0.0%					**0**	**0.00**	
TOTAL CONSTRUCTION COST							**$58,372,600**	**10,264.22**	

Notes:

APPENDIX II

Cost Plan

47 page(s)

Description	Quantity	Unit	Rate	Amount
A1 SUBSTRUCTURE				
A11.1 Standard Foundations				
Allowance for strip & pad footings	5,984	m²	110.00	658,200
Allowance for perimeter drainage	178	lm	88.00	15,700
Extra over post-disaster structural premium	1	sum	74,100.00	74,100
Total Standard Foundations				***$748,000***

Description	Quantity	Unit	Rate	Amount
A1 SUBSTRUCTURE				
A11.2 Special Foundations				
Shotcrete	814	m²	660.00	537,000
Total Special Foundations				***$537,000***

Description	Quantity	Unit	Rate	Amount
A1 SUBSTRUCTURE				
A12 Basement Excavation				
Basement excavation	5,906	m^3	110.00	649,700
Allowance for erosion & sediment control, dewatering	1	sum	99,000.00	99,000
Total Basement Excavation				***$748,700***

Description	Quantity	Unit	Rate	Amount
A2 STRUCTURE				
A21 Lowest Floor Construction				
L0: Concrete slab on grade	856	m²	165.00	141,200
L0: Concrete ramp on grade	201	m²	198.00	39,900
L1: Concrete slab on grade	1,577	m²	165.00	260,200
Extra over for heavy-duty slab to apparatus bays	1	sum	56,320.00	56,300
Extra over post-disaster structural premium	1	sum	54,700.00	54,700
Extra over for trench grate & frame to apparatus bays	1	sum	35,640.00	35,600
Extra over for recessed slab with floor drains to hose drying	1	sum	3,300.00	3,300
Total Lowest Floor Construction				***$591,200***

Description	Quantity	Unit	Rate	Amount
A2 STRUCTURE				
A22.1 Upper Floor Construction				
L1: Suspended concrete slab with slab bands on concrete beams and columns	856	m²	880.00	753,300
L2: 89mm concrete topping on38mm steek deck on steel OWSJ, beams, bracing & columns	2,024	m²	1,155.00	2,337,700
L3: 89mm concrete topping on38mm steek deck on steel OWSJ, beams, bracing & columns	671	m²	1,155.00	775,000
Allowance for spray fireproofing below steel deck	2,024	m²	60.50	122,500
Allowance for fire stopping	1	sum	78,122.00	78,100
Extra over post-disaster structural premium	1	sum	425,300.00	425,300
Total Upper Floor Construction				***$4,491,900***

Description	Quantity	Unit	Rate	Amount
A2 STRUCTURE				
A22.2 Stair Construction				
Exit stairs: Steel stairs with concrete fill	201	risr	660.00	132,700
Lobby: Feature stairs	57	risr	3,520.00	200,600
Total Stair Construction				***$333,300***

Description	Quantity	Unit	Rate	Amount
A2 STRUCTURE				
A23 Roof Construction				
L1: Suspended concrete slab with slab bands on concrete beams and columns	11	m²	880.00	9,700
L2: 38mm steek deck on steel OWSJ, beams, bracing & columns	191	m²	1,045.00	199,600
L3: 38mm steek deck on steel OWSJ, beams, bracing & columns	1,353	m²	1,045.00	1,413,900
Main: 5-ply CLT panel on hybrid members	671	m²	1,210.00	811,900
Extra over post-disaster structural premium	1	sum	267,900.00	267,900
Allowance for housekeeping pads for rooftop equipment	1	sum	44,000.00	44,000
Total Roof Construction				***$2,747,000***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A31 Structural Walls Below Grade				
Concrete basement walls with rigid insulation and waterproofing membrane	814	m²	990.00	805,500
Total Structural Walls Below Grade				***$805,500***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A32.1 Walls Above Grade				
Aluminum panels on wood stud with R25 insulation	2,072	m²	1,606.00	3,328,400
Total Walls Above Grade				***$3,328,400***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A32.3 Curtain Walls				
Aluminum doubled-glazed curtain walls	183	m²	1,925.00	352,900
Allowance for structural steel support		incl.		
Total Curtain Walls				***$352,900***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A33.1 Windows & Louvres				
Aluminum doubled-glazed windows	48	m²	1,320.00	63,400
Allowance for metal louvres	1	sum	33,000.00	33,000
Total Windows & Louvres				***$96,400***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A33.2 Glazed Screens				
Aluminum doubled-glazed storefront	793	m²	1,430.00	1,134,500
Allowance for structural steel support	assume not req'd			
Total Glazed Screens				***$1,134,500***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A33.3 Exterior Doors				
Hollow metal single doors including frame and hardware	4	lv(s)	4,180.00	16,700
Aluminium double doors including frame and hardware	1	pr(s)	8,140.00	8,100
Extra over for automatic door openers	5	no.	4,950.00	24,800
Overhead security garage door 7564 x 4900mm high	1	no.	61,154.94	61,200
Overhead doors with clear glass to the front of apparatus bays	3	no.	66,000.00	198,000
Total Exterior Doors				***$308,800***

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A34.1 Roof Covering				
2-ply SBS roofing with R40 insulation	2,226	m²	605.00	1,346,700
Extra over for concrete pavers to outdoor patio on L1 & L2	39	m²	275.00	10,700
Allowance for galvanized steel guardrails to outdoor patio on upper floor	14	lm	660.00	9,200
Allowance for concrete pavers to rooftop mechanical	1	sum	17,800.00	17,800
Total Roof Covering				***$1,384,400***

Description	Quantity	Unit	Rate	Amount

A3 EXTERIOR ENCLOSURE

A34.2 Skylights

Assume no skylights		excl.		

Total Skylights				

Description	Quantity	Unit	Rate	Amount
A3 EXTERIOR ENCLOSURE				
A35 Projections				
Metal soffits	31	m²	1,540.00	47,700
Allowance for steel canopies to outdoor patio	18	m²	2,200.00	40,000
Allowance for steel canopies to entry plaza	100	m²	2,200.00	220,000
Exterior metal sunshades to curtain wall	183	m²	660.00	121,000
Allowance for sunshades to exterior glazing (assume 50% of other exterior glazing)	421	m²	660.00	277,600
Allowance for canopies to exits	4	loc	2,750.00	11,000
Allowance for rooftop mechanical screen (allow 10x10m, 1.8m ht)	1	sum	119,000.00	119,000
Allowance for CLT canopy at the South and West of the building (3-ply CLT with SBS roofing/cladding supported by steel columns)	170	m²	2,535.17	431,000
Total Projections				***$1,267,300***

Description	Quantity	Unit	Rate	Amount
B1 PARTITIONS & DOORS				
B11.1 Fixed Partitions				
Interior metal stud drywall partitions	3,907	m²	231.00	902,400
Extra over for soundproof partitions	270	m²	110.00	29,700
Extra over for security mesh partitions	365	m²	143.00	52,200
Allowance for interior glazed partitions (assume 5% of total interior walls)	586	m²	1,045.00	612,400
Interior security glazed partition to Reception	3	m²	3,300.00	8,500
Recreation Centre				
Interior metal stud drywall partitions	662	m²	231.00	153,000
Allowance for interior glazed partitions (assume 5% of total interior walls)	99	m²	1,045.00	103,800
Total Fixed Partitions				***$1,862,000***

Description	Quantity	Unit	Rate	Amount
B1 PARTITIONS & DOORS				
B11.2 Moveable Partitions				
Allowance for folding partitions on L3	65	m²	1,320.00	86,300
Total Moveable Partitions				***$86,300***

Description	Quantity	Unit	Rate	Amount
B1 PARTITIONS & DOORS				
B11.3 Structural Partitions				
Interior concrete walls to stairwell and elevator shaft	1,075	m²	715.00	768,900
Interior concrete block walls to L0	496	m²	440.00	218,200
Interior fully grouted concrete block cell walls	86	m²	495.00	42,600
Extra over for soundproof to L0 block walls at interview room	53	m²	110.00	5,800
Total Structural Partitions				***$1,035,500***

