Capital Regional District

625 Fisgard St.,
Victoria, BC V8W 1R7

Notice of Meeting and Meeting Agenda
Capital Regional District Board

Wednesday, June 10, 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. 26-0654 Minutes of the Capital Regional District Board meeting of May 13, 2026

Recommendation: That the minutes of the Capital Regional District Board meeting of May 13, 2026 be adopted as circulated.

Attachments: Minutes - May 13, 2026

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. 26-0681 Presentation: Vice Chair Little; Re: Ed MacGregor Memorial Bursary 2026

5.1.2. 26-0682 Presentation: Vice Chair Little; Re: Nils Jensen Memorial Bursary 2026

5.2. Delegations

5.2.1. 26-0718 Delegation - Marcie McLean; Representing Victoria Family Court & Youth Justice Committee: Re: Agenda Item 6.10.: CRD Service Review Program

5.2.2. 26-0720 Delegation - James Anderson; Resident of Saanich: Re: Agenda Item 6.20.: Aligning Regional Transportation and Growth Planning

6. CONSENT AGENDA

6.1. 26-0634 Ed MacGregor Memorial Bursary 2026

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

Attachments: Staff Report: Ed MacGregor Memorial Bursary 2026

6.2. 26-0635 Nils Jensen Memorial Bursary 2026

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

Attachments: Staff Report: Nils Jensen Memorial Bursary 2026

6.3. 26-0668 Appointment of Officers - Bylaw Enforcement

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681, Benjamin Bryson, Christian Audy, Emma Winder and Kyle Berard be appointed as a Bylaw Enforcement Officer.
(NWA)

Attachments: Staff Report: Appointment of Officers - Bylaw Enforcement

6.4. 26-0586 Electoral Areas Grants-In-Aid Guidelines Update

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the revised Electoral Areas Grants-In-Aid Program Guidelines be approved;
2. That staff be directed to implement the revised guidelines; and
3. That this report be referred to the Salt Spring Island Local Community Commission for information.
(NWA)

Attachments: Staff Report: EAs Grants-In-Aid Guidelines Update

Appendix A: CRD Grants-In-Aid Application Guide - for EAs Only

Appendix B: EAs Grants-In-Aid Program Guidelines - 2026

Appendix C: Grants-In-Aid Application Form (Draft)

Appendix D: CRD - EAs Grants-In-Aid - Final Report (Draft)

6.5. 26-0342 Wrap-Up Activities of the Wildlife Attractants Working Group

Recommendation: [At the April 15, 2026 Environmental Services Committee meeting, this report was received for information, with a recommendation for referral to the Electoral Areas Committee to provide their direction and comments. The CRD Board endorsed the referral at its May 13, 2026 meeting.]
There is no recommendation. This report is for information only.

Attachments: Staff Report: Wrap-up Activities of the Wildlife Attractants Working Group

Appendix A: Wildlife Attractants Staff Report (Mar 19, 2025)

6.6. 26-0461 Recycling in Schools - Opportunities for Diversion

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
That staff offer the recycling program supports outlined in Appendix B to all school districts operating in the capital region.
(NWA)

Attachments: Staff Report: Recycling in Schools – Opportunities for Diversion

Appendix A: Letter to School Districts – September 2025

Appendix B: SWMP – Proposed Actions to Support for School Districts

6.7. 26-0462 Beyond the Curb - Drop-off Recycling Program for Non-curbside Materials

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

Attachments: Staff Report: Beyond the Curb-Drop-Off Recycling Pgm.

6.8. 26-0579 Motion with Notice: Community Energy Association Support (Director Thompson)

Recommendation: [At the May 13, 2026 CRD Board meeting, the following Notice of Motion was read into the record by Director Thompson and referred by the CRD Chair to the next meeting of the Environmental Services Committee for discussion.]
The Environmental Services Committee recommends to the Capital Regional District Board:
That the Capital Regional District provide $15,750 to the Community Energy Association to act as a secretariat and support priority initiatives of the Vancouver Island and Coastal Communities Climate Leadership Steering Committee through 2026.
(WP - All)

6.9. 26-0656 2026 General Local Election - Appointment of Chief Election Officer and the Deputy Chief Election Officers

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
1. That pursuant to Section 58 of the Local Government Act, the Board appoint Kristen M. Morley as Chief Election Officer with the power to appoint such other assistance as may be required for the administration and conduct of the 2026 General Local Elections; and
2. That the Board appoint Colleen Doty, Kerry Fedosenko, Meriel Galloway, Marlene Lagoa, and Marius Miklea as Deputy Chief Election Officers.
(NWA)

Attachments: Staff Report: 2026 Election - Appointment of Chief Election Officer and Deputies

6.10. 26-0647 CRD Service Review Program

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
1. That staff be directed to include the Proposed service reviews listed in Appendix B to the five-year workplan;
2. That staff be directed to proceed with the development of an ongoing, standardized process for initiating and conducting regular service reviews.
(NWA)

Attachments:
- Staff Report: CRD Service Review Program
- Appendix A: Board-Approved Methodology for Annual Service Reviews
- Appendix B: Overview of CRD Service Reviews
- Appendix C: Strategic Planning Activities Advanced This Board Term

6.11. 26-0616 Public Engagement Policy and Framework

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the Public Engagement Policy (BRD09) and supporting Framework be adopted.
(NWA)

[At the June 3, 2026 Governance and First Nations Relations Committee meeting, the following motion arising was carried:]
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That staff report back on the use of social media platforms.
(NWA)

Attachments:
- Staff Report: Public Engagement Policy and Framework
- Appendix A: Public Participation Framework 2014
- Appendix B: Draft Public Engagement Policy
- Appendix C: Draft Public Engagement Framework
- Appendix D: Public Engagement Toolkit

6.12. 26-0475 Regional Grants-in-Aid Policy (BRD13)

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

Attachments:
- Staff Report: Regional GIA Policy (BRD13)
- Appendix A: 8 Jun 22 SR & Policy Regional GIA
- Appendix B: Hx Past Regional GIA Requests

6.13. 26-0561 Motion with Notice: Rent Supplements Programs Advocacy Letter (Director Caradonna)

Recommendation: That the Hospitals and Housing Committee recommends to the Capital Regional District Board:
That the Board Chair write an advocacy letter to the Ministers of Finance and Housing and Municipal Affairs requesting continued financial support for rent supplements programs in the province.
(NWA)

6.14. 26-0470 2027 Service Delivery - Staffing Requirements

Recommendation: [At the May 5, 2026 Juan de Fuca Water Distribution Commission meeting this report was presented for information, and the following motion arising was carried:]
The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board:
That staff be directed to include the proposed Utility Operator and Reliability Engineer positions in the Juan de Fuca Water Distribution service budget for 2027 and 2028, respectively.
(WP - Colwood, Highlands, Langford, Metchosin, Sooke, View Royal, JDF EA)

Attachments: Staff Report: 2027 Service Delivery - Staffing Requirements

Appendix A: JDFWDS Asset Management Plan - Executive Summary

6.15. 26-0691 Notice of Motion: Reduced-Scope Borrowing Bylaw for Peninsula Recreation Facility in Central Saanich

Recommendation: [At the May 28, 2026 Peninsula Recreation Commission meeting, the following Notice of Motion was given same day consideration and passed as follows:]
That the Peninsula Recreation Commission:
1. Endorse a reduced-scope recreation facility at the Hovey Road Civic Facility location in the District of Central Saanich, with a footprint of approximately 7,500 square feet, retaining the weight room and multi-purpose program space as core program elements, with reduced or eliminated pottery studio and/or reduced or eliminated meeting room components to be confirmed through detailed design.
2. Request that the Capital Regional District (CRD) Board give immediate consideration to an updated borrowing bylaw of up to $9,114,000 to support the reduced-scope facility.
3. Confirm that any residual square footage from the originally proposed 10,000 sq. ft. footprint shall remain with the District of Central Saanich, with no further financial or operational obligation to the PRC; and
4. Affirm the Commission's continued commitment to equitable, evidence-based, and collaborative recreation service delivery across the Saanich Peninsula in partnership with member municipalities and the WSANEC Nations.
(NWA)

6.16. 26-0570 Regional Parks Volunteer Services Plan 2026-2031

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
That the Volunteer Services Plan 2026-2031 be approved as a strategic framework to guide the growth, diversification, and modernization of the Regional Parks Volunteer Program, supporting stewardship objectives while informing future operational and staffing decisions.
(NWA)

Attachments: Staff Report: Regional Parks Volunteer Services Plan 2026-2031

Appendix A: Volunteer Services Plan 2026-2031

Presentation: Volunteer Services Plan 2026-2031

6.17. 26-0572 CRD Regional Parks 2025 Visitor Monitoring Program Update

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

Attachments: Staff Report: CRD RP 2025 Visitor Monitoring Program Update
Appendix A: 10-Year Visitation Trend & 2025 Visitation Breakdown
Presentation: RP 2025 Visitor Monitoring Program Update

6.18. 26-0530 2027 Service Delivery - Staffing Requirements

Recommendation: [At the May 20, 2026 Regional Water Supply Commission meeting, this report was presented for information, and the following motion arising was carried:]
The Regional Water Supply Commission recommends to the Capital Regional District Board:
That staff be directed to include the proposed positions for the Master Plan Program Project Engineer (1 FTE) and Field Operations Centre (1.5 FTEs) in the Regional Water Supply Service budget for 2027.
(WP - All except SGI & SSI)

Attachments: Staff Report: 2027 Service Delivery - Staffing Requirements
Appendix A: Summary of Initiatives Planned for Future Years

6.19. 26-0498 2026-2035 Water Conservation Plan for Greater Victoria

Recommendation: [At the May 20, 2026 Regional Water Supply Commission meeting, the Commission approved the 2026-2035 Greater Victoria Water Conservation Plan and directed staff to move forward with the actions identified; and directed staff to forward the Plan to the CRD Board for information.]
There is no recommendation. This report is for information only.

Attachments: Staff Report: 2026-2035 Water Conservation Plan for Greater Victoria
Appendix A: 2026-2035 Water Cons. Plan for Greater Victoria (April 2026)
Appendix B: 2026-2035 Water Cons. Plan Goals, Targets and Actions

6.20. 26-0598 Aligning Regional Transportation and Growth Planning

Recommendation: That the Transportation Committee recommend to the Capital Regional District Board:
1. That the Regional Transportation Plan (RTP) project team provide an update to the Planning and Protective Services Committee on how the ongoing RTP update relates to regional growth planning and land use integration, for context and consideration of a potential update to the Regional Growth Strategy; and
2. That this report be referred to the Planning and Protective Services Committee for information.
(NWA)

Attachments: Staff Report: Aligning Regional Transportation & Growth Planning

6.21. 26-0602 Regional Trestles Renewal, Trails Widening and Lighting Project Update - May 2026

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

Attachments: Staff Report: RTWL Project Update - May 2026
Appendix A: Construction Project Area Map
Appendix B: Design Concept

6.22. 26-0591 Motion with Notice: Regional Transportation Plan Regional Bikeshare Program (Director Thompson)

Recommendation: [At the May 27, 2026 Transportation Committee meeting, the motion with notice was amended and carried as follows:]
The Transportation Committee recommends to the Capital Regional District Board:
That staff consider options for coordinating a regional bikeshare program as part of the Regional Transportation Plan.
(NWA)

6.23. 26-0595 Motion with Notice: Regional Transportation Plan Transit Flow Improvement Measures (Director Thompson)

Recommendation: [At the May 27, 2026 Transportation Committee meeting, the motion with notice was amended and carried as follows:]
The Transportation Committee recommends to the Capital Regional District Board:
That staff consider options for coordinating with municipalities to advance transit lanes, signal priority, and other transit flow improvement measures as part of the Regional Transportation Plan.
(NWA)

6.24. 26-0674 2026 Committee and External Membership Appointments - Update #3

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

Attachments: 2026 Board and Committee Membership Appointments (28 May 2026)

7. ADMINISTRATION REPORTS

7.1. 26-0692 2027-2030 CRD Board Remuneration and Travel Expense Reimbursement Policy Update

Recommendation: That the Capital Regional District Board approve:
1. That the CRD Board remuneration philosophy be revised to remove the per meeting payments to CRD Directors appointed to local and sub-regional Commissions; and
2. That that the CRD Board remuneration philosophy be revised to authorize CRD Commissions to provide per meeting payments for all Commissioners as may be approved by the Commission and the CRD Board and paid at the per meeting rate from the Commission's service budget; and
3. That the CRD Board Remuneration and Travel Expense Policy be approved effective January 1, 2027, as attached.
(NWA)

Attachments: Staff Report: 2027-2030 Board Remuneration & Reimbursement Update
Appendix A: CRD Board Remuneration & Reimbursement Policy (redlined)
Appendix B: WCBC Conclusion to Board (April 23, 2026)

7.2. 26-0704 AAP Requirements for Bylaw No. 4699 - Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026

Recommendation: 1. That in accordance with section 86(3) of the Community Charter, the date of July 31, 2026 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4699, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4699 (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 252,590 and that 10% of that number is 25,259 electors.
(NWA)

Attachments:
- Staff Report: AAP Requirements for Bylaw No. 4699
- Appendix A: Bylaw No. 4699
- Appendix B: Synopsis Bylaw 4699
- Appendix C: Notice To Electors AAP Bylaw 4699
- Appendix D: Elector Response Form Bylaw 4699
- Appendix E: Communication Channels 4699
- Appendix F: FAQ AAP Bylaw 4699

7.3. 26-0565 Bylaw No. 4776 - Temporary Borrowing (Lyall Habour/Boot Cove Water) Bylaw No. 1, 2026

Recommendation: 1. That Bylaw No. 4776, "Temporary Borrowing (Lyall Harbour/Boot Cove Water) Bylaw No. 1, 2026", be introduced and read a first, second and third time: and
(WA)
2. That Bylaw No. 4776 be adopted.
(WA, 2/3 on adoption)

Attachments:
- Staff Report: Bylaw No. 4776 - Temp Borrowing LHBC Water
- Appendix A: Bylaw No. 4776

7.4. 26-0642 Biosolids Beneficial Use Management - May Update

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

Attachments:
- Staff Report: Biosoids Beneficial Use Management - May Update

8. REPORTS OF COMMITTEES

Arts Commission

8.1. 26-0568 Impact of View Royal Changing Participation Level from Tier 1 to Tier 2 in the Arts Development Service

Recommendation: [At the May 27, 2026 Arts Commission meeting, the Commission discussed and carried Alternative 2 in the staff report as follows:]
The Arts Commission recommends to the Capital Regional District Board:
That View Royal's request for a change in its membership level to Tier 2 be denied, due to financial impacts to other participants and lack of alignment with existing CRD plans and strategies.
(WP - Esquimalt, Highlands, Metchosin, Oak Bay, Saanich, Sooke, Victoria, View Royal, SGI EA)

Attachments: Staff Report: View Royal's Changing Participation
Appendix B: Consolidated Bylaw No 2884
Appendix C: Simulation Of Impact On Cost Sharing

Electoral Areas Committee

8.2. 26-0576 Bylaw No. 4752 - Beddis Water Service 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 - Beddis Water Treatment Plant be received;
(NWA)
2. That Bylaw No. 4752, "Beddis Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
(WA)
3. That Bylaw No. 4752 be forwarded to the Inspector of Municipalities for approval.
(NWA)

Attachments: Staff Report: Bylaw No. 4752: Beddis Water Svc Loan Auth Bylaw
Appendix A: Certificate of Results - Beddis Petition for Borrowing
Appendix B: Bylaw No. 4752, “Beddis Water Svc Loan Auth Bylaw No. 1, 2026”

8.3. 26-0669 Bylaw No. 4763 - A Bylaw to Amend the Fire Services Operational, Fire Prevention and Administrative Bylaw

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4763, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No.1, 2026, Amendment Bylaw No. 1", be introduced and read a first, second, and a third time; and
(NWA)
2. That Bylaw No. 4763 be adopted.
(NWA, 2/3 on adoption)

Attachments: Staff Report: Bylaw No. 4763 - A Bylaw to Amend Fire Svcs Op Bylaw
Appendix A: Bylaw No. 4763
Appendix B: Bylaw No. 4677 (Redlined Consolidation)

8.4. 26-0670 Bylaw No. 4758 - A Bylaw to Amend Fire Regulation Bylaw (Bylaw No. 4489)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4758, "Fire Regulation Bylaw No. 2, 2022, Amendment Bylaw No. 1, 2026," be introduced and read a first, second, and third time; and
(NWA)
2. That Bylaw No. 4758 be adopted.
(NWA, 2/3 on adoption)

Attachments:
- Staff Report: Bylaw No. 4758 - A Bylaw to Amend Fire Regulation Bylaw
- Appendix A: Bylaw No. 4758
- Appendix B: Bylaw No. 4489 (Redlined Consolidation)

8.5. 26-0671 Bylaw Nos. 4755 and 4756 - Proposed Amendments to Bylaw No. 1857 “Capital Regional District Ticket Information Authorization Bylaw, 1990” and Bylaw No. 4683 “Bylaw Notice Enforcement Bylaw No. 1, 2025” - Fire Services

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4755, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 88, 2026", be introduced and read a first, second, and third time;
(NWA)
2. That Bylaw No. 4755 be adopted;
(NWA, 2/3 on adoption)
3. That Bylaw No. 4756, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 2, 2026", be introduced and read a first, second, and third time; and
(NWA)
4. That Bylaw No. 4756 be adopted.
(NWA, 2/3 on adoption)

Attachments:
- Staff Report: Bylaw No. 4755 & 4756 - Amendments to Bylaw No. 1857 & 4683
- Appendix A: Bylaw No. 4755
- Appendix B: Bylaw No. 1857 (Redlined Consolidation)
- Appendix C: Bylaw No. 4756
- Appendix D: Bylaw No. 4683 (Redlined Consolidation)

8.6. 26-0672 Bylaw Nos. 4759 and 4760 - Proposed Amendments to Bylaw No. 1857 “Capital Regional District Ticket Information Authorization Bylaw, 1990” and Bylaw No. 4683 “Bylaw Notice Enforcement Bylaw No. 1, 2025” - Fire Services

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4759, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 89, 2026", be introduced and read a first, second, and third time;
(NWA)
2. That Bylaw No. 4759 be adopted;
(NWA, 2/3 on adoption)
3. That Bylaw No. 4760, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 3, 2026", be introduced and read a first, second, and third time; and
(NWA)
4. That Bylaw No. 4760 be adopted.
(NWA, 2/3 on adoption)

Attachments:
Staff Report: Bylaw No. 4759 & 4760 - Amend Bylaw No. 1857 & 4683
Appendix A: Bylaw No. 4759
Appendix B: Bylaw No. 1857 (Redlined Consolidation)
Appendix C: Bylaw No. 4760
Appendix D: Bylaw No. 4683 (Redlined Consolidation)

8.7. 26-0599 Motion with Notice: Governance and Services Study for Magic Lake Estates (Director Brent)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
That the CRD Board support a Governance and Services Study for the Magic Lake Estates on North Pender Island that would provide the technical and financial details of the current system and would inform consideration of structural changes in governance, which could include changing electoral area boundaries, or incorporation as a standalone municipality.
(NWA)

Governance and First Nations Relations Committee

8.8. 26-0655 Bylaw No. 4781 - Capital Regional District Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 5, 2026

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4781, "Capital Regional District Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 5, 2026", be introduced, read a first, second, and third time.
(NWA)
2. That Bylaw No. 4781 be adopted.
(NWA, 2/3 on adoption)

Attachments:
Staff Report: Bylaw No. 4781 - CRD Election and Voting Bylaw Amendment
Appendix A: Amendment Bylaw 4781
Appendix B: Bylaw No. 3543 Consolidated (Redlined)

Regional Water Supply Commission

8.9. 26-0406 Bylaw Nos. 4753, 4769, and 4770 - First Nations' Access to the Greater Victoria Water Supply Area

Recommendation: [At the May 20, 2026 Regional Water Supply Commission meeting, the Commission recommended an amendment to Bylaw No. 4753 which is attached as a Revised Appendix C.]
That the Regional Water Supply Commission recommend to the Capital Regional District Board:
1. That Bylaw No. 4753, "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000, Amendment Bylaw No. 3, 2026" be introduced and read a first, second time;
(WP - ALL except SGI and SSI)
2. That CRD Bylaw 4753 be amended in Section 1 (o) to read: In section 30, 'Firearms and Hunting', by removing the words "in the Leech Water Supply Area".
(NWA)
3. That Bylaw No. 4753 be given third reading;
(WP - ALL except SGI and SSI)
4. That Bylaw No. 4753 be adopted;
(WP - ALL except SGI and SSI, 2/3 on adoption)
5. That Bylaw No. 4769, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 90, 2026" be introduced and read a first, second and third time;
(NWA)
6. That Bylaw No. 4769 be adopted;
(NWA, 2/3 on adoption)
7. That Bylaw No. 4770, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 4, 2026" be introduced and read a first, second and third time; and
(NWA)
8. That Bylaw No. 4770 be adopted.
(NWA, 2/3 on adoption)

Attachments:
- Staff Report: First Nations' Access to the GVWSA
- REVISED Appendix A: Bylaw No. 2804 (redlined consolidated version)
- Appendix A: Bylaw No. 2804 (redlined consolidated version)
- Appendix B: Water Supply Area Access and Special Use Procedure
- REVISED Appendix C: Bylaw No. 4753
- Appendix C: Bylaw No. 4753
- Appendix D: Bylaw No. 4769
- Appendix E: Bylaw No. 4770

9. BYLAWS

9.1. 26-0606 Adoption of Bylaw No. 4692, “West Shore RCMP Detachment Expansion Service Establishing Bylaw No. 1, 2025” and Bylaw No. 4693, “West Shore RCMP Detachment Expansion Loan Authorization Bylaw No. 1, 2025”

Recommendation: 1. That Bylaw No. 4692, "West Shore RCMP Detachment Expansion Service Establishing Bylaw No. 1, 2025", be adopted; and
(NWA)
2. That Bylaw No. 4693, "West Shore RCMP Detachment Expansion Loan Authorization Bylaw No. 1, 2025", be adopted.
(WA)

Attachments: Bylaw No. 4692

Bylaw No. 4693

9.2. 26-0521 Adoption of Bylaw No. 4750, “Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 2, 2026”

Recommendation: That Bylaw No. 4750, "Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 2, 2026" be adopted.
(WA)

Attachments: Bylaw No. 4750

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

12.1. 26-0678 Motion to Close the Meeting

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

13. RISE AND REPORT

14. ADJOURNMENT

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

Making a difference...together

625 Fisgard St.,
Victoria, BC V8W 1R7

Capital Regional District

Meeting Minutes

Capital Regional District Board

Wednesday, May 13, 2026 **12:00 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

PRESENT
DIRECTORS: C. McNeil-Smith (Chair), M. Little (Vice Chair), P. Brent, S. Brice, J. Brownoff, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, K. Guiry (for S. Goodmanson), G. Holman, P. Jones, S. Kim (for M. Alto) (EP), D. Kobayashi, K. Murdoch, D. Murdock (12:08 pm), M. Tait, D. Thompson, S. Tobias (EP), M. Wagner (EP), M. Westhaver (for C. Plant) (EP), A. Wickheim, K. Williams

STAFF: T. Robbins, Chief Administrative Officer; S. Carey, Acting General Manager, Corporate Services; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; S. Henderson, General Manager, Electoral Area Services; L. Jones, General Manager, Parks, Recreation and Environmental Services; P. Klassen, Acting General Manager, Housing, Planning and Protective Services; M. Alsdorf, Senior Manager, SEAPARC Recreation (EP); M. Barnes, Senior Manager, Health and Capital Planning Strategies; D. Elliott, Senior Manager, Regional Housing; I. Lawrence, Senior Manager, Juan de Fuca Administration; M. MacIntyre, Senior Manager, Regional Parks (EP); S. May, Senior Manager, Facilities Management and Engineering Services; C. Neilson, Senior Manager, People, Safety and Culture; D. Ovington, Senior Manager, Salt Spring Island Administration; R. Tooke, Senior Manager, Environmental Innovation; L. Ferris, Manager, Resource Recovery and Innovation, Environmental Innovation; C. Vrabel, Manager, Fire Services, Protective Services; M. Miklea, Deputy Corporate Officer/Manager, Legislative Services; T. Pillipow, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Guest(s): B. Cook, Partner, Western Compensation & Benefits Consultants; K. Hamilton, Tavolta Strategy Group; D. Krussel, Interim CEO, Greater Victoria Harbour Authority; M. Mawhinney, Chair, Greater Victoria Harbour Authority;

Regrets: Directors M. Alto, S. Goodmanson, C. Plant, R. Windsor

The meeting was called to order at 12:03 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Vice Chair Little provided a Territorial Acknowledgement.

2. APPROVAL OF THE AGENDA

MOVED by Director Desjardins, SECONDED by Director Coleman,
That the agenda for the Capital Regional District Board meeting of May 13, 2026 be approved as amended with the addition of Consent Agenda Item 7.14. Notice of Motion: Island Coastal Economic Trust Advocacy.
CARRIED

3. ADOPTION OF MINUTES

3.1. 26-0466 Minutes of the Capital Regional District Board meetings of April 8, 2026, and April 29, 2026

MOVED by Director Desjardins, SECONDED by Director Brice,
That the minutes of the Capital Regional District Board meetings of April 8, 2026, and April 29, 2026 be adopted as circulated.
CARRIED

3.2. 26-0465 Minutes of the Committee of the Whole meetings of October 29, 2025, and April 29, 2026

MOVED by Director Desjardins, SECONDED by Director Brice,
That the minutes of the of the Committee of the Whole meetings of October 29, 2025, and April 29, 2026 be adopted as circulated.
CARRIED

Director Murdock joined the meeting in person at 12:08 pm.

4. REPORT OF THE CHAIR

Colleagues, before we move into the business on today's agendas, I want to provide a tribute to honour Lillian Szpak, who is very much in our hearts and minds. After my remarks I will be pleased to invite colleagues to share a reflection as you may wish.

Today is the first time the whole Board, with our staff, has been together since our highly esteemed colleague, Langford Councillor and CRD Director Lillian Szpak, passed away unexpectedly on May 2nd.

First and foremost, and on behalf of the entire board and CRD organization, we continue to extend our deepest sympathies to the Szpak family. Immediately upon learning of Lillian's passing, Langford, the CRD and municipalities across the region lowered their flags to half-mast. It was noted in Langford's tribute to Lillian, that she grew up an air force brat, with the family posted around Canada and abroad in Germany. We acted in unity around the region to give a most fitting public sign of our respect, mourning and remembrance for Lillian Szpak.

Beginning in 2002, Lillian was elected 7 consecutive times by the citizens of Langford to serve her community, and as a Langford representative, served on many regional and sub-regional bodies. Lillian was very proud to be serving on this Board, along with the Housing and Hospital Boards, during our 4-year term.

While we remember Lillian's intelligence and experience and her ability to deliberate on complex local government issues, we are especially moved by her passing because she touched all of us, and many in the community, with her kindness, compassion and genuine interest in people. In 2008, Lillian graduated with a master's of leadership from Royal Roads University, with a focus on how to engage and empower at-risk adolescent girls. Whenever in conversation with Lillian, she always wanted to know how you were doing and she was always

filled with enthusiasm for whatever you were discussing. Serving in elected office was Lillian's calling.

As a shiny new Sidney Councillor in 2009, I first met Lillian while on the CREST Board together, as she was starting her 3rd term on Langford Council and 3rd term at CREST. The CREST Board at that time met here in this boardroom. CREST was experiencing rather challenging times back then. I remember the Victoria police chief and Saanich mayor, on separate occasions, sitting at the DCO's desk telling the CREST board the way it should be. But Lillian was unflappable and she was pragmatic and optimistic. After the 2022 election Lillian stepped off the CREST Board after 18 years. Last Friday, just 6 days after her passing, several of us attended the ribbon cutting for the opening of the amazing new CREST building in Langford. Lillian would have been so proud to have attended the opening and celebrated how far CREST has advanced since its inception.

A few months shy of 24 years as a Langford Councillor and 18 years on the CREST Board are remarkable and definitive examples of her commitment to the Langford community and the communities throughout the region. There isn't time to mention all the Boards, Commissions and Committees that Lillian served on, but I will note two others.

Lillian served on the Regional Water Supply Commission for 6 years and was elected Chair twice. Another of Lillian's strong passions at the CRD was our Regional Parks and Trails, and she was serving as the Committee Vice Chair. While also serving on the Parks Committee this term, I recall Lillian always seeking an opportunity to reflect on how wonderful and valued our Parks and Trails System is and making a point of giving effusive praise to staff at virtually every meeting. All of us will remember that when Lillian asked questions or motivated, she spoke to the matter passionately, knowledgably, and with conviction.

Lillian's elected service reflected the breadth of issues that matter to residents: good governance, responsible growth, environmental stewardship, housing affordability, community safety, parks and recreation, and very notably, the importance of representation in civic leadership. Her contributions helped shape important work that continues to benefit communities across the region.

Lillian left us too soon, but her leadership has helped shape a stronger and more connected region and important work that continues to benefit our communities across the CRD. Her collaborative spirit and principled approach have earned the respect of elected colleagues throughout the region. Whether advocating for local residents, supporting regional partnerships, or helping navigate complex challenges, she led with both conviction and kindness.

Lillian's legacy of public service will continue to inspire us and those who follow. Her son Patrick Szpak captured what we witnessed and can attest to, "She lived every day to the fullest and she burned bright to the very end."

Rest in peace Lillian Szpak. Your wonderful spirit lives on.

Thank you everyone for being here today.

Several Directors then shared their reflections.

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

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

The meeting recessed at 12:31 pm.
The meeting reconvened at 12:45 pm.

6. PRESENTATIONS/DELEGATIONS

6.1. Presentations

6.1.1. 26-0507 Presentation: Don Krusel (Interim CEO) and Mark Mawhinney (Chair), Greater Victoria Harbour Authority; Re: Member Agency Report

M. Mawhinney and D. Krusel presented Item 6.1.1.

6.2. Delegations

There were no delegations.

7. CONSENT AGENDA

MOVED by Director Coleman, SECONDED by Director Desjardins,
That consent agenda items 7.1. through 7.14. be approved.
CARRIED

7.1. 26-0342 Wrap-Up Activities of the Wildlife Attractants Working Group

That the agenda item be referred to the Electoral Areas Committee to provide their direction and comments.
CARRIED

7.2. 26-0372 Solid Waste Management Plan - 2025 Progress Report

This report was received for information.

7.3. 26-0373 Climate Action Strategy - 2025 Progress Report

This report was received for information.

7.4. 26-0371 Board Advocacy for a New Invasive Species Legislative Framework

That the CRD Board Chair write a letter to the Province of BC (Ministry of Forests) requesting a review and update to the existing invasive species management regulatory framework in BC, including a ban on the sale, barter, gifting and transport of priority invasive species in British Columbia.
CARRIED

7.5. 26-0293 Capital Regional District 2025 Audit Findings Report and Statement of Financial Information

That the Capital Regional District 2025 Statement of Financial Information be approved.
CARRIED

7.6. 26-0316 Capital Regional District External Grants Update

This report was received for information.

7.7. 26-0292 Capital Regional District External Grants 2025 Annual Report

This report was received for information.

7.8. 26-0134 Updates to the Capital Regional District Investment Policy

That the revised Investment Policy (BRD07) be approved.
CARRIED

7.9. 26-0381 Julia O'Quinn, Associate Executive Director, Aboriginal Coalition to End Homelessness; Re: Annual Update

This report was received for information.

7.10. 26-0414 Regional Parks and Trails Strategic Plan - 2025 Progress Report

This report was received for information.

7.11. 26-0438 Strategic Wildfire Risk Reduction in Regional Parks

That in 2027, staff dedicate core operating funds to initiate a Request for Proposals process, valued at up to $75,000, to retain a qualified consultant to assist in developing a Strategic Forest Management Plan framework guiding future wildfire risk reduction and forest resilience efforts.
CARRIED

7.12. 26-0407 Field Operations Centre Project Capital Plan Amendment and Contract Change Order

1. That the project budget for the New Field Operations Centre Building (16-06), as included in the 2026 Regional Water Supply Capital Plan, be increased by $995,000, funded through a grant from the City of Langford;
2. That the 2026 Regional Water Supply Capital Budget be amended to reallocate $2,000,000 from the Land and Site Works (23-31) to the New Field Operations Centre Building (16-06); and
3. That a change order be authorized under the existing Design-Build contract with Kinetic Design-Build Ltd. for the construction of a sanitary line extension in the amount of $1,242,612 (excluding GST).
CARRIED

7.13. 26-0405 Municipal Finance Authority of British Columbia Equipment Financing Program Borrowing Resolution for Sooke and Electoral Area Recreation and Facilities Service

1. That the Board of the Capital Regional District authorize borrowing of up to $60,000 under section 403 of the Local Government Act, which applies section 175 of the Community Charter to regional districts, through the MFABC Equipment Financing Program for the purchase of a golf course turf aerator for the Sooke and Electoral Area Recreation and Facilities Service; and
2. That the loan be repaid within five (5) years, with no right of renewal.
CARRIED

7.14. 26-0578 Notice of Motion: Island Coastal Economic Trust Advocacy (Brent)

That the CRD Board Chair write to the Minister of Jobs and Economic Growth with a request that the BC Government formalizes the renewed governance structure of Island Coastal Economic Trust with new legislation and commit to endowment funding new investments in Island Coastal Economic Trust for 2027 and beyond.
CARRIED

8. ADMINISTRATION REPORTS

8.1. 26-0473 2027-2030 Board Remuneration and Travel Expense Reimbursement Review

C. Neilson spoke to Item 8.1. and introduced B. Cook who presented the Western Compensation & Benefits Consultants report.

Discussion ensued regarding:
- potential financial impact of the proposed remuneration adjustment
- potential impact to remuneration for Electoral Area Directors
- consideration of inclusion of parental leave

Director Tait left the meeting at 1:05 pm.

MOVED by Director Murdoch, SECONDED by Director Coleman,
That the CRD Board approve, with the information and recommendations as provided by the consultants at the meeting of May 13, 2026, that staff be directed to update the CRD Board Remuneration and Travel Expense Policy for CRD Board consideration.
CARRIED
Opposed: Holman

8.2. 26-0445 Biochar Project - Public Engagement Update

L. Jones and R. Tooke presented Item 8.2. for information.
K. Hamilton presented the Summary of Public Input.

Director Tait rejoined the meeting in person at 1:35 pm.

Discussion ensued regarding:
- confirmation that this will not come back to the Board or committee before the end of this term
- the number of participants in the public engagement
- that the Board has previously received an environmental risks report

This report was received for information.

8.3. 26-0444 Biosolids Beneficial Use Management - April Update

L. Jones presented Item 8.3. for information.

This report was received for information.

8.4. 26-0487 Capital Regional District 2025 Annual Report

T. Robbins presented Item 8.4. for information

This report was received for information.

8.5. 26-0492 Capital Region Housing Corporation Annual General Meeting

P. Klassen spoke to Item 8.5.

MOVED by Director Kobayashi, SECONDED by Director Tait,
That the unanimous shareholder's resolution attached as Appendix A to the Capital Region Housing Corporation Annual General Meeting report be approved, and the Chair and Corporate Officer execute it on behalf of the Capital Regional District.
CARRIED

Director Kobayashi left the meeting at 1:59 pm.

9. REPORTS OF COMMITTEES

Electoral Areas Committee

9.1. 26-0456 Bylaw No. 4757 - Amendment to Expand Shirley Fire Protection Local Service Area to Include a Section of Highway 14

MOVED by Director Brent, SECONDED by Director Wickheim,
1. That Bylaw No. 4757, "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 4, 2026", be introduced and read a first, second, and a third time;
CARRIED

MOVED by Director Brent, SECONDED by Director Wickheim,
2. That Bylaw No. 4757 proceed to obtain participating area approval by way of Electoral Area Director consent on behalf; and
3. That Bylaw No. 4757 be submitted to the Inspector of Municipalities for approval.
CARRIED

Director Tobias left the meeting at 2:01 pm.

9.2. 26-0434 Bylaw No. 4749: Fulford Water Service Loan Authorization Bylaw for Water Treatment Plant Capital Upgrades

MOVED by Director Brent, SECONDED by Director Wickheim,
1. That the attached Certification of Results of Petition for Borrowing - Fulford Water Treatment Plant be received;
CARRIED

MOVED by Director Brent, SECONDED by Director Wickheim,
2. That Bylaw No. 4749, "Fulford Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
CARRIED

MOVED by Director Brent, SECONDED by Director Wickheim,
3. That Bylaw No. 4749 be forwarded to the Inspector of Municipalities for approval.
CARRIED

Environmental Services Committee

9.3. 26-0275 Bylaw No. 4765 - Exemption of Salt Spring Island Composting Facility from Bylaw No. 2736 - A Bylaw to Regulate the Operations of Composting Facilities in the Capital Regional District

Director Kobayashi rejoined the meeting in person at 2:02 pm.

MOVED by Director Desjardins, SECONDED by Director Holman,
1. That Bylaw No. 4765, "Capital Regional District Composting Facilities Regulation Bylaw No. 1, Amendment Bylaw No. 1, 2026", be read a first, second and third time;
CARRIED

MOVED by Director Desjardins, SECONDED by Director Holman,
2. That staff conduct an online consultation on the exemption of the Salt Spring Island Composting Facility from the application of Bylaw No. 2736 for a minimum of one month;
3. That, pending the outcome of this consultation process, staff refer Bylaw No. 4765 to the Minister of Environment and Parks for written approval; and
4. That staff incorporate a repeal of Bylaw No. 2736 into the CRD's next Solid Waste Management Plan that is scheduled to be updated by 2030, including a public engagement process, and, subject to the completion of these tasks, prepare a bylaw for the CRD Board's approval to repeal Bylaw No. 2736.
CARRIED

Finance Committee

9.4. 26-0382 Bylaw No. 4768: 2026-2030 Financial Plan Bylaw, 2026, Amendment Bylaw No. 1, 2026

MOVED by Director Jones, SECONDED by Director Brice,
1. That Bylaw No. 4768, "2026 to 2030 Financial Plan Bylaw, 2026, Amendment Bylaw No. 1, 2026", be introduced and read a first, second and third time;
CARRIED

MOVED by Director Jones, SECONDED by Director Brice,
2. That Bylaw No. 4768 be adopted; and
CARRIED

MOVED by Director Jones, SECONDED by Director Brice,
3. That the revised Staff Establishment Chart as attached as Appendix B be approved.
CARRIED

Juan de Fuca Land Use Committee

9.5. 26-0460 Public Hearing Report on Bylaw No. 4705, "Shirley-Jordan River Official Community Plan Bylaw No. 5., 2018, Amendment Bylaw No. 3, 2025" and Bylaw No. 4706, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025"

MOVED by Director Wickheim, SECONDED by Director Little,
1. That the minutes that form the Report of Public Hearing for Bylaw No. 4705, "Shirley-Jordan River Official Community Plan Bylaw No. 5., 2018, Amendment Bylaw No. 3, 2025", and Bylaw No. 4706, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on March 31, 2026, be received;
CARRIED

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

MOVED by Director Wickheim, SECONDED by Director Little,
3. That Bylaw No. 4705 be adopted;
CARRIED

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

MOVED by Director Wickheim, SECONDED by Director Little,
5. That prior to the adoption of proposed Bylaw No. 4706, the landowner provide 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

10. BYLAWS

10.1. 26-0566 Bylaws No. 4435: Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025 and Bylaw No. 4672: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 83, 2025 - Amendment and Adoption

MOVED by Director Wickheim, SECONDED by Director Little,
1. That third reading of Bylaw No. 4672, "CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 83, 2025", be rescinded.
CARRIED

MOVED by Director Wickheim, SECONDED by Director Little,
2. That Bylaw No. 4672 be amended:
a. Under section 1(a), by replacing the words "Juan de Fuca Soil Removal or Deposit Bylaw, 2021, Bylaw No. 4435" with the words "Juan de Fuca Soil

Removal or Deposit Bylaw No. 2, 2025, Bylaw No. 4435";
b. Under section 2, by replacing the word "2024" with "2025";
c. In Appendix A, by replacing the word "2024" with "2025" in the citation of "Juan de Fuca Soil Removal or Deposit Bylaw No. 2" immediately proceeding the table of offences;
d. In Appendix A, in the table of offences, item 2, by replacing the word "20,000" with "4,000";
CARRIED

MOVED by Director Wickheim, SECONDED by Director Little,
3. That Bylaw No. 4672, be read a third time as amended.
CARRIED

MOVED by Director Wickheim, SECONDED by Director Little,
4. That Bylaw No. 4672 be adopted.
CARRIED

10.2. 26-0519 Adoption of Bylaw No. 4435, "Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025"

MOVED by Director Wickheim, SECONDED by Director Little,
That Bylaw No. 4435, "Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025" be adopted.
CARRIED

10.3. 26-0520 Adoption of Bylaw No. 4678, "Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025"

MOVED by Director Brent, SECONDED by Director Holman,
That Bylaw No. 4678, "Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025" be adopted.
CARRIED

11. NOTICE(S) OF MOTION

11.1. 26-0580 Notice of Motion: Community Energy Association Support (Director Thompson)

Director Thompson provided the following notice of motion for consideration at the next Environmental Services Committee meeting:

"That the CRD provide $15,750 to the Community Energy Association to act as a secretariat and support priority initiatives of the Vancouver Island and Coastal Communities Climate Leadership Steering Committee through 2026."

MOVED by Director Thompson, SECONDED by Director Little,
That the notice of motion be referred to the next meeting of the Environmental Services Committee.
CARRIED

11.2. 26-0592 Notice of Motion: RTP Regional Bikeshare Program (Director Thompson)

Director Thompson provided the following notice of motion for consideration at the next Transportation Committee meeting:

"That staff consider and report on options for coordinating a regional bikeshare program as part of the Regional Transportation Plan."

MOVED by Director Thompson, SECONDED by Director Murdoch,
That the notice of motion be referred to the next meeting of the Transportation Committee.
CARRIED

11.3. 26-0594 Notice of Motion: RTP Transit Flow Improvement Measures (Director Thompson)

Director Thompson read in the following notice of motion for consideration at the next Transportation Services Committee meeting:

"That staff consider and report on options for coordinating with municipalities to advance transit lanes, signal priority, and other transit flow improvement measures, and including such measures in the Regional Transportation Plan."

MOVED by Director Thompson, SECONDED by Director Little,
That the notice of motion be referred to the next meeting of the Transportation Committee.
CARRIED

12. NEW BUSINESS

There was no new business.

13. MOTION TO CLOSE THE MEETING

13.1. 26-0497 Motion to Close the Meeting

MOVED by Director Kobayashi, SECONDED by Director Coleman,
1. That the meeting be closed for appointments and personal information in accordance with Section 90(1)(a) of the Community Charter. [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 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 into closed session at 2:15 pm.

14. RISE AND REPORT

The Capital Regional District Board rose from closed session at 3:15 pm and reported on the following:

In accordance with Bylaw No. 3523, that the following be appointed to the Southern Gulf Islands Public Library Commission for a term expiring December 31, 2027:
Alison Martin, Marilyn Winterbottom

That the Governance and First Nations Relations Committee be permitted to meet in closed session on June 3, 2026 for First Nations or Indigenous entity in accordance with Section 90(2)(b)(iii) of the Community Charter. [1 Item]

From the April 8, 2026 Closed Session of the Capital Regional District Board:
That the Board Chair write to the Minister of Indigenous Relations and Reconciliation, and Ministry staff, requesting there be an annual, or more regular, meeting between provincial staff and the Governance and First Nations Relations Committee.

15. ADJOURNMENT

MOVED by Director Murdoch, SECONDED by Director Williams,
That the Capital Regional District meeting of May 13, 2026 be adjourned at 3:15 pm.
CARRIED

_____

CHAIR

CERTIFIED CORRECT:

_____

CORPORATE OFFICER

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REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **Ed MacGregor Memorial Bursary 2026**

ISSUE SUMMARY

To announce the student selected from the Saanich School District #63 to receive the Capital Regional District's 2026 Ed MacGregor Memorial Bursary.

BACKGROUND

Ed MacGregor, the first Mayor of the District of Sooke and a Capital Regional District (CRD) Director, passed away in March 2003 while in office. In April 2003 the CRD Board established a bursary fund in his memory. In the earlier years, this bursary was awarded only to students in Sooke; however, in 2008 it was recognized that bursary funds are raised by all municipalities and electoral areas within the Capital Region and in September 2008 the CRD Board amended the criteria to include the following School Districts (SD): Greater Victoria SD #61; Sooke SD #62; Saanich SD #63; and Southern Gulf Islands SD #64 on a rotating basis.

These are the criteria for awarding the Ed MacGregor Memorial Bursary:

- The bursary will be awarded annually, on a rotating basis, to a graduating Grade 12 student from one of the School Districts of Sooke, Greater Victoria, Saanich, or Gulf Islands, to assist the student in pursuing post-secondary education.
- The bursary is to be awarded on the basis of financial need.
- The participating secondary school principals will recommend which student is to receive the award.
- The bursary is to be in the amount of $2,500 per annum.

The 2026 recipient, as chosen by the selection committee from the Saanich School District #63, is Darian Barr.

RECOMMENDATION

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

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

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REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **Nils Jensen Memorial Bursary 2026**

ISSUE SUMMARY

To announce the student selected from the Saanich School District #63 to receive the 2026 Nils Jensen Memorial Bursary.

BACKGROUND

Nils was a Councillor for 15 years on the Oak Bay Municipal Council before becoming the Mayor of Oak Bay in 2011, a position he held until 2018. Nils also served the broader community by acting as the Chair of the CRD Board and as Chair of the Regional Water Supply Commission for 12 years during which time he helped preserve water security for the region. In April 2022 the family of Nils Jensen established a bursary fund in his memory. This bursary will be awarded to the following School Districts (SD): Greater Victoria SD #61; Sooke SD #62; Saanich SD #63; and Southern Gulf Islands SD #64 on a rotating basis.

These are the criteria for awarding the Nils Jensen Memorial Bursary:

- The bursary will be awarded annually, on a rotating basis, to a graduating Grade 12 student from one of the School Districts of Sooke, Greater Victoria, Saanich, or Gulf Islands, to assist the student in pursuing post-secondary education.
- The bursary is to be awarded on the basis of financial need and an interest in environmental protection or water security.
- The participating secondary school principals will recommend which student is to receive the award.
- The bursary is to be in the amount of $2,500 per annum.

The 2026 recipient, as chosen by the selection committee from the Saanich School District #63, is Jayden Yu.

RECOMMENDATION

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

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

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **Appointment of Officers – Bylaw Enforcement**

ISSUE SUMMARY

This report is to update bylaw enforcement appointments to reflect staff changes in the Capital Regional District (CRD) Bylaw and Animal Care Services Division.

BACKGROUND

Pursuant to Section 233 of the *Local Government Act* and Section 28(3) of the *Offence Act* and in accordance with CRD Bylaw No. 2681, the Electoral Areas Committee must from time to time make resolutions for persons in new positions. The Bylaw Services division hires auxiliary staff to ensure consistent bylaw enforcement as well as seasonal Regional Park patrols that occur May to September.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence* Act, and in accordance with Capital Regional District Bylaw No. 2681, Benjamin Bryson, Christian Audy, Emma Winder and Kyle Berard be appointed as a Bylaw Enforcement Officer.

Alternative 2
That this report be referred back to staff for further information based on Electoral Areas Committee direction.

IMPLICATIONS

Service Delivery Implications

These appointments ensure consistent bylaw enforcement in the CRD Bylaw and Animal Care Services Division. These officers will be assisting with Regional Park patrols, as well as auxiliary coverage for regular staff leave.

CONCLUSION

The bylaw enforcement appointments reflect staff changes in, or additions to, the CRD Bylaw and Animal Care Services Division.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
That for the purpose of Section 233 of the *Local Government Act* and Section 28(3) of the *Offence* Act, and in accordance with Capital Regional District Bylaw No. 2681, Benjamin Bryson, Christian Audy, Emma Winder and Kyle Berard be appointed as a Bylaw Enforcement Officer.

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

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **Electoral Areas Grants-In-Aid Guidelines Update**

ISSUE SUMMARY

To update the Capital Regional District's (CRD) Electoral Areas (EA) Grants-In-Aid (GIA) program guidelines to current administrative standards and best practices.

BACKGROUND

In 1977, the CRD was originally granted authority through Supplementary Letters Patent (SLP) to provide GIA to organizations deemed by the Board to contribute to the general interest and benefit of the EAs. The service authority granted from SLP was converted to service establishment bylaws for each EA in 2025.

The EA GIA guidelines and application form were last updated in 2012 (Appendix A). Since 2015, staff have periodically reviewed the program and identified updates to improve administrative efficiency and the applicant experience. Proposed changes included revisions to the approval process, eligibility criteria, a community needs assessment, application form updates, setting funding maximums, improved reporting, and other administrative needs.

Consultations with EA staff and directors from 2018 to 2020 did not identify these broader updates as an implementation priority, apart from changes to the approval process. As a result, the delegation bylaw was amended in 2019 to authorize EA Directors to approve EA GIAs. Previously, the Board approved GIA awards in batches, which caused additional delays for recipients. In 2025, the bylaw was further amended to delegate SSI GIA approval to the SSI Local Community Commission (LCC), consistent with its service authority.

Staff continually make efforts to identify opportunities to update the program guidelines and administrative processes to reflect current standards and best practices. Discussion with EA department staff and the SSI LCC in recent years have indicated a desire and opportunity to improve the program's reporting framework and simplify the application form. Engagement was conducted internally with EA staff to better understand the needs of local societies and community groups, as well as administrative considerations. Feedback from EA staff has been incorporated into the revised guidelines and supporting documentation included in this report.

In fall 2025, through a motion with notice, the SSI LCC has directed staff to consider implementing outcome reporting within one year of approval as a requirement for SSI GIA recipients.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the revised Electoral Areas Grants-In-Aid Program Guidelines be approved;
2. That staff be directed to implement the revised guidelines; and
3. That this report be referred to the Salt Spring Island Local Community Commission for information.

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

IMPLICATIONS

Financial Implications

Each EA would continue to have separate GIA budgets and the proposed program updates would not affect the decision-making process for establishing annual GIA funding.

Service Delivery Implications

The main changes of the revised guidelines (Appendix B) include the introduction of standardized reporting and a requirement that approved projects be completed within one year of approval.

A standardized report will simplify the reporting process for recipients while improving the CRD's ability to identify program benefits, evaluate project outcomes and inform future funding decisions. Recipients will benefit from a centralized and straightforward reporting process that supports consistent financial reporting practices and helps communicate project successes and community impacts. The CRD will gain valuable information on project outcomes to support program analysis, reporting and community engagement.

The second proposed revision would require approved projects to be completed within one year of approval. Establishing a maximum project duration is expected to help ensure projects are completed within a reasonable timeframe and improve the CRD's ability to recover funds in the event of stalled or cancelled projects. As GIA funded projects are typically small-scale and completed within short timelines, this requirement is not expected to create a barrier for applicants.

Numerous administrative updates are also implemented for the program documentation, including the program guidelines (Appendix B), application form (Appendix C) and final reporting template (Appendix D) to reflect current best practices and improve the applicant's experience. Language has been simplified where possible to improve clarity and reduce ambiguity. The application has also been revised to better collect information. These changes are intended to make it easier for applicants to provide complete and accurate information while improving the quality and consistency of submissions received. More concise and complete applications will also support the adjudication process. Staff will periodically review program documentation and implement administrative updates as needed to maintain the GIA program and respond to emergent needs.

CONCLUSION

Staff have identified opportunities to revise the GIA program documentation to current best practices and administrative standards. The proposed revisions were completed with the input of EA department staff and seek to improve the program by increasing fiscal transparency and accountability while also simplifying the application process for applicants.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the revised Electoral Areas Grants-In-Aid Program Guidelines be approved;
2. That staff be directed to implement the revised guidelines; and
3. That this report be referred to the Salt Spring Island Local Community Commission for information.

Submitted by:	Lia Xu, MSc., CPA, CGA, Manager, Local Services and Corporate Grants
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Capital Regional District Grants-In-Aid Application Guide – for Electoral Areas Only
Appendix B: Electoral Areas Grants-In-Aid Program Guidelines - 2026
Appendix C: Grants-In-Aid Application Form (Draft)
Appendix D: CRD – Electoral Areas Grants-In-Aid – Final Report (Draft)

Making a difference...together

Capital Regional District

Grant-In-Aid Application Guide

FOR ELECTORAL AREAS ONLY:

Juan de Fuca

Salt Spring Island

Southern Gulf Islands

Amended: September, 2010

CRD GRANT-IN-AID APPLICATION COMPLETION GUIDE

Application Completion Guide Instructions

Submit Applications to:

_____ Regional Director for

_____ Electoral Area

Address _____

_____

_____

Phone: _____ Fax: _____

Email: _____

If you have any questions or require assistance, please contact your CRD Director as indicated above.

Applications should be submitted on the form provided which is enclosed at the end of this Grants-in-Aid section.

Note to Applicants:

- Grants-in-Aid are intended for non-profit agencies or societies for projects of benefit to the Electoral Area.
- Grants-in-Aid are intended for special one-time projects, not ongoing operational funding, although applications for recurring projects can be made.
- Organizations already being funded directly on an ongoing basis by taxation, or industrial, commercial or business undertaking or private individuals ARE NOT eligible for assistance under this program.
- Grants-in-Aid are *NOT* intended for the personal benefit of any individual, proprietor, member or shareholder.
- Please familiarize yourself with the attached Board policies and Application Completion Instructions.
- Please make sure that your application is clearly legible and will photocopy with good results. Your application should either be typed or completed in black ink.
- If you have any questions or require assistance, please contact your CRD Director.

Application Process

The CRD has authority under *Supplementary Letters Patent* (*SLP*) which provide that Grants-in-Aid may be paid to an organization deemed by the Electoral Area Director and the Board to be contributing to the general interests and advantage of the electoral area.

Applications for assistance in accordance with the *SLP* must be received by a CRD Electoral Area Director.

Applications should be submitted on the form provided by the CRD with all supporting documentation attached. Applicants must;

- clearly indicate the amount and type of assistance requested,
- provide evidence of how the applicant benefits the community generally and how the assistance being requested from the CRD would benefit the community specifically and,
- provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.

Applications must be submitted on the required form.

Approval Process

The Electoral Area Director and Board wishes to provide assistance under the provisions of the *SLP* to those applicants who provide a demonstrated benefit to the community and have a demonstrated need for assistance. To that end, it has adopted the following guiding principles:

- The Electoral Area Director and Board do not intend to utilize Grants-in-Aids to provide ongoing financing, but rather to assist with special projects. Special projects may reoccur but must be applied for each year.
- The Electoral Area Director and Board do not intend Grants-in-Aid to replace the financial responsibilities of senior levels of government, other government agencies and affiliates.
- The Electoral Area Director and Board do not intend Grants-in-Aid to be available for the personal benefit of any individual, proprietor, member or shareholder.
- The Electoral Area Director and Board have both statutory and budgetary limitations on Grants-in-Aids and wish to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the residents within the community.
- The Electoral Area Director and Board have an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.
- THEREFORE the Electoral Area Director and Board adopt the following procedure for the consideration of applications for assistance.
- The Electoral Area Director will review, evaluate and prioritize all applications and will forward them to CRD Finance and then the Board. The Board will take the Electoral Area Director's recommendations into consideration and will make the final decisions with respect to the approval of the applications.
- Where requested by the Electoral Area Director, the Electoral Area Services committee may review applications. Reasonable efforts shall be made to ensure that unnecessary duplication with the grant for assistance program of any of the member municipalities or CRD entities is avoided.

The following factors shall be used by the Electoral Area Director in evaluating and prioritizing the Applications for Assistance under the *SLP*;

- Purpose for which the funding is required,
- Indication of whether or not the project is recurring
  - Most grant in aid requests are for one-time projects. On rare occasions, projects have been of a recurring nature (e.g. JdF Parent Advisory Councils requesting funding for a crossing guard to assist children in crossing a high traffic road). If a project is recurring, it is important to ensure that it isn't something that would be more appropriately addressed by establishing a service.
- Whether or not all other funding opportunities, i.e., fundraising, grants from senior levels of government, etc. have been exhausted,
- Degree of benefit that the community will derive from this project,
- Amount of grant requested in relation to scale of project,
- Whether or not the applicant has previously received assistance from the CRD and,
- Whether or not there is an opportunity for individuals to make direct contributions.
- Applications for assistance under the *SLP* will NOT normally be approved for;
- Purposes for which the Board identifies as potentially exposing the CRD to risk of unacceptable liability,
- Groups, projects or services which fall under the funding jurisdiction of other levels of government, government agencies, affiliates and crown corporations,
- Purposes disallowed by the *Local Government Act* or *SLP* and,
- Purposes which, in the Board's opinion, would be more appropriately addressed by establishing a regional district service.

Application Completion Instructions

General

- clearly indicate the amount and type of assistance requested,
- provide evidence of how the applicant benefits the community generally and how the assistance being requested from the CRD would benefit the community specifically and,
- provide financial information sufficient to identify all other funding sources and to justify the need for financial assistance.

Inside Front Cover

The *"Application Submitted By"* box requests information about the applicant. We need to know who you are and how to contact you. The *'applicant'* is the non-profit agency or society that is applying for the assistance. The *'contact(s)'* is the individual(s) within your organization who are familiar with the application and whom we may contact should we require further information or clarification.

The *"Application Summary"* box requests the name of the project or purpose for which you are applying for assistance. You will be required to provide more information regarding your proposal on page 3 of the application, so don't go into detail here. You need to check the type of project for which you are applying, and the amount of the grant requested.

The application form must be signed by a duly authorized individual on behalf of the organization. In signing the application, the authorized signatory is personally certifying that to the best of his/her knowledge, the information being submitted is true and correct and the application for assistance is not being made on behalf of an individual, industrial, commercial, or business undertaking or an organization already receiving ongoing tax support.

Applicant Profile

We also need to know what services and / or benefits you provide to the community. The "Applicant Profile" asks a series of questions about the applicant's community service, including the size of the community served, and your organizational structure.

Project / Proposal Profile

We also need a description of the proposal / project for which you are seeking assistance. Please check (Y) adjacent to the appropriate category in question #1. If your funding request falls under the "other purpose" category, please indicate the "other purpose" on the line provided. You should provide sufficient detail in response to questions #2 and #3 to enable the CRD Director and Board to evaluate the merits of your proposal and the resulting benefits to the community.

Funding and Financial Information

Pages 4 and 5 of the application form, request information about the funding for the proposal as well as financial information about the applicant.

Question #1 requires that you attach supporting financial information in order to identify all other funding sources and to justify the need for financial assistance. This supporting documentation should be as concise and clear as possible. Make sure that your financial report clearly itemizes all of the information requested.
Question #2 requests specific information about grants / funding from other sources to which you have applied with respect to this proposal.

Question #3 requests information about assistance that you may have received from the CRD in the past. If you have received assistance on more than four occasions, just list the four most recent ones. If the assistance that you previously received from the CRD was an exemption from fees / charges or some type of consideration other than monetary, please indicate "N/A" in the "$ amount" column — do not attempt to estimate a value.

Please check the appropriate responses (Yes/No) to parts (a), (b), (c), and (d) of question #4.

Acknowledgement and Reporting

Acknowledgement

Any published materials must acknowledge the contribution made by the Capital Regional District Grant in Aid Program by inserting the CRD name and logo to the list of funding participants.

Reporting

Subsequent to the event, a financial reporting on the actual final cost and source of funding of the project must be submitted to the CRD Electoral Area Director. Please mail or email your report to your Electoral Area Director as follows:

Juan de Fuca Electoral Area	Director, JdF Electoral Area P.O. Box 1000 Victoria, B.C. V8W 2S6 Email: directorjdf@crd.bc.ca
Salt Spring Island Electoral Area	Director, SSI Electoral Area P.O. Box 1000 Victoria, B.C. V8W 2S6 Email: directorssi@crd.bc.ca
Southern Gulf Islands Electoral Area	Director, SSI Electoral Area P.O. Box 1000 Victoria, B.C. V8W 2S6 Email: directorsgi@crd.bc.ca

Amended: October 7, 2009

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Capital Regional District

Grant-In-Aid Application Form

FOR ELECTORAL AREAS ONLY:

Juan de Fuca

Salt Spring Island

Southern Gulf Islands

[Revised November 16, 2012]

CRD GRANT-IN-AID APPLICATION FORM

Grants-In-Aid are for the CRD Electoral Areas only: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands

Application Submitted By

Name and Address of Applicant: _____

_____

_____

Contact(s): _____ _____ _____
(name) (phone) (fax)

_____
Email address

Contact(s): _____ _____ _____
(name) (phone) (fax)

_____
Email address

Application Summary

Project or purpose for which you require assistance:

Amount of grant requested $_____

To the best of my knowledge, all of the information that is provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is:

- ***NOT* being made on behalf of an industrial, commercial, or business undertaking**
- ***NOT* available for the personal benefit of any individual, proprietor, member or shareholder**

_____ _____
(signature of authorized signatory) **(title)**

_____
(print name)

Applicant Profile

1. Please describe the services / benefits that your organization provides to the community. Are these services / benefits available to the community from another organization or agency?

2. Describe the geographic area that receives services or benefits from your organization.

3. Is your organization voluntary and non-profit? ◯ NO ◯ YES

   Please detail any remuneration paid, or funds otherwise made available to members, officers, etc. of your organization.

   Please indicate the number of members / volunteers in your organization and how long your organization has been in operation.

Project / Proposal Profile

1. Assistance is being requested for:

   capital project and / or equipment

   special event

   other purpose (_____)

2. Please describe the proposal for which you are requesting assistance. Attach additional information if required.

3. Please describe how this proposal will benefit the community.

Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
   - o project budget,
   - o grants / funding from other sources,
   - o funding contributed by applicant through fund raising activities or other sources of revenue and,
   - o financial statement that itemizes total expenses for the fiscal year, including any monies and/or benefits paid to members or officers.