Description	Quantity	Unit	Rate	Amount
B1 PARTITIONS & DOORS				
B12 Interior Doors				
Hollow metal / Solid core wood single door including frame and hardware	140	lv(s)	3,300.00	462,000
Hollow metal / Solid core wood double door including frame and hardware	6	pr(s)	6,380.00	38,300
Extra over for soundproof doors (allowance)	11	no.	2,200.00	24,200
Extra over for security door hardware (allowance)	20	no.	1,650.00	33,000
Extra over for automatic door openers (allowance)	20	no.	4,950.00	99,000
Cell doors	3	no.	9,900.00	29,700
Overhead security door 4860 x 4000mm high to secure vehicle bav	2	no.	31,680.00	63,400
Overhead security door 5270 x 4000mm high to sally port	1	no.	34,782.00	34,800
Allowance for lockable galvanized steel access panels	10	no	550.00	5,500
Recreation Centre				
Hollow metal / Solid core wood single door including frame and hardware	7	lv(s)	3,300.00	23,100
Hollow metal / Solid core wood double door including frame and hardware	2	pr(s)	6,380.00	12,800
Extra over for automatic door openers (allowance)	1	no.	4,950.00	5,000
Total Interior Doors				***$830,800***

Description	Quantity	Unit	Rate	Amount
B2 FINISHES				
B21 Floor Finishes				
Traffic coating to parking, secure vehicle bay & sally port	390	m²	71.50	27,900
Carpet to offices, interview, workstations, meeting and dorms	874	m²	99.00	86,500
Ceramic floor tiles to washrooms, lockers/change room and janitor	275	m²	132.00	36,200
Concrete sealer to apparatus bays, service rooms and stairs	553	m²	27.50	15,200
Epoxy flooring to cells, SCBA	39	m²	198.00	7,600
Anti-static flooring to electrical and IT rooms	74	m²	165.00	12,200
Rubber flooring to fitness	82	m²	110.00	9,000
Marmoleum flooring to other areas	1,950	m²	143.00	278,900
Floor grille /walk-off mat system insert at main entrances	1	sum	11,000.00	11,000
Allowance for tactile warning to stairs and landings	1	sum	33,000.00	33,000
Allowance for line painting and safety markings within apparatus bays and parkade	1	sum	5,500.00	5,500
Recreation Centre				
Carpet to offices	13	m²	99.00	1,300
Rubber flooring to fitness and weightroom	390	m²	110.00	42,900
Ceramic floor tiles to washrooms, lockers/change room and janitor	61	m²	132.00	8,100
Marmoleum flooring to other areas	386	m²	143.00	55,200
Total Floor Finishes				***$630,500***

Description	Quantity	Unit	Rate	Amount
B2 FINISHES				
B22 Ceiling Finishes				
Suspended GWB to washrooms, lockers/change room and janitor	275	m²	198.00	54,400
Paint to apparatus bays and service rooms	553	m²	55.00	30,400
Suspended T-bar ceiling to all other areas	3,409	m²	132.00	449,900
Extra over for acoustic treatment to interviews and quiet	8	loc	5,500.00	44,000
Extra over for Epoxy painted fire-retardant plywood ceiling with pick-resistant epoxy caulking to cells	28	m²	330.00	9,200
Allowance for bulkheads	1	sum	110,000.00	110,000
Allowance for special ceiling finishes to lobby	1	sum	55,000.00	55,000
Recreation Centre				
Suspended GWB to washrooms, lockers/change room and janitor	61	m²	198.00	12,100
Suspended T-bar ceiling	789	m²	132.00	104,100
Total Ceiling Finishes				***$869,100***

Description	Quantity	Unit	Rate	Amount
B2 FINISHES				
B23 Wall Finishes				
Ceramic wall tiles to washroom, 2.2m high	80	m²	220.00	17,600
Paint to all other walls	9,450	m²	22.00	207,900
Extra over for epoxy wall paint to Cells	3	rms	2,750.00	8,300
Allowance for acoustic wall panels to police	1	sum	220,000.00	220,000
Recreation Centre				
Paint to all walls	1,680	m²	22.00	37,000
Total Wall Finishes				***$490,800***

Description	Quantity	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B31.1 Metals				
Steel stair handrails	70	lm	275.00	19,300
Steel stair guardrails	70	lm	412.50	29,000
Guardrails to feature stairs and open to below	48	lm	2,200.00	105,400
Steel guardrail at mezzanine	17	lm	412.50	7,000
Allowance for metal bollards to apparatus bay, parkade and around building perimeter	30	no.	1,100.00	32,600
Extra over for galvanized steel hose hangers	1	sum	8,800.00	8,800
Allowance for structural steel support for hose hoist	1	sum	22,000.00	22,000
Allowance for elevator pit ladders	1	sum	5,500.00	
Security bars at ductwork, cable trays and conduit penetrations, including provision of addition steel studs, etc.	1	sum	44,000.00	44,000
Allowance for misc. metals	1	sum	103,000.00	103,000
Recreation Centre				
Allowance for misc. metals	1	sum	17,000.00	17,000
Total Metals				***$388,100***

Description	Quantity	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B31.2 Millwork				
Allowance for millwork				
Common	1	sum	21,000.00	21,000
Municipal Hall	1	sum	211,000.00	211,000
Fire Department	1	sum	163,000.00	163,000
Police	1	sum	169,000.00	169,000
Allowance for finishes and millwork to Council Chamber fitout	1	sum	250,000.00	250,000
Recreation Centre				
Allowance for millwork	1	sum	55,000.00	55,000
Total Millwork				***$869,000***

Description	Quantity	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B31.3 Specialties				
Fire Department				
Allowance for washroom accessories	5	sets	4,400.00	22,000
Metal lockers (full height, 18"x18")	16	no.	1,650.00	26,400
Built-in bed to dorm	4	no.	3,300.00	13,200
Wall mounted PPE racks to turnaround gear	20	no.	1,320.00	26,400
Allowance for rappelling anchors to hose drying	1	sum	5,500.00	5,500
Allowance for mirrors to fitness room (assume 2.2m ht)	1	sum	5,500.00	5,500
Allowance for SS backsplash around shower & boot spray area	1	sum	5,500.00	5,500
SCBA gear, racks, fill station		excl.		
Slide poles in Fire Hall		not require		
Police				
Allowance for washroom accessories	10	sets	4,400.00	44,000
Metal lockers (full height, 18"x18")	10	no.	1,650.00	16,500
Metal lockers (full height, 12"x12")	10	no.	1,430.00	14,300
Concrete bed to cells	3	no.	1,650.00	5,000
Allowance for mirrors to fitness room (assume 2.2m ht)	1	sum	7,700.00	7,700
Allowance for wall protection & corner guards	1	sum	165,000.00	165,000
Storage shelving for firearms, gear room		excl.		
Vault		excl.		
Lockers for pass-thru evidence, gun, taser, drying		excl.		

Description	Quantity	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B31.3 Specialties				
Municipal Hall				
Allowance for washroom accessories	8	sets	4,400.00	35,200
Metal lockers (full height, 18"x18")	10	no.	1,650.00	16,500
Metal lockers (2-tier)	10	no.	1,815.00	18,200
High density storage		excl.		
Recreation Centre				
Allowance for washroom accessories	9	sets	4,400.00	39,600
Allowance for mirrors to weight room, fitness + dance and multipurpose	1	sum	22,000.00	22,000
Allowance for ballet railing	1	sum	5,280.00	5,300
Misc.				
Fire safety plan	4	levels	660.00	2,600
Allowance for interior signage	1	sum	77,000.00	77,000
Allowance for rough carpentry	1	sum	206,000.00	206,000
Allowance for janitor shelf and SS backsplash around mop sink	1	sum	8,800.00	8,800
Allowance for tackboards and whiteboards (incl. in FF&E)		excl.		
Roller shades to windows (manual operated)	1,025	m²	165.00	169,100
Allowance for misc. specialties	1	sum	52,000.00	52,000
Open stations		excl.		
Total Specialties				***$1,009,300***

Description	Quantity	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B32 Equipment				
Allowance for roof anchors	1	sum		
Allowance for kitchen equipment to lunch room in police	1	sum	11,000.00	11,000
Allowance for kitchen equipment to lunch room in fire hall	1	sum	11,000.00	11,000
Fitness equipment - incl. in FF&E		excl.		
Laundry equipment - incl. in FF&E		excl.		
Fire fighting equipment - incl. in FF&E		excl.		
Motorized hose hoist to hose drying - incl. in FF&E		excl.		
Kitchen equipment to outdoor deck		excl.		
Allowance for installation of owner supplied items	1	sum	55,000.00	55,000
Recreation Centre				
Allowance for kilns and turning wheels to General Art room - incl. in FF&E		excl.		
Fitness equipment - incl. in FF&E		excl.		
Art equipment (Kilns, turning wheels) - incl. in FF&E		excl.		
Total Equipment				***$77,000***

Description	Quantity	Unit	Rate	Amount
B3 FITTINGS & EQUIPMENT				
B33.1 Elevators				
Passenger/Service elevators (3 stops)	2	no.	396,000.00	792,000
Total Elevators				***$792,000***