2. Have you applied for a grant / funding from another source(s)? ◯NO ◯YES

   If yes, complete the following chart. ***If no***, please explain _____

   _____

Name of Grant or Funding Agency	$ Amount Applied For	Status of Grant Application		
		Approved (Y)	Denied (Y)	Pending (Y)
		◯	◯	◯
		◯	◯	◯
		◯	◯	◯
		◯	◯	◯

3. Have you received assistance (grant in aid / waiving of fees, etc.), from the CRD in previous years?

   ◯NO ◯YES..... ***If yes***, please complete the following chart.

Year	$ Amount	Purpose for which assistance was used

4. Does your organization:

Offer direct financial assistance to individuals or families?	◯ Yes	◯ No
Provide services that fall within the mandate of either a senior government or a local service agency?	◯ Yes	◯ No
Provide an opportunity for individuals to make direct Contributions to the project (e.g., fundraising for the project?	◯ Yes	◯ No

Or, is your organization:

part of a Provincial or National fund raising campaign?	◯ Yes	◯ No

The information provided in Section 4 is for data collection purposes.

Followup:

Please refer to Page 6 of the ***Grant-In-Aid - Application Completion Guide*** regarding the following:

1. **Acknowledgement**

2. **Reporting**

Please remember to attach:

1. Project budget
2. Financial statement for your organization

Electoral Areas Grants-in-Aid (GIA)

Making a difference...together

Program Guidelines - 2026

Capital Regional District - Financial Services

Purpose

To establish criteria for the Electoral Areas Grants-in-Aid (GIA) program and provide information about application requirements and reporting processes. Please review this guide before completing an application.

What is GIA?

Grants-in-Aid are one-time grants to fund special projects and activities, awarded to community non-profit organizations that deliver projects benefiting electoral areas that are not already funded by tax requisition through other Capital Regional District (CRD) services. Funding decisions for the Juan de Fuca (JdF) and Southern Gulf Islands (SGI) Electoral Areas are made by their respective electoral area director. Salt Spring Island (SSI) Electoral Area funding decisions are made by the Salt Spring Island Local Community Commission.

Applicant Eligibility

Who can apply?

- Not-for-profit/non-profit organizations.
- Community groups.

Who cannot apply?

- For-profit businesses.
- Private individuals.
- Governments and their subsidiaries.
- Organizations funded by tax requisition through other CRD services.
- Previous recipients with overdue reporting or unreturned funds (if applicable).

Project Eligibility

What is eligible?

- Projects must provide a direct benefit to the Electoral Area to which the application pertains.
- Special one-time projects and initiatives; including recurring events or programs with a defined scope and timeline, and with identifiable project-specific expenditures.

What is not eligible?

- Ongoing operational and administrative costs (E.g. taxes, office lease, annual bookkeeping etc.)
- Activities that are the responsibility of other levels of government.
- Requests that benefit specific individuals or entities.

Application Process

Pre-submission

Please review the eligibility criteria and post approval requirements contained in these guidelines. Only projects that meet the eligibility requirements will be considered.

Intake & Submission

The intake and submission process differs for each Electoral Area. Please refer to the CRD Grants-in-Aid website for up-to-date information and instructions. Please note some Electoral Areas may only accept applications during limited portions of the year.

Applications should be completed electronically (preferred), or alternatively they must be legibly printed in black ink that will photocopy easily. Incomplete or illegible applications will not be accepted and will be returned to the applicant.

Approval Process

Approvals are subject to available funding, eligibility and are at the discretion of the applicable Electoral Area Director/Local Community Commission. Applicants will be informed of the outcome of their application via email.

After Project Approval

Successful applicants have **12 months** to complete their project from the date of project approval.

Project Reporting

Upon project completion, applicants must fill out and submit the final report using the template included in the application package. Reporting requirements are as follows:

1. Final reports must be submitted to the CRD **within 60 days** of the completion of the project.
   Failure to provide a complete and accurate final report will render the applicant **ineligible** for future Grants-In-Aid until the final report has been accepted by the CRD.

2. Provide an itemized list of project expenses.
   Project-related invoices and receipts are not required with the final report submission; however, they must be retained and may be requested by the CRD for up to two years following project completion for audit purposes. The CRD reserves the right, at its sole discretion, to determine whether Grants-in-Aid (GIA) funding has been properly used and may require repayment of any ineligible or misspent funds.
   Failure to repay ineligible or misspent funds will render the applicant **ineligible** for future Grants-In-Aid until repayment has been made in full.

3. Unspent funds must be returned to the CRD when the applicant submits their final report.
   Failure to repay unspent funds will render the applicant **ineligible** for future Grants-In-Aid until repayment has been made in full.

4. **2 to 5 photos** of the completed project must be submitted with the final report.

Acknowledgement

Any published materials for the project or initiative must acknowledge the contribution made by the Capital Regional District Electoral Areas Grant in Aid Program by inserting the CRD name and logo into the list of funding participants.

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GRANTS-IN-AID APPLICATION FORM

Instructions: please download a copy of the application to your computer, save, and complete. To make changes, you always need to open the document from Adobe or equivalent PDF Viewer. Please refer to the CRD Grants-in-Aid website for intake information. Applications should be submitted to: ssiadmin@crd.bc.ca (SSI) OR jdfinfo@crd.bc.ca (JdF) OR mpender@crd.bc.ca (SGI)

SECTION 1. APPLICANT INFORMATION

1. Organization Legal Name:
2. Mailing Address:
3. Electoral Area:
   Select EA
4. Primary Contact:
   Must be an Authorized Signatory
5. Title:
6. Email:
7. Phone Number:
8. Organization is a Registered Society:
   Yes/No
9. Organization is Voluntary and Nonprofit:
   Yes/No
10. Business Number:
11. Organization Description:
    Benefits/services offered, geographic area served, size of organization, etc.

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GRANTS-IN-AID APPLICATION FORM

SECTION 2. PROJECT INFORMATION

1. Project Title:

2. Project Category:

   Select Category

3. Alignment with Community Needs (If multiple, pick best option):

   Select Category

4. Project Description:
   (Attach additional information if available)

5. Benefits to the Community:

6. Estimated Project Start/End Date: :
   (Projects must be completed within 12 months of approval)

SECTION 3. PROJECT FINANCIALS

a. Basic Project Budget:

Optional: Attach a separate full budget to your application.

Expenses:	
Equipment Purchase	$
Honorarium	$
Food	$
Travel	$
Equipment Rental	$
Venue Rental	$
Other Rental (Please specify):	$
Professional Fees	$
Administrative Fees	$
Staff Costs	$
Construction Costs:	$
Other (Please specify):	$
Other (Please specify):	$
Other (Please specify):	$
Other (Please specify):	$
Other (Please specify):	$
Total Project Cost:	$ 0.00

b. Grants-in-Aid Funding Request & Other Sources of Funding:

Place your funding request in the highlighted box, this is the amount of funding being requested in this application.

Grants-in-Aid Request	$
Other Funding Sources (E.g. Other Grants, Debt, Donations, Reserves):	
	$
	$
	$
	$
	$
Total Project Funding:	$ 0.00

c. Previous CRD Financial Assistance:

Please disclose if your organization has received assistance (Grants-In-Aid, Arts Grants, Waiving of fees, ect.) from the CRD in the past 5 years.

Source	Purpose	Year	Amount ($)
		Total:	0.00

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GRANTS-IN-AID APPLICATION FORM

SECTION 4. DOCUMENTATION CHECKLIST

Please ensure the following documents have been completed and attached:

- Financial Statements ☐
  For new organizations that lack statements, an annual budget is acceptable.
- Associated Project Documents (As Applicable) ☐

SECTION 6. ATTESTATIONS

1. I confirm that I am a Signing Authority for the applicant organization and have the authority to enter into binding agreements on its behalf. I further confirm that I have reviewed this application, that the information provided is true and accurate, and that the application complies with all of the following requirements:
   a. This application is not being made on behalf of an industrial, commercial or business undertaking.
   b. This proposed project is not for the direct personal benefit of any individual, proprietor, member or shareholder.
   c. The applicant organization is voluntary and non-profit.
2. If this project is approved for funding in any amount, the applicant organization agrees to the following terms:
   a. The organization will complete the project as described in this application.
   b. The organization will acknowledge the CRD's financial support in all project-related materials, activities and events.
   c. If the project cannot be completed as described in this application, the organization agrees to return all funds immediately.
   d. The organization will submit a final report within 60 days of project completion.
   e. The organization will immediately return any unspent funds or funds for any expenses deemed ineligible by the CRD.
   f. The organization will comply and adhere with all applicable laws, licensing, required permits and approval of funding does not constitute approval under any other program or legislation.
   g. The organization acknowledges that funding does not imply endorsement by the CRD of the project, the application organization, or its views or activities.

Name	Signature*	Title	Date

*Electronic or physical signature is acceptable.

APPENDIX D

CRD - Electoral Areas Grants-in-Aid - Final Report

Recipient:		**Project Name:**	

Total Project Cost:	
Total GIA Award:	
Project Completion Date:	

Instructions:

Please submit this project report within 60 calendar days of your project completion, as per your approved application . This report should be sent via email to **corporategrants@crd.bc.ca**

The CRD may request to review any payment/invoice documentation in order to verify expenses**. You must retain all invoices for at least two years for auditing purposes.**

Any awarded funds not spent on eligible expenses must be **immediately returned to the CRD.** If you have any questions please contact us at **corporategrants@crd.bc.ca**

Expense Reporting

Vendor Name	Invoice #	Invoice Description	Invoice Date	Invoice Amount ($)	Payment Date	Payment Method
Example: Generic Contractors	10001	Construction of XXXX	5-Jan-24	$ 35,000.00	14-Jun-24	(Chq, Cash, Bank Transfer, credit)
			Total:	$ -		

Project Outcome Reporting

1. Project Summary - Provide a brief overview of what the project set out to achieve and what was accomplished. If you did not achieve your intended results, why?	
2. Outcomes and Benefits - Describe how the project benefited the community.	
3. Partnerships and Collaborations (if applicable) - List any organizations, partners, or community groups involved.	
4. Attendance/Participation (if applicable) - Describe how many residents were served by your project or program in the reporting period and how many non-residents may have been served.	
6. Acknowledgement of Funding - Describe how you publicly acknowledged the grant (e.g., press releases, social media, signage, promotional materials).	
7. Reflections - What went well? What challenges were faced? Lessons learned?	
10. Visual Documentation - Attach 2-5 photos of the completed project with this document.	

By submitting this report I confirm I am a legal representative of the recipient organization listed above, and that all information contained in this report is true and correct. I acknowledge that any information contained in this report may be audited and that any requested information will be provided.

Date	
Name	
Signature	

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ERM 26-12

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, APRIL 15, 2026

SUBJECT **Wrap-Up Activities of the Wildlife Attractants Working Group**

ISSUE SUMMARY

To report on recent work with municipalities to develop consistent policies and bylaws that limit bear attractants and initiate an awareness campaign to reduce bear-human interactions across the region.

BACKGROUND

On May 8, 2024, the Capital Regional District (CRD) Board directed staff, through a Motion with Notice, to work with municipalities to develop consistent policies and bylaws that limit wildlife attractants and prevent bear-human interactions.

In a staff report presented to the Environmental Services Committee in March 2025 titled 'Wildlife Attractants in the Capital Region' (Appendix A), staff provided an update on addressing the Board motion. The update included progress on establishing a working group focused on limiting wildlife attractants and identified key resource documents that could be used for guidance.

These resources included the *Wildlife Attractant Bylaw Toolkit* produced by the Get Bear Smart Society which outlines a stand-alone model bylaw and options for incorporating wildlife attractant considerations into existing bylaws, including solid waste bylaws. Staff also highlighted the "Bear Smart" Community Program Background Report, which describes steps and procedures local governments can take to reduce the frequency of human-bear conflicts. The first Wildlife Attractants Working Group was scheduled for April 2025.

During the presentation of the March 2025 staff report, a subsequent motion arose recommending that "staff be directed to explore creating a public awareness campaign regarding reducing wildlife attractant and interaction in the Capital Region. And that this work be done in coordination with other organizations involved in this work." Staff incorporated this direction into 2025 work plans.

Wildlife Attractants Working Group

Eight municipalities and one electoral area responded to the invitation seeking working group members and participated in meetings. The CRD hosted five Wildlife Attractants Working Group meetings between April and October 2025. An average of four municipalities attended each meeting.

Meetings involved sharing knowledge and resources, identifying potential solutions and exploring bylaw options for reducing human-bear interactions due to improper management of waste. Subject matter experts, including representatives from the BC Conservation Officer Service and Wild Wise Society, were asked to present to the working group to provide information and recommendations based on their work and experience.

Key takeaways from working group meetings included:

- The primary concern for working group members was limiting bear attractants in residential solid waste, rather than wildlife attractants as a whole (e.g., fruit trees, backyard apiaries).
- There are existing model bylaws and active bylaws in place for interested municipalities to adopt.
- Education and awareness should be a primary focus.
- Local governments have limited resources and capacity to implement and enforce additional bylaws.
- Local governments have a range of options for education and outreach supports from no-cost volunteer organizations such as Wild Wise Society to paid positions such as WildSafeBC Community Coordinators.
- A regional bylaw would not be appropriate as the CRD does not have authority over municipal garbage and organics collection.

Given that model bylaws already exist and have been shared with the working group, staff will transition the bear attractant topic from the Wildlife Attractants Working Group to the Local Government Waste Reduction Working Group (LGWRWG) as a seasonal agenda item for meetings.

The LGWRWG is made up of representatives from all thirteen municipalities and meets monthly. To ensure the continuation of knowledge sharing and coordination related to limiting bear attractants, CRD staff will include the topic on meeting agendas at least three times a year. Additionally, staff will regularly encourage municipal representatives to bring forward any related programs or initiatives to the meetings to share with the broader group.

Awareness Campaign

In accordance with the Board motion to create a public awareness campaign, the CRD implemented a social media campaign from July to September 2025 to amplify messaging from expert organizations whose primary focus is educating the public about limiting bear attractants. The CRD shared and reposted content that highlighted how improper management of household curbside garbage can lead to human–bear conflicts, including tips for securing and storing household waste bins.

Staff will continue to monitor, share and repost wildlife attractant-related content from local expert organizations on a seasonal basis through a variety of CRD communications channels.

CONCLUSION

Capital Regional District staff were directed to work with municipalities to develop consistent policies and bylaws to limit wildlife attractants and to implement a public awareness campaign. Through the working group process, several tools and resources were shared with interested municipalities—including existing model bylaws and education-focused approaches. A social media campaign encouraging proper management of curbside garbage was also implemented. Moving forward, staff will conclude the dedicated Wildlife Attractants Working Group and integrate the bear attractants topic as a seasonal agenda item for the Local Government Waste Reduction Working Group meetings.

RECOMMENDATION

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

Submitted by:	Russ Smith, Senior Manager, Environmental Resource Management
Concurrence:	Andy Orr, Senior Manager, Corporate Communications and Engagement
Concurrence:	Luisa Jones, MBA, General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Staff Report: Wildlife Attractants in the Capital Region (March 19, 2025)

Making a difference...together

APPENDIX A

ERM 25-09

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, MARCH 19, 2025

SUBJECT **Wildlife Attractants in the Capital Region**

ISSUE SUMMARY

To report on activities related to working with municipalities to develop consistent policies and bylaws to limit wildlife attractants.

BACKGROUND

On May 8, 2024, the Capital Regional District (CRD) Board directed staff, through a Motion with Notice, to work with municipalities to develop consistent policies and bylaws to limit wildlife attractants and prevent bear-human interactions.

CRD staff are in the process of reaching out to municipalities and electoral areas in the region to gauge interest in and create a participant list for the establishment of a wildlife attractants working group. The working group will provide opportunities for local governments to collaborate, share knowledge and develop policies for limiting wildlife attractants due to improperly managed waste. Working group goals would include identifying current issues, outlining potential steps to resolve issues, identifying and promoting policy development and exploring bylaw options in relation to waste management practices causing human-wildlife conflicts.

The creation of a proposed working group, focused on discussing limiting bear attractants, was brought to the Local Government Waste Reduction Working Group (LGWRWG). The LGWRWG membership includes representatives from 12 municipalities. Limiting wildlife attractants has been a topic of regular discussion at subsequent LGWRWG meetings where discussions focused on challenges faced by different municipalities, sharing of resources and updates on initiatives. Two municipalities have already expressed interest in participating in a wildlife attractants working group, namely District of Saanich and the Town of View Royal. The Town of View Royal has been a key contributor and has provided valuable insights into their process for implementing initiatives focused on limiting wildlife attractants in their municipality.

The Wildlife Attractant Bylaw Toolkit produced for Get Bear Smart Society (Appendix A) will be proposed as one of the main guidance documents brought forward to the working group for consideration. The toolkit provides insights into creating a stand-alone wildlife bylaw as well as options for incorporating wildlife attractant considerations into existing bylaws such as solid waste bylaws. Further guidance will come from the Ministry of Environment and Parks' "Bear Smart" Community Program. The program outlines a series of criteria for communities to follow to address root causes of human-bear interactions. The "Bear Smart" Community Program Background Report (Appendix B) outlines a series of steps and procedures to reduce the frequency of human-bear conflicts and requires a shift from reactive management of bears to a proactive management of attractants, such as solid waste.

CONCLUSION

Capital Regional District (CRD) staff were directed to work with municipalities to develop consistent policies and bylaws to limit wildlife attractants across the region. Staff will invite municipalities and electoral areas to participate in a wildlife attractants working group. The working group will consider tools, including the Wildlife Attractant Bylaw Toolkit and the Bear Smart Community Program to identify and address root causes of human-bear interactions and consider corresponding policy or bylaw development. If established, staff will share updates on wildlife attractants working group findings with the Local Government Waste Reduction Working Group, Environmental Services Committee and the CRD Board.

RECOMMENDATION

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

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

ATTACHMENTS

Appendix A: Get Bear Smart Society - Wildlife Attractant Bylaw Toolkit (2022)
Appendix B: “Bear Smart” Community Program: Background Report (March 2002)

APPENDIX A

2022

WILDLIFE ATTRACTANT BYLAW TOOLKIT

Prepared for:
Get Bear Smart Society

Prepared by:
Serratus Wildlife Services

This *Sample* Bylaw and guideline is for reference purposes only. It is recommended that prior to using the *Sample* Bylaw, or any portions, that legal review and advice is obtained.

Acknowledgment: The main template for this *Sample* Bylaw is from the District of Squamish Wildlife Attractant Bylaw No. 2781, 2020.

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Background

Bylaws reflect a community's overall principles and values and are meant to evolve as the community's standards and norms shift.

Local government councils, or boards, create policy through bylaw adoption and can provide direction to enforcement staff in relation to enforcement priorities. Bylaw enforcement actions can range between compliance-focused (gaining voluntary compliance through education, warnings, mediation) and enforcement-focused (by issuing bylaw offense notices/tickets, seeking injunctions). Bylaws must have a degree of fairness and reasonableness and be designed with the unique needs of the community in mind and updated as these needs change (Office of the Ombudsperson, Province of British Columbia, 2021).

This toolkit provides insights into the process for creating a stand-alone wildlife attractant bylaw as well as the option for incorporating wildlife attractant considerations into an existing bylaw. In addition to the Wildlife Attractant *Sample* Bylaw is a guide with a step-by-step approach to understanding the various sections of the *Sample* Bylaw.

Why wildlife attractant bylaws are necessary

While the management of wildlife is a provincial responsibility, the regulation and management of refuse and other wildlife attractants that bring wildlife into communities is the responsibility of local government. This can be accomplished by (1) educating residents and visitors; and (2) by adopting bylaws that assist with minimizing, to the greatest extent possible, the availability of anthropogenic (human) foods and other substances.

Local government, whether a municipality or regional district, is responsible for providing a comprehensive range of services that enhance many aspects of life for its citizens and play a key role in ensuring the overall health, safety and well-being of their community. Creating a wildlife attractant bylaw is inherently within the scope of this local government responsibility as it improves public health and safety.

It is worth noting that local government elected officials/councils can direct enforcement staff to prioritize specific bylaws and can also provide direction on the enforcement process, such as when to provide more warnings than tickets and vice versa. Currently, wildlife is being killed in direct relation to being fed, whether intentionally or unintentionally. Local governments must place a higher priority on the creation and enforcement of these wildlife attractant bylaws to reduce the potential for human injury, injury to pets/livestock, agricultural losses, or property damage; and to reduce, and potentially eliminate, the needless and preventable human-caused loss of local wildlife.

Methods for reducing human-bear interactions

In British Columbia, the Ministry of Environment and Climate Change Strategy administers the official Bear Smart Community Program and supports those communities that choose to participate. This program is a proactive, conservation strategy that outlines the necessary steps a local government can take to reduce the potential for human interactions with wildlife. Other provinces or states can use this program as a foundation or framework for their own program.

The BC Bear Smart Community Program contains six criteria for a community to pursue in order to reduce the potential for human-bear interactions, including: (1) an assessment of the current situation and identifying potential issues; (2) a management plan outlining the necessary steps to resolve any issues identified; (3) revision of the community's planning and decision-making documents; (4) implementing continuing education and outreach; (5) developing and maintaining a bear-resistant waste management system; and lastly, but very importantly, (6) creating and enforcing bylaws that prohibit providing bears with anthropogenic food sources due to careless storage and management of wildlife attractants, whether intentional or unintentional. This also requires implementing an enforcement strategy to ensure full compliance.

A community doesn't need to be pursuing Bear Smart Community status to implement any or all of the Bear Smart criteria, including implementing a wildlife attractant bylaw or inserting wildlife attractant management criteria into an existing bylaw. Having said that, encouraging local government to pursue Bear Smart Community status can be an effective way to reduce interactions with bears, increase awareness in the community and reduce access to anthropogenic sources of food. This will lead to increased public safety and the reduction in the needless injury and loss of bears. These best practices will also benefit other wildlife species. Some communities may choose to start the process of managing wildlife attractants by way of implementing a bylaw along with a communication plan and/or educational outreach program.

A thorough review of all existing pertinent bylaws is recommended as there may be an opportunity to amend an existing bylaw, such as a solid waste bylaw, by adding wildlife attractant management criteria. Amending an existing bylaw is less time consumptive for staff and may be a more manageable first step for local government. However, creating a stand-alone wildlife attractant bylaw is preferred as it is easier for the public to reference and becomes more relevant when incorporated into wildlife conflict reduction messaging and communication.

The Wildlife Attractant *Sample* Bylaw contains sections that can be cut and pasted into existing bylaws, or it can be used as a stand-alone document including all or just the applicable sections.

First Nation bylaw considerations

First Nation communities can create a stand-alone wildlife attractant bylaw or insert wildlife attractant management criteria into an existing bylaw. Similar to the process taken by a municipality or regional district, any bylaw would require approval from the appointed officials; in this case, a First Nation council. The bylaw would then apply to all persons on the reserve irrespective of whether they are residents of the reserve or are band members (Government of Canada, 2022).

The Indian Act Amendment and Replacement Act (2014), which amended and repealed various sections of the Indian Act, provides the regulations necessary for enacting and enforcing band bylaws.

To be enforceable, a bylaw must comply with the Indian Act and any provisions set out within the Act. Two sections within the act that relate to bylaws are Section 73 which provides parameters on what type of regulations can be included within a bylaw, e.g., Section 73(1) (a) for the protection and preservation of fur-bearing animals, fish and other game on reserves; and Section 81 which outlines the powers of council.

Similar to a municipal or regional bylaw, the Indian Act provides the ability of a First Nation council to enact bylaws specific to the concerns of a reserve. As each municipality or regional district has its own unique challenges, which can be addressed through the creation of a specific bylaw, First Nation reserves can also address their own unique challenges through the creation of a specific bylaw, such as a wildlife attractant bylaw.

Wildlife utilizes the landscape irrespective of jurisdictions. A collective community and jurisdiction-wide approach to minimizing human-wildlife interactions, through the adoption and enforcement of wildlife attractant bylaws, will result in increased public safety and conservation of local wildlife.

Considerations for presenting a bylaw to council/board:

- Ensure council/board is aware that creating a bylaw, or amending one, can typically be accommodated within the existing operational budget.
- Ensure council/board is aware of other communities that have already implemented wildlife attractant bylaws or have included wildlife attractant management criteria within existing bylaws. Refer to the list of Bear Smart community bylaws on pg. 31. Please note that this list is not exhaustive, and communities update their bylaws on an ongoing basis.
- Address the organizational impacts: who will be affected by this bylaw, e.g., the Bylaw Enforcement Office, Communications Department (getting the message out/awareness/educational outreach campaign), Animal Control, Building Department (inspecting wildlife-proof enclosures), Parks [and Protected Areas] Department, and Solid Waste Department. Outside organizational impacts could

include the Conservation Officer Service, police force, and independent waste management contractors.

- List additional bylaws that parallel the wildlife attractant bylaw and look for opportunities to make connections. A good place to start is by reviewing the Official Community Plan (OCP) which is a community's over-arching guiding policy document, to gauge whether there are any references to wildlife, protection of the environment, zero waste strategies, waste management, climate change impacts, public safety, etc. New bylaws should align with the vision and spirit of the OCP.
- List policies or environmental protection initiatives that might support this bylaw such as regional growth strategy priorities.
- Connect to any council goals for climate change, environment, community safety, green spaces, and solid waste management. Find out what the council priorities are and make connections between the bylaw and how it supports council's priorities. Research a community's Business Plan, Regional Growth Strategy, Official Community Plan, Climate Action Report/Plan, and Solid Waste Management Plan. These documents can be found throughout various departments, and local governments are required to post them on their websites.
- Solicit support from outside agencies such as the Conservation Officer Service and police force. Collaborating with these enforcement agencies (which can be delegated by council to issue bylaw tickets) and having agency members attend a presentation showcases the importance of implementing the bylaw and highlights the partnerships and shared responsibilities that are required to reduce the potential for human-wildlife interactions.
- To aid in the enforcement process, ensure the bylaw has consequences, such as fines for contravention. While enforcement staff typically seek voluntary compliance through education or warnings, fines are a necessary tool for gaining compliance.

Please note: For information on the differences between municipal councils and regional district boards, their responsibilities and procedures and the implications for the bylaw process, please refer to this link.

Wildlife Attractant *Sample* Bylaw

[DISTRICT, CITY, TOWN OR VILLAGE OF NAME]
WILDLIFE ATTRACTANT BYLAW NO. XXXX, 20XX

WHEREAS Council for the [District, City, Town or Village of NAME] deems it advisable to enact a bylaw to store and secure wildlife attractants securely to discourage and prevent wildlife from accessing food sources generated or controlled by human activity in order to minimize human-wildlife interactions, to the greatest extent possible, and help wildlife populations thrive in the wild.

NOW THEREFORE Council for the [District, City, Town or Village of NAME] enacts as follows:

CITATION

1. This bylaw may be cited as the "[District, City, Town or Village of NAME] Wildlife Attractant Bylaw No. XXXX, 20XX".

INTERPRETATION

2. In this bylaw:

"Bear-Resistant Container" means a fully enclosed plastic, wheeled Refuse container meant for individual household or business use, that is sufficient to accommodate normal uses of the property, is designed to discourage and prevent access by bears, has a sturdy cover capable of being completely closed and secured with a locking device, and is Interagency Grizzly Bear Committee certified;

"**Bear-Resistant Enclosure**" means a fully enclosed structure having four enclosed sides, a roof, doors and a locking device, designed to discourage and prevent access by bears, and for clarity, includes a garage, shed, or other structure that is inaccessible to bears and that is designed and constructed in accordance with the specifications set out in Schedules B & C;

"Bear-Resistant Pedestrian Container" means a fully enclosed metal Refuse container that is sufficient to accommodate normal uses of the property, is designed to discourage and prevent access by bears, has a sturdy lid capable of being completely closed and locked with a self-latching locking device, and is Interagency Grizzly Bear Committee certified;

"**Bees**" mean any insect of the species Apis mellifera;

"**Beehive**" means a structure which houses a colony of worker bees with a queen and drones;

"Bylaw Enforcement Officer" means a person appointed by the Council to enforce the bylaws of the [District, City, Town or Village];

"**Commercial Refuse Container**" means a metal receptacle that is designed or intended to dispose of waste by automated means, is bear-resistant, and meets the criteria established in Schedule A;

"**Coop**" means a covered enclosed structure to shelter Hens or other fowl (pigeons, peacocks etc.);

"Feed" means providing, leaving or placing in, on or about land or premises, food, food waste or any other substance that could be considered a Wildlife Attractant;

"**Hen**" means a domesticated female chicken that is at least four months old;

"Large Carnivore" means a bear, cougar, coyote, or wolf;

"Pen" means a fully or partially enclosed outdoor space for the keeping of hens or animals;

"**Refuse**" means any discarded or abandoned food, substance, recycling, material, or object, whether from domestic, commercial, industrial, institutional, or other use;

"**Remedial Action"** may include, but is not limited to, removal of any Wildlife Attractant, Refuse, bird feeder, fruit, nuts, pet food, cooking grills or any other real or potential Wildlife Attractant;

"**Special Event**" means a temporary, outdoor gathering; a sporting event; a wedding; or a convention, parade, public display, festival or similar gathering;

"Waste Contractor" means the Person who collects and disposes of Municipal Solid Waste as part of the Residential Curbside Collection Service (as defined within the *[District, City, Town or Village of NAME] Solid Waste Utility and Regulation Bylaw No. XXXX, 20XX* as amended from time to time);

"Wildlife" means all birds (*Aves*), mammals and without limitation, Large Carnivores;

"**Wildlife Attractant**" means any substance, material or animal, with or without an odour, which attracts or is likely to attract Wildlife; and without limitation includes Refuse, recycling, food or other edible products, whether intended for humans**,** animals, or birds, grease, oil, antifreeze, paint, petroleum products, and compost other than grass clippings, leaves or branches.

TREATMENT OF REFUSE

3. Except as permitted in this bylaw, a person must not cause or allow any Refuse that is a Wildlife Attractant to be stored, deposited or placed on any parcel or highway within the [District, City, Town or Village] in such a manner that it is accessible to Wildlife.

4. Without limiting Section 3, a person must not store, deposit or place outdoors any Refuse that is a Wildlife Attractant except:

(a) in a Bear-Resistant Container;
(b) in a Bear-Resistant Pedestrian Container;
(c) in a Commercial Refuse Container; or
(d) in a container enclosed within a Bear-Resistant Enclosure.

4.2 Without limiting any other provisions of this bylaw, any person responsible for a site that is used for a Special Event, filming, a catered event, or a construction site must ensure that any Wildlife Attractant is disposed of in a designated Bear-Resistant Container, Bear-Resistant Pedestrian Container, Commercial Refuse Container or Bear-Resistant Enclosure.

5. Every owner or occupier of real property must ensure that a Bear-Resistant Container be:

(a) set out for collection only on the designated day of collection between 5:00 am and 7:00 pm;
(b) unlocked only on the designated day of collection between 5:00 am and 7:00 pm;
(c) removed from the collection location by 7:00 pm on the designated day of collection; and
(d) kept locked at all times, except as described in paragraph (b).

5.2 Every owner or occupier of real property must ensure that any non bear-resistant Refuse container be:

(a) set out for collection only on the designated day of collection between 5:00 am and 7:00 pm;
(b) removed from the collection location by 7:00 pm on the designated day of collection; and
(c) stored within a Bear-Resistant Enclosure in between collection days.

5.3 Every owner or occupier of real property must ensure that any Refuse container not emptied or collected on a scheduled collection day be:

(a) removed from the collection area by 7:00 pm, on the same day; and
(b) stored in a manner inaccessible to bears until the next collection day or as otherwise directed.

6. Every owner or occupier of real property must ensure that any non bear-resistant Refuse container, Bear-Resistant Container, Bear-Resistant Pedestrian Container, Commercial Refuse Container, or Bear-Resistant Enclosure located on the property is of a size that is suitable for the amount of Refuse generated and is kept and maintained:

(a) in a closed and locked manner when Refuse is not being deposited or emptied; and
(b) in a good, workable condition and in good repair.

7. If a Bear-Resistant Container is damaged or defective, the owner or occupier of the real property on which it is located must immediately, upon noticing any damage or defects, arrange for a repair.

8. If a Commercial Refuse Container or Bear-Resistant Enclosure is damaged, the owner or occupier of the real property on which it is located must ensure that it is repaired within 24 hours of the damage occurring or within one business day of being notified.

9. Every commercial, industrial, institutional and tourist accommodation building, and every multiple family residential development having three or more dwelling units, shall be required to store all Refuse within a Bear-Resistant Enclosure of a size that is suitable for amount of Refuse reasonably expected to be generated.

GENERAL REQUIREMENTS

10. A person must not:

(a) feed Wildlife; or
(b) feed, attempt to feed, or permit to feed animals in a manner that is likely to attract Large Carnivores.

11. Every owner or occupier of real property must ensure that:

(a) any fruit or nuts from a tree, bush or shrub on a parcel is maintained and stored in such a manner so as not to attract Wildlife;

(b) any food production on a parcel is maintained and stored in such a manner so as to not attract Wildlife;

(c) any bird feeder containing bird feed, seeds, suet, or nectar is suspended on a cable or other device in such a manner that it is inaccessible to Wildlife, other than birds; and the area below any bird feeding devices or activity is kept free of accumulations of seeds and similar other Wildlife Attractants;

(d) notwithstanding Section (c) the placement of outdoor bird feeders containing bird feed, seeds, suet, nectar, or similar other Wildlife Attractants is not permitted between March 1st and November 30th of each year.

(e) any composting activity is carried out and any composting device or equipment is maintained in such a manner so as not to attract Wildlife;

(f) barbecue equipment and tools that remain out of doors must be clean and free of residual food or grease;

(g) any refrigerator, freezer, storage container or similar appliance, device or apparatus that contains Wildlife Attractants of any type, if placed or located outdoors, is located and equipped in such a manner that it is inaccessible to Wildlife;

(h) any grease, antifreeze, paint, or petroleum product is stored in such a manner that it is inaccessible to Wildlife;

(i) Bees and Beehives are kept in such a manner so as not to attract Wildlife;

(j) Bees and Beehives are kept in such a manner so that they are reasonably inaccessible to Wildlife;

(k) Beehives are enclosed by electric fencing in accordance with the criteria established in Schedule D;

(l) Hens are kept in such a manner so as not to attract Wildlife;

(m) Hens, Coops, and Pens are kept in such a manner so that they are reasonably inaccessible to Wildlife;

(n) Coops and Pens are enclosed by electric fencing in accordance with the criteria established in Schedule D;

(o) any animals kept on a property are kept in such a manner as to not attract Wildlife;

(p) any animals kept on a property are kept in such a manner so they are reasonably inaccessible to Wildlife;

(q) any home food delivery items that are left outdoors are stored in such a manner that they are inaccessible to Wildlife; and

(r) any camping activity is carried out or any Wildlife Attractant generated by camping activity is managed in such a manner as to not attract Wildlife.

ENTRY & INSPECTION

12. A Bylaw Enforcement Officer for the [District, City, Town or Village] may enter onto any property in accordance with section 16 of the *Community Charter*, S.B.C. c. 26.

    Where a Bylaw Enforcement Officer believes that, as a result of a breach of this bylaw, a Large Carnivore is located on or near the property and has endangered or harmed a person or presents an imminent threat to the safety of any person, the officer may take steps to prevent, avert, reduce or mitigate the harm or threat or provide assistance. In so doing, the officer may seek the assistance of a conservation officer appointed under the *Wildlife Act*, R.S.B.C. 1996, c. 488, a police officer or RCMP, as may be reasonable or necessary in the circumstances.

13. A person must not obstruct or interfere with a Bylaw Enforcement Officer or other person assisting the officer.

OFFENCE, PENALTY & ENFORCEMENT

14. Any person who contravenes or violates any provision of this bylaw, who fails or omits to do anything required under this bylaw, or who permits, suffers or allows any act or thing to be done or omitted to be done in contravention or violation of this bylaw, commits an offence; and where the offence is a continuing one, each day that the violation is continued shall constitute a separate and distinct offence against this bylaw.

15. No person shall fail to take immediate or Remedial Action to avoid contact or conflict with Wildlife after being advised that such action is necessary.

16. Upon being convicted of an offence under this bylaw, a person shall be liable to pay a fine of not less than $5,000 and not more than $50,000.

17. This bylaw may be enforced by means of a ticket issued under the "[District, City, Town or Village of NAME] Notice Enforcement Bylaw No. xxxx, 20xx or Municipal Ticket Information Bylaw No. xxxx, 20xx", as amended or replaced from time to time.

SCHEDULES

18. Schedules A, B, C, D and E are attached hereto and form part of this bylaw.

SEVERABILITY

19. If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, the invalid provision may be severed, and such invalidity shall not affect the validity of the remaining provisions of this bylaw.

REPEAL

20. This bylaw repeals and replaces the "[District, City, Town or Village of NAME] Wildlife Attractant Bylaw No. XXXX 20XX".

READ A FIRST TIME this day of , 20XX.

READ A SECOND TIME this day of , 20XX.

READ A THIRD TIME this day of , 20XX.

ADOPTED this day of 20XX.

Schedule A

Commercial Refuse Container

The following criteria applies to a Commercial Refuse Container:

1. The lid or lids, and any man doors, must close tightly to prevent access by bears.

2. The lid or lids, and any man doors, must be:

    a) self-closing; or
    b) self-latching; or
    c) capable of being completely closed and secured with a latching device.

3. The latches for the lid or lids and bag removal must be such that an adult bear using its claws will be unlikely to reach the latch trigger mechanism.

4. Hinges and latches for lids must be sufficiently strong, and sufficiently affixed to the container, that they cannot be pried open by an adult bear using its claws. As a guideline, a lid that can be dismantled using a crowbar is not sufficient.

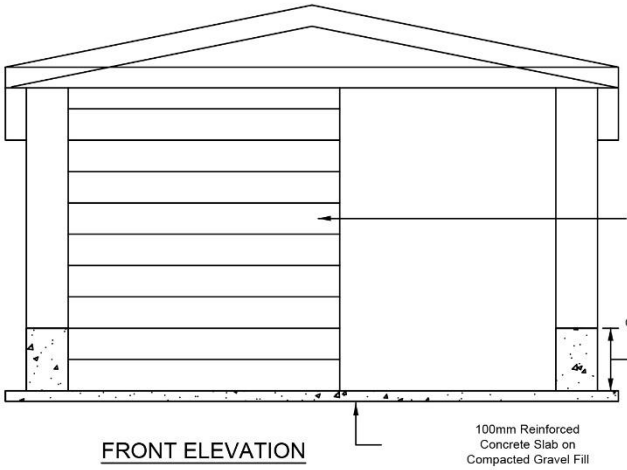
5. The container must be sufficiently stable or capable of being so anchored as to prevent tipping or being dragged away by an adult bear.

6. Container and lid material must be metal and of sufficient strength to prevent bears from chewing, battering or crushing the container.

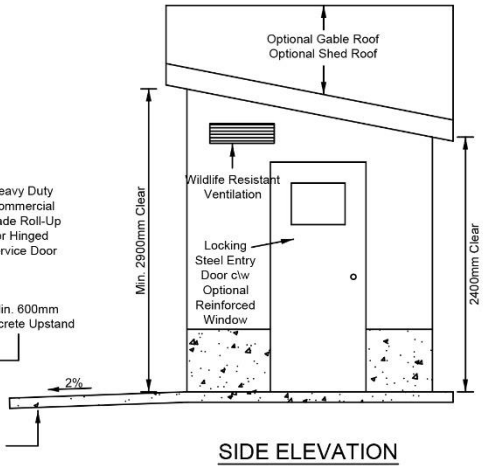
7. Container must meet the standards developed by the Interagency Grizzly Bear Committee for Technical Evaluations of Metal Products IGBC Testing.

Schedule B

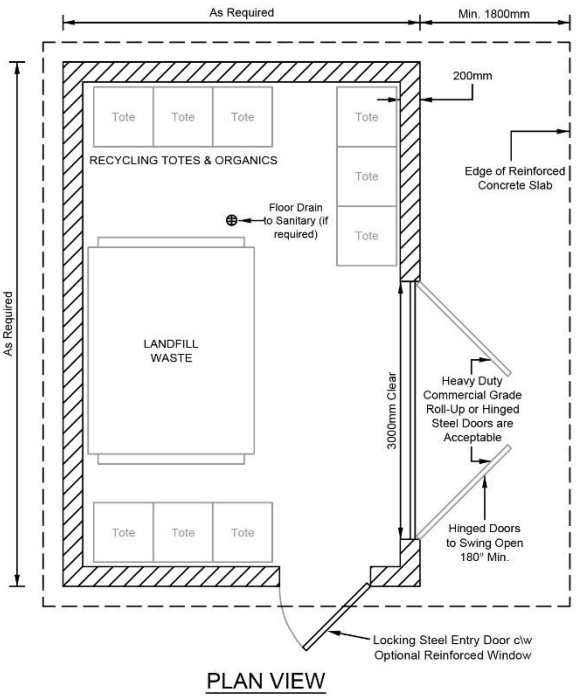
Bear-Resistant Enclosure Specifications



FRONT ELEVATION



SIDE ELEVATION



PLAN VIEW

All structures must comply with applicable Municipal Bylaws

NOTES:

1. Enclosure architecture (materials, etc) is to conform to Municipal Building and Development Permit requirements (as required).

2. Design concept only. Alternative designs meeting the intent of these requirements are invited.

3. Structures are to be constructed in accordance with the BC Building Code. Enclosures are to be designed to withstand snow loading, vehicular damage, operational damage, and bears.

4. Roofs should be designed to avoid snow shed in front of service and entry doors.

5. Service door(s) are to have dual locking mechanisms. Hinged doors require a heavy-duty cane bolt at the bottom and a slide bolt at the top of the stationary door. Roll-up doors require slide bolt locking mechanisms on the bottom of the door, each side. All locking mechanisms to be located on the interior; no hardware should be located on the service door(s) exterior.

6. Steel entry door is to be 36" wide (915mm) and be equipped with a self-closing mechanism. Door may have a round turning knob complete with a covered keyed knob guard on the exterior for access and panic hardware on interior for egress. Alternatively a push button lock with a turning knob is acceptable.

7. Adequate motion activated interior and exterior lighting is to be provided (if required).

8. Bear-resistant vent and steel entry door window openings should be sized such that a bear could not gain access in the case of breakage.

9. Units in mm unless otherwise noted.

10. Roll-up doors are preferable in areas that may have ice and snow build up but hinged doors are acceptable.

11. Separate enclosures for Commercial & Residential uses on the same property are strongly recommended.

Dimensions shown serve as a guideline only, the ultimate size and configuration of the garbage enclosure will be dependant on the owners preference and services being provided.

[Insert Municipal or District Logo here]	SOLID WASTE BEAR-RESISTANT ENCLOSURE	
	District, City, Town or Village of NAME	
	DRAWN BY: BL	DATE: Month, 20XX
	SCALE: N.T.S.	DWG. NO.: G11

Schedule C
Bear-Resistant Enclosure Criteria

The following criteria apply to a Bear-Resistant Enclosure:

1. The structure must be of sufficient size to allow for placement of containers for refuse, composting and recycling and for removal and emptying of those containers.

2. The foundation must be a concrete up stand of at least 600 mm with a 100 mm reinforced concrete slab on compacted gravel fill.

3. The structure must contain a floor drain to sanitary in accordance with the British Columbia Building Code.

4. The exterior of the structure must be made of split face block or hardy plank nailed to 3 ¼ inch plywood backing with 3 ¼ inch nails with a minimum gap between door and foundation.

5. The structure must include two separate entrances, one for personnel to enter and exit, and one service door.

6. Both doors must be installed with a minimum gap on tracks and latches on both side and must close tightly to prevent access by bears.

7. The service door must be constructed of heavy-duty commercial grade steel.

8. Personnel doors must be constructed of 18-gauge steel, open outwards and the exterior doorknob must be of such design that is accessible to persons with disabilities, in accordance with the British Columbia Building Code, and resistant to interference by bears.

9. Enclosure must have bear-resistant venting located either on the roof or in the top of the wall near the roof.

10. Bumpers may be placed on door opening to prevent damage to the building when the doors are opened.

A structure that is of substantially similar design and being of equivalent or superior strength, and whose design plans have been pre-approved and receive final inspection approval from the building inspector/official, may be used as an alternative to the criteria set out above.

Schedule D
Electric Fencing Requirements

The following criteria apply for electric fences:

1. Electric fencing must be designed and maintained in accordance with the electric fencing guidelines of the WildSafeBC Electric Fencing Program.

2. Must display unobstructed warning signage that clearly indicates the risk of electric shock.

3. May not involve the electrification of barbed or razor wire.

4. Must only use fence energizers that meet the requirements of any applicable Canadian [or other] Standards Association standard.

5. Regular inspections, maintenance and voltage meter testing will be required to ensure proper functioning.

Schedule E
Designated Bylaw Contraventions and Penalties

Section	Description	Penalty
3	Refuse accessible	$300
4 (a)	Failure to store refuse in required container	$300
4 (b)	Failure to store refuse in required container (pedestrian)	$300
4 (c)	Failure to store refuse in required container – Schedule A	$300
4 (d)	Failure to store refuse in required enclosure – Schedule B	$300
4.2	Failure to store refuse in required container or enclosure- Special Event, filming, catered event, construction site	$300
5 (a)	Container set out for collection outside designated times	$300
5 (b)	Container unlocked outside designated times	$300
5 (c)	Failure to remove container	$300
5 (d)	Failure to lock container	$300
5.2 (a)	Container set out for collection outside designated times	$300
5.2 (b)	Failure to remove container	$300
5.2 (c)	Container not stored in a bear-resistant enclosure	$300
5.3 (a)	Failure to remove container	$300
5.3 (b)	Container accessible	$300
6 (a)	Failure to close and lock container or enclosure	$300
6 (b)	Failure to maintain container or enclosure	$300
7	Failure to repair container after damage	$300
8	Failure to repair commercial container or enclosure after damage	$300

9	Failure to store refuse in required enclosure – Schedule B	$300
10 (a)	Feeding wildlife	$300
10 (b)	Attracting large carnivores	$300
11 (a)	Fruit/nuts attracting wildlife	$300
11 (b)	Food production attracting wildlife	$300
11 (c)	Birdfeeder or bird feed accessible	$300
11 (d)	Birdfeeder in use outside designated times	$300
11 (e)	Composting activity attracting wildlife	$300
11 (f)	Improperly maintained barbeque equipment	$300
11 (g)	Outdoor food container accessible	$300
11 (h)	Grease, antifreeze, paint or petroleum product accessible	$300
11 (i)	Bees or beehives attracting wildlife	$300
11 (j)	Bees or beehives accessible	$300
11 (k)	Beehives not enclosed by electric fencing	$300
11 (l)	Hens attracting wildlife	$300
11 (m)	Hens, coops or pens accessible	$300
11 (n)	Coops and pens not enclosed by electric fencing	$300
11 (o)	Animals attracting wildlife	$300
11 (p)	Animals accessible to wildlife	$300
11 (q)	Home food delivery items accessible	$300
11 (r)	Camping activity attracting wildlife	$300

The following is a guide to reading and interpreting the Wildlife Attractant *Sample* Bylaw. The guide provides explanations for each section of the *Sample* Bylaw and provides information on the key elements required for a comprehensive bylaw.

Guide to: Wildlife Attractant Sample Bylaw

Title

Title and number of the bylaw, using official corporate title of the district, city, town or village along with the year the bylaw was adopted.

Whereas (Purpose)

Provides the reasoning behind the bylaw. A few sentences to describe what the bylaw is regulating and why this regulation is needed. This provides clarity for the requirements set out in the content of the bylaw; should the reader not understand the reasoning for a particular criterion, this section should provide clarity on the intent of the requirement(s).

Citation

Provides the name of the bylaw and how it can be referenced

Interpretation (Definitions)

Bylaws are educational tools and should be written with the general public in mind. The intent of the bylaw should be apparent and the content readable and understandable. Definitions remove uncertainty and subjectivity and leave the bylaw less vulnerable to legal challenges which assists enforcement staff with the enforcement process.

"Bear-Resistant Container": provides clarity on what is considered bear-resistant for plastic, wheeled containers for use in individual household or business purposes.

Note: The Wildlife Attractant *Sample* Bylaw refers to bear-resistant containers as an option for the storage of wildlife attractants. Best practices are to use *certified* bear-resistant products, and a requirement or wording to this effect can be included within a bylaw. The Interagency Grizzly Bear Committee (IGBC), provides testing and certification for various models of bear-resistant refuse containers and other products.

"Bear-Resistant Enclosure": provides clarity on what is considered bear-resistant. Schedules B & C contain the requirements for these types of buildings.

Please note: In 2019, the BC Ministry of Municipal Affairs and Housing (Building and Safety Standards Branch) revised the Building Act to allow municipalities the ability to build waste storage structures that may supersede the requirements of the BC Building Code. Section 2.3 of the Building Act Regulation, Collection of municipal solid waste and recyclable states: 2) The following matters are unrestricted as they relate to the storage and collection of specified waste: (e) any matter as it relates to the prevention of animals being attracted to or accessing specified waste. A key element to writing a

bylaw is ensuring any requirements are in line with existing provincial or state bylaws/ordinances.

"Bear-Resistant Pedestrian Containers": refers to metal, self-latching containers that are installed at trailheads, within retail and business parking lots and in community fields and recreational areas. These too need to be IGBC certified.

"Bees" & "Beehives": many communities/districts are supportive of local food security activities and allow bee keeping in urban areas. Including bees and beehives within the interpretations identifies bee keeping as a potential wildlife attractant that requires regulation.

"Bylaw Enforcement Officer": identifies who will be enforcing this bylaw as referenced in Section 12 Entry and Inspection. Any other enforcement staff should be identified.

"Commercial Refuse Container": identifies the type of container required for larger volumes of waste generated by the industrial/commercial/institutional (ICI) sector or multi-unit residential dwellings. Schedule A of the *Sample* Bylaw addresses the requirements for commercial containers. If adopted, this would then require all collection contractors to provide bear-resistant commercial containers and would assist with eliminating dumpsters that are easily accessed by bears and other wildlife, such as plastic lid dumpsters/containers. Once a local government adopts the bylaw, waste contractors would be required to provide the necessary waste infrastructure to comply with the bylaw.

"Coop", "Hen" & "Pen": the local food sustainability and security movement that many communities are supporting has increased the prevalence of backyard hens which in turn has contributed to increases in rodent issues and interactions with wildlife in relation to depredation. Including these terms within the interpretation section identifies how the keeping of hens is a wildlife attractant concern and as such, must be regulated and managed.

Please note: It is possible to include additional animal species within the bylaw interpretations or to define 'livestock'. Sections 11 (p) & (q) of the *Sample* bylaw address 'animals' being attracted or being accessible to wildlife without providing an actual interpretation for what constitutes an 'animal'. This allows for more enforcement staff discretion versus listing the different species and limiting the enforcement to just those species listed. Care must be taken to ensure the bylaw isn't too prescriptive and limiting; at the same time, it should address all potential species that may attract wildlife and large carnivores. Some enforcement staff have been challenged with residents who keep chickens as pets and not necessarily for eggs/food, blurring the line between domestic animal or livestock. While not as prevalent as urban hens, the keeping of teacup pigs, pygmy goats, pigeons and ducks is becoming popular; it would be difficult to list all potential species within the bylaw. The *Sample* Bylaw uses 'animal' to encompass any species being kept on a property as well as providing requirements for the keeping of hens.

"Feed": provides clarity for instances where people are free-feeding wildlife, e.g., leaving birdseed or nuts on a deck, or leaving pet/livestock food accessible.

"Large Carnivore": encompasses the four species (bear, cougar, coyote and wolf) as defined in the Ministry of Environment's Wildlife Management Procedure: Preventing and Responding to Conflicts with Large Carnivores.

"Refuse": in broad terms, provides clarity on what refuse is, providing opportunity for enforcement staff discretion. Refuse is also included within the interpretation for wildlife attractant, making it abundantly clear that refuse is an attractant.

"Remedial Action": in keeping with Sections 72 & 73 of the Community Charter where council may impose remedial action requirements. Section 14 of the *Sample* Bylaw requires immediate action or remedial action to remove the attractant to avoid contact or conflict with wildlife, which is deemed as a potentially hazardous situation. This provides enforcement staff the ability and discretion to have the attractant removed either through immediate action or by way of remedial action.

"Special Event": ensures special event organizers are aware of local regulations which must be adhered to. These events can generate substantial refuse and including requirements for special events provides local government the ability to oversee the management and regulation of the waste generated. It also allows local government the opportunity to include compliance wording within the application form event organizers must complete and a requirement for organizers to provide a waste management plan that complies with the bylaw.

"Waste Contractor": identifies the person/party responsible for removing waste. Each community will have its own system of waste removal whether through an internal municipal service for residential waste removal, a municipal contract with a waste contractor for a residential waste removal service, or a private contract between residents and a collection contractor. A Waste Contractor would also remove waste for the ICI sectors and multi-unit residential dwellings through a contract service.

Please note: In the *Sample* Bylaw, the solid waste and utility regulation bylaw is referenced within the definition for Waste Contractor because this is typically where the regulations related to refuse removal for the community are contained (and this is the type of bylaw that is typically amended to include wildlife attractant considerations if a stand-alone wildlife attractant bylaw isn't an option). When writing a bylaw, it is recommended to research and connect any other pertinent bylaws that may impact the management of refuse or wildlife attractants. Adding "as amended from time to time" provides acknowledgment that the bylaw being referred to may be amended and updated from time to time resulting in a different bylaw number and date than what is being referenced.

"Wildlife": defines the multitude of species potentially impacted by this bylaw; notably, Large Carnivores, but also including other mammals and birds, as often people who feed birds inadvertently attract other wildlife, e.g., raccoons or rodents (who then attract predators).

Note: For further clarity, communities can include specific conflict species relevant to their area in addition to a more general classification of birds and mammals. For example, communities experiencing high urban deer interactions may want to specify this by adding ungulates within the general definition for wildlife.

"Wildlife Attractant": provides a broad definition of what an attractant is which enables enforcement staff to use discretion. Animals are included as attractants in relation to Section 11 (p). No animal can be kept in a manner that might attract wildlife which could include the keeping of livestock or domestic pets, such as rabbits or guinea pigs.

Treatment of Refuse

(3) Provides a fundamental requirement to not allow refuse to be accessible to wildlife within the district/city/town/village boundaries. This broad requirement allows for enforcement staff discretion.

(4) Provides provisions for four options for storing wildlife attractants outdoors: only in a bear-resistant container, a bear-resistant pedestrian container, a commercial refuse container (Schedule A) or a bear-resistant enclosure (Schedules B & C). No other options are allowed. All refuse containers stored outdoors must be inaccessible to wildlife using one or more of these four options.

(4.2) Addresses special events, filming, catering and construction sites and the need for these activities to comply with the bylaw by ensuring all wildlife attractants are stored using one or more of the four methods outlined in Section (4).

(5) Provides direction and clarity on when refuse containers that are bear-resistant can be set curbside and unlocked for collection, when containers must be removed from curbside and when containers must be locked. Oftentimes, these bear-resistant containers are placed curbside the night prior to collection and are left locked – Section 5 provides clear direction that even if these containers are locked, they cannot be placed curbside prior to 5:00 am.

5(2) Provides direction and clarity on when refuse containers that are *not* bear-resistant can be placed curbside for collection, when they must be removed and where they must be stored in-between collection times.

5(3) Provides direction on what to do with any refuse container if for some reason it was not emptied on collection day (waste contractors can run into mechanical or weather issues which impact collection schedules). This section accounts for missed pick-ups and the need for refuse containers to be removed from curbside and stored such that they are inaccessible to wildlife until directed to re-situate containers for curbside collection. Most likely, the waste contractor will determine when the containers should be placed for servicing after a missed pick-up occurs.

(6) Addresses the requirement that containers and enclosures are kept closed and locked in-between being used or emptied and are in good working condition.

(7) Immediately upon noticing any damage or defects to a bear-resistant refuse container, arrangements must be made for repair. Depending on the system utilized within the community, the owner of the container may be a waste contractor, an in-house solid waste department, or the resident. The word "immediately" denotes the importance of getting the damage repaired promptly and allows enforcement staff discretion on whether the owner or occupier of the property on which the container is kept, has taken reasonable action and within a reasonable amount of time.

8. This provides 24 hours to get a commercial refuse container or bear-resistant enclosure repaired. The time frame for repairs could potentially be impacted by the need to order parts, supply labour, etc. Each community will likely determine a reasonable time frame based on these factors. Providing a 24-hour time frame within the *Sample* Bylaw denotes the time-sensitive nature and importance of getting repairs addressed in a timely manner. Enforcement discretion can then be applied depending on the circumstances.

9. This addresses ICI, tourist accommodations and multi-unit residential complexes containing three or more units and the need for these types of facilities to have bear-resistant enclosures versus commercial refuse containers or bear-resistant containers for the storage of refuse. The size of the bear-resistant enclosure must be sufficient to house the refuse generated by the facility. This assists with eliminating separate individual recycling, kitchen organics and garbage containers for commercial or townhouse complexes. A growing concern is that individual locking containers/totes (even those that have been certified) if left outdoors 24/7 are subject to wear and tear and environmental degradation resulting in a weakened product. Additionally, the locking containers are typically left outdoors and unattended because many residents are not aware that these containers are only bear-resistant, and not bear-proof; this allows bears ample opportunity to troubleshoot and learn how to gain access. Best practices are to store refuse containers, specifically plastic residential containers, indoors within a bear-resistant enclosure. If there is no option for indoor storage, the containers should be anchored such that they can't be tipped or dragged away. Specific wording to this effect could be included within a bylaw.

General Requirements

The following general requirements are less prescriptive than the requirements listed in the section "Treatment of Refuse". This allows enforcement staff the ability to use discretion and apply a level of reasonableness to the enforcement process. When something becomes too prescriptive or too detailed it is often not followed or supported by the public, and it becomes a challenge to enforce. Ensuring a wildlife attractant, such as fruit, is 'inaccessible' can be accomplished using various methods, and careful wording allows for flexibility and a degree of reasonableness, e.g., installing an electric fence, picking the fruit, removing select blossoms so the harvest is more manageable. Education is key to supporting bylaws, and the more

information and support the public has increases the likelihood of their success in managing and securing attractants.

Most enforcement staff first seek to gain voluntary compliance through education and awareness measures, giving priority consideration to the immediate impact non-compliance has on public safety, pets, livestock and property; and on the welfare and lives of wildlife involved. If voluntary compliance is not gained, having a comprehensive and well-worded bylaw provides a solid enforcement tool for staff to then gain compliance through enforcement measures such as warnings or tickets/fines.

(10) Addresses the fundamental requirement that a person cannot feed wildlife and cannot feed animals in a way that may attract large carnivores.

(11) A person must ensure that:

(a) fruit or nuts from a tree, bush or shrub are managed and stored in a manner that doesn't attract wildlife. Some bylaws provide a timeline for removing fruit, e.g., fruit must be removed within three days, but this can be difficult for enforcement staff to determine and enforce. An overall requirement to manage the attractant and ensure the attractants are stored in an inaccessible manner assists with enforcement ability and discretion.

(b) any food production is maintained in such a manner as to not attract wildlife and ensure that all food is stored in such a manner as to not attract wildlife. This addresses vegetable gardens, grapevines and any other crop that might be considered an attractant. Again, this provides enforcement staff discretion.

(c) bird feeders are inaccessible and that bird seed, or other wildlife attractant, is not accumulating underneath the feeder.

(d) bird feeding is restricted during specified months. For example, some communities opt to ban bird feeding during bear activity months, typically March-November.

(e) any composting activity and any tools/equipment used for composting, are inaccessible to wildlife.

(f) barbeques and tools used for the barbeque are kept clean and inaccessible to wildlife.

(g) outdoor food storage containers, specifically fridges and freezers, are inaccessible to wildlife. Enforcement staff can apply discretion on what is considered reasonably inaccessible. Since bears are strongly attracted to the contents in freezers and refrigerators, requirements for the indoor storage of these containers may be needed in communities that experience a high number of human-bear interactions.

(h) outdoor storage containers of grease, antifreeze, paint, and petroleum products such that they are all inaccessible to wildlife.

(i) bees and beehives do not attract wildlife. If wildlife is being attracted to the bees and beehive(s), e.g., a report or complaint was received related to wildlife on the property where the beehives are kept, the person is potentially non-compliant. This broad requirement provides enforcement staff discretion as to whether the keeping of bees and beehives is contributing to the attracting of wildlife.

(j) in addition to (i), bees and beehives are kept in such a manner that they are reasonably inaccessible to wildlife. Let's look at a situation where a resident has a functional electric fence enclosing their bees and beehives but has situated the beehives next to a tree or fence. Because the beehives are near a climbable structure, allowing a bear the ability to climb the tree or fence and enter the enclosure without receiving a shock from the electric fence, this could be viewed as being kept in such a manner that the bees/beehives are not reasonably inaccessible and are instead, reasonably accessible. This broad requirement provides enforcement staff the ability to apply discretion and a level of fairness and reasonableness as to whether the way the bees are being kept is in fact inaccessible to wildlife incursions.

(k) in addition to (i) and (j), bees and beehives must be enclosed by electric fencing as outlined in Schedule D. This is a more prescriptive and detailed requirement because specific steps must be taken to comply with Schedule D. This option removes subjectivity and requires less discretion from an enforcement standpoint.

Note: sections (i), (j), (k) & (l), (m), (n) may appear to be very similar requirements, but each criteria allows enforcement staff flexibility in determining whether the keeping of bees/beehives and hens is attracting wildlife, whether the bees/beehives or hens/coops/pens are accessible, and whether electric fencing is being effectively used. This offers three separate requirements with three separate ticketable offences providing a broad spectrum of enforcement abilities.

(l) keeping hens must not attract wildlife. For example, if a resident provides kitchen scraps to their hens, scattering the food and not cleaning up any un-consumed portions, then this type of activity could be determined as potentially attracting wildlife. Or in a situation where hens are allowed to roam the yard and forage freely, with the electric fence turned off, potentially attracting wildlife. This broad requirement provides enforcement staff discretion as to whether the keeping or management of the hens is contributing to the attracting of wildlife.

(m) in addition to (l), hens, pens and coops are managed so that they are reasonably inaccessible to wildlife. This broad requirement provides enforcement staff the ability to apply discretion as to whether the way the hens, pens and coops are kept or managed is sufficient to prevent access. An example of an accessible pen or coop is one that is located next to a tree or fence allowing wildlife the opportunity to climb into the enclosure without encountering the electric fence.