Description	Quantity	Unit	Rate	Amount
C1 MECHANICAL				
C11 Plumbing and Drainage				
Allowance for plumbing and drainage Plumbing fixtures Sumps and elevator pits Water meters c/w RBPA Electric centralized domestic hot water system DHW recirculation pumps Domestic Piping and insulation DHW recirculation piping Sanitary drainage and venting Stormwater drainage Heat tracing and trap primers Miscellaneous- testing, balancing and commissioning, seismic restraint, documentation, drawings, etc.				
Parking	297	m²	144.38	42,900
Common	390	m²	207.90	81,100
Allow cold-water line serving the irrigation system c/w RPBA and metered	1	sum	34,650.00	34,700
Municipal Hall	1,921	m²	381.15	732,200
Fire Department	1,349	m²	635.25	857,000
Fire Department: compressed air/ SCBA system (Introba report page 12 of 49)	1	sum	132,825.00	132,800
Police	1,027	m²	577.50	593,100
Extra-over for vandal-resistant penal fixtures for cells	1	sum	80,850.00	80,900
Recreation Centre	1,000	m²	398.48	398,500
Notes: No allowance for natural gas system No allowance for fuel oil system				
Total Plumbing and Drainage				***$2,953,200***

Description	Quantity	Unit	Rate	Amount
C1 MECHANICAL				
C12 Fire Protection				
Allowance for fire protection Dry and wet fire sprinkler system Fire extinguishers Dry compressor Fire department connection Testing and certification				
Parking	297	m²	69.30	20,600
Common	390	m²	103.95	40,500
Incoming DCVA assembly	1	no	17,325.00	17,300
Allowance for packaged fire pump with jockey pump - Main Mech. Rm L0	1	sum	300,000.00	300,000
Fire suppression system for Main Comm Rm, L0	1	loc.	20,790.00	20,800
Municipal Hall	1,921	m²	86.63	166,400
Fire suppression system for IT Build & IT Rm, L2	1	sum	25,410.00	25,400
Fire Department	1,349	m²	103.95	140,200
Clean agent system for Server, L1	1	loc.	17,325.00	17,300
Police	1,027	m²	103.95	106,800
Special fire suppression for the Vault, L1	1	loc.	23,100.00	23,100
Fire suppression system for Server, L1	1	loc.	17,325.00	17,300
Recreation Centre	1,000	m²	98.18	98,200
Note: No allowance for kitchen hood fire suppression system				
Total Fire Protection				***$993,900***

Description	Quantity	Unit	Rate	Amount
C1 MECHANICAL				
C13 HVAC				
Allowance for ventilation, PEF-1and heating only				
PEF-1				
Parking	297	m²	213.68	63,500
Allowance for HVAC system				
Hydronic heating/ cooling plant - ASHP with electric trim boiler (recommended)				
Terminal heating and cooling unit, TBD				
ERV-1, 1.1, 2, 3, 4, 5 and 6				
Dedicated split system for electrical/ Comm rooms				
Allowance for AC to all units, VRF system				
Supply and exhaust ventilation fans				
Kitchen exhaust (residential type, NFPA 96 not required)				
Vehicle exhaust extraction system for apparatus bay of the fire department				
Hydronic heating and cooling piping				
Refrigerant piping and condensate drainage piping				
Water and air balancing				
Miscellaneous- testing, commissioning, seismic restraint, documentation, drawings, etc.				
Common	390	m²	577.50	225,200
Municipal Hall	1,921	m²	750.75	1,442,200
Fire Department	1,349	m²	1,131.90	1,526,900
Police	1,027	m²	1,155.00	1,186,200
Recreation Centre	1,000	m²	924.00	924,000

Notes:
i. The HVAC system above only allowed ASHP with electric trim boilers for the heating/ cooling plant
ii. Geothermal system refers to the Section 8, Alternate Price Item AP7

Total HVAC	***$5,368,000***

Description	Quantity	Unit	Rate	Amount
C1 MECHANICAL				
C14 Controls				
Allowance for Controls (BAS) system Thermostats CO2 and humidity sensors DHW plant and pumps HVAC plant, pumps, and ERVs Misc. fans Fire pump controller Control wiring Miscellaneous- testing, commissioning, training, documentation, drawings, etc.				
Parking	297	m²	69.30	20,600
Common	390	m²	115.50	45,000
Municipal Hall	1,921	m²	109.73	210,800
Fire Department	1,349	m²	127.05	171,400
Police	1,027	m²	127.05	130,500
Recreation Centre	1,000	m²	115.50	115,500
Total Controls				***$693,800***

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C21 Service & Distribution				
Parking and Common				
Allowance for services and distribution 600A 347/600V Switchboard c/w 600A Fixed type breaker and 600A LSI Breaker Distribution panels and branch panels Transformers 200kW Diesel Exterior Generator c/w 72 Hours Belly tank and camlock 200A ATS and ATS control wiring Feeders Level 2 - EV chargers Digital metering Grounding Mechanical connections Shop drawing Testing and commissioning	687	m²	185.90	127,700
Rough-in only to PV system	1	sum	8,000.00	8,000
Municipal Hall				
Allowance for services and distribution 600A 347/600V Switchboard c/w 600A Fixed type breaker and 600A LSI Breaker Distribution panels and branch panels Transformers 200kW Diesel Exterior Generator c/w 72 Hours Belly tank and camlock 200A ATS and ATS control wiring Feeders Digital metering Grounding Mechanical connections Shop drawing Testing and commissioning	1,921	m²	228.80	439,500
Rough-in only to PV system	1	sum	8,000.00	8,000

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C21 Service & Distribution				
Fire Department				
Allowance for services and distribution 600A 347/600V Switchboard c/w 600A Fixed type breaker and 600A LSI Breaker Distribution panels and branch panels Transformers 200kW Diesel Exterior Generator c/w 72 Hours Belly tank and camlock 200A ATS and ATS control wiring Feeders Digital metering Grounding Mechanical connections Shop drawing Testing and commissioning	1,349	m²	314.60	424,400
Rough-in only to PV system	1	sum	8,000.00	8,000
Police				
Allowance for services and distribution 600A 347/600V Switchboard c/w 600A Fixed type breaker and 600A LSI Breaker Distribution panels and branch panels Transformers 200kW Diesel Exterior Generator c/w 72 Hours Belly tank and camlock 200A ATS and ATS control wiring Feeders Digital metering Grounding Mechanical connections Shop drawing Testing and commissioning	1,027	m²	314.60	323,100
Rough-in only to PV system	1	sum	8,000.00	8,000

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C21 Service & Distribution				
Recreation Centre				
Allowance for services and distribution 600A 347/600V Switchboard c/w 600A Fixed type breaker and 600A LSI Breaker Distribution panels and branch panels Transformers 200kW Diesel Exterior Generator c/w 72 Hours Belly tank and camlock 200A ATS and ATS control wiring Feeders Digital metering Grounding Mechanical connections Shop drawing Testing and commissioning	1,000	m^2	228.80	228,800
Rough-in only to PV system	1	sum	8,000.00	8,000
Total Service & Distribution				***$1,583,500***

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C22 Lighting, Devices & Heating				
Parking and Common				
Allowance for Lighting , lighting control , Branch devices and branch wiring Energy efficient LED lighting Lighting control Emergency and exit lighting Branch devices Conduit and feeders Testing and communication	687	m²	257.40	176,800
Municipal Hall				
Allowance for Lighting , lighting control , Branch devices and branch wiring Energy efficient LED lighting Lighting control Emergency and exit lighting Branch devices Conduit and feeders Testing and communication	1,921	m²	414.70	796,600
Fire Department				
Allowance for Lighting , lighting control , Branch devices and branch wiring Energy efficient LED lighting Lighting control Emergency and exit lighting Branch devices Conduit and feeders Testing and communication	1,349	m²	429.00	578,700
Police				
Allowance for Lighting , lighting control , Branch devices and branch wiring Energy efficient LED lighting Lighting control Emergency and exit lighting Branch devices Conduit and feeders Testing and communication	1,027	m²	486.20	499,300

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C22 Lighting, Devices & Heating				
Recreation Centre				
Allowance for Lighting , lighting control , Branch devices and branch wiring Energy efficient LED lighting Lighting control Emergency and exit lighting Branch devices Conduit and feeders Testing and communication	1,000	m²	85.80	85,800
Total Lighting, Devices & Heating				***$2,137,200***

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C23 Systems & Ancillaries				
Parking and Common				
Allowance for system and ancillaries Fire alarm system communication system Security and CCTV system Testing and verification	687	m²	85.80	58,900
Municipal Hall				
Allowance for system and ancillaries Fire alarm system communication system c/w dedicated UPS Security and cut system Av System rough in Security and cut system Testing and verification	1,921	m²	214.50	412,100
Fire Department				
Allowance for system and ancillaries Fire alarm system communication system c/w dedicated UPS Security and cut system Av System rough in Security and cut system Public safety radio /communication enchantment system Testing and verification	1,349	m²	257.40	347,200
Police				
Allowance for system and ancillaries Fire alarm system communication system c/w dedicated UPS Security and cut system Av System rough in Security and cut system Public safety radio /communication enchantment svstem/Antenna svstem Testing and verification	1,027	m²	314.60	323,100

Description	Quantity	Unit	Rate	Amount
C2 ELECTRICAL				
C23 Systems & Ancillaries				
Recreation Centre				
Allowance for system and ancillaries Fire alarm system communication system c/w dedicated UPS Security and cut system Av System rough in Security and cut system Testing and verification	1,000	m²	214.50	214,500
Total Systems & Ancillaries				***$1,355,800***

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D11.1 Site Preparation				
Allowance for site grab & clearing incl. trees removal	1	sum	162,327.00	162,300
Allowance for rough grading		incl.		
Total Site Preparation				***$162,300***

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D11.2 Hard Surfaces				
Concrete aprons to apparatus bays	516	m²	330.00	170,300
Asphalt paving (heavy duty) to parking	3,965	m²	165.00	654,200
Concrete slab on grade	397	m²	220.00	87,300
Patterned concrete slab on grade to plaza	275	m²	275.00	75,600
Concrete curbs	573	lm	165.00	94,500
Allowance for line marking	1	sum	22,000.00	22,000
Concrete sidewalk - Off site	523	m²	275.00	143,800
Allowance for asphalt bike lane - Off site	159	m²	82.50	13,100
Allowance for make good to the existing paving	1	sum	55,000.00	55,000
Allowance for new pedestrian crossing - Off site	2	loc	2,500.00	5,000
Total Hard Surfaces				***$1,320,800***

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D11.3 Site Improvements				
Custom wood slat benches	46	lm	3,300.00	151,800
Chain link fence 1.8m tall	119	lm	440.00	52,400
Allowance for power operated vehicles gates (swing, 2-3m wide)	1	pr(s)	22,000.00	22,000
Allowance for man gate	1	no.	2,200.00	2,200
Post and rail fencing 1.2m tall	265	lm	440.00	116,600
Metal guardrails above walls beside ramp	60	lm	550.00	33,000
Picnic table and chairs	1	sum	5,500.00	5,500
Allowance for concrete planter walls	1	sum	115,000.00	115,000
Allowance for storm management pond	incl. in Mech Site			
Allowance for public art	1	sum	22,000.00	22,000
Tree grates	5	no.	1,320.00	6,600
Wood cube seats	14	no.	1,650.00	23,100
Allowance for exterior signage	1	sum	11,000.00	11,000
Allowance for flag pole	1	sum	16,500.00	16,500
Allowance for bike racks (by City)		excl.		
Allowance for trash receptacles (by City)		excl.		
Allowance for relocating bus stop (by TransLink) - Off site		excl.		
Total Site Improvements				***$577,700***

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D11.4 Landscaping				
Soil cells	5	loc	3,300.00	16,500
Hydroseed - Off site	125	m²	33.00	4,100
Shrubs	1,053	m²	66.00	69,500
Trees	41	no.	1,320.00	54,100
Allowance for bio-swale c/w tie into ex. ditch	307	m²	165.00	50,700
Allowance for topsoil	558	m³	77.00	43,000
Allowance for irrigation	1	sum	91,000.00	91,000
Total Landscaping				***$328,900***

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D12 Mechanical Site Services				
Connection fee		excl.		
On-site mechanical site services				
Allowance for new water main	1	sum	40,425.00	40,400
Allowance for main water meter c/w chamber	1	no	86,625.00	86,600
Tie into off-site water main		incl.		
Excavation, bedding, and backfilling		incl.		
Sanitary sewer				
150 PVC stm piping	11	m	288.75	3,200
Tie into off-site san main	1	loc.	5,775.00	5,800
Excavation, bedding, and backfilling	1	sum	4,735.50	4,700
CCTV inspection		incl.		
Stormwater drainage				
Flow control manhole	2	no	13,860.00	27,700
Allowance for oil interceptor	1	no	75,075.00	75,100
Manhole	1	no	8,085.00	8,100
Catch basin	5	no	4,042.50	20,200
Catch basin manhole	2	no	6,352.50	12,700
150 PVC stm piping	150	m	288.75	43,300
200 PVC stm piping	30	m	404.25	12,100
Tie into off-site stm main	2	loc.	5,775.00	11,600
Excavation, bedding, and backfilling	1	sum	72,799.65	72,800
CCTV inspection		incl.		
Storm detention tank, 65m3	1	no	175,600.00	175,600
Excavation, disposal, bedding, and backfilling		incl.		
Shoring and safety		incl.		
Storm detention pond, 50m3 c/w headwall	1	sum	57,800.00	57,800
Excavation, disposal, bedding, and backfilling		incl.		

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D12 Mechanical Site Services				
Off-site mechanical site services				
Allowance for new water main, 150mm	1	sum	149,572.50	149,600
Tie into ex. water main	2	loc.	17,325.00	34,700
Excavation, bedding, and backfilling		incl.		
Sanitary sewer				
150 PVC stm piping	7	m	288.75	2,000
Tie into existing main	1	loc.	11,550.00	11,600
Excavation, disposal, bedding, and backfilling	1	sum	3,927.00	3,900
CCTV inspection		incl.		
Stormwater drainage				
Culvert c/w headwall	1	sum	19,866.00	19,900
Catch basin	2	no	4,042.50	8,100
Manhole	2	no	9,817.50	19,600
150 PVC stm piping	7	m	346.50	2,400
250 PVC stm piping	60	m	444.68	26,700
Tie into existing main	1	loc.	11,550.00	11,600
Excavation, disposal, bedding, and backfilling	1	sum	34,419.00	34,400
CCTV inspection		incl.		
Bioswale	incl. in D11.4 landscaping			
Gas line - EXCLUDED	not required			
Misc.				
Allowance for underground services coordination	1	sum	11,550.00	11,600
Allowance for re/re existing road (Wallace Dr. & Hovery Rd.) affected by mechanical site services	1	sum	111,800.00	111,800

Notes:
i. No allowance for existing underground service relocation.
ii. The mechanical site service above is based on the civil drawing by Urban Systems (Figure F01, Issued for coordination, Feb 03, 2026).

Total Mechanical Site Services	***$1,105,600***

Description	Quantity	Unit	Rate	Amount
D1 SITE WORK				
D13 Electrical Site Services				
Allowance for electrical site services including BC Hydro charges Exterior lighting to parking Power lines Telephone lines Cable line Trench excavation and backfill	1	sum	357,500.00	357,500
Total Electrical Site Services				***$357,500***

APPENDIX III

Recreation Costing Details

1 page(s)

A3. Recreation Costing Details

Items		Total Qty	Unit	Rate	Amt	Net-Total	GC 10.0%	Fee 3.5%	Sub-Total	Design 10.0%	Total
SP1	Recreation Centre "Building"	**1,000.00**	**m²**	**5,305.2**		**$5,305,200**	530,500	185,700	**$6,021,400**	602,100	**$6,623,500**
	- Standard Foundation	1,000.00	m²	110.0	110,000						
	- Shotcrete & Basement Excavation		N/A		0						
	- Suspended Slab incl. fireproofing & firestopping	1,000.00	m²	1,254.1	1,254,100						
	- Stairs		N/A		0						
	- Steel Roof Structure	391.42	m²	1,064.8	416,800						
	- Exterior Wall & Glazing	194.40	m²	1,586.0	308,300						
	- Roof covering (except paver & guardrails to patio)	391.42	m²	613.0	239,900						
	- Soffits, Canopies to outdoor patio & exits		N/A		0						
	- Canopies to entry plaza & South+West of Bldg, Rooftop mech screen	17.6%	sum	1,168,600.0	205,500						
	- B Interior fitout	1.00	sum	697,300.0	697,300						
	- C1 Mechanical	1.00	sum	1,536,200.0	1,536,200						
	- C2 Electrical	1.00	sum	537,100.0	537,100						
SP2	Recreation Centre "Site Development"	**1,000.00**	**m²**	**643.2**		**$643,200**	64,300	22,500	**$730,000**	73,000	**$803,000**
	- Site Preparation	17.6%	sum	162,300.0	28,500						
	- Hard Surfaces (except extra cost for apparatus bays aprons)	17.6%	sum	1,235,700.0	217,300						
	- Site Improvements (1.8m fencing, vehicles & man gates, guardrails above wall beside ramp)	17.6%	N/A		0						
	- Site Improvements (Benches, 1.2m fencing, Picnic table & chairs, planter walls, public art, tree grates, wood cube seats, exterior signage, flag pole)	17.6%	sum	468,100.0	82,300						
	- Landscaping	17.6%	sum	328,900.0	57,800						
	- Mechanical Site Services	17.6%	sum	1,105,600.0	194,400						
	- Electrical Site Services	17.6%	sum	357,500.0	62,900						
TOTAL RECREATION COSTING DETAILS											**$7,426,500**

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REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF MARCH 18, 2026

SUBJECT **Bylaw No. 4754, Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026 and Revised of Terms of Reference**

ISSUE SUMMARY

To initiate the repeal of Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997", and revise the Water Advisory Committee (WAC) Terms of Reference (TOR) to ensure the WAC operates solely under the TOR.