(n) in addition to (l) and (m), the coops and pens are enclosed by electric fencing as outlined in Schedule D. Again, this is a more prescriptive and detailed requirement

because specific steps must be taken to comply with Schedule D. This option removes subjectivity and requires less discretion from an enforcement standpoint.

(o) any animals kept on the property are kept in such a manner to not attract wildlife. As mentioned on pg. 22 (within the interpretation for coop/hens/pen), animals could include livestock, domestic animals, pigeons, fowl, rabbits, etc.

(p) in addition to (o) any animals that are kept on the property are reasonably inaccessible to wildlife. How this is achieved is determined by enforcement staff discretion and could involve requiring that all animals are kept within a bear-resistant enclosure or electric-fenced area.

(q) with the upswing in popularity of home food delivery items left outdoors, such as grocery/food boxes, they must be stored in such a manner that they are inaccessible to wildlife.

(r) with the increase in outdoor recreation and camping, any camping activity and any wildlife attractant generated by camping activity is managed such that it does not attract wildlife.

Entry and Inspection

The BC Community Charter is an over-arching document that provides comprehensive information on the statutory abilities of municipalities to enforce bylaws. It is the legal framework that outlines what authority local government has in relation to accessing private property, issuing tickets, etc.

12. This section addresses the ability of bylaw enforcement officers to enter onto a private property or enter a private property without prior consent from the owner or occupier as per Section 16 of the BC Community Charter.

Some communities list who can assist a bylaw enforcement officer, e.g., the District of Squamish Wildlife Attractant Bylaw No. 2781, 2020 lists both the Conservation Officer Service and police force while the City of Castlegar Wildlife Attractant Control Bylaw No. 1198 (consolidated) doesn't list any assisting agencies. It is not only beneficial and safer to have additional partners assisting in the overall effort to reduce and secure wildlife attractants, but it also demonstrates the importance of the bylaw and the collaboration required to effect change.

13. Identifies that it is an offence for any person to interfere or obstruct an officer or anyone assisting the officer.

Offence, Penalty & Enforcement

14. Outlines how an offence is committed in respect to violating any provisions or portions of the bylaw and that if the offense is continuous, that each day of the contravention is considered as a separate offense which could then result in multiple fines.

15. Addresses the need for immediate or remedial action as directed to do so to reduce the risk of contact or conflict with wildlife. Implies the need for action to fix the problem.

16. If an offender is convicted of an offense, they can be subject to a fine of not less than $5,000 and no more than $50,000 as decided by the courts. Including this section provides incentive for people to comply with the bylaw and manage their wildlife attractants and can be used as an educational tool for enforcement staff should they have issues with gaining compliance.

17. The Community Charter outlines the Municipal Ticketing Information System (MTI). Many communities have MTI bylaws that contain contravention and penalty schedules for each of their bylaws. The MTI system allows local governments to enforce minor to medium contraventions of local government bylaws by way of a bylaw ticket. Should an offender not pay the fine or should they dispute the ticket, they may be subject to conviction in a provincial court where the justice determines the fine. This process can be costly for municipalities, i.e., time consumptive and requiring substantial staff resources.

Alternatively, through the Local Government Bylaw Notice Enforcement Act, local government can avoid the provincial court system by using the bylaw notice adjudication system. If a notice of contravention is disputed by an offender, this more cost-effective and streamlined approach employs a neutral, non-judicial adjudicator to oversee the dispute process eliminating the more formal process of going to provincial court. Municipalities utilizing this system will have a Notice of Enforcement (NOE) Bylaw containing the contravention and penalty schedule for each community bylaw (Province of British Columbia, 2021).

In Section 17 of the *Sample* Bylaw, both the MTI and the NOE are included in keeping with the system used by the District of Squamish. It is advised that each community be researched to determine the best location for the designated bylaw contraventions and subsequent fines. For example, Lions Bay has a Bylaw Notice Enforcement Bylaw No. 385, 2006 (consolidated) whereas the City of Coquitlam has a Municipal Ticket Information Bylaw No. 4320, 2012, as does the City of Castlegar.

For the purposes of this *Sample* Bylaw, the contraventions and fines are included within Schedule E, which forms a part of this bylaw. Typically, the fines are contained within the municipality's MTI bylaw or NOE bylaw, whichever the community uses. However, there are some communities that have the fines form a part of the bylaw such as the City of Castlegar's Wildlife Attractant Control Bylaw No. 1198, Appendix 1. This is in addition to their MTI Bylaw.

A consideration with having the bylaw fines form a part of a bylaw is that any adjustments or amendments to the fine amounts need to be made not only to the bylaw itself but also to the bylaw (MTI or NOE) that contains all the community's bylaw contravention and fee schedules.

To ensure consistency, more than one bylaw requires amending which can have implications for staff resourcing and can oftentimes result in a bylaw being overlooked and not updated.

Please note: Schedule E provides the contraventions and fine schedule. It is possible to include, within the fine schedule, an option for rebates for early payment, penalties for late payment, or increased fines for repeat offenders. Fines may be higher than the amounts listed depending on what would best serve compliance in your community.

Schedules

18. Schedules contain additional information that support the content of the bylaw. In the Sample Bylaw:

Schedule A contains the criteria for a commercial refuse

Schedules B & C contain the specifications and criteria for a wildlife-resistant enclosure

Schedule D contains criteria for electric fencing

Schedule E is the designated bylaw contraventions and penalties.

Severability

19. This section provides clarity that if for any reason a provision/section of the bylaw is held to be invalid or flawed by the court, that only the flawed portion is considered severed or defective, and the remaining provisions of the bylaw are not affected. This would require the severed portion of the bylaw to be amended.

Repeal

20. If this bylaw is replacing an existing bylaw, then the existing bylaw must be repealed and replaced by the new one. If this bylaw is new, then the repeal section can be removed.

Signatures and dates of first three readings and adoption

The Community Charter and Local Government Act provide the legislative requirements for the bylaw adoption process. Three readings must be given to a bylaw prior to adoption. Some bylaws require additional provincial or other approvals.

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"Bear Smart" Community Program: Background Report

Prepared for:
BC Ministry of Water, Land and Air Protection
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Prepared by:

Helen Davis, M.Sc., R.P.Bio.
Artemis Wildlife Consultants
4515 Hullcar Rd.
Armstrong, BC V0E 1B4

Debbie Wellwood, B.Sc.
Raven Ecological Services
P.O. Box 3217
Smithers, BC V0J 2N0

Lana Ciarniello, M.E.Des., Ph.D. candidate
Aklak Environmental Consulting Inc.
13210 Bergman Rd.
Prince George, BC V2M 7C2

Executive Summary

Conflicts between humans and bears within British Columbia communities have occurred frequently in the past. Management of human-bear conflicts was largely reactive: problems were managed after they had developed. This usually involved the destruction of the bears involved. However, this reactive management approach is very expensive and ineffective at decreasing both the frequency and intensity of future conflicts. This deficiency, in combination with shifts in the public's attitudes towards the destruction of wildlife, has resulted in changes to the ways in which human-bear conflicts are managed.

This document details the steps and procedures by which communities can reduce the frequency and intensity of human-bear conflicts. The process involves a shift from the reactive management of "problem" bears to the proactive management of the attractants that draw bears into the communities. The Province of British Columbia has chosen to facilitate this change by accrediting communities with "Bear Smart" status, which will be granted to those communities that reach a benchmark level of proactive management of human-bear conflicts.

It is recommended that achieving "Bear Smart" status should be a two-stage process. In Phase I, the sources of potential human-bear conflicts within the community are identified. This typically involves identifying non-natural and natural attractants. In Phase II, a human-bear management plan is developed and implemented. This management plan includes components on monitoring human-bear conflicts, education, managing waste, implementing and enforcing bylaws, managing green space, and community planning. The "Bear Smart" process is designed to be adaptive, so that new management options or improvements can be incorporated into each phase. Criteria for each step in the process are provided so that communities have clearly defined and achievable targets.

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In closing, we hope that all of your efforts to reduce human-bear conflicts are generously rewarded with success. Our communications with others while researching this report has been a major reaffirmation that many people have chosen to work for bears because they care....a lot!

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Mission Statement

"To accept personal and community responsibility for reducing human-bear conflict in and around our communities"

1 Program Introduction

With the expansion of human development, an extensive history of conflict between humans and bears (*Ursus* spp.) has developed. A primary contributing factor to this conflict is that many of the habitats that bears prefer are also desirable to humans. For example, communities are occasionally situated near abundant food sources for bears, such as salmon spawning streams, or in valley bottoms that also serve as major travel corridors for bears.

Conflict ensues when this overlap of habitats is combined with people providing bears with easy access to non-natural food and garbage. Once bears learn they can obtain food from humans, they become persistent in their attempts to access this resource. This tenacity often escalates in frequency and intensity and can pose a threat to human life and property. As a result, these bears are frequently destroyed.

The effects of human settlement on bears are then twofold: bears are displaced from their natural habitats by community expansion and development, and they are also drawn into communities by attractants. Since it is not feasible to relocate towns and communities, we can reduce the source of this conflict by managing attractants within the communities of British Columbia.

In the past, human-bear conflict was widely perceived to be the result of "problem" bears. However, these conflicts typically arose because bears were simply looking for food. Many people were not aware that their own behaviour contributed greatly to the creation of these conflicts. The natural ecology of the bear plays only a small role in the development of these problems.

Because of this perception, management of human-bear conflicts in British Columbia has been primarily reactive: that is, "problem" bears were translocated (moved to another area) or destroyed. In British Columbia, the Conservation Officer Service receives an average of 9000 complaints per year and destroys over 1000 bears per year. The cost of having the Conservation Officer Service respond to human-bear conflicts in this manner is estimated at more than one million dollars annually.

Ultimately, people need to understand that poor management of attractants within communities often results in the destruction of bears. Unfortunately, this

reactive approach to human-bear conflicts is ineffective, as it focuses on managing the bears, not managing the problem. In many cases the bear that is removed from a non-natural food source is soon replaced by a new bear that, if allowed access to the attractant, will also become a "problem" bear and will be removed from the system. Treating the symptom and not the cause perpetuates the cycle.

In recent years, several communities have taken proactive steps towards reducing human-bear conflicts in their communities. By using proactive measures, including education and eliminating sources of non-natural foods, many of these communities have been able to decrease the number of bears destroyed each year in their communities. The BC Ministry of Water, Land and Air Protection (MWLAP) is now taking further action to reduce the number of bears that are destroyed in British Columbia each year. By spearheading the delivery of the "Bear Smart" Community Program, the province is encouraging individuals and communities to take responsibility for reducing human-bear conflicts within their community.

The primary goal of the program is to diminish the rate and intensity of human-bear conflicts, which will thereby increase public safety and reduce the number of bears that are killed. Using proactive management, communities can reduce conflicts between humans and bears by identifying and eliminating the root causes of the conflicts. The "Bear Smart" Community Program provides communities with options for addressing their own unique situation and helps them reach the objectives of the program.

It is recommended that "Bear Smart" status be achieved through a two-stage process. In Phase I, the sources of potential human-bear conflicts within the community are identified. This typically involves identifying non-natural and natural attractants. In Phase II, a human-bear management plan is developed and implemented. This management plan includes components on monitoring human-bear conflicts, education, managing waste, implementing and enforcing bylaws, managing green space, and community planning. The "Bear Smart" process is designed to be adaptive, so that new management options or improvements can be incorporated into each phase.

This document is designed to guide communities through the process of becoming "Bear Smart." It focuses on proactive changes that can be made within the community and is limited to those changes that are within the community's jurisdiction. Criteria for each step in the process are provided so that communities have clearly defined and achievable targets. This document does

not address activities such as hunting or backcountry recreation or reactive techniques such as aversive conditioning[1].

This report follows a report released in 1997: "Reducing human-bear conflicts: solutions through better management of non-natural foods" (Ciarniello 1997).

[1]Various aversive conditioning techniques and translocations are available but should be used *only* after non-natural attractants are eliminated and *only* if bears have little or no history of food conditioning and/or human habituation.

2 Understanding Natural Bear Behaviour

To fully understand the development of "problem" bears, it is necessary to examine the biological requirements of bears and the process by which they learn specific behaviours. The following sections outline how bears behave in natural settings without non-natural foods and attractants. Using this as a framework in which we can predict how bears function, we are better able to manage conflicts with bears based on their biology. Although grizzly bears (*U. arctos*) and black bears (*U. americanus*) share many similarities, they are different species that have learned to exploit different niches. These differences need to be understood and applied properly for management decisions to be effective.

2.1 General Biology

Although classified as carnivores, grizzly and black bears are opportunistic omnivores that mainly feed on graminoids (i.e., grasses and sedges), emergent forbs (e.g., the leaves or stems of herbaceous plants), roots, and berries) but prefer richer, fatty foods when available (e.g., fish, ungulates). Bears will switch foods according to their digestibility, distribution, and abundance. Unlike ungulates, bears lack digestive organs such as a caecum and a rumen that are specialised for digesting vegetative materials; therefore they pass food quickly through their digestive system. Because of this, fewer nutrients are extracted and only the most digestible components of the food are utilized. As a result, bears must obtain vegetation when it is in a tender and easily digestible stage and will select habitats that contain plant foods high in soluble nutrients and relatively low in fibre (Bunnell and Hamilton 1983, Hamer and Herrero 1987, Pritchard and Robbins 1990).

Bears need to accumulate a large reserve of fat to survive up to six months of winter hibernation. Their physiological imperative is to consume enormous amounts of food, so dramatic that biologists label the process "hyperphagia," literally "excessive eating," They are attracted to nutrient rich foods that are easily digested and absorbed. For example, bears gorge themselves when eating fat-rich salmon during their hyperphagic period; they have been recorded to consume over 10 to 15 salmon per hour or approximately 100,000 calories per day (Olson 1993, B.K. Gilbert, Utah State University, personal communication).

2.1.1 Reproduction

A special reproductive characteristic of grizzly bears and black bears is delayed implantation. Mating occurs from mid-May to early July, but implantation of the embryo will not occur until November or December while the bear is hibernating (Barber and Lindzey 1986). Successful implantation of the embryo is dependent upon the female's fat reserves; the embryo will implant if she has

enough reserves to successfully sustain herself and her offspring (Samson and Huot 1995).

2.1.2 Home Range, Movements and Dispersal

The home range of a grizzly bear is generally larger than the home range of a black bear. Home range sizes are affected by sex, age, population density, and habitat quality. In both black and grizzly bears, adult males have the largest home ranges, which usually overlap other male ranges and often contain part or all of a number of adult female home ranges. Adult females have more restricted and well-defined home ranges than males. Females accompanied by cubs of the year (COY) generally have the smallest home ranges. The home range of a family group increases as the cubs mature. Females may allow partial use of their home range by their female offspring (Rogers 1987). However, subadult males are usually forced to disperse and establish a new home range.

The forced dispersal of subadult males by their mothers, the need to find and establish their own home range in areas dominated by larger, more aggressive males, and their curious nature are keys to understanding why this cohort dominates wildlife complaint records. Subadults are more likely to accept risk and feed in closer proximity to humans when natural food is limited, or when bears perceive the benefits to be greater than the costs. Less dominant bears, including subadults, females with cubs, and black bears, may use humans to avoid more dominant bears (Mattson 1990). In general, females with cubs of the year will avoid both adult males and humans.

Home range size depends on the distribution, abundance, and quality of food available within an area. Study areas with high densities of bears normally report smaller home ranges and a richer food base than those with low population densities of bears (Gilbert and Lanner 1995). The major determinants of habitat quality are the relative and average abundance of bear foods (i.e., quantity, productivity, and distribution). In areas with poor habitat quality, bears must search more widely for food, thus increasing the size of their home ranges. For example, bears habituated to humans and conditioned to human foods will alter their natural movements between habitat types to utilize areas with lax garbage management (Ciarniello 1996). This affects bear density in the area and places bears and humans in closer proximity than would otherwise be the case. Furthermore, concentrations of non-natural foods provide a high-quality food source, which has the potential to increase the bear population artificially beyond that which is possible in the natural environment (e.g., British Columbia's South Okanagan, Tony Hamilton, MWLAP, personal communication).

2.2 Grizzly Bears

The grizzly bear is wide-ranging and generally secretive in nature. The grizzly bear is listed as a vulnerable species by the Committee on the Status of Endangered Wildlife in Canada (McLellan and Banci 1999), as a blue-listed species (species at risk) in British Columbia (BC Conservation Data Centre), and as a threatened species in the United States (listed in 1975 by the U.S. Fish and Wildlife Service).

Grizzly bears are extinct from approximately 24% of their original range in Canada, and some local populations in British Columbia are known or are believed to be declining. The BC Ministry of Water, Land and Air Protection estimates the population of grizzly bears in the province to be 13,800 individuals (M. Austin, MWLAP, personal communication). The "Bear Smart" program is less applicable to grizzly bears in specific locations in south and central British Columbia because grizzly bears have largely been extirpated in these areas (e.g., Kamloops, William's Lake, Kelowna; Tony Hamilton, MWLAP, personal communication).

2.2.1 Reproduction

Female grizzly bears average between five and seven years of age before they reach reproductive maturity in the wild (Russell et al. 1979, Nagy et al. 1989). Cubs are born every two to five years, with one to two cubs per litter being most common. As mentioned, implantation of the embryo is correlated with nutrient availability; larger females tend to be more successful in producing more offspring and reducing the intervals between breeding events (Eiler et al. 1989). Because reproduction begins at a late age, is dependent upon nutrient availability, and occurs at lengthy intervals, the majority of females reproduce only a few times during their life. For example, in an optimum scenario, if a female grizzly bear begins successful reproduction at the age of five, reproduces at every minimum interval (two years), averages two cubs per litter, and reproduces until age 20, she will produce 12 cubs during her life time. Because cub mortality ranges from 15% to 44% (McLellan 1994), seven to ten of these cubs will survive, of which half will have the chance of being female and thus able to contribute to the future population. This scenario does not factor in mortality from "problem" bear management; hunting; poaching; vehicles; habitat loss, alienation, alteration, and fragmentation; and those years in which the female is unable to obtain a weight sufficient for reproduction. The low reproductive rate of grizzly bears makes them sensitive to overharvest (Dueck 1990).

2.2.2 Habitat Use

In interior mountainous areas, from early May to late June, grizzly bears tend to follow the receding snow-line, using higher-elevation habitats as they become available (Hamer and Herrero 1987, Ciarniello and Paczkowski 2001). Grizzly

bear movements tend to be characterized by shifts from avalanche slopes and low-elevation riparian habitats (e.g., stream valleys, wet meadows) in the spring to high-elevation forests and alpine zones in the summer, and back to low elevations in autumn (Mundy and Flook 1973). In coastal British Columbia, grizzly bears tend to use forested and non-forested habitats on lower slopes and valley bottoms through all seasons (MacHutchon et al. 1993). In both coastal and interior areas, grizzly bears prefer habitats with high ecosystem productivity, such as avalanche slopes and riparian and seepage areas, especially in spring when vegetation is protein-rich and easily digestible. Adult males often occupy the habitats with the greatest productivity.

2.3 Black Bears

Black bears are more adaptable to humans and human settlement than grizzly bears and continue to occupy 85% of their historic range. As a result, the black bear is not listed by COSEWIC and is not a species at risk (yellow-listed) in British Columbia (BC Conservation Data Centre). Black bears have been extirpated in areas of heavy human settlement but remain in all of British Columbia's major forested areas, including those adjacent to towns and cities. Throughout British Columbia, black bears have been known to enter towns or development sites in search of human food and garbage. The population of black bears in British Columbia is estimated to range between 120,000 and 160,000 individuals (M. Badry, MWLAP, personal communication).

2.3.1 Reproduction

In British Columbia, black bears normally become sexually mature between four and five years of age. Adult female black bears are able to breed every other year and produce an average of two cubs per litter. However, this level of breeding will occur only if the food supply is adequate. In environments with limited food, black bears may average three to four years between successful litters (Samson and Huot 1995). Although black bears are able to breed at shorter intervals than grizzly bears, they are still considered to have low reproductive rates; a severe reduction in their local population may seriously affect population viability.

2.3.2 Habitat Use

The most important factor affecting the use of habitats by black bears is the distribution, availability, and abundance of preferred foods (Hatler 1967, MacHutchon 1989), combined with security cover (Kansas et al. 1989, Ciarniello 1996). Avoidance of grizzly bears also affects the black bear's selection of habitat. Females, and especially those with cubs, may avoid areas occupied by adult male black bears and grizzly bears (Chi and Gilbert 1999). Because of these factors, black bears display distinct seasonal variations in their habitat use.

In general, black bears prefer moderate to heavily forested areas with a dense shrub understory and high availability of foods (graminoids, forbs, and berries), often in small openings. These vegetation characteristics are typical of unlogged valley bottoms. Since transportation corridors and communities are also commonly developed in valley bottoms, human settlement often conflicts with the preferred habitat of black bears. Black bears will utilize clearcuts and the subalpine when it does not compromise their safety (i.e., no grizzly bears or other threats present). Females with cubs usually avoid such openings. Black bears normally use trees for cover or climbing when they feel threatened (Davis and Harestad 1996).

A reduction of forest cover, or insufficient food supply, may cause black bears to retreat into less preferred habitats. In Banff National Park, Kansas et al. (1989:5.70) found that "in some instances cover was the overriding factor determining black bear ecosite importance."

2.4 Learning and Development

Understanding how bears learn is critical to the implementation of effective strategies to reduce human-bear conflicts. Thorpe (1963:56) comments on the processes of learning in the following manner:

> Many workers have considered that the more or less frequent repetition of a stimulus or of a changed situation is necessary for learning; but, while it is true that most learning comes about as a result of repeated application of a stimulus or combination of stimuli, such repetition can be no necessary part of the concept because we all know that learning can, on occasion, result from one experience only.

An initial learning environment imprints heavily on the future behaviours displayed by cubs. Grizzly and black bear cubs learn skills fundamental for their survival from their mother in the one to three years they remain with her, and once weaned, they must fend for themselves. For example, if a mother spends her time foraging at a landfill, the cubs will learn this behaviour. As a result, these bears will likely become highly reliant on the landfill as a food source and in some cases may not be able to survive in the natural environment.

Throughout their life, bears remain curious and continue to learn through trial and error. Curiosity is an adaptive characteristic that helps bears discover the most productive and nutritious foods, which are fundamental to their survival (Graf et al. 1992, Herrero 1985, Heuer 1993). Bears also possess the ability to learn through observing other bears; they may even be able to follow information communicated by the marking behaviours of other bears (Tony Hamilton, MWLAP, personal communication). Because bears are very effective learners, any high-energy food that they feed on may be included in their search image.

Bears have an excellent sense of smell (Graf et al. 1992) and are able to associate smells with food types. In the spring, bears may travel long distances to locate carrion. Garbage, fruit tree windfall, and carcasses of animals are all extremely pungent attractants that have the ability to draw bears in from long distances.

3 Creating "Problem" Bears

This section focuses on those aspects of the learning process of bears that contribute to the creation of "problem" bear behaviour. The intent is to gain a better understanding of the connection between human-bear conflicts and the biological requirements of bears so that people recognize the pressures that bears face in relation to humans and their activities. The reader should keep in mind that THE CREATION OF "PROBLEM" BEHAVIOUR DISCUSSED IN THIS DOCUMENT IS THE RESULT OF THE AVAILABILITY OF NON-NATURAL ATTRACTANTS; THE AVAILABILITY OF NON-NATURAL ATTRACTANTS IS THE DIRECT RESULT OF HUMAN ACTIONS AND MISMANAGEMENT.

3.1 Causes of Bears' Attraction to Human Food

Many factors affect bears' attraction to human food. Each of these factors operates on bears in a fairly predictable manner. Understanding how these factors affect the frequency and intensity of human-bear conflicts is crucial to the implementation of a proactive management strategy.

3.1.1 Community Development and Habitat Loss

Many cities and towns in British Columbia are situated in areas of good to excellent bear habitat (Fuhr and Demarchi 1990). When humans move into areas inhabited by bears, they often introduce new feeding opportunities that the bears are quick to discover and exploit. In addition, an expanding human population requires developments that decrease the suitability of the natural landscape to sustain bear populations.

British Columbia's rapidly expanding human population continues to encroach upon the natural habitat of grizzly and black bears. As a result, habitat loss, alteration, alienation, and fragmentation can disrupt bears' use of natural habitat and ultimately result in negative impacts to individual bears and bear populations through displacement or mortality.

Grizzly bears and black bears that are wary of humans will be displaced to other, generally less productive, habitat. Displaced bears may then have to compete with bears already established in the area. Displaced bears may experience stress associated with adapting to the new habitat, and there is an increased chance of mortality inflicted by more dominant bears in their quest for, or defence of, habitat. Black bears appear to have a wider variety of habitat selection patterns, making them more resilient to human change, whereas grizzly bears may have a narrower pattern, which accounts for their lack of resiliency when landfills are closed. Given that existing towns in British Columbia cannot be moved or closed means we must make them as bear resistant and bear friendly (e.g., accommodation of movement corridors) as possible. In addition, most communities are

expanding, and this expansion should also be done in a bear-friendly way. Currently, the majority of bears that adapt to living adjacent to communities are drawn into the community by the availability of non-natural attractants.

3.1.2 Natural Food Shortages

Bears in North America commonly experience food shortages. The failure of critical natural food crops, such as salmon and berries, and the resultant increase in competition among bears, forces them to search for alternate foods (Tompa 1987, Mattson et al. 1992, Ciarniello and Paczkowski 2001). As opportunistic feeders, bears are naturally attracted to scents that suggest food. During years of natural food scarcity, the hunger of some bears may lead them to overcome their fear of humans in order to acquire accessible foods. The effects of natural food shortages and an increase in negative human-bear interactions have been well documented (Hatler 1967, Knight et al. 1988).

Natural food shortages can be local or sub-regional in extent, both affect "problem" bear generation: in years of low food availability, bears move more and encounter human situations more (local shortages). When food shortages are on the sub-regional scale, it can be catastrophic to bear populations. In British Columbia we get both kinds of failures. Failure of food crops tend to have more consequence in areas with limited food choices or availability (e.g.., interior habitats tend to have lower diversity in berry species than coastal habitats), making any failure that much more disastrous.

3.1.3 Concentration of Food Resources

The poor digestive ability of bears and their constant struggle to attain the thickest layer of fat possible (to survive winter denning and increase reproductive success), are keys to understanding their attraction to non-natural foods. Probably the greatest reason that bears are attracted to communities is the concentration of food resources that are found there. Landfills and other non-natural foods that humans create are attractive to bears because they contain highly concentrated sources of calorie-rich foods that require little energy expenditure to acquire (Graf et al. 1992, Herrero 1989). The amount of nutrition attained influences reproductive success and social status, and is vital to survival. Clearly, bears are simply maximizing their energetic balance sheet when they select these concentrated food sources.

Another element affecting bears' attraction to non-natural foods is their use of habitats. Natural bear foods vary widely in their abundance, quality, and distribution. Thus, bears must move widely in response to this variable supply of foods. Doing so increases their chances of finding non-natural foods in their travels. Unlike seasonal fluctuations of natural food sources, landfills are not seasonal, and when bears find them, they do not have to use energy to search for new food sources.

3.2 Habituation of Bears to Humans

Another issue that contributes to the development of human-bear conflict is habituation of bears to humans. Thorpe (1963:60-61) provided the following definition of habituation:

> Used in its widest sense, habituation is a simple learning not to respond to stimuli which tend to be without significance in the life of the animal .... Habituation can, therefore, be defined as the relatively permanent waning of a response as a result of repeated stimulation which is not followed by any kind of reinforcement. It is specific to the stimulus.

Human-habituated bears are those that tolerate human presence, reducing their fleeing response in the presence of humans (McCullough 1982, Herrero 1985, Gilbert 1989, Aumiller and Matt 1994). An example of habituation by bears to humans (without food conditioning) is best illustrated at McNeil River Falls in Alaska. At this site, grizzly bears have become habituated to the presence of people, whose activities are strictly monitored to ensure no food or garbage is accessible (Aumiller and Matt 1994).

Food-conditioning and human habituation are considered separate behaviours because a food reward is not a necessary condition for human habituation (Herrero 1985, Gilbert 1989, Aumiller and Matt 1994,). Thus, used in a behavioural sense, the term "garbage-habituated" is incorrect because bears are not known to "respond" to garbage. and garbage provides reinforcement of bear behaviour through reward.

3.3 Effects of Non-Natural Attractants

The availability of non-natural attractants within a community can have several profound effects on bears that pass nearby the community. Each of these effects directly influences the likelihood of human-bear conflicts.

By providing artificial foods we may accelerate the natural reproductive cycle of the bear. Bears may respond with a decreased interval between breeding, larger litter size and earlier reproduction (Rogers 1983). However, non-natural mortality rates of bears that feed on unnatural food sources are greater than those of wild bears (Cole 1974, Rogers 1983, Ciarniello 1996). Bears that feed on garbage at landfills often suffer from burns, cuts from broken glass and can starve from having containers stuck on their tongues/mouths (Smith and Lindsey 1989) or heads (Huber 1998).

3.3.1 Human Food Conditioning or Garbage Conditioning

Operant conditioning is the form of learning most often related to the process of bears feeding on garbage (Herrero 1989). Bears that are attracted to human food

and are subsequently rewarded develop behaviour patterns that enable them to exploit their conditioning. For example, if a bear is attracted to the smell of garbage in a can, it may push the can over, exposing the contents for consumption. The animal's action of pushing over the can was instrumental in obtaining a reward (i.e., food). Bears have the ability to learn from a single experience, and this process may be all that is necessary for the animal to become conditioned to pushing over garbage cans to obtain food. As a result of learning, whenever the animal encounters garbage cans in the future, with or without any food odours, it will likely investigate them (i.e., associative learning). In addition to this conditioning, the association between the smell and a reward has also been made. In this situation, the bear would likely be attracted to smells similar to the can (e.g., garbage on a porch).

Generally, bears attracted to non-natural foods other than garbage (e.g., fruit trees, grains) will behave differently towards humans than "garbage" bears. Regardless of the type of attractant, once bears have been successful in obtaining human foods, they begin to develop behaviour patterns and continue to seek food at sites used by humans (i.e., they become human-food conditioned). The bear then repeatedly returns to the source of the conditioning (Ciarniello 1996).

Bears are very effective learners. Cubs remain with their mother for one to three years and in that time learn the requirements necessary for survival. If the mother is a "garbage" bear, then the cubs will learn to forage on garbage. Similarly, if the mother does not display an avoidance of humans and/or if the cubs acquire food from humans, then they may learn a lack of fear of humans and an association between humans and food.

3.3.2 Habituation in Combination with Human Food Conditioning

The majority of "problem" bears display a combination of human food conditioning and human habituation. Herrero (1989:12) comments on the relationship between food conditioning and human habituation in grizzly bears in the following manner:

> ...when human-related foods are first sensed by a grizzly bear, an approach-avoidance conflict exists. A bear is attracted by the odour of food or garbage, and repelled by human presence or even the odour of people. Such food-seeking behaviour has thus far only been mildly rewarded by food odour (a secondary, not a primary reinforcer). At first the perceived risk may be too great for a bear to approach the food source. However, upon repeated exposure to similar situations, and if no harassment or harm occurs, then habituation develops. The bear comes to accept the smell of, or even the presence of, people nearby, and finally it feeds on the food or garbage. It is then food-conditioned ...It has learned to accept the risks associated with eating human-related foods. It has also become habituated to some extent... to

the presence of people. It is less likely to flee from people, more likely to approach them.

Ciarniello (1996:26) identified two behavioural traits displayed by bears that were human habituated and garbage conditioned:

1. The bear loiters around humans and appears tame; or
2. The bear searches out human food and garbage with little or no fear of humans.

With both of these behavioural traits, bears have made the association between humans and food. In the first case, the bear appears tame to humans, who in turn try to approach the bear. These bears may beg and will accept handouts from humans (Mundy and Flook 1973, Herrero 1985, Ciarniello 1996). This type of behaviour increases the risk of injury to humans from bears.

Bears displaying the second trait pose the greatest threat to human safety by boldly approaching people (Herrero 1985, Ciarniello 1996). Kunelius and Browne (1990: 1) cite the availability of unnatural food sources as a "major cause of bear management problems and related public safety hazards" in Banff National Park. Holroyd and Van Tighem (1983:338) state that "the first documented human death due to a bear attack was caused by a black bear which had become habituated [sic; conditioned] to handouts in Jasper." The combination of human habituation and garbage conditioning poses a threat to human safety and is the most difficult trait to discourage (Herrero 1985).

The level of habituation to humans varies with individual bears and their past experiences with people (Herrero 1985). Generally, food-conditioned and human-habituated bears have a higher probability of being involved in a negative human-bear encounter than wild bears because their attraction to human foods brings them into more frequent contact with people (Ciarniello 1996).

4 Moving Towards Becoming "Bear Smart"

4.1 Overview of "Bear Smart"

The goal of the "Bear Smart" Communities Background Report is to assist communities in understanding and achieving "Bear Smart" status. The information in this report is based on a thorough literature review of human-bear conflict management. In many ways, the "Bear Smart" Community Program applies the same strategies that have been implemented in many national and provincial parks in Canada and the U.S. The report is also based on interviews with government personnel and biologists in British Columbia, Alberta, Yukon, Northwest Territories, Alaska, Washington, and Montana that have been involved in various aspects of the management strategies that make up the "Bear Smart" Community Program.

This report presents the criteria that must be met to achieve "Bear Smart" status and strategies for fulfilling them. Firstly, the criteria by which communities will be assessed are outlined, and the logic behind each criterion is provided. Secondly, several methodologies are provided by which communities can fulfil the criteria. Because each community is unique, the methods that should be used will likely be community-dependent, so options have been developed, as necessary, for the fulfilment of criteria. Thirdly, quantitative measures are provided by which external reviewers can assess the success of a community's attempt to become a "Bear Smart" Community. Finally, the report concludes with a number of case histories as examples of the process of becoming "Bear Smart." An overview of the process of preparing for, implementing, and monitoring the program is provided in Figure 1. The background report is divided into several sections, with a rationale provided for each step in the process.

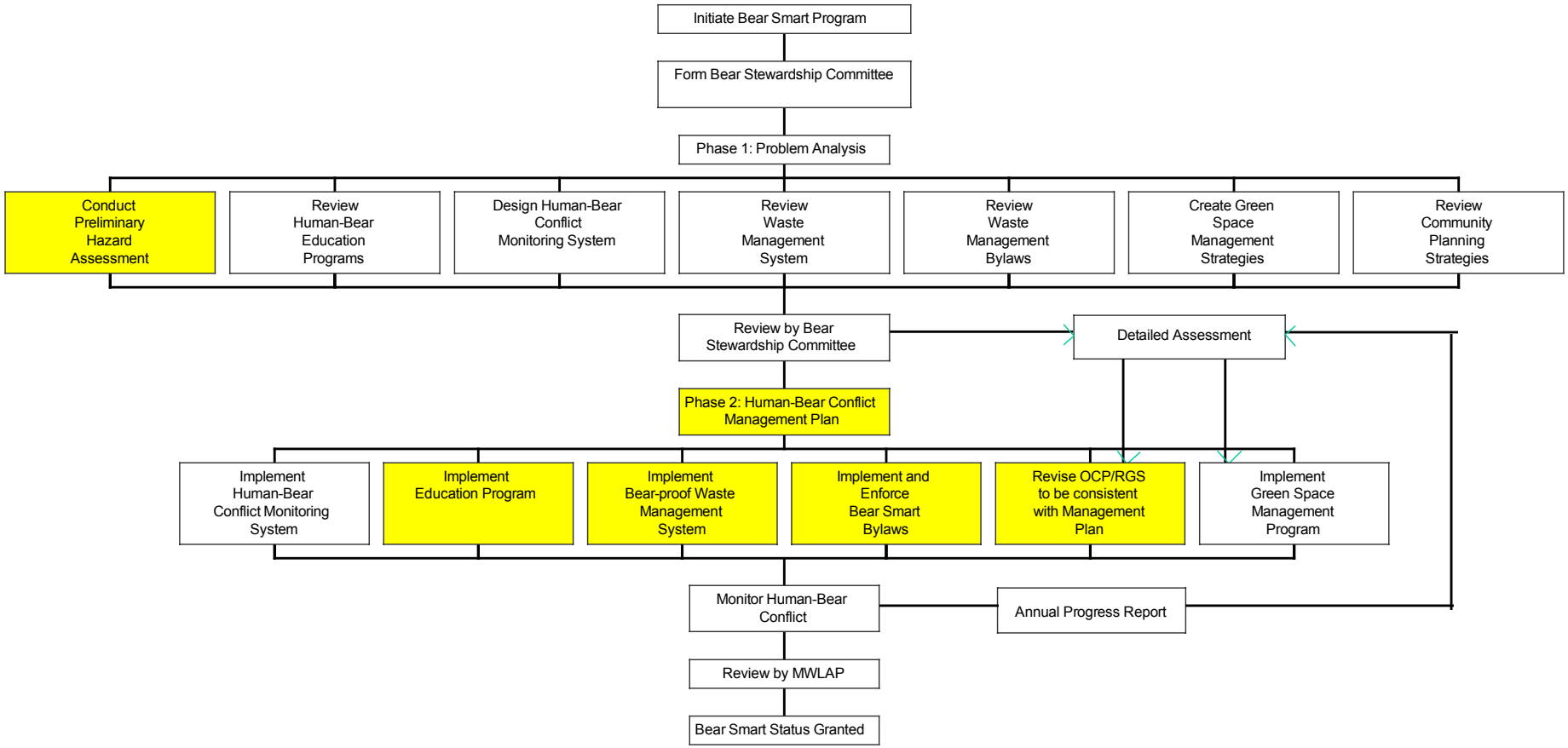


Figure 1. Flow chart of recommended steps in the process of becoming a "Bear Smart" Community. Highlighted boxes are required criteria.

4.1.1 Changing Attitudes

In the early 1900s, the attitudes of the public and management agencies towards bear management throughout North America was generally reactive, in that "problem" bears were simply removed from the system. These attitudes have been well documented in Canadian National Parks (Ralf 1995) and U.S. National Parks (Gniadek and Kendall 1998). During this period of reactive management, injuries inflicted on humans by bears and the subsequent destruction of bears became common and eventually were considered a serious management issue. In more recent years, many parks have managed to reduce human-bear conflicts through proactive management. However, in community settings the process of change towards proactive management has only just begun.

In 1960, the U.S. National Park Service implemented a bear management program that aimed to reduce property damage and injuries to humans and also enable bears that used National Parks to return to their natural behaviours. The following management strategies were identified to achieve these objectives:

- educate the public about bears, bear behaviour, and methods for reducing human-bear conflict,
- control garbage to reduce the dependence of bears on garbage,
- enforce regulations restricting the feeding of bears,
- develop bear-proof garbage cans,
- remove potentially dangerous food-conditioned bears.

In 1968, Glacier National Park in Montana wrote its first bear management plan. Gniadek and Kendall (1998) concluded that this park management plan reduced the amount of property damage done by bears, the number of injuries to humans by black bears, and the number of bears removed from the park system (either through culling or translocation).

Similarly, Denali National Park in Alaska implemented a human-bear conflict management plan in 1982 in response to a dramatic increase in the number of visitors and problems with grizzly and black bears during the 1970s. Denali's human-bear conflict plan focussed on visitor education, food-storage regulations, backcountry closures, and experimental aversive conditioning (Schirokauer and Boyd 1998). Evidence indicates that Denali's program also effectively reduced human-bear conflicts, even as visitation levels rose (Schirokauer and Boyd 1998).

In Yellowstone National Park in Wyoming, injuries to humans from bears also decreased because of increases in public education and removal of food-conditioned bears following the implementation of a bear management plan in 1970. As a result of this plan, bears' access to human foods was almost entirely eliminated by 1979; bears conditioned to human food inflicted the most injuries prior to 1980. Data from elsewhere strongly suggests that food-conditioned bears that had access to human food and garbage were the primary cause of injuries

inflicted by bears on humans in developed areas. In Canada, bear removals in Jasper National Park also declined as a result of garbage becoming inaccessible to bears because of bear-proofing during the 1970s and 1980s (Ralf 1995).

4.1.2 Adaptive Management

Adaptive management is a formal process for continually improving management polices and practices by learning from their outcomes (BC Ministry of Forests). The "Bear Smart" Community Program should be flexible enough to allow for new research and professional expertise to further develop the program. This will enhance the efficacy of proactive management in reducing human-bear conflicts within the community. The development of new, cost-effective methods under the guidance of a biologist experienced in the ecology and behaviour of bears, as well as human-bear conflicts, is strongly encouraged.

5 Initiating the "Bear Smart" Community Program

5.1 Formation of a Bear Stewardship Committee

The most effective way to implement the "Bear Smart" Program is to create a Bear Stewardship Committee. Decisions on the process, delivery, and implementation of the "Bear Smart" Community Program must come from a community that takes ownership of the program. Several communities currently have a committee for addressing human-bear conflict issues (Black Bear Task Team 1998, Maltby 2000, Stroh 1999, Nahornoff 2000). Community ownership implies that the community values the lives of bears. It also suggests that these communities have a desire to reduce preventable destruction of bears and foster an attitude that will ensure the health of bear populations over the long term.

Communities need to decide if and how they will co-exist with bears. Without public and community support for proactive management, human-bear conflicts will continue to increase, and bears will continue to pay the price. Change in public attitudes and commitment can change decades of reactive management into a co-operative effort of which a community can be proud. Several communities provide evidence of this change. With time and measured success from communities at the forefront, other communities are sure to follow.

5.1.1 Objectives of Bear Stewardship Committee

The primary objectives of the Bear Stewardship Committee are to:

- Initiate and support the development of the "Bear Smart" Community Program.
- Review management strategies and options for attaining "Bear Smart" Community status.
- Initiate and review the Problem Analysis.
- Establish a Human-Bear Conflict Management Plan that will implement the recommendations from the Problem Analysis.
- Monitor the progress of the program.
- Provide annual reports that identify the progress of the program, evaluate the success or failure of management strategies, and provide direction for the program for the following year.

5.1.2 Recommended Composition of "Bear Smart" Stewardship Committee

The Bear Stewardship Committee will need a strong leader that is committed and prepared to spend the time necessary to develop and direct the implementation of "Bear Smart" criteria. Ideally this position would be a paid part-time or full-time position for as long as is required to implement the program successfully. In many communities, the person that takes the lead in the "Bear Smart"

Community Program may also coordinate the education program. The rest of the committee should have members that represent:

- the community, including:
    - local governments (regional district and/or city, municipality),
    - First Nations governments,
    - waste management contractor,
    - local RCMP,
    - community stakeholders (e.g., ranchers, orchardists, bee-keepers),
    - university or college representative if wildlife management or other relevant subjects are part of the curriculum,
    - other community interest groups (e.g., naturalist club, rod and gun club), and
    - local tourism representatives (local tourist booths).
- Regional MWLAP, including staff from:
    - Conservation Officer Service
    - Wildlife Sciences and Allocation
    - Environmental Management

The committee also needs a committed public relations person and fund-raiser.

5.1.3 Importance of the Bear Stewardship Committee

The objectives of the "Bear Smart" Community Program will be achieved through the guidance of a Bear Stewardship Committee. This committee should meet on a regular basis to follow the process from program initiation through to completion. The committee should begin the process by establishing a meeting schedule and process that suits the particular needs of the community. When "Bear Smart" status has been achieved, the committee could then downsize to a core group that will be focused primarily on maintaining and monitoring "Bear Smart" status for the community.

6 Phase I: Problem Analysis

The Problem Analysis has the broad goal of identifying the current and potential agents of human-bear conflict that occur within the community. There are several components to the Problem Analysis, each of which will need to be implemented in a step-wise fashion.

6.1 Preliminary Hazard Assessment

The first step of the Problem Analysis is to conduct a Preliminary Hazard Assessment. The basic objective of the Preliminary Hazard Assessment is to establish a general but community-specific overview of human-bear conflict in and adjacent to the community. It will include the identification of community-specific natural or non-natural features or practices that increase the potential for conflict. The hazard assessment will provide the initial direction for the community to become "Bear Smart." The Preliminary Hazard Assessment may also identify areas that will need more Detailed Hazard Assessments (section 7.0).

Hazard assessments of varying levels of detail have been conducted to qualitatively and/or quantitatively identify existing and potential hazards in and around communities (Simpson and Jaward 1997, Diggon 1999, Maltby 2000, Wellwood 2001a). The purpose of these assessments is to identify existing and potential hazards and provide recommendations for reducing human-bear conflicts that may arise from these hazards.

The results and recommendations from the Preliminary Hazard Assessment will be used by the Bear Stewardship Committee to establish community-specific priorities and direction for implementing the "Bear Smart" Community Program. Results are to be presented in the Human-Bear Conflict Management Plan.

6.1.1 Objectives

The specific objectives of the Preliminary Hazard Assessment are to: 1) identify sites, areas, trails, and practices that have historic, existing, and potential human-bear conflict, 2) identify gaps in the existing knowledge of bear use and human-bear conflict in the area and provide recommendations for further investigation and additional hazard assessment phases, and 3) produce management recommendations to reduce existing and potential conflict within the community.

The Preliminary Hazard Assessment is the first step in an in-depth process that will be required to reduce human-bear conflicts. The Preliminary Hazard Assessment should distinguish the major and most readily identifiable issues that influence existing or potential human-bear conflict. Generally, these will be issues that are related to the availability of non-natural foods within the community. However, natural features that influence the existing or potential conflicts should

also be identified where appropriate. The assessment should identify areas in the community where bear proofing is needed (based on existing or potential human-bear conflict) and should be implemented. The Preliminary Hazard Assessment report should be used as a reference tool to set priorities for the implementation of bear-proofing measures within the community.

6.1.2 Recommended Components and Steps

Preliminary hazard assessments will be comprised of several key components and should be approved by a Registered Professional Biologist with expertise in bear ecology and behaviour and human-bear conflicts. The assessment should include the following:

1. A review of patterns of historic human-bear conflicts based on Problem Wildlife Occurrence Reports for bears and/or Conservation Officer experience.
2. Interviews with personnel from the Conservation Officer Service, local wildlife biologists and other biologists that have worked in the area, the Bear Stewardship Steering Committee, and other agencies responsible for the community to identify:
   - sites, areas, and trails that are considered high risk for human-bear conflict, and
   - practices that are considered high risk for human-bear conflict.
3. Identification of non-natural foods and attractants that are available within the community and surrounding area. This process should assess the following issues:
   - residential and commercial garbage containment,
   - garbage transfer and disposal at landfills and transfer stations,
   - park and highway pull-out litter barrels, and
   - orchards, honeybee colonies, and ranching and agricultural attractants.
4. Identification of major non-natural features that may influence the travel patterns of bears, including major roads, edges of the community, and security cover/green space within the community.
5. Identification of general bear habitat suitability within and adjacent to the community, potential natural movement patterns of bears in the area (including travel corridors), and visibility and other sensory issues (see below).
6. Identification of human-use areas that have high risk for conflict with bears, such as schools, playgrounds, community campgrounds, and residential areas located adjacent to bear habitat, and walking/hiking/bike trails that pass through higher-quality bear habitats, including berry patches, etc.
7. Identification of regional, inter-provincial and/or international issues in areas outside the community that may affect the effectiveness of the "Bear Smart" Community Program. For example, non-natural foods that are outside the community but within the home range of a bear that uses the

community can increase the potential for food-conditioned bears within the community. Bears do not adhere to or respect political boundaries (see Canmore Case History section 12.2).

8. Identification of potential data limitations.

An example of a Preliminary Hazard Assessment outline is provided in Appendix D.

6.1.3 Assessment Approaches

Three major factors affect the methodology that should be used for the Preliminary Hazard Assessment. Each of these factors play an important role in determining the strategies that will be implemented and identifying available techniques that may be used to achieve "Bear Smart" status.

Natural and non-natural features influence the potential for human-bear conflict, and these features differ among communities. Therefore, communities will vary in the time and effort required to complete comparable hazard assessments. For example, a community that is adjacent to high-quality bear habitats and is confined by terrain features that concentrate the movements of bears into the community may need to commit considerable effort to identifying and mitigating problems. Communities that have a higher overall rating for potential human-bear conflict may be required to conduct a Detailed Hazard Assessment, whereas other communities that are rated lower may need to do very little in addition to the Preliminary Hazard Assessment.

Hazard assessments are largely based on informed, but subjective, professional opinions of biologists. It is important to identify the limitations of the data that can be collected in a community. The process of completing hazard assessments should remain adaptive until a standardized methodology has been established and the methodology has been tested. This will allow new and more effective methodologies to be implemented as they become available.

Finally, the amount of work required should not discourage communities from beginning to pursue "Bear Smart" Community status. Therefore, the process of conducting a Preliminary Hazard Assessment and additional Detailed Hazard Assessments should proceed by stages so that communities can receive some acknowledgement for their progress even though they are aware that additional work is required.

6.1.4 Potential Data Sources

The process of completing the Preliminary Hazard Assessment should use several sources of data to examine risks to the community. Communities need to identify the habitat's potential for attracting bears with natural food sources as well as

habitat features that affect the likelihood of conflicts, evidence of past bear activity, and sources of non-natural food or attractants within the community. Potential sources of data regarding human-bear conflict include Conservation Officers, RCMP, and provincial or national parks records. Other sources of information include terrain maps, ecosystem maps, vegetation maps, bear-suitability maps, and drainage system maps.

6.1.5 Qualitative Assessments

Qualitative assessments can be conducted through brief investigations of specific hazards and representative habitat types while walking through and/or driving around the community. Time constraints may not allow entire sites, areas, or trails to be assessed. Therefore, effort should be focused on investigating features identified as high risk during interviews or on obtaining information from the number of reports in areas over the years and investigating other potentially high-risk features as they are encountered. Photographs should be taken of sites, areas, trails, and other hazards. Record all sites, areas, and trails on air photos, on 1:50,000 National Topographic System (NTS) map sheets, and/or on a detailed map of the community.

To assess the potential for bear–human conflicts at sites, areas, and trails, investigators need to evaluate habitat potential, travel issues, and visibility and other sensory issues. Record bear sign as it is encountered. Document the availability of security cover and non-natural foods. Describe and/or rate the following conditions during assessments and/or interviews.

Habitat Potential

Understanding the natural habitat potential of an area is important to understanding the likelihood of a bear using an area once non-natural attractants have been eliminated from the community. A community that has abundant high-quality habitats in close proximity to the town is more likely to have bears nearby. High-quality bear habitat adjacent to the community will continue to influence the potential for conflict even after access to non-natural foods has been eliminated. If a detailed inventory of vegetation habitats and a study of bear food habits have been conducted for areas adjacent to the community, this information should be used to evaluate habitat potential at sites, areas, or trails.

Many communities will not have detailed habitat inventories or information on the specific food habits of bears in their area. In these cases, it would be beneficial to begin by referring to the food habits of bears that have been documented by researchers in ecologically similar areas. Understanding the habitat potential of an area will enable a community to relocate or restrict human activity or development from high-quality habitats. Assumptions about habitat potential can be supported by opportunistically recording vegetation descriptions, as well as by

having investigators record their observations of bears when they are consuming natural foods and their observations of the contents of scats.

Travel Issues

Travel issues are geographic features such as creek and river corridors and steep mountains that influence the likelihood of bears travelling through specific sites or along trails. In some communities, travel issues may have a major influence on the potential for a human-bear conflict but less so in another community. For example, travel routes may contribute to the likelihood of human-bear conflicts on the edge of a community that is located in a narrow, steep-sided valley bottom, but not for a community that is located in a wide, gently sloped valley. The location and proximity of wildlife trails and/or potential travel routes should also be documented and included in this category.

Visibility and Other Sensory Issues

Sensory issues are environmental features that reduce the ability of bears and humans to detect each other. Visibility issues occur because of features such as vegetation and topography that limit visibility and thus increase the potential for surprise encounters. Other sensory issues result from the noise made by creeks or from persistent, strong valley winds that affect the ability of bears and humans to hear each other.

Bear Sign

Bear sign such as trails, mark trees, beds, and scats should be opportunistically recorded when encountered.

Security Cover Issues

Security cover issues arise when vegetation provides cover for bears, thus lowering the likelihood of detection by humans. Investigators will need to identify high hazard areas for security cover.

Non-natural Food Issues

Document sources of non-natural food and practices that enabled bears to access non-natural food. These include, but are not limited to, landfills, residential and commercial garbage, fruit trees, composts, and apiaries. The assessment should provide an overview of the types and spatial distribution of major non-natural food issues that is detailed enough for the Bear Stewardship Committee to establish preliminary direction in tackling non-natural food issues as well as direction for ongoing data collection to identify additional non-natural food issues.

Identify Hazards for Human-Bear Conflict

Following ground investigations, an overall rating of the potential for bear–human conflict should be estimated based on habitat potential, travel issues, visibility and other sensory issues, security cover issues, and non-natural food issues. Generally at this stage, ratings will be based on overall potential for conflict. However, any preliminary information that can be gathered and discussed on the seasonal habitat potential and the seasonal potential for conflict will be valuable to the program. Sites, areas, and trails that are assessed as higher risk should be identified and management recommendations provided. Locations that do not appear to be higher risk should not be given a rating until more detailed investigations can be conducted because preliminary investigations may have missed potential hazards.

Provide Recommendations for Reducing the Potential for Conflict

Recommendations for reducing the potential for human-bear conflict within the community should be identified for the Bear Stewardship Committee. This section should include general management recommendations that are specific to the community, but that also go beyond site-specific hazards:

- Observations and recommendations with respect to ensuring that bears do not have access to non-natural foods, including background on observed handling of residential, commercial and industrial garbage, garbage transfer, and landfill disposal. The assessment should identify any observed weak links in the waste management system and provide recommendations for addressing these problems.
- Recommendations for brushing specific sites, areas, or trails where potential for conflict was observed.
- Recommendations for establishing a Human-Bear Conflict Monitoring System.
- Recommendations for interagency exchange of bear incident reports
- Recommendations for improving the management of "problem" bears and "problem" people.
- Identify gaps in knowledge and provide general recommendations for subsequent phases of a Detailed Hazard Assessment.
- Identify other issues that were observed but not addressed in the results and discussion.

6.2 Education Program

The Phase I: Problem Analysis should identify what, if any, education programs exist within the community and whether multiple agencies are delivering such programs (e.g., MWLAP, BCCF, BC Parks, commercial businesses). The Problem Analysis should then be followed up with a coordinated and thorough education program implemented under the Human-Bear Management Plan.

Several communities are already taking action to reduce the number of bears that are destroyed by delivering a Bear Aware Education Program. In 1995, Whistler began a bear-awareness education program. The BC Conservation Foundation (BCCF), a non-profit society and registered charity, has delivered similar Bear Aware programs in many communities in British Columbia, including Castlegar, Kamloops, Nelson, Rossland, Revelstoke, Trail, and the Alberni Clayoquot Regional District (Bennett 1996, Stroh 1999, Haas 2000, Paquet 2000, Maltby 2000, Robinson 1997, 1998, 2000; Quarterman 2000). Interest groups in other communities such as Prince George (Narhornoff 2000), Kitimat and Terrace (Wellwood 2001b), and Kimberly have also delivered the education program with partial or joint support from BCCF.

6.3 Bear-Proof Waste Management System

To achieve "Bear Smart" status, a community must develop and maintain an entirely bear-proof municipal solid waste management system, from generation to disposal. Bear-proofing the waste disposal within a community and implementing an education program are the first steps in bear-proofing a community. It is absolutely critical that these steps be taken *before* landfill closure. While the initial capital costs of implementing a waste management system that is bear-proof may seem large, in the longer term it is often more cost-effective to have a bear-proof collection system (Philipp 2000) and landfill (R. Trouttmann, Central Kootenay Regional District, personal communication).

There are also additional benefits to bear-proofing waste management within a community. Bear-proof waste management systems often reduce human-bear conflicts, but garbage is also no longer available to other animals. For example, Norman Wells, NWT, has been bear-proof since 1991, and because of the bear-proof dumpsters, birds or dogs no longer scatter garbage. As a result, the community is cleaner as a whole (A. Veitch, Wildlife Management Supervisor, Government of the NWT, personal communication).

The handling of residential waste needs to be bear-proof from "cradle to grave" to ensure the success of the system as a whole. The responsibility for each of these steps falls on several different parties. The first step is for residents to ensure that garbage is stored in a bear-proof manner at each residence. Garbage cans must be kept in a bear-proof location at all times except during the day of pick-up or transfer to a disposal container/site. This can be achieved by keeping garbage inside, in the basement or in a bear-proof out-building. The second step in this process is bear-proofing the transfer of garbage to the municipally operated system. If curb-side garbage collection is retained, garbage should not be placed on the streets before a specified hour on the morning of pick-up. After transfer to the municipal system, the responsibility for bear-proofing shifts to the

municipality. The transfer of garbage, temporary storage, transfer stations, and end disposal must all be bear-proof.

There must be high rates of compliance with the following waste management recommendations in order to produce any appreciable reduction in human-bear conflicts within a community. In most instances, bylaws must be in place and enforced to ensure compliance.

6.3.1 Recommended Actions

- Ensure that all municipally owned and operated components of putrescent waste management system collection, transfer, disposal, recycling, and composting are bear-proof in areas that are accessible to or are frequented by bears.
- Implement bylaws to ensure that the same is true of all private sector components of putrescent MSW collection, transfer, disposal, recycling, and composting.
- Implement a compliance strategy for the municipal solid waste management bylaws.

6.3.2 Recommended Techniques

The Bear Stewardship Committee will have to examine the extent of the problems with the community's current waste disposal system (in Phase I: Problem Analysis) and judge which are the best options for bear-proofing the disposal system. Differences in community layout and environment can greatly affect the feasibility of each of the different options for dealing with residential and commercial garbage.

Here are some examples of "how to" approaches for bear-proofing MSW systems.

Handling Residential Garbage

There are several basic options for acceptable residential waste management systems in a "Bear Smart" community:

1. RESIDENTIAL DUMPSTERS (see Canmore Case History, section 12.2). In this option, bear-proof dumpsters are located throughout residential areas (one per 20-35 homes). Residents take their household garbage to their nearest bear-proof container. To reduce odours, containers are emptied regularly and taken to a bear-proof landfill. There are significant savings in using this system over curb-side pick-up, even after factoring in the capital costs of purchasing and implementing new containers (Philipp 2000). Replacing curb-side collection with dumpsters that are emptied with a self-loading truck (a one-operator system) is the main cost saving in switching to a bear-proof container system (Philipp 2000; A. Veitch, Wildlife Management

Supervisor, Government of the NWT, personal communication). This system takes away the potential problem of residents storing garbage on their property.

2. LARGE COMMUNITY DUMPSTERS (see Whistler Case History section 12.1). With this system, the entire community uses several large bear-proof compactors. The compactors are emptied regularly, and the contents are taken to a bear-proof landfill. Similar, but not as effective, is the use of transfer stations. There are often problems with lids being left open at transfer stations. In this instance, there has to be a plan in place to ensure that bins are not allowed to overflow and that the lids are kept closed. Education on the proper use of transfer stations is essential: "This container is only bear-proof if the lid is closed" stickers seem to work well. It may be necessary to put an electric fence around transfer stations.
3. CURBSIDE COLLECTION. If curb-side collection is to continue in a "Bear Smart" community, garbage cans must be kept in a bear-proof location at all times except on the day of pick-up. Garbage cans may not be placed on the streets before a specified hour on the morning of pick-up. Both of these requirements will likely need to be reinforced with bylaws and their enforcement. This option may work in areas with relatively few human-bear conflicts, but it is not likely to work in areas with chronic problems.
4. DISPOSAL DIRECTLY AT THE LANDFILL. Disposal directly at an electrified landfill is an option for smaller communities. Problems that can occur with this method include leaving the electrified gates open, which can be remedied by having a staffed landfill. Additionally, people occasionally dump garbage at the gates of the landfill when it is closed. This problem may be reduced by having a bear-proof dumpster at the gates to the landfill, although this solution has many problems of its own. "Bear Smart" status will not be granted to communities with a landfill that is continuously open to the public unless it is staffed continuously as well.

Selecting a Residential Garbage Handling Option - Considerations

Although single-family dwellings may not have difficulty storing garbage away from bears, smaller dwellings such as mobile homes and condominiums often have space constraints that restrict the ability to store garbage effectively. The odour from stored garbage may also be offensive to many homeowners. Solutions to this problem include freezing odourous refuse until garbage pick-up day or the use of communal bear-proof garbage dumpsters in locations with these problems (e.g., mobile home parks, condominium complexes, apartment buildings).

Communities that experience heavy snowfalls may have greater difficulty with some waste management systems. The placement of bear-proof containers needs to consider access during the winter months, as well as their effect on snow removal activities. Additionally, any waste that is left on the streets may be plowed into snow banks in winter months and end up being revealed in the

spring. Adequate spring clean-up should be addressed in communities that have experienced these problems.

It is also important that maintenance of waste receptacles occurs on a regular basis and that all waste that may have fallen out is collected. This will reduce odours and the risk of bears investigating and possibly damaging garbage containers and dumpsters.

Handling Commercial Garbage

Several aspects of commercial garbage storage and collection need to be considered and addressed in a "Bear Smart" community.

- Bear-proof garbage containers need to be implemented at:
    - downtown streets that bears may be attracted to,
    - all municipal park facilities (campsites, ball parks, soccer fields, etc.), and
    - school grounds.

  These may be phased in, starting with high-risk areas identified in the Preliminary Hazard Assessment and followed by lower risk areas.
- Commercial/industrial collection routes should use bear-proof dumpsters. Dumpsters should be emptied often enough to prevent waste from overflowing or waste being placed next to dumpsters. If dumpsters are not bear-proof, then dumpsters must be housed within a bear-proof building (i.e., on a concrete slab and with four solid walls and a roof). A phase-in process for existing businesses is appropriate, but all new business should be required to be bear-proof upon opening.
- Any attractants, especially grease barrels, must be housed in a bear-proof building.
- Construction sites must have either 1) a bear-proof garbage receptacle for items that may be attractive to wildlife, 2) a receptacle that is kept within a bear-proof building outside of working hours, or 3) removal of food wastes to a bear-proof location at the end of every working day.