BACKGROUND

Establishment of Regional Water Commission and Water Advisory Committee

In 1997, the *Capital Region Water Supply and Sooke Hills Protection Act* came into force, requiring the Capital Regional District (CRD) to establish:

1. the Regional Water Service, operated by Bylaw No. 2537;
2. a water distribution service for the Western Communities (the Juan de Fuca Water Service, operated by Bylaw No. 2538);
3. the Regional Water Supply Commission, by bylaw No. 2539; and
4. an advisory committee to provide advice to the Regional Water Supply Commission on water supply and quality, stewardship of water supplying lands and water conservation measures.

Subsequently, the CRD established both the Regional Water Supply Commission (Commission) and WAC. At the time, the WAC was established by bylaw. The WAC operated through the governing bylaw and additionally a TOR which served as a reference document to clarify its mandate, responsibilities and procedures and generally supplement information around governance and procedures of the WAC.

Bylaw Repeal

In order to streamline governance of the WAC, staff recommend the introduction, reading and adoption of Bylaw No. 4754, "Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026".

Terms of Reference Updates

Staff are recommending revisions to the TOR to ensure uniformity across CRD Committees and that WAC continues to operate with elements of the governing bylaw and its amendments.

The proposed changes will include provisions for First Nations participation and voting rights, and consolidate items previously found separately across the governing bylaw and TOR into a single document.

ALTERNATIVES

Alternative 1
The Regional Water Supply Commission recommends to the Capital Regional District Board:

1. That Bylaw No. 4754, "Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026," be introduced and read a first, second and third time;
2. That Bylaw No. 4754 be adopted; and
3. That the revised Water Advisory Committee Terms of Reference be approved.

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

As part of CRD Evolves, Legislative Services now oversees the Regional Water Commission and Water Advisory Committee. Staff have undertaken ongoing review and optimization of governance of the Regional District's advisory bodies in a fair, representative, and transparent manner.

First Nations Implications

The proposed amendments to the WAC TOR will include the CRD Board Procedures Bylaw amendments to Standing Committees and ensure participating First Nations representatives are able to participate and vote on matters of joint interest.

Service Delivery Implications

The revised TOR will ensure consistency with the CRD Board Procedures Bylaw. In the absence of legislation requiring a committee to be established by bylaw, committees should operate under TOR, reducing redundancy and risk of error in interpretating two governing documents.

CONCLUSION

The WAC currently operates under a TOR and a governing bylaw. To streamline governance, staff recommend repeal of the WAC's governing bylaw with amendment of the TOR for consistency with other CRD advisory committees. Upon repeal of Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997", the WAC will operate solely under the revised TOR.

RECOMMENDATION

The Regional Water Supply Commission recommends to the Capital Regional District Board:

1. That Bylaw No. 4754, "Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026," be introduced and read a first, second and third time;
2. That Bylaw No. 4754 be adopted; and
3. That the revised Water Advisory Committee Terms of Reference be approved.

Submitted by:	Marlene Lagoa, MPA, Senior Manager, Legislative Services & DCO
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Bylaw No. 4754, Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026
Appendix B: Consolidated Bylaw No. 2541, Water Advisory Committee Bylaw No. 1, 1997
Appendix C: 2026 Water Advisory Committee Terms of Reference (Revised)
Appendix D: 2026 Water Advisory Committee Terms of Reference (Redlined)

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4754

****

A BYLAW TO REPEAL WATER ADVISORY COMMITTEE BYLAW NO. 1, 1997 (BYLAW NO. 2541)

****

WHEREAS:

A. Under Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997", the Capital Regional District established a Regional Water Supply, Protection and Conservation Advisory Committee (called the "Water Advisory Committee") in accordance with section 8 of the *Capital Region Water Supply and Sooke Hills Protection Regulation*;

B. The Board of the Capital Regional District wishes to adjust the governance of the Water Advisory Committee to operate solely under a Terms of Reference; and

C. The Board of the Capital Regional District wishes to repeal Bylaw No. 2541 pursuant to section 227 of the *Local Government Act* and section 137 of the *Community Charter*.

NOW THEREFORE, the Board of the Capital Regional District in open meeting assembled hereby enacts as follows:

1. Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997" and its amendments are repealed.

2. This Bylaw may be cited for all purposes as "Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026".

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER

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BYLAW NO. 2541

Water Advisory Committee Bylaw No. 1, 1997

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED DECEMBER 17, 1997
(Consolidated with Amending Bylaw No. 4652)

For reference to original bylaws or further details, please contact the Capital Regional District,
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6
T: (250) 360-3127, F: (250) 360-3130, Email: legserv@crd.bc.ca, Web: www.crd.bc.ca

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2541

****

A BYLAW FOR THE ESTABLISHMENT AND OPERATION OF A REGIONAL WATER SUPPLY PROTECTION AND CONSERVATION ADVISORY COMMITTEE

****

WHEREAS

A. Section 2 of the Capital Region Water Supply and Sooke Hills Protection Act (the “Act") requires the Regional District to establish by bylaw a water supply local service of the Regional District.

B. Section 4 of the Act requires the Regional District Board to establish by bylaw a Regional Water Supply Commission.

C. Section 8 of the Capital Region Water Supply and Sooke Hills Protection Regulation Order-In-Council No. 0971 requires the Regional District Board to appoint a Regional Water Supply, Protection and Conservation Advisory Committee to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of the lands held by the Regional District for water supply purposes and water conservation measures.

NOW, THEREFORE, the Board of the Capital Regional District in open meeting assembled ENACTS AS FOLLOWS:

1. A *Regional Water Supply, Protection and Conservation Advisory Committee* (hereinafter called the “Water Advisory Committee" is hereby established.

2. The membership of the *Water Advisory Committee* is comprised as follows:

   (a) one representative each from the Regional Water Supply Commission, the Juan de Fuca Water Distribution Commission and the Saanich Peninsula Water Commission.

   (b) one representative from each of the following:

   - agricultural community
   - groups concerned with the protection of fish habitats
   - environmental groups
   - commercial and industrial water users
   - residents and ratepayers associations
   - Capital Region Health Board
   - scientific community

(Bylaw No. 4652)

(c) up to five representatives from other bodies the Regional District Board considers appropriate.

(Bylaw No. 4652)

(d) one representative from each First Nation in the Capital Regional District, who may participate in Water Advisory Committee meetings (as ex officio) at their pleasure, in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", where the First Nation has an interest in matters being considered by the Water Advisory Committee.

(Bylaw No. 4652)

3. The terms of office of the members of the commission shall be for a two year period, to a maximum participation of three terms (i.e. six years)," except that initial appointments shall be as follows:

(a) five of the appointees shall hold office from the date of appointment until one year from the date of initial appointment.

(b) six of the appointees shall hold office from the date of appointment until two years from the date of initial appointment.

(Bylaw No. 4652)

4. A quorum of the Water Advisory Committee is a majority of its members.

5. The Water Advisory Committee shall, at its first meeting each year, appoint as its Chair the Vice-Chair of the Regional Water Supply Commission, with a term commencing and ending commensurate to the term of the Vice-Chair. The Water Advisory Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Water Advisory Committee.

(Bylaw No. 4652)

6. The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable.

(Bylaw No. 4652)

7. The mandate of the Water Advisory Committee is to provide advice to the Regional Water Supply Commission, with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within, on water supply, water quality, and stewardship of the lands held by the Regional District for water supply and water conservation purposes.