Disposal of End Waste (Landfills)

Once garbage has been collected from commercial and residential locations, the disposal of this end waste may be completed in the following bear-proof ways.

1. Residential and commercial garbage may be taken to a bear-proof transfer station that ships the refuse to a bear-proof disposal facility.
2. Complete-combustion incineration may be a possibility for smaller communities or remote camps. The incinerator must be appropriately sized for the amount of waste produced by the community.
3. Disposal in a landfill located inside a properly designed, constructed, and operated electric fence (see Appendix B). Aggressive maintenance must be undertaken to ensure that the fence is operating at full capacity and is not

breachable. Note that the community needs to be bear-proof before the landfill is fenced. Bear-proofing of landfills should *not* be done in years with shortages of natural bear foods. This will substantially exacerbate human-bear conflicts. Bear-proofing dates may have to be modified to help reduce potential human-bear conflicts.

In addition, a bear-proof landfill must be covered with fill or heavy duty tarps after every day that it receives refuse to reduce odours, insect and rodent problems, and the amount of refuse scattered by wind and birds. Tarps may be used once a landfill is bear-proof, otherwise bears will rip them, but once in use, tarps can significantly reduce the costs of buying, trucking, and covering landfills with fill. Use of tarps also significantly extends the life of a landfill by decreasing the amount of non-refuse fill (R. Troutmann, Central Kootenay Regional District, personal communication). There are also sprayable biodegradable foams that serve the same purpose.

6.4 Bylaws

Bylaws to ensure compliance with the goals of the "Bear Smart" program may need to be implemented. "Bear Smart" bylaws should be implemented to prohibit the supply of food to bears as a result of intent, neglect, or irresponsible management of attractants. A compliance strategy needs to be created to ensure compliance with these bylaws.

Recent changes to the *Wildlife Act* can help supplement bylaws and thereby reduce the likelihood of human-bear conflicts and provide public safety. Under the new amendments to the *Wildlife Act*, it is an offence for people in British Columbia to feed dangerous wildlife (i.e., bears, cougars, coyotes, and wolves) or to disobey orders to remove and clean up food, food waste, or other substances that can attract dangerous wildlife to their premises. Conservation Officers may issue a written dangerous wildlife protection order, which requires "the removal or containment of compost, food, food waste or domestic garbage." If people fail to comply with the order, they could face a heavy court-ordered penalty of up to $50,000 and/or six months in jail. However, this new legislation is only applicable to residences, not farms or apiaries, commercial establishments, or landfills, all of which are strong attractants for bears.

The Phase I: Problem Analysis should identify whether any bylaws currently exist for the community and determine whether any will be necessary given the bear-proof waste management system that is selected and the problems that were identified in the Preliminary Hazard Assessment.

6.5 Green Space Management

Green space within and adjacent to a community can provide security cover for bears to access non-natural foods within and adjacent to the community. Green space can also provide natural feeding habitats and travel corridors for bears and other wildlife to by-pass the community. Green space includes vacant properties that are over-grown with vegetation, parks and alleyways, trail networks, and undeveloped areas adjacent to the community. Other species using green spaces should be documented and the potential impacts on these species assessed if brushing occurs. Mitigation measures to reduce the impacts to other species should be taken. In some cases there will be a trade off between the benefits of clearing or modifying green space in terms of increasing human safety versus the cost of eliminating natural bear or other wildlife habitats. The risk of human-bear conflict relative to the cost to other species and the priorities of the community should be evaluated when establishing plans to remove vegetation.

6.5.1 Green Space Objectives

In some communities, bears may use vegetation cover within and adjacent to the community for security cover while feeding on garbage and other non-natural attractants. As long as bears have access to non-natural foods, removing brush that provides security cover for bears may reduce the likelihood that some bears will travel through the community. However, eliminating access to non-natural foods in the community will likely have a greater influence on decreasing the probability that bears will use the inner areas of the community. If non-natural foods are no longer available to bears, brushing can then be focused on achieving the following objectives:

- reduce the habitat potential in natural feeding areas that are commonly used by humans by removing natural bear foods, and
- increase visibility where people are most likely to surprise bears, such as along trails, and in areas with user groups that may be at higher risk such as schools, playgrounds, and campgrounds, particularly those in areas that are on the outer edges of the community.

6.5.2 Recommended Actions

1. Formally identify and map problem areas that will require continual removal of brush, such as parks, schools, playgrounds, and campgrounds as well as alleys that bears are using for cover.
2. Direct the removal or modification of green space by brushing vegetation to reduce security cover and habitat potential in areas of high human use (e.g., removing brush around portions of parks, schools, playgrounds, golf courses, and campsites and in areas adjacent to residences in high-risk attraction areas).
3. Develop a community landscaping plan that avoids the use of fruit trees and other plants the may act as attractants to bears. Adjustments to the

landscape plan may include removing existing fruit trees that have been identified as sources of human-bear conflict.

6.5.3 Recommended Techniques

1. Consult recommendations provided in the Preliminary Hazard Assessment for removing or modifying brush to increase visibility or reduce habitat potential and security cover at specific sites, areas, or trails.
2. Regularly review the human-bear conflict monitoring system to assess whether brushing or modifying green space may alleviate some of the human-bear conflict in specific problem areas.
3. Consult with Conservation Officers annually to determine whether additional sites, areas, or trails should be added to the list of locations identified for brushing.
4. Consult with the appropriate agencies to ensure that clearing is permitted. For example, the Department of Fisheries and Oceans restricts the clearing of vegetation within varying distances of fish-bearing streams.
5. Consult with the public and other agencies to evaluate the cost of brush removal to other species and the aesthetic qualities of the community versus the potential for reducing human-bear conflict. Consult with a biologist with experience in bear ecology and behaviour and human-bear conflicts to determine an effective strategy for removing vegetation (i.e., how, where, and what to remove) to reduce potential human-bear conflict while protecting habitat for other species where appropriate/possible. This may also require consulting an additional biologist with broader wildlife expertise, particularly regarding Red-listed (endangered or threatened) and Blue-listed (vulnerable) species. Conservation Officers should also be consulted to determine areas that are high priority for brushing.
6. Formally inventory all of the brush removal as it is conducted. Ideally the documentation would be in a digital format as a layer in the Human-Bear Conflicts Monitoring System Database (see section 9.0). However, in the short term, it may be feasible for small communities to document the information on a plasticized paper map. Complete a new map for brushing conducted each year. This information will be useful for documenting annual progress and will assist new employees or council members with directing the continuation of brushing.
7. Ensure that green space is inspected annually in order to schedule removal efforts. Note that some vegetation that grows quickly will likely have to be removed each year to be effective. Removing bear foods before the major season of use is strongly recommended. In addition, removing vegetation, particularly tall shrubs and trees, opens up the canopy and will increase berry production for many berry-producing plant species. If brushing is

started, there must be a commitment to removing all the brush and to continuing to remove it in subsequent years as necessary.

8. Consult with Conservation Officers annually to determine whether additional areas require brushing and to assess the general effectiveness of brushing.

6.6 Community Planning Documents

It may be appropriate in some communities to have a higher-level plan, such as an Official Community Plan (OCP) and/or Regional Growth Strategy (RGS) that is consistent with the Human-Bear Conflict Management Plan. As a minimum, the Regional Solid Waste Management Plan should be modified to be compatible. The Province of British Columbia addresses land use planning, mostly of Crown Lands, through Land and Resource Management Plans (LRMP) while municipalities and regional districts prepare Official Community Plans and Regional Growth Strategies, which focus mainly on private land.

> A Regional Growth Strategy is a strategic plan that enables regional districts and municipalities to plan for economically and environmentally healthy human settlements, and for efficient use of public facilities, services, land and other resources. The RGS is initiated and adopted by a regional district and referred to all affected local governments for acceptance. An Official Community Plan establishes policies and objectives for the form and character of land use and servicing and is implemented by zoning, subdivision, and servicing by-laws. The effectiveness of land use planning and management improves if local and provincial plans are compatible ("Links" brochure, BC Ministry of Municipal Affairs).

Whether it is necessary to change these plans to reflect the Management Plan depends on the community. Changes to the OCP and RGS would be useful in terms of long-term planning and ensuring that the goals of the Management Plan are carried out indefinitely, regardless of changes in local government.

As part of Phase I: Problem Analysis, the Bear Stewardship Committee should identify the schedule for updating the OCP or RGS to determine how quickly their input may be needed on such changes. The primary objective of this process is to ensure that the community planning process recognizes that some community developments may increase the potential for human-bear conflict and/or the displacement of bears from important habitats (e.g., feeding habitats and travel corridors). Thus, the community planning process needs to address the effect of the presence and locations of new facilities on the rate of human-bear conflict. For example, new landfills, campgrounds, or schools should be situated in areas of low-quality bear habitat and away from travel corridors. It is up to the

Bear Stewardship Committee to decide if changing these plans is appropriate, and possible, for their community.

7 Detailed Human-Bear Conflict Hazard Assessments

Detailed Hazard Assessments may be conducted to focus more specifically on identifying, assessing, and mitigating the potential for conflict as a result of natural issues (e.g., high-quality bear habitats with high human presence). Detailed Hazard Assessments may also be conducted to reduce the potential for displacement of bears from important habitats (e.g., well-used travel corridors, feeding areas). Detailed Hazard Assessments may be conducted at sites that received a Preliminary Hazard Assessment to provide more detailed information and further investigate the potential for additional mitigation measures. They may also be conducted at locations that are recommended for Detailed Hazard Assessments by the Bear Stewardship Committee or the Regional MWLAP office but were not specifically identified for further assessment during the Preliminary Hazard Assessment.

Detailed Hazard Assessments have been conducted in numerous provincial and national parks (Herrero et al. 1986, McCrory and Mallam 1990, MacDougall et al. 1999, Wellwood and MacHutchon 1999). These assessments include detailed quantitative and/or qualitative assessments of natural features that influence the potential for human-bear conflicts, as well as assessments of other issues such as bears' access to non-natural foods.

To date, no communities in British Columbia have conducted a hazard assessment of specific hazards within and immediately adjacent to the community such as those completed in some provincial and national parks. In general, the primary objectives of many national and provincial parks are to reduce impacts to bears and increase the safety of humans by reducing the potential for human-bear conflicts (McCrory and Mallam 1990, Katmai National Park and Preserve 1990, Environment Canada 1992, BC Parks 1995). Communities will also have to decide what their primary objectives are with respect to stewardship of bear populations and their habitat and human-bear conflict and how to achieve a balance between these objectives.

In some areas where use by humans is concentrated, it may be beneficial or necessary to initiate research to determine the cumulative effects of human activity, including road access, urban development, logging, and mining, on the ecology and viability of bears in and adjacent to the community.

The Detailed Hazard Assessment should expand upon the information gathered in the Preliminary Hazard Assessment. Detailed Hazard Assessments should be conducted in the growing season so that bear food plant quantity and quality can be rated. The assessment should include hazard ratings (i.e., low, moderate, and high) and maps of known and potential bear hazards.

The methods that are used for additional hazard assessments will depend on the information available from bear studies in the area or other ecologically similar areas and the priorities of the community with respect to reducing human-bear conflict. If detailed information on the food habits, habitat use, and movements of bears using the area is not available, investigators may need to conduct studies in addition to the Detailed Hazard Assessments. These studies should focus on the following objectives.

1. Identify preferred wildlife movement corridors around the community and recommend restoration of natural corridors that may have been interrupted by human activity/development (this may require moving existing facilities to other, less intrusive areas).
2. Conduct a study to determine the seasonal food habits of bears near the community. Use detailed information about food habits and plant phenology to identify seasonal use and better understand the bears' spatial and temporal movements.
3. Identify the vegetation cover of the area in and adjacent to the community, using research conducted in the area or other areas that are as ecologically similar as possible. Ideally the area covered would incorporate the home ranges of most bears using the area.
4. Identify and rate seasonally important bear habitats. As a minimum, green spaces within and immediately adjacent to the community should be classified, rated, and mapped for bear habitat quality, including identification of well-used travel corridors and other areas of concentrated use.
5. Conduct more detailed investigations to identify, verify, and assess the potential movements of bears, including major travel corridors.
6. Where applicable, document and monitor the timing and abundance of salmon runs. For example, a bear activity monitoring system that is conducted by fisheries personnel may assist in anticipating activity by bears related to salmon spawning.
7. Identify denning areas.

7.1 Detailed Hazard Assessment Techniques

Additional sites, areas, and practices that result in human-bear conflicts should be identified so that issues at these locations can be addressed. If necessary, these issues may need to be further assessed in subsequent phases of the hazard assessment. The Preliminary Hazard Assessment, data collected by the Bear–Human Conflict Monitoring System, and annual interviews with Conservation Officers will be beneficial for identifying other hazard locations that may require a Detailed Hazard Assessment.

Methodology should be approved by a Registered Professional Biologist with expertise in the assessment of bear habitat. Specific methodology will depend on the information and time available, specific characteristics of the community, and the priority the community, region and/or province has assigned to obtaining more detailed information regarding human-bear conflicts.

8 Phase II: Human-Bear Conflict Management Plan

Proponents will need to prepare a Human-Bear Conflict Management Plan that is designed to address the human-bear conflict issues identified in the Phase I: Problem Analysis.

The goals of the Human-Bear Conflict Management Plan are to:

- provide a general summary of the human-bear conflict issues in the community based on the Phase I: Problem Analysis,
- identify the community's level of commitment to the program,
- identify the level of tolerance of the community towards maintaining or restoring natural bear habitats (e.g., travel corridors and feeding areas) adjacent to the community,
- clearly establish goalposts for the success of the program,
- identify the agencies, groups, or individuals responsible for addressing problems,
- determine what is necessary to address each problem successfully,
- set priorities for specific actions to be taken,
- develop a timetable for addressing each problem, and
- conduct a cost estimate of proposed management actions and provide a budget break-down for each of the criteria in the program.

Preparation for the management plan should include a brainstorming stage for generating ideas and concepts for developing the plan. The contents of the management plan should be developed using a consensus-based approach for identifying and assessing preferred solutions.

8.1 Education Program

8.1.1 Objectives

A mission statement that succinctly summarizes the message of the program can be a powerful tool for delivering the program.

Example Mission Statement

"To help people reduce human-bear conflict through education, innovation and cooperation (BCCF draft)*."*

The primary objectives of the education program are to:

1. develop a greater understanding of bear ecology and behaviour,

2. facilitate support from local residents for bear-proofing the community. This can include identifying methods and options for eliminating bears' access to non-natural foods and attractants.
3. develop guidelines for human activities in bear habitat to reduce the likelihood of human-bear conflict,
4. recommend actions to take during a bear encounter, and
5. encourage tolerance towards the presence and natural behaviours of bears in reasonable numbers in or near the community.

8.1.2 Recommended Actions

Program Structure

The education program should be implemented in three stages: 1) a program development stage, 2) a program delivery stage, and 3) annual progress reports.

Program Development

Ideally, the development of the Bear Aware Education Program will be completed between January and April of the year it is to be delivered. The goals of the development stage are to:

- secure financial, logistical, and volunteer support for the delivery of the education program,
- establish a Bear Stewardship Committee, and
- establish working relationships with local media to help raise the profile of the program.

Program Delivery

Delivery of the program should be initiated at least two weeks prior to the anticipated arrival of bears in and around the community. The program should continue to be delivered until bears have left the area for the season. The goals of the delivery phase are to:

- help individuals/communities reduce the frequency of human-bear conflict within and around their communities,
- eliminate the bears' access to sources of non-natural foods by providing support, solutions, and encouragement for individual/community bear-proofing, and
- increase individual/community awareness and understanding of bears and human-bear conflict.

Annual Progress Report

A program progress report should be completed at the end of each year. The goals of the progress report are to:

- document the success or failure of various components of the program,

- provide a program history for new coordinators and other parties that enter the program at later stages of the process, and
- facilitate the sharing of information among communities on the success or failure of the various methodologies used to deliver the program so that other communities can learn from and utilize the experience of others.

See Appendix D for an example of an outline for progress reports.

8.1.3 Recommended Techniques

Program Development

Proponents will need to hire a Bear Education Program coordinator for each community. In the past, considerable controversy has been created over bears and human-bear conflict. Therefore, the coordinator must be capable of promoting and conveying program information that is based on defendable scientific research and expert opinion. It is imperative that the coordinator does not have a personal bias or agenda that undermines the goals of the program. The coordinator must have strong interpersonal skills: this is considered critical to the success of the program. To minimize misinformation, the program should be developed with the support of experts (e.g., bear biologists, Conservation Officers). Expertise may be provided to community coordinators by a regional coordinator with expertise in bear ecology and behaviour and human-bear conflicts. Ideally, community coordinators should live in the community and be respected members of the community.

Suggested Skills for Program Coordinators

The community coordinator and regional coordinator should have strong interpersonal skills, including:

- oral communications skills for conducting presentations to groups of various sizes, age groups, backgrounds, and interests,
- conflict resolution skills, including the ability to motivate individuals to modify their behaviours to reduce human-bear conflict. The Stewardship Continuum, as identified by the Nature Conservancy and adapted by BCCF, identifies three stages that the public and individuals go through as the "Bear Aware" program is delivered: an initial stage of denial/ignorance that the problem exists, a gradual transition to admission, and finally motivation to change (BCCF draft).
- ability to communicate well with individuals of various ages and interest groups,
- ability and willingness to learn from and openly share with other community coordinators, and
- considerable patience, needed to accept progress through the stages identified in the Stewardship Continuum.

At least one person involved in the program should have the following professional skills:

- experience related to bear ecology and behaviour,
- an understanding of the process of habituation and food-conditioning,
- an understanding of human-bear conflict,
- air photo and map interpretation (beneficial to ongoing data collection using the Human-Bear Conflict Monitoring System),
- vegetation and habitat classification (beneficial to ongoing data collection using the Human-Bear Conflict Monitoring System),
- data collection, summary, and analysis skills, and
- report-writing ability.

The coordinator will be responsible for:

1. becoming familiar with education programs being conducted in other communities.
2. writing a work plan and time schedule for completion of the delivery phase of the program.
3. developing an education program prospectus for delivery to potential volunteers, funding groups, and local media. The goal of the prospectus is to introduce the program and delivery team in a professional manner that will maximize the potential for attracting contributors. BCCF has developed a brochure and slide show prospectus for introducing their education program (Wellwood 2001b). The prospectus could include the following:
    - a mission statement for the program,
    - an introduction to the program,
    - program development goals,
    - program delivery goals,
    - education program deliverables and expected benefits of the program,
    - description of the individual/community/agency support that the education program is asking for, and
    - brief introduction to the project coordinator(s) and the skills that they will bring to the program.
4. encouraging, supporting, and participating in the Bear Stewardship Committee.
5. reviewing and selecting existing bear information and education resource materials for relevance and usefulness to the community.
6. developing and producing bear information and education resource materials specific to the community. Schirokauer and Boyd (1998) suggest "it is important to provide multiple sources and formats of information" to reach the audience.
7. working with the media to profile the education program.

8. developing a delivery plan for disseminating the education program throughout the community, including schools, residents, businesses, industrial and resource companies, tourists, and agencies.
9. developing a delivery plan for providing neighbourhoods and businesses with support and strategies for "bear-proofing" their communities.
10. preparing contact and event lists, including the following:
    - individuals, agencies, and stakeholders that might be willing to supply financial, logistical, or volunteer support for program delivery,
    - committee members who might be willing to become involved in a Bear Stewardship Steering Committee, and
    - public events and community groups that might be willing to host the Education Program.
11. initiating the following:
    - a campaign to establish financial, logistical, and volunteer support for program delivery,
    - formation of a Bear Stewardship Steering Committee for the community.
    - meetings with local media to establish a plan for conveying the education program messages,
    - development of a plan (including a budget and timetable) for the delivery of the program.

Many of the following components of the education program have been successfully delivered to British Columbia communities and are available for adaptation for other community education programs (Bennett 1996, Black Bear Task Team 1998, Stroh 1999, Haas 2000, Paquet 2000, Maltby 2000, Robinson 1997, 1998, 2000; Narhornoff 2000, Quarterman 2000). The delivery plan should include the following:

- a door-to-door education campaign such as the "We are bear aware" window sticker campaign conducted by BCCF,
- education efforts targeted to reducing human-bear conflicts that result from site-, area-, or practice-specific activities. For example, moving a summer concert away from areas where bears are known to be attracted to a natural food source (e.g., berries or salmon). Local conservation officers and others knowledgeable in bear use of the area should be consulted when developing timetables of seasonally affected human activities so that potential problems can be anticipated and efforts can be focused on specific sites, areas, or practices,
- events and groups that will receive the education program through slide presentations or public displays,
- fruit tree management campaign,
- school education program presentations,
- surveys to determine the success of the education program, and
- delivery of the final annual report.

Depending on the priorities of the community, the timetable will document the timing of some or all of the following:

- program start and anticipated end date,
- staff and volunteer training dates,
- bear stewardship steering committee meetings,
- visits to private campground operators and local businesses,
- presentations to industrial and resource companies,
- presentations to tourist information and food-related businesses,
- presentations to community groups,
- contests such as BCCF's colouring contest for children,
- compost workshops, and
- schedule for media updates.

Program Delivery

Delivery of the program should be initiated at least two weeks before the end of the hibernation period, regardless of when bear problems are evident in the community. Begin with newspaper ads stating that "Spring is in the air and it will soon be time for bears to wake up. This means you need to put your garbage away." The message should provide a general overview of major human-bear conflict issues. In association with general messages, special messages should target specific human-bear conflict-related activities that are season specific. For example, concentrate on information about dealing with fruit in fruit-bearing season or salmon in the spawning season. The program will be ongoing throughout all active seasons for bears and should continue to be delivered until bears have denned for the winter. The start and end dates for the program can be identified by consulting the Conservation Officer Problem Wildlife Occurrence Reports for bears. These dates should be modified, if necessary, in subsequent years based on data from Conservation Officers and education program experience.

The delivery stage should focus on the following:

- working with the Bear Stewardship Committee to identify options for eliminating sources of non-natural foods to bears.
- educating the public about options for eliminating sources of non-natural foods for bears (section 8.3). This can include educating residents about the management of garbage, fruit trees, compost, and other attractants (e.g., bird seed, pet food, and barbecues). Options should be reasonable with respect to cost and ease of implementation. If reasonable options are not available, the steering committee is strongly encouraged to work with the BC Union of Municipalities and local, regional, and provincial governments to find solutions for problematic bear-proofing issues.
- assisting Conservation Officers in educating residents as problem sites, areas, or practices arise.

- increasing awareness of the program's activities in local and regional governments so that they can help support the delivery of the program.
- working with the media on a regular basis to convey the messages of the program.
- increasing public understanding and tolerance of bears in general. This can best be achieved by illustrating to people the actions that they can take to reduce human-bear conflicts. This does not mean tolerating specific bears that are considered a threat to human safety.
- continuing to collect data for the Problem Analysis. This can include mapping attractants such as fruit trees, agricultural attractants (i.e., beehives, livestock, and crops), and non-bear-proof commercial and residential dumpsters.
- considering establishing a method for communicating current bear activity to residents and visitors. For example, Whistler has proposed a "Bear Activity" rating sign (like a fire index sign), with high/medium/low bear activity (S. Dolson, JJWBF, personal communication).

Recommended Educational Messages

The program messages are an important component of the education strategy. The education program should deliver to residents the strategies that have been developed to eliminate specific non-natural food and attractant problems. Within acceptable limits, the program should also foster awareness, understanding, appreciation, respect, and tolerance for bears. Specific messages that should be delivered in the program include a history of human-bear conflict and solutions to eliminate sources of conflict.

History of Human-Bear Conflict

When displayed visually, the history of human-bear conflict within and around the community will be effective for illustrating to residents where troublesome areas have been in the past. Educators may wish to use a map of documented Problem Wildlife Occurrence Reports for bears for several years to provide a powerful message for the public. The map can be produced as part of the Human-Bear Monitoring Program (section 9.0).

Delivery of Program Messages

To maximize the effectiveness of the education program, messages should be delivered using multiple methods (Schirokauer and Boyd 1998). In-person delivery of the program by a person knowledgeable in human-bear conflict, is considered an highly effective method of communication (M. Madel, Montana Department of Fish, Wildlife and Parks, personal communication; H. Davis personal observation; D. Wellwood, personal observation).

While in-person (e.g., door-to-door, event displays, public presentations) delivery of the education component of the program is critical to the success of the program, educational materials are also an important method for delivering the program. "If urban homeowners are educated by use of a bear brochure on why urban bear problems occur, and how to prevent them, a substantial number will change their behavior" (A. L. LeCount, bear biologist Hocking College, personal communication). They can serve as a reminder and as reference material for review at a later date. The following is a list of materials that have been produced and typical distribution locations.

Signs

A variety of permanent signs can be developed to provide general, community-specific, residential, and tourist information and to identify seasonally high-use areas. Temporary signs can also be used to identify hot spots for bear activity. Signs can be posted at rest stops, bus stops, and/or tourist information booths.

Brochures

Different brochures can be developed to provide general, community-specific, residential, and tourist information. These can be distributed at mailboxes, hotels, and offices of the BC Ministry of Water, Land and Air Protection, as well as through Conservation Officers and BC Parks offices, tourist information booths, campgrounds, and public events.

Window Stickers

These can be similar to the "We are Bear Aware" stickers currently used in several communities to identify "Bear Aware" households and businesses.

Other Stickers

Other stickers can be used to promote the program or as a reminder of a specific program message. Display locations include store windows, car bumpers, garbage cans, and dumpsters.

Annual Progress Report for the Education Program

An annual progress report for the education program should be completed at the end of each year and included in the education program section of the "Bear Smart" Community Program Progress Report. Annual reports from education programs have been an invaluable reference tool for other communities to develop their own program. Details such as delivery budget, level of success of various methods, and recommendations for future delivery of the program are not only valuable to the community but to many others as well. Sharing of information is critical to maximizing the efforts of all involved. See Appendix D for an example of an annual progress report outline.

8.2 Bear-proof Waste Management System

Once the Bear Stewardship Committee has reviewed the options for bear-proofing its waste management system, it should begin to implement the chosen techniques. A program to phase in new systems and containers may be inappropriate due to the high implementation costs and the program's dependence on the fiscal calendar. For instance, if new garbage trucks are necessary to empty a new container system, but a new truck has been purchased recently, it may be more appropriate to develop a temporary system of restrictions until new capital purchases can be afforded.

If the community has a landfill, it must ensure that the electric fence around the landfill is appropriately constructed and maintained. The town or municipality must regularly monitor maintenance if an independent contractor operates the landfill. The Pollution Prevention Branch should inspect landfills for compliance at least yearly, preferably in the spring before bears become a problem and in late August or early September before the fall season of increased bear activity at landfills. If landfills do not comply with regulations, there should be immediate action, with escalating enforcement until problems are resolved. The town or municipality should ensure that its landfill, or landfill maintenance contractor, complies with provincial regulations.

If the local landfill is to be closed because of the community's conversion to a waste transfer system, then the proper closure of the landfill is important. Landfills need to be capped by a minimum of 60 cm of fill, preferably 1 m, although this may not guarantee that persistent bears will not attempt to access buried wastes. Because of this, it should be a requirement of the closure contract that the contractor must do whatever maintenance is necessary to repair any failures of the capping (e.g., damage by digging). If there is an existing electric fence, it should remain functional until the capped landfill no longer appears to be attracting bears.

8.3 Control of Attractants within the Community

The Preliminary Hazard Assessment will identify many non-natural attractants within the community. Many of these attractants are the responsibility of individual residents and companies. Thus, the onus for controlling these attractants to reduce human-bear conflict lies with these parties. The most effective method of facilitating proper storage and management of these attractants will likely be through education programs.

Bird Feeders

The public must be made aware that bird feeders need to be inaccessible to bears during the non-denning period. To make them inaccessible, feeders must be suspended from a cable or other device. Bringing feeders indoors at night may be

another option in summer months. The area below the feeder should be kept free of accumulations of seed. Feeders should not be overfilled. Bylaws may be necessary for restricting the use of bird feeders to structures that are inaccessible to bears in summer months, or restricting feeding to winter months only (see section 12.2 Canmore Case History).

Honeybee Colonies

Honeybee colonies are a non-natural attractant that are commonly targeted by bears. Two options are available for making apiaries bear-proof:

1. the preferred option is to surround colonies with a properly constructed bear-proof electric fence (see Appendix B: usually only four strands are necessary).
2. placing colonies on raised platforms (at least 2 m) supported with posts that bears can't climb.

Electric fencing has been used effectively to keep bears out of honeybee colonies. For example, in Revelstoke, one bee-keeper had 100+ hives but no bear problems because all colonies were electric fenced (Bennett 1996). Under the British Columbia *Bee Act*, the location of permanent bee colonies must be approved and registered by the BC Ministry of Agriculture, Fisheries and Food. Names of local bee-keepers can be requested from the Ministry in order to target education efforts.

Fruit trees

In some locations, fruit trees can be a significant attractant to bears. Landowners should pick fruit daily before it is ripe and also pick up any windfalls. Mapping fruit trees was completed in Revelstoke (Bennett 1996), and it proved effective at targeting trees for removal by volunteers and harvesting by neighbours. There are two ways community volunteers can help manage this particular attractant:

1. by picking fruit and donating it to local food banks if the landowner doesn't want it. Establishing a Fruit Tree Registry (as per Revelstoke, Robinson 2000) can help pair up owners of unwanted fruit trees with people who want the fruit and are willing to pick it. Neglected fruit trees do not always produce attractive fruit, but the fruit is still acceptable for use in processing (canning, jams etc.), or it can be given to agricultural operations to feed livestock. The best model for fruit sharing is the "Earth Matters" program in Nelson, BC. Earth Matters is a community-based organization that establishes links between social and environmental issues, including community food security. Nelson residents with fruit trees can call the program and volunteers will come and pick fruit and clean the area beneath the trees in exchange for a portion of the fruit harvested. One-third of the fruit goes to the pickers, one-third to the

property owner, and one-third to various non-profit community organizations such as Meals on Wheels (Haas 2000). For information on the Earth Matters program, call (250) 352-2140 or e-mail at: info@earthmatters.ca.

2. by cutting down unwanted trees for landowners (and if possible, replacing them with non-fruit-bearing native varieties).

It should be noted that removing non-cared-for fruit trees or removing blossoms will remove attractants from bears, but it may also meet the requirements of the Sterile Insect Release (SIR) program in the interior of British Columbia. In the Similkameen, South Okanagan, and Creston valleys (Zone 1 of the SIR program), Central Okanagan Valley (Zone 2), and North Okanagan and Shuswap valleys (Zone 3), homeowners must maintain their trees free of codling moth to comply with SIR policies (Okanagan-Kootenay Sterile Insect Release Program brochure, 2000). Host trees for codling moth include apples, pears, crabapples and quince. There are other methods of controlling codling moth, but stripping the fruit or removing trees removes attractants for bears. SIR offers incentives to anyone in the three zones who strips or removes host trees (contact SIR program for more information, 1-800-363-6684).

Commercial orchards

Commercial orchards should consider putting electric fencing around the perimeter of the orchard, which would also lessen damage by ungulates. In addition, the use of specially trained dogs could be considered as an additional deterrent.