(Bylaw No. 4652)

8. This Bylaw may be cited as the "Water Advisory Committee Bylaw No. 1, 1997".

READ A FIRST TIME THIS 10th dayof Sept. 1997

READASECONDTIMETHIS 17th dayof Dec. 1997

READ A THIRD TIME THIS 17th dayof Dec. 1997

ADOPTED THIS 17th dayof Dec. 1997

WATER ADVISORY COMMITTEE

PREAMBLE

Pursuant to the *Capital Region Water Supply and Sooke Hills Protection Regulation* (Regulation), the Capital Regional District (CRD) requires the establishment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

The Committee's official name is to be:

Water Advisory Committee

1.0 PURPOSE

a) The mandate of the Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within.

b) The Committee will also:

i. Review options for water supply, water quality, and the stewardship of catchment lands for water supply purposes and water conservation measures, based on their technical and economic merit;
ii. Take into consideration the social and environmental impacts in the review of options;
iii. Ensure all relevant issues are being considered;
iv. Advise on the development of a public consultation process;
v. Attend and participate, when required, in public meetings, open houses, etc.; and
vi. Communicate the issues being considered to groups represented by Committee members and report comments/concerns back to the Committee;

2.0 ESTABLISHMENT AND AUTHORITY

a) The Committee will make recommendations to the Regional Water Supply Commission for consideration;

b) The Vice-Chair of the Regional Water Supply Commission shall be the Chair of the Committee, with a term commencing and ending commensurate to the term of the Vice-Chair.

c) The Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the Committee.

d) The Regional Water Supply Commission will recommend Committee member appointments to the CRD Board for up to a two-year term, to a maximum participation of three terms (i.e. six years). The Committee may request that the Regional District Board replace a member who has missed three consecutive meetings.

3.0 COMPOSITION

a) The Committee shall consist of 10 to 15 members plus First Nations representation, with a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members.

b) The membership of the Committee is comprised as follows:

i. One (1) representative each from:
- Regional Water Supply Commission;
- Juan de Fuca Water Distribution Commission; and
- Saanich Peninsula Water Commission

ii. One (1) representative from each of the following:
- The agriculture community;
- Groups concerned with the protection of fish habitats;
- Environmental groups;
- Commercial and industrial water users;
- Residents and ratepayers' associations;
- Island Health; and
- The scientific community

iii. up to five representatives from other bodies the Regional District Board considers appropriate.

c) One representative from each First Nation is permitted to participate in Committee meetings at their pleasure, where the Nation has an interest in matters being considered by the Committee, in alignment with the CRD Procedures Bylaw, regarding participation in voting:

i. First Nation representatives 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 representative, it shall be noted in the minutes and the total number of votes on the item shall not include those First Nation representatives who have abstained from voting.

4.0 PROCEDURES

a) The Regional Water Supply Commission will review the Committee terms of reference on an as needed basis and will recommend updates to CRD Board for approval.

b) Issues requiring consideration by the Committee will be identified by the Commission, staff or the Committee. Issues and recommendations for the Committee's consideration will be submitted to the Committee in the form of a staff report.

c) The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable.

d) Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair. At a minimum there will be two meetings per year.

e) 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.

f) 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 Infrastructure and Water Services will act as liaison to the Committee and will lead the coordination and allocation of resources to the Committee.

b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

6.0 RELATIONSHIP WITH REGIONAL WATER SUPPLY COMMISSION

a) Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.

b) The General Manager will attempt to keep the Committee apprised of reports or initiatives with such implications. Every effort should be made to maintain a streamlined and efficient process.

Approved by CRD Board on_____

Terms of Reference

CRD

WATER ADVISORY COMMITTEE

PREAMBLE

~~In 1997 the *Greater Victoria Water District Act* was repealed and replaced by~~ The Capital ~~*Regional Water Supply and Sooke Hills Protection Act* (Act). The implementation of the Act is governed by the Capital Regional~~Region Water Supply and Sooke Hills Protection Regulation (Regulation~~). Both the Act and the Regulation were enacted August 1, 1997.~~
~~Under the Regulation)~~, the Capital Regional District (CRD~~) must establish by bylaw a standing committee of the Regional Board known as the Regional Water Supply Commission (Commission). The Commission was established in September, 1997. The Regulation further~~ requires the ~~appointment~~establishment of a Regional Water Supply, Protection and Conservation Advisory Committee (Committee) to provide advice to the Regional Water Supply Commission on water supply, water quality, the stewardship of lands held by the CRD for water supply purposes and water conservation measures.

~~These terms of reference serve to clarify the mandate, responsibilities and procedures and supplement Bylaw No. 2541, "Water Advisory Committee Bylaw No. 1, 1997".~~
The Committee's official name is to be:

Water Advisory Committee

1.0 PURPOSE

a) The mandate of the ~~Water Advisory~~ Committee is to provide advice to the Regional Water Supply Commission with a view to the current Strategic Plan approved by the Regional Water Supply Commission and the priorities defined within~~, on water supply, water quality and stewardship of the lands held by the Regional District for water supply purposes and water conservation purposes~~.

b) The ~~Water Advisory~~ Committee will also:

i. Review options for water supply, water quality, and the stewardship of catchment lands for water supply purposes and water conservation measures, based on their technical and economic merit;
ii. Take into consideration the social and environmental impacts in the review of options;
iii. Ensure all relevant issues are being considered;
iv. Advise on the development of a public consultation process;
v. Attend and participate, when required, in public meetings, open houses, etc.; and
vi. Communicate the issues being considered to groups represented by Committee members and report comments/concerns back to the Committee;

2.0 ESTABLISHMENT AND AUTHORITY

a) ~~shall, at its first meeting each year, appoint as its Chair~~ The Committee will make recommendations to the Regional Water Supply Commission for consideration;

~~a)~~b) The Vice-Chair of the Regional Water Supply Commission shall be the Chair of the Committee, with a term commencing and ending commensurate to the term of the Vice-Chair.

~~b)~~c) The ~~Water Advisory~~ Committee shall, at its first meeting each year, elect from among its members a Vice-Chair of the ~~Water Advisory~~ Committee.

~~c)~~d) The Regional Water Supply Commission will recommend Committee member appointments to the CRD Board for up to a two-year term, to a maximum participation of three terms (i.e. six years). The Committee may request that the ~~Commission~~ Regional District Board replace a member who has missed three consecutive meetings.

3.0 COMPOSITION

a) The Committee shall consist of 10 to 15 members plus First Nations representation, with a diversity of background, interests and geographical location, representing a balance between technical and non-technical members and industry and public members.

b) The membership of the ~~Water Advisory~~ Committee is comprised as follows:

i. One (1) representative each from:
- Regional Water Supply Commission;
- Juan de Fuca Water Distribution Commission; and
- Saanich Peninsula Water Commission

ii. One (1) representative from each of the following:
- The agriculture community;
- Groups concerned with the protection of fish habitats;
- Environmental groups;
- Commercial and industrial water users;
- Residents and ratepayers' associations;
- Island Health; and
- The scientific community

iii. up to five representatives from other bodies the Regional District Board considers appropriate.

c) One representative from each First Nation ~~in the Capital Regional District, who may~~ is permitted to participate in ~~Water Advisory~~ Committee meetings ~~(as ex officio)~~ at their pleasure, ~~in accordance with Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012",~~ where the ~~First~~ Nation has an interest in matters being considered by the ~~Water Advisory~~ Committee~~.~~, in alignment with the CRD Procedures Bylaw, ~~Section 33~~regarding participation in voting:

i. First Nation representatives 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 representative, it shall be noted in the minutes and the total number of votes on the item shall not include those First Nation representatives who have abstained from voting.

~~**4.0 TERMS OF SERVICE**~~

4.0 PROCEDURES

a) The Regional Water Supply Commission will ~~approve~~review the Committee terms of reference ~~annually~~on an as needed basis and will recommend updates to CRD Board for approval.

b) Issues requiring consideration by the Committee will be identified by the Commission, staff or the Committee. Issues and recommendations for the Committee's consideration will be submitted to the Committee in the form of a staff report.

c) The Committee must follow Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", when conducting a meeting, so far as they are applicable.

d) Regular meetings of the Committee will be set based on the need for consideration of issues identified by the Commission or staff, or at the call of the Committee Chair. At a minimum there will be two meetings per year.

e) The agenda will be finalized in consultation between staff and the Committee Chair and ~~Vice~~ any Committee member may make a request to the Chair ~~of the Committee. Items to be included in~~to place a matter on the agenda ~~must be received by~~through the ~~Committee secretary at least one week in advance of a meeting.~~Notice of Motion process.

f) ~~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 ~~Integrated~~Infrastructure and Water Services will ~~be the staff~~act as liaison ~~for~~to the Committee and will lead the coordination and allocation of resources to the Committee.

b) Minutes and agendas are prepared and distributed by ~~Integrated Water~~the Corporate Services ~~staff~~Department.

6.0 RELATIONSHIP WITH REGIONAL WATER SUPPLY COMMISSION

a) Reports and recommendations from the Committee will be forwarded to the Commission through the Committee Chair. Alternatively, where the Committee makes a recommendation to staff, the Committee's recommendation will be incorporated in a report by staff to the Commission.

b) The General Manager will attempt to keep the Committee apprised of reports or initiatives with such implications. Every effort should be made to maintain a streamlined and efficient process.

Approved by CRD Board on _____

Making a difference...together

REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, MARCH 25, 2026

SUBJECT **Capital Regional District Regional Transportation Plan Update**

ISSUE SUMMARY

To present an update of the development of the Regional Transportation Plan (RTP), including foundational work completed to date and upcoming engagement.

BACKGROUND

In June 2025, the Transportation Committee endorsed the proposed timeline and scope for the development of a new RTP. Following that, a consulting team was engaged to support the work.

Work to date has focused on establishing a foundation for the plan. This has included confirming scope, completing background research and high-level data analysis, and reviewing previous municipal planning and engagement from across the region. Staff and consultants have also examined best practices from other regions to identify lessons and approaches relevant to the capital region.

This work highlights the most urgent transportation needs facing the region and clarifies the outcomes the updated RTP can realistically influence. It also identifies areas where regional coordination can make the most difference – such as rapid transit corridors, the Regional Multi-modal Network, transportation demand management, safety, land use integration, governance, and major project prioritization.

Reconciliation Corridor Initiative

The Reconciliation Corridor Initiative, which will explore passenger rail service between Langford and Victoria on the Island Rail Corridor, emerged after the initial RTP scoping was set.

Additional analysis will clarify the Corridor's potential strategic role, its alignment with growth, mobility, and equity goals, and the considerations of identifying it as a priority transit corridor. This expanded work will shift final RTP completion to Q4 2027.

Regional Context and Emerging Challenges

Over the past decade, the region has made measurable progress toward a more multi-modal transportation system. Active transportation networks have expanded and walking and cycling rates have grown significantly. The Regional Transportation Service (RTS) has also created a stronger framework for regional coordination.

Despite progress, the region faces several structural challenges that require a renewed regional strategy:

- **Growth and land use pressures**: Rapid population and housing growth have outpaced transportation investment, underscoring the need for stronger land use and transportation integration.

- **Mobility gaps:** Many communities still lack reliable transit or safe active transportation options. This contributes to congestion, higher household costs, and inequitable access to jobs and services.
- **Inconsistent regional experience:** Approaches to safety, transportation demand management (TDM), active transportation design, and transit priority vary across municipalities. This creates an uneven travel experience for people moving through the region.
- **Mode share trends:** While walking and cycling have increased (14.3% in 2001 to 22.5% in 2022), regional transit use has remained at approximately 6.5% over the same period.

Together, these conditions highlight the risks of fragmented decision-making and reinforce the need for clearer regional priorities and coordination action.

Plan Framework

Analysis to date identifies several opportunities for impactful regional leadership:

- **Connecting growth to the core:** Align transit supportive investment with emerging growth areas to strengthen connections to jobs, services, and the regional core.
- **Advancing equitable mobility:** Better integrate transit planning and investment with the Regional Multi-modal Network to expand reliable travel options, particularly in communities with fewer transportation choices.
- **Improving regional consistency:** Increase alignment across municipalities through shared design standards, coordinated safety and TDM approaches, and region-wide approaches to transit priority.
- **Strengthen transit and active transportation coordination:** Build on rising walking and cycling rates while aligning transit investment with land use patterns and evolving travel patterns, including recent RapidBus performance results.

Regional Transportation Goals

Draft goals for the RTP reflect long-standing regional values—sustainability, safety, affordability, and climate leadership—and input from previous governance studies. The proposed goals are to:

- Increase access to transportation opportunities
- Increase sustainable mode share
- Achieve zero fatalities and serious injuries
- Improve household transportation affordability
- Improve reliability and manage congestion
- Reduce transportation-related emissions

These goals are intended to form the backbone of the RTP. They will continue to be tested and refined through engagement to confirm alignment with regional priorities and the CRD's mandate.

Direction, Guidance and Policy Potential

The updated RTP will provide strategic regional direction within the CRD's mandate and tools. Key areas include:

- **Regional priorities and investment intent:** Establish clear strategic priorities and define the role of major corridors, networks, and modes in achieving regional goals.

- **Investment alignment and sequencing:** Provide guidance on how transportation investments should be coordinated and phased across jurisdictions, modes, and funding programs.
- **Transportation and land use integration:** Set regional expectations to better align transportation planning and land use and growth strategies.
- **Regional policies, guidelines, and standards:** Establish consistent, collaborative, regional approaches on key issues such as TDM, safety, access to resources, curb management, island connectivity, and design.
- **Governance and decision-making**: Clarify regional roles and decision-making processes, including options for stepwise governance refinement.

These directions will be refined through further technical work and engagement.

Engagement

Engagement is structured to inform decision-making at key stages of plan development rather than all at once. The approach emphasizes transparency and alignment with regional and provincial direction.

Engagement Objectives

- Build a shared regional vision and priorities
- Clarify how input informs decisions
- Identify regional trade-offs and system-level considerations
- Build understanding of emerging strategic direction
- Demonstrate alignment with regional and provincial direction

Engagement to Date (Q1 2026)

Engagement undertaken between February and March 2026 focused on validating key challenges and opportunities and confirming early decision-making criteria. Activities included meetings and workshops with the Regional Transportation Advisory Committee (RTAC) and the Development Planning Advisory Committee (DPAC), as well as a cross-section of regional interest holders, including public agencies, community and equity-serving organizations, transportation advocates, business associations, and resident groups.

Membership on the RTAC includes senior staff from key transportation stakeholders including the CRD, the 13 municipalities and three electoral areas as well as the Ministry of Transportation and Transit, BC Transit, BC Ferries, Victoria Airport Authority, Greater Victoria Harbour Authority, Insurance Corporation of British Columbia, Island Corridor Foundation, and Vancouver Island Health Authority or Provincial Health Services Authority.

Membership on the DPAC includes senior planning staff from the CRD, the 13 municipalities and the Juan de Fuca Electoral Area.

Upcoming Engagement

Engagement will continue through the following phases:

Timing	Purpose	Participants
Q2 2026	**Drafting the Plan** Develop and refine draft strategies; explore regional opportunities and emerging directions; assess alignment and strengthen confidence in the draft plan.	CRD Board & Committees, elected officials, RTAC & DPAC, interest holders, public
Q4 2026 -Q1 2027	**Refining the Plan** Incorporate feedback; clarify areas of change; resolve outstanding issues; and confirm direction; prepare for governance consideration.	CRD Board & Committees, RTAC & DPAC, interest holders
Q3 - Q4 2027	**Finalizing the Plan** Confirm final plan; demonstrate how engagement informed decisions; reinforce alignment with regional and provincial priorities.	CRD Board & Committees; RTAC & DPAC

Election Considerations

Engagement has been designed to align with the upcoming 2026 municipal election cycle:

- Engagement with elected officials continues through late spring 2026 and pause through the election period.
- During governance transition, engagement will focus on advisory committees and partners to maintain technical momentum.
- Re-engagement with the new Board in early 2027 will include summarizing progress and upcoming decisions.

This approach maintains continuity while respecting election protocols.

Engagement with First Nations

Engagement with First Nations is being coordinated through the CRD's First Nations Relations team. Initial discussions, carried out jointly with BC Transit, involved seven First Nations within the BC Transit service area. Engagement will continue throughout the RTP process, tailored to the interests and preferences of each Nation.

CONCLUSION

Since 2025, work on the new Regional Transportation Plan has focused on clarifying regional challenges, identifying strategic opportunities, and determining where coordinated regional action can make the greatest impact. This report provides an update on progress, including draft goals, regional pressures, emerging directions, and the engagement program supporting plan development.

Next steps include continued analysis, engagement, and development of draft strategies for Board consideration.

RECOMMENDATION

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

Submitted by:	Patrick Klassen, RPP, Sr. Manager Planning and Transportation
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Regional Transportation Plan Engagement Highlights
Presentation: Regional Transportation Plan Update

Engagement Highlights

Regional Transportation Plan

Making a difference...together

Capital Regional District | February 2026

Engagement Goal

To establish a new regional vision and plan for transportation which reflects and responds to the unique needs and aspirations of residents across the 13 municipalities and electoral areas in the capital region. The Regional Transportation Plan engagement is structured to support decision-making at key moments in plan development. Rather than seeking broad input all at once, engagement is paced to align with when values, priorities, and strategic choices are being shaped alongside technical analysis.

Objectives

1. Support the development of a shared regional vision, goals, and transportation priorities
2. Inform decision-making at each stage of the plan, with clarity about how input will be used
3. Surface regional patterns, trade-offs, and system-wide considerations
4. Strengthen understanding of and confidence in the emerging strategy
5. Demonstrate alignment with regional and provincial priorities
6. Communicate clearly how engagement input has influenced the plan

Tools and Techniques

Engagement activities are designed to reflect The CRD's regional mandate and build on prior planning and engagement work across the region. The approach emphasizes:

- A regional perspective that focuses on shared outcomes and system-wide opportunities
- Drawing on previous regional studies and engagement across the capital region
- Transparency about constraints, trade-offs, and decision-making roles
- Accessibility through plain language and inclusive formats

Engagement Highlights

Regional Transportation Plan

Capital Regional District | February 2026

Engagement activities will include:

- Public survey (Get Involved CRD website)
- Pop up tent at community events
- Social media, digital and print advertising
- Media outreach
- Workshops with governments, First Nations and partners
- Workshops with community groups
- Meetings with community and advocacy groups
- Advisory group meetings (RTAC, DPAC)
- Information session to share the plan
- Engagement summary report

Membership on the RTAC includes:

- CRD, 13 municipalities and three electoral areas
- Ministry of Transportation and Transit
- BC Transit
- BC Ferries
- Victoria Airport Authority
- Greater Victoria Harbour Authority
- Insurance Corporation of British Columbia
- Island Corridor Foundation
- Vancouver Island Health Authority or Provincial Health Services Authority

Membership on the DPAC includes senior planning staff from the CRD, the 13 municipalities and the Juan de Fuca Electoral Area.

Engagement Highlights

Regional Transportation Plan

Capital Regional District | February 2026

Timelines

Phase	Timing	Purpose	Participants
Phase 1	Complete	Scoping and initiating	
Phase 2	Q1 2026	Validating key challenges and opportunities Identified through foundational research and confirming early decision-making criteria. Input gathered during this period will be synthesized into a "What We Heard" summary report. The report will document themes raised and identify areas requiring further refinement as the plan moves into the next stage of development.	• Committee meetings • RTAC Workshop
Phase 3	Q2	Draft plan development Co-develop and refine draft strategies with governance bodies and key interest holders. Explore regional opportunities, test emerging directions, and assess alignment with local goals. Use structured discussions to strengthen confidence in the draft plan.	• CRD Board & Committees • Elected officials • RTAC & DPAC • Regional public
Phase 4	Q4 2026 - Q1 2027	Refining the plan Incorporate feedback into the draft plan. Clarify areas of change, address outstanding tensions, and confirm direction. Begin shifting toward broader communication and preparing for governance consideration.	• CRD Board & Committees • RTAC & DPAC

Phase 5	Q3 – Q4 2027	**Finalizing and approving the plan** Confirm the final plan. Demonstrate how engagement informed decisions. Reinforce alignment with regional and provincial priorities while supporting clarity and transparency ahead of approval.	• CRD Board & Committees

Election Considerations

Engagement has been structured to align with the upcoming election cycle and associated governance transition.

Engagement with elected officials will occur through late spring 2026. Following June 2026, engagement activities involving elected officials will pause in accordance with election period protocols.

During the transition period in late fall 2026, engagement will focus on advisory committees and regional partners, ensuring that technical refinement and alignment work continues while governance bodies are in transition.

Re-engagement with the newly appointed Board is anticipated in early 2027 (targeting late February). At that time, staff will provide supporting materials to assist with onboarding and ensure continuity. These materials are expected to outline work completed to date, key engagement themes, emerging draft directions, and upcoming decision points.

This approach is intended to ensure continuity across governance cycles while maintaining transparency, clarity of process, and alignment with prior Board direction.

Engagement with First Nations

Engagement with First Nations will occur through a separate but parallel process in coordination with the CRD's First Nation's Relation team. Early outreach has already begun in collaboration with BC Transit as they have developed their Victoria Regional Transit Plan, with timelines and approaches tailored to the interests and decision-making processes of each Nation. CRD staff will ensure coordination between public and First Nations engagement while maintaining distinct processes.

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MOVING TOGETHER
REGIONAL TRANSPORTATION PLAN

CRD
Making a difference...together

Regional Transportation Plan Update

Project foundations and engagement overview

Welcome & purpose of today

Why we're here and what this session will cover

Why we're here

To provide an overview of the Regional Transportation Plan foundations and outline the proposed engagement approach moving forward.

What this session is intended to accomplish

- Share key themes emerging from early analysis
- Provide an overview of the direction and engagement approach
- Outline next steps in the planning process

Where this fits in the RTP process

This is an early step in developing the Regional Transportation Plan.

About the Regional Transportation Plan (RTP)

This update builds on the 2014 RTP with refreshed goals, actions and strategies, and a renewed focus on implementation through the RTS.

Scope

The RTP will cover all local governments within the capital region, focusing on transportation issues of regional significance and identifying priorities for the Regional Multimodal Network. The Plan is scheduled for completion in Q4 2027.

Relationship to other plans

The RTP will align with local and regional plans and address region-wide transportation gaps by clarifying roles, priorities, and coordination across jurisdictions.

Project background & work to date

With the newly established Regional Transportation Service and growing transportation pressures across the region, we are setting a new and clear direction. The update will help align planning efforts, clarify roles, and position the region to unlock future funding.

Work completed to date

- **Foundations Memo** - At the onset of the project, the planning team drafted a memo which establishes early foundations of the plan. This memo lays the groundwork for the new Regional Transportation Plan by outlining major issues and opportunities the plan is positioned to address
- **Key research inputs** - Key inputs include internal team workshops, a scan of relevant jurisdictions facing similar issues and opportunities, and a review of previous planning efforts
- **What we've learned so far** - Through drafting the Foundations Memo, we have identified some key issues and opportunities to address within the RTP update

The capital region today: Key challenges

Growth and land use pressures - Population growth and housing development are accelerating across the region. Transportation investment has not always kept pace, underscoring the need for closer coordination between land use and infrastructure planning.

Mobility gaps - Many communities lack reliable transit service, limiting access to jobs, education, health care, and social connection. For many residents, driving remains the only viable option right now, contributing to congestion and inequitable access.

Inconsistent regional experience - Policies, standards, and investment approaches vary across key regional system components, creating inconsistent travel experiences across the region.

Mode share trends - Walking and cycling increased, while transit mode share remains comparatively low.

- In the Growth Management Area, cycling mode share increased from 2.6% to 7.9% (2001–2022)
- While overall Transit trips have increased, Transit mode share has remained flat at 6.5% in the same period

What direction could the RTP provide?

01

Set clear regional priorities

Define what matters most for transportation across the region, including the role of key corridors, transit routes, active transportation networks, and goods movement, and what outcomes the region is working toward.

02

Align and sequence investments

Provide guidance on how transportation investments should be coordinated and phased across municipalities, modes, and funding sources so projects work together rather than in isolation.

03

Better connect transportation + land use

Clarify how transportation planning and investment should support housing, growth, and land use decisions, and how those land use decisions should inform transportation priorities.

04

Establish shared regional approaches

Develop consistent regional guidelines, in collaboration with municipalities, on topics such as safety, transportation demand management, access to opportunity, curb management, island connectivity, and design standards.

05

Clarify governance and decision-making

Define regional roles and responsibilities for transportation, and outline how decisions should be made and coordinated across jurisdictions over time.

Engagement overview

How we are gathering input and who we are engaging

Q1 2026

Validate priorities and decision criteria

Build shared understanding of needs and goals. Define key issues and identify early priorities.

WHO'S ENGAGED

Transportation Committee (Inform)

RTAC & DPAC (Collaborate)

Interest holders (Consult)

Q2 2026

Refine draft strategies and key actions

Test and strengthen strategic directions, address trade-offs, and inform the draft plan.

WHO'S ENGAGED

CRD Board & Committees (Collaborate)

Elected officials (Collaborate)

RTAC & DPAC (Collaborate)

Regional public (Consult)

Q1 2027

Confirm direction and readiness for approval

Resolve outstanding questions and confirm direction ahead of plan approval.

WHO'S ENGAGED

CRD Board & Committees (Collaborate)

RTAC & DPAC (Collaborate)

Regional public (Consult)

Q3-Q4 2027

Support approval and communicate the plan

Demonstrate how engagement shaped the final plan and communicate the approved direction.

WHO'S ENGAGED

CRD Board & Committees (Collaborate)

Next steps

What happens next and key milestones ahead

- Finalize and share the “What We Heard” summary from early March engagement onto the project “Get Involved” page.
- Continue refining draft strategies and key actions (Q3 2026)
- Test trade-offs and strengthen alignment ahead of the draft Plan (Q4 2026)
- Return to Committee with updates as the draft Plan takes shape