Composting

If composting is conducted properly (i.e., covering with soil or lime, frequent aerating), it should not be an attractant to bears. However, if bears are attracted by other sources of food in the area, compost can become a problem. Meats, fish, oils, and milk products should never be composted. Sweet smelling attractants, such as rotting fruit, should also be avoided.

The following rules regarding composting may need to be implemented.

- Backyard composting may need to be restricted in residential areas adjacent to high-use bear habitat or otherwise required by bylaw to be conducted in a bear-proof manner (e.g., use of electric fencing in backyards). Community composting of putrescent matter shall be conducted inside an electric fence.
- Composting of lawn clippings and leaves may continue in backyards. However, the composting of organic kitchen material may have to be restricted to indoor worm composters (see section 12.2 Canmore Case History).

Barbeques

The odours on barbeque grills are very attractive to bears. Grills should be burned at a high temperature following use to burn off residues and should be cleaned regularly. Barbeques should be stored in a bear-proof location such as a garage. If they must be left outside, barbecues should be covered to reduce odours.

Hanging carcasses and smokehouses

Structures for these types of activities should be located away from forest and shrub cover or natural movement corridors. Commercial coolers may be utilized in some communities for hanging carcasses during the hunting season (e.g., coolers used by forestry companies for keeping seedlings cool). These areas should be kept as clean as possible to reduce odours. Community planning may need to consider the central placement of structures for smoking fish, away from the periphery of town. Motion sensitive lights may help scare away bears investigating these attractant for their first time. Electric fencing around buildings used for these activities could be attempted. If problems occur, it is best not to conduct these activities when bears are active.

Pet Food

Pet foods must be kept indoors or in other bear-proof locations. If fed outside, animals should be fed only enough so that they can finish the entire meal, and bowls should be stored inside.

Livestock operations

Bears are attracted to livestock feed, carcasses, and birthing areas. Removing cover and locating attractants (such as grain) away from natural cover and movement corridors can be helpful. Electric fencing can be used to deter bears from birthing areas (e.g., calving, lambing) or chicken coops. Use of lights hooked up to motion sensors, or scare guns, can be attempted.

Grain and other feed should be housed in a bear-proof structure or container. Seed mixes containing low-quality bear foods should be used for areas being seeded for ground cover.

Dead livestock should be disposed of in one of three ways: 1) carcasses should be sent to a rendering (by-products) plant (see Appendix C for local companies); 2) carcass piles should be electric fenced; or 3) if only black bears are present in the area, carcasses should be buried deeply (this approach should not be used in areas with grizzly bears).

Campgrounds

All campgrounds must be bear-proof. Therefore, the education program must also focus on reaching tourists. Bear-proof lockers for food storage should be

provided. Campgrounds should use bear-proof receptacles and bear-proof dumpsters for garbage disposal.

8.4 "Bear Smart" Bylaw Implementation and Enforcement

Bylaws in a "Bear Smart" community may include the following prohibitions:

- No person shall leave garbage of any kind accessible, either intentionally or unintentionally, to wildlife or domestic animals. This includes, but is not limited to, household garbage, compost, fruit, livestock feed, apiaries, barbeques, and the hanging of carcasses.

This bylaw wording covers all aspects of non-natural attractants. However, it may be easier to target specific activities through other bylaws:

- Make it an offence for commercial establishments to discard edible waste in a non-bear-proof manner.
- If curb-side collection is retained: garbage may be placed curb-side only on the morning of pick-up (not before 6 am), and the garbage container must be returned a bear-proof location by 7 pm. The bylaw should also require that attractants be stored in a bear-proof container and/or location (i.e., house or garage, not garden shed, carport or wooden box). A number of communities in British Columbia have enacted bylaws to restrict curb-side placement of garbage between certain hours. Kamloops has experimented with the use of restriction in one small area (R. Olsen, District Conservation Officer, personal communication). Kimberly prohibits placement of garbage before 5 a.m., and requires removal of the container within eight hours of pick-up. This strategy must be accompanied by a strict commitment by the public works employees or contractor employees to be expeditious in picking up and removing the refuse put out for collection. Lengthy or lackadaisical pick up contributes to the non-natural attractants being available. See Canmore and Revelstoke Case Histories (sections 12.2 and 12.3) for bylaws with respect to garbage collection.
- Include community composting requirements in high-risk areas of the community or prohibit composting of organic kitchen refuse. See Canmore Case History (section 12.2),
- Bird feeders may be allowed with certain restrictions during the non-denning period: feeders must be suspended from a cable or other device so that they are inaccessible to bears. The area below the feeder should be kept free of accumulations of seed. There are no restrictions during winter months (when bears are denned). See Canmore Case History (section 12.2), and
- Garbage at special community events (festivals, ball tournaments, concerts, etc.) must be removed at the end of each day's activities. See Whistler Case History (section 12.1).

Enforcing by-laws must be the responsibility of an agreed-upon service, such as a by-law enforcement officer, the C.O.S., or police. Money generated from bylaw enforcement should go towards a special fund set aside to address human-bear conflicts, such as the purchase of additional bear-proof waste containers. Alternately, people who violate bylaws could do community service work on a human-bear conflict issue in the municipality, such as garbage clean-up in areas with problems.

8.5 Community Planning Documents

The Bear Stewardship Committee should work closely with local government and other agencies to ensure that planning and decision-making processes are both consistent with and compatible with the objectives of the Human-Bear Conflict Management Plan. This will reduce the potential for new community developments or practices to increase the risk of human-bear conflict and/or potential displacement of bears. Possible changes to community planning documents include the following:

1. Revise components of the Regional Solid Waste Management Plan (which Regional Districts are mandated to prepare) pertaining to the community (in cooperation with the regional district) to make them consistent with the Human-Bear Conflict Management Plan.
2. If the "Bear Smart" program is implemented at the regional district level, the Regional Growth Strategy may need to reflect the program, which will then be reflected within each Official Community Plan (OCPs have to be revised to make them consistent with RGSs).
3. Include consideration of important bear habitat and travel corridors in all documents related to land-use decisions. Avoid development in areas with prime bear habitat in order to minimize the potential for human-bear conflicts.
4. Revise land zoning consistent with any revisions of the Official Community Plan.
5. Landowners may implement restrictive covenants that are consistent with the revised Official Community Plan.

Most communities in British Columbia that have moved towards becoming "Bear Smart" (such as Whistler and Revelstoke) have not changed their OCP or RGS to be consistent with their bear management plans. In the future, changing these plans may prove to be helpful for providing the impetus to keep the programs running. However, in the case of land-use planning , "higher-level plans" can be very important for reducing the long-term impact of developments on surrounding bear habitats and movement corridors.

9 Monitoring Human-Bear Conflict

Several data sources are available for monitoring the level of human-bear conflict within a community. The Conservation Officer Service currently collects data on human-bear conflict complaints and actions that were taken by its members. The Northern Region Bear Aware Program, with support from the University of Northern British Columbia, created a GIS database to map human-bear conflicts between 1994 and 1999 (Nahornoff 2000). This map provides a powerful visual method for monitoring human-bear conflict complaints so that problem areas can be investigated and management strategies can be focused where they are needed most. A human-bear conflict map will also be a valuable visual aid for showing the public the spatial aspects of the problem and the changes over time. Data collection and subsequent mapping of other information would also be useful for monitoring and analysing issues that influence human-bear conflict (e.g., non-bear-proof dumpster locations, fruit trees, and green space used by bears).

Input from the community will be crucial to the successful collection of data on human-bear conflicts. Thus, it will be necessary to sustain enthusiasm for the project as time proceeds. The general public can help by continuing to identify, document, and address all sources of non-natural foods and green spaces that provide security cover in areas of high human use until the problems associated non-natural foods and green space are effectively eliminated.

Data regarding non-natural food and other issues should be collected, reviewed, and summarized annually. Continuing to add to the information obtained during the Preliminary Hazard Assessment will be important for increasing knowledge of human-bear conflicts and the way bears and humans use a community. The Human-Bear Conflict Monitoring System will be the primary tool the community will use to continue to collect information that can help reduce the potential for human-bear conflict. The Bear Stewardship Committee, or annual reports, should recommend one or more Detailed Hazard Assessments as problem areas are identified (see Section 7.0), using the data collected by the Human-Bear Conflict Monitoring System.

9.1 Objectives

The objective of the Human-Bear Conflict Monitoring System is to establish and maintain a data collection system, including all Problem Wildlife Occurrence Reports for bears on an annual basis, that can be used to identify and map sites that continue to have human-bear conflict. This will focus future effort on eliminating sources of non-natural foods. Additionally, more detailed assessments can be conducted to determine the source of the human-bear conflicts.

9.2 Recommended Actions

The ongoing identification of hazards for the Human-Bear Conflicts Monitoring System could be carried out by the bear education program coordinator with the guidance of local Conservation Officers and a Registered Professional Biologist with experience in bear ecology and behaviour and human-bear conflicts. A map display of the ongoing data collection on Human-Bear Conflicts should be a major component of the system. A year-end report summarizing progress and work required should be completed annually.

9.3 Recommended Techniques

A spatial database is an integral component of the successful implementation of the "Bear Smart" community program. GIS databases will provide the most valuable tool for documenting human-bear conflicts and progress made by the community. Some communities are already digitally mapped. In some cases, small communities that do not have a digital map base and compatible software may need to start by recording information on a large hard-copy map of the community. At least one community has used GIS students at a local college or university to develop the GIS database (Narhornoff 2000). If production of a GIS database is feasible through the joint efforts of the school and the community, the database provides a valuable learning process for the students and a valuable product for the community.

The following spatial information should be included in the ongoing data collection for the Human-Bear Conflict Monitoring System and entered as layers in the GIS database or hard-copy maps.

1. Document and map sources of non-natural foods so that management efforts to eliminate non-natural foods can be focused on problem areas.
2. Document and map green space that provides security cover and/or foods in areas of high human use so that management efforts can be focused on clearing, brushing, or modifying green spaces to reduce the potential for conflict.
3. Document and map human-bear conflict reports so that the temporal and spatial patterns of human-bear conflict can be investigated and problem areas and practices can be identified and investigated.
4. Document natural factors that appear to increase the potential for conflict, including habitat potential, terrain features, visibility and security cover issues, and other sensory issues, and conduct a Detailed Hazard Assessment of specific sites or areas where human-bear conflicts are occurring.

The spatial database will also be a valuable tool for new participants in the program (e.g., new bear education coordinators).

10 Annual Progress Reports

Annual progress reports are necessary for monitoring the success and failures of the "Bear Smart" Community Program. They are also important for establishing direction for the upcoming year. These reports are a vital tool to help other communities just starting the program decide which strategies or options may be most successful in their own community. As a result, details such as delivery budget, level of success of various methods, and recommendations for future delivery of the program are not only valuable to the community in question but to many others as well. Sharing of information is critical to maximizing the efforts of all involved. See Appendix D for a recommended outline.

11 Measures of Success

The ultimate measure of success of the "Bear Smart" program is to its ability to reduce or eliminate the instances of "problem" bears being killed in communities and injuries to humans or their property from encounters with garbage-conditioned or habituated bears. Despite major efforts on the part of the community to reduce human-bear conflicts, incidents are still likely to occur, although they should occur at a much lower frequency. Evidence from Denali National Park indicates that some level of reactive management will continue to be required in response to bear incidents (Schirokauer and Boyd 1998).

Success will be gauged by:

- a trend toward a decrease in the presence of non-natural foods available to bears,
- a decrease in the number of human-bear conflicts reported to the C.O.S.,
- a decrease in the number of bears destroyed by the C.O.S., RCMP, and individuals,
- a decrease in the number of bears translocated,
- a decrease in property damage, and
- a decrease in resources expended in dealing with human-bear conflicts.

12 Case Histories

While massive positive changes have been occurring in public attitudes and actions towards responsible community-based stewardship of bears, at the time of this report, no community in British Columbia has yet qualified for "Bear Smart" status. However, two communities, Whistler and Revelstoke, stand out as exemplary, and these two communities are in the unique position of leading the world by example in applying responsible-based stewardship of bears.

We have identified four case histories that serve as examples of bear-proofing communities. Each of the communities has used a slightly different approach, with varying degrees of success. None of these communities implemented the "Bear Smart" Communities Program *per se*, but each community attempted to develop bear-proofing systems to reduce the number and extent of human-bear conflicts within their jurisdictions.

The following case histories examine three communities in British Columbia and one in Alberta that have implemented programs to reduce the occurrence of "problem" bear behaviour. The three British Columbia communities were originally profiled in Ciarniello (1997). Each of the towns profiled in the case histories had slightly different human-bear conflict issues to deal with because different bear species used their landfills and towns. Whistler had problems with black bears, Mackenzie had mainly grizzly bear problems, Revelstoke experienced both black bear and grizzly bear problems. These case studies were chosen based on their applicability to management problems experienced in other areas of the province. Canmore was included as an example of how human-bear conflicts have been addressed in other jurisdictions. The first step that each community took was to install an electric fence around their respective landfills. The successes and failures of these communities in their efforts to reduce human-bear conflicts can serve as examples for other communities that are working towards becoming "Bear Smart."

The data regarding the number of reported human-bear conflicts does not necessarily reflect upon the effectiveness of a particular strategy that a community has implemented. The number of bear problems varies a great deal from year to year because of climate changes from year to year, which in turn affect the food supply for bears. In years when the berry crop fails, the number of "problem" bears increases substantially because they must search farther for potential food sources. If many bears are destroyed in these years, the number of complaints will decrease in the following year, usually regardless of the food supply, because the bears killed the year before have not all been replaced yet. Therefore, the numbers tend to be high in certain years, management actions are

taken, and the next year the numbers go down, not necessarily due to an improvement in management of attractants, but because the population has been negatively impacted.

12.1 Whistler

The Resort Municipality of Whistler, BC is located within the Coastal Mountain Ranges and is adjacent to Garibaldi Provincial Park. Being situated in a valley bottom in the Coast Mountain Ranges, Whistler is surrounded by quality bear habitat. Black bears are the only bear species of concern in the municipality because grizzly bears do not tend to frequent the community (Black Bear Task Team 1998).

Whistler has faced many challenges in its quest to reduce human-bear conflicts. There is a high density of black bears in the Whistler area. Prime bear habitat surrounds the resort community, due in part to the development of ski runs that help promote an abundance of natural foods. In addition, the availability of non-natural food within the resort community has attracted bears to developed areas in Whistler for several years. Finally, the large number of seasonal workers and tourists makes education and awareness a difficult challenge.

Whistler has been one of the most progressive and active communities in British Columbia in becoming bear-proof. A Black Bear Task Team involving key community stakeholders was established in 1997. The Task Team reviewed the entire waste management system, from collection of garbage to disposal at the landfill. The Task Team recommended a number of changes to the solid waste-handling program, including mandatory bear-proofing of waste containers throughout the municipality. Completely bear-proofing the system took a number of years and was completed in 1999/2000. In addition, an aversive conditioning program was implemented in 1999, and a comprehensive education program was launched to target residents, employees, and visitors.

Because of the short time that the community has been bear-proof, Whistler's efforts are just starting to yield positive results. However, despite this short time period, the number of bears killed by the Conservation Office Service decreased substantially in 2000 and 2001 when compared to previous years (Fig. 2).

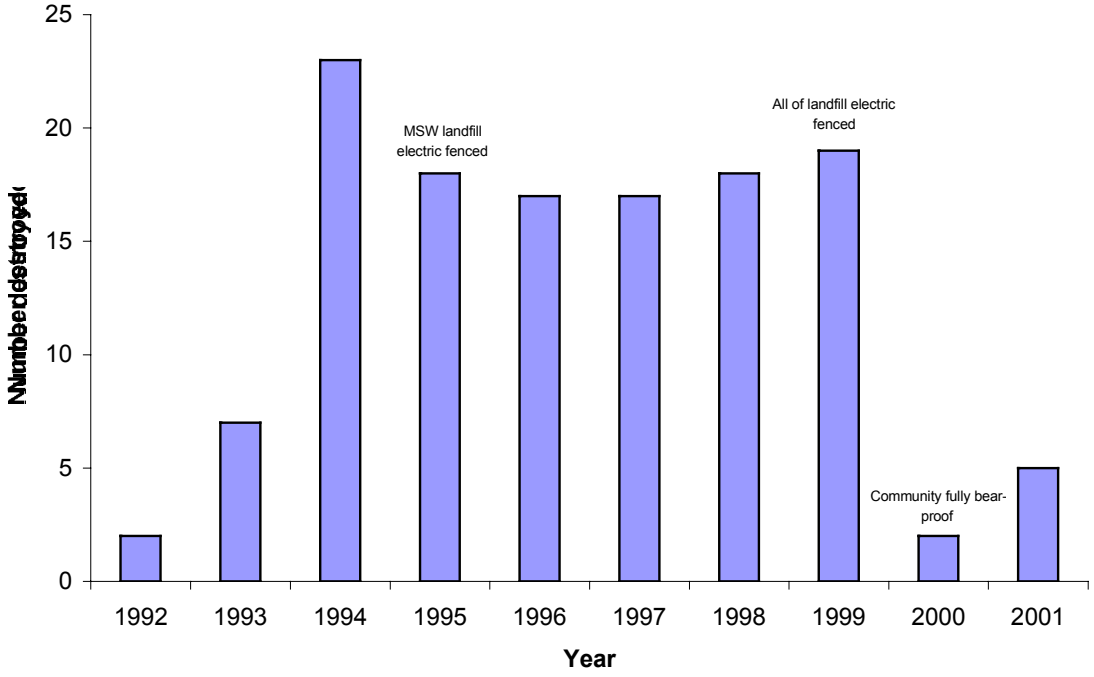


Figure 2. Number of black bears destroyed in Whistler, BC 1992-2001. Note: graph shows bears destroyed for the entire Whistler area, not just the town site of Whistler.

Moving Towards Becoming "Bear Smart"

Bear Stewardship Committee

In 1997, the Black Bear Task Team was created to establish and implement a Black Bear Management Plan (Black Bear Task Team 1998). The team consists of key stakeholders from the community, including members from the Jennifer Jones Whistler Bear Foundation (JJWBF), the Resort Municipality of Whistler staff, the local waste management company (Carney's Waste System), the Conservation Officer Service, Blackcomb-Whistler mountain staff, and the Association of Whistler Area Residents for the Environment (AWARE).

Phase I: Problem Analysis

Whistler has the most extensive Black Bear Management Plan of any community in British Columbia. The plan was "developed to minimize human-bear conflicts through effective waste management practices, extensive public education, a rigorous bylaw enforcement program, and non-lethal bear management practices" (S. Dolson, JJWBF, personal communication). Copies of the Black Bear Management Plan can be obtained from Brian Barnett, General Manager of Engineering and Public Works (phone: [604] 935-8191).

Although Whistler has not completed a full Problem Analysis, the Black Bear Task Team has essentially addressed all the important issues in the Black Bear Management Plan. As part of the plan, important bear habitats and travel corridors were identified within the Whistler area. The plan includes a good summary of local bear ecology, including how habitat use by bears changes by season and how this may affect potential human-bear conflicts.

Education

Whistler is the most urban of the case studies and has a large transient human population that poses challenges to the implementation of an effective education campaign. The seasonal nature of the work force and the large number of visiting tourists makes Whistler's situation unique when compared to many other communities. Many visitors are in Whistler for only very brief periods, so getting the Bear Aware message across effectively is extremely difficult. Many workers are employed on a seasonal basis and often come from foreign countries, and for these reasons, they have no previous experience with bears.

A number of agencies in Whistler have undertaken education programs aimed at informing the public about bears within and around the community.

Whistler has a community-based non-profit registered organization called the Jennifer Jones Whistler Bear Foundation (JJWBF). The organization was founded in 1995 and focuses on community awareness of bear issues and negative conditioning of bears. The ultimate goal of the JJWBF is to reduce the need for translocation and destruction of bears. The mandate of the foundation is "to protect the well-being and lives of bears by establishing a healthier coexistence between people and bears; to reduce the number of nuisance bears destroyed by increasing public understanding and appreciation of bears; educating people on dealing with bears in their communities; and promoting non-lethal bear management practices among wildlife managers" (Dolson 2000).

Many educational programs have been conducted in Whistler by the JJWBF. Programs include the Neighbourhood Bear Watch program and the Bear-Friendly Business sticker program. The JJWBF has also distributed pamphlets and information sheets, manned booths at local events, conducted seminars and workshops for residents, and erected signs throughout the town.

In addition, Whistler-Blackcomb (parent company: Intrawest) has a comprehensive bear ecology and bear-awareness education program (exclusive of the community). This program includes interpretive displays, educational signs, and a wildlife centre for children. Whistler-Blackcomb has tried to enhance forage production for bears on the ski hills by planting fruit-bearing shrubs. Whistler-Blackcomb has also thinned forests by helicopter logging rather than through conventional logging techniques. This approach allows more light to penetrate

the undisturbed understory and enhances berry production (A. De Jong, Whistler-Blackcomb, personal communication).

Also, Owen Carney, of Carney's Waste System (the local garbage contractor) has done extensive work on bear awareness.

The Municipality has taken a lead role in the education program within the community. It has developed brochures, erected signs at municipal parks and trailheads, placed annual radio and newspaper advertisements in the local media, and hand-delivered letters to businesses in the autumn to remind managers to dispose of garbage properly.

The efforts in Whistler have been widely reported in newspaper and magazine articles and on various TV news programs. The JJWBF and municipal staff have given presentations and advice to other communities interested in becoming bear-proof (S. Dolson, JJWBF, personal communication). Educational kits are available from the JJWBF (604-905-4209). A wealth of information can be obtained on the JJWBF website: www.bearsmart.com.

Bear-proofing and Attractant Management

Whistler does not have a household garbage collection system because of concerns about bears and other considerations specific to the resort community.

Instead, Whistler's household garbage collection system is comprised of two bear-proof compactor sites. These compactors are located at the north and south ends of town, just off the main highway, which makes them convenient places to stop as people leave town. The compactor sites are cleaned on a daily basis as part of Whistler's bear-proofing measures as well as for aesthetic reasons.

Carney's Waste Systems is the local waste hauler and is responsible for operating the compactor sites, commercial bins, and the landfill. Owen Carney has been instrumental in Whistler's bear-proofing measures, including designing a new commercial bin to satisfy the Black Bear Task Team's desire for a better bear-proof container.

The municipality passed a bylaw requiring all exterior garbage containers to be bear-proof. The conversion to the new bins was a major undertaking and was completed in 2000. Commercial bins are now bear-proof, or are housed within a bear-proof building. Thanks to the efforts of the Resort Municipality of Whistler, JJWBF, private businesses, and donations, all waste containers along pedestrian walkways are now bear-proof (S. Dolson, JJWBF, personal communication).

Landfill

The Whistler landfill was established in 1979. It is located 10 km from Whistler Village, 6 km from a main urban area, and 1 km from the nearest residence. The landfill was only used by black bears. In 1994, the use of the landfill by black bears increased substantially. Concurrent with this increase, the number of complaints about bears rose substantially within the community.

The landfill area was originally divided into two waste disposal sites, a municipal sanitary waste (MSW) site and a construction waste site. An electric fence was installed around the MSW site in 1995. An increase in bears within the town after the installation of the electric fence was not reported. Over the few years following the installation of the electric fence, the bears showed a remarkable determination to enter the landfill. They would dig holes under the fence, jump inside the enclosure from an adjacent tree or rock pile, climb up wooden fence posts, or enter through the gate when it was left open or not charged. Occasionally, despite the electric shock, bears would charge right through the fence. In response, the municipality installed concrete barriers around the electric fence to prevent bears from digging under it, spikes were nailed into the wooden posts, and the gate was replaced with one that had plastic hand holds so that the power to the gate could be maintained at all times (C. Jennings, Municipality of Whistler, personal communication). In addition, trees inside the electric fence were removed to make the landfill as unappealing as possible to the bears (bears were known to take refuge in the treed areas).

After the MSW landfill site was electrified, the bears focused their scavenging efforts on the construction waste site. In 1999, the electric fence was expanded to include all waste disposal areas at the landfill. An apron of chain link fencing was buried at the base of the new electric fence to prevent bears from digging underneath it. Both the chain link apron and the cement barriers appear to have worked well in stopping bears from digging under the electric fence (B. Barnett, Resort Municipality of Whistler, personal communication). Automatic gates were installed. The success rate of bears entering the landfill is now close to zero. The bear-proofing measures seem to have been successful: bears have now all but abandoned their efforts to feed at the landfill and have returned to the abundant source of natural foods in the surrounding area.

Bylaws

Whistler's garbage disposal bylaw has stringent requirements for bear-proof waste management – perhaps the most extensive requirements in British Columbia. As of August 2000, the Whistler Garbage Disposal Bylaw No. 1445 states:

- no domestic garbage and no food waste or other edible waste that could attract dangerous wildlife shall be stored outdoors, including on any patio, balcony or deck. "Dangerous wildlife" means a bear, cougar, coyote or wolf,
- every outdoor container or receptacle used for depositing or storing food waste or other edible waste that could attract dangerous wildlife shall be a wildlife resistant container,
- every commercial, industrial, institutional, and tourist accommodation building, and every multiple family residential development having three or more dwelling units, shall be provided with a garbage storage site located inside a building or within a wildlife resistant enclosure,
- garbage containers for special events are exempt from requirements as long as they are emptied by 10 pm,
- feeding dangerous wildlife and depositing or storing any domestic garbage, food waste, or other edible waste that could attract dangerous wildlife is prohibited, and
- bird feeders are required to be inaccessible by dangerous wildlife.

The municipal bylaw is strictly enforced and is part of the municipality's comprehensive bear management plan. Enforcement of bylaws increased compliance within the community (S. Jacobi, Conservation Officer, personal communication).

Discussion

Whistler has met many of the criteria set out in the "Bear Smart" program. With the inclusion of bear-proof garbage receptacles for pedestrians, fencing of the entire landfill, and changing gate systems, Whistler has met the objectives of bear-proofing their waste management system. Whistler also has ongoing education programs. With continued enforcement of existing bylaws (especially with respect to housing of commercial dumpsters) and maintenance of the electric fence at the landfill, the municipality appears to have met most of the criteria for "Bear Smart" status. The Regional MWLAP office will have to review the situation and determine whether to grant the municipality "Bear Smart" status. The community should continue to monitor human-bear conflicts in the future to determine if the number of nuisance wildlife complaints and bears destroyed decreases over the next few years.

The area of Whistler provides some interesting insights into bear and human conflicts due to its valley location and high density of people. The transient tourist population creates problems with waste management on the ski hill and surrounding cabins. The small number of waste disposal units available for the use of local residents creates problems because people dispose of their garbage in ways that attract bears. Despite all of these potential problems, the Municipality

of Whistler has met many of its goals for reducing human-bear conflicts. Unfortunately, keeping a community bear-proof is an ongoing struggle of vigilant maintenance and education.

Recommendations

While Whistler has made enormous strides in its management of bear attractants, several issues still need to be resolved before it can be considered "Bear Smart." The following is a list of necessary actions.

1. Conduct a brief hazard assessment using the Preliminary Hazard Assessment guidelines. Because so much groundwork has been accomplished, this should require relatively little effort and may be more of a reassessment in which details not addressed to date can be identified and addressed.
2. Conduct a committee review of the management strategies: in particular, green space management and community planning strategies.
3. Add an addendum to the Black Bear Management Plan to identify strategies and actions that may be taken to address the recommended criteria.
4. Conduct detailed hazard assessments if deemed necessary by the Conservation Officer Service, Black Bear Task Team, or Regional MWLAP office.
5. Produce annual reports as recommended in this report. Annual reports will be helpful to other communities by documenting the process Whistler has been through and the failures and successes of specific management actions.
6. Continue monitoring human–bear conflicts and investigate and address conflict issues.

12.2 Canmore, Alberta

Details from Andreas Comeau, Town of Canmore.

The Town of Canmore, Alberta has changed the manner in which it handles its waste and is a superlative example of a community's determination to become bear-proof. While this accomplishment is remarkable, the Town's approach of gradual implementation and consultation with residents make it an even more excellent example for other communities.

History

The Town of Canmore is situated in the Bow Valley at the gateway to the Canadian Rockies. Canmore, straddling the Trans-Canada highway, is 100 km from Calgary and 2 km from the gates of Banff National Park in Alberta.

Throughout the 1990s, as Canmore was experiencing steady growth, the Town was pressured to implement programs that would minimize the impact on the environment and wildlife populations in the area. In the Solid Waste Services department, this translated to the establishment of recycling programs, toxic round-ups, and implementation of an animal-proof waste handling system.

In the fall of 1996, responding to increasing concerns from the public and environmental groups about bears being attracted to waste, Council requested the Waste Management Committee to investigate options for animal-proofing the Town's waste handling system. Up until 1997, the Town of Canmore provided its residents with a traditional curb-side waste collection program. The committee recommended that the Town eliminate curb-side collection and implement a communal "bear bin" collection system. Despite this recommendation, Council voted in favour of a dual system that included both curb-side collection and neighbourhood animal-proof waste containers. There was the perception at the Council level that residents were opposed to the complete elimination of curb-side collection. This hybrid system gave residents the option of continuing to place waste out for curb-side pick up on their collection day or to use the bear-proof containers at any time.

Communal Waste Container Locations

The first hurdle in implementing the dual system was the selection of sites for 60 bear-proof containers in neighbourhoods and multi-residential areas. Placement of the 60 waste containers proved to be a difficult exercise because of the following perceptions:

- aesthetics: some residents viewed the containers as an eyesore, and some were also concerned about their effect on the real estate value of homes,
- space constraints – multi-family complexes have limited common space for containers,
- the containers may actually attract animals,
- contents of the containers may smell,
- soil contamination – effluent from containers entering storm sewer or groundwater,
- there may be loud noise from people banging lids,
- difficult to use – doors are difficult to operate for disabled and elder members of the community, and
- increased automobile traffic – neighbours will drive to the containers.

A review was completed of the entire community to find 60 suitable locations. The process started with the administration sending a letter and map to all the visually affected homeowners in all the proposed locations. The public was given two weeks to reply with comments and/or concerns. The majority of the public

was receptive to the introduction of the waste containers because they were aware of the wildlife concern and community obligations. Surprisingly, despite the concerns listed above, some residents wanted the containers *closer* to their house!

After several months, the community began to appreciate the benefits of the containers and their convenience and they became very popular. People appeared to appreciate the convenience of disposing of waste at any time, day or night. The containers were quickly becoming the preferred means of disposal for many of Canmore's residents.

The downside to this dual approach of curb-side collection and communal containers was that the program was becoming very costly to operate. This was because the town continued to pay for a complete curb-side program for all residents, many of whom were now opting for the bear-proof system.

During the summer months of 1997, members of the Waste Management Committee completed a curb-side monitoring program. The committee members rode on the waste collection trucks during the curb-side collection days and recorded the number of homes that did not have waste at the curb-side. It was assumed that if no waste was placed out for collection, then the household was using the animal-proof waste containers for waste disposal.

The monitoring results indicated an average of 55% of households used the bear-proof waste containers. In some neighbourhoods, it was also noted that up to 77% of households used the animal-proof waste containers. This information was presented to Council, who indicated they would consider eliminating curb-side collection if the total number of households using the bear-proof waste containers reached 66%.

In the summer of 1998, due in part to a poor berry crop, the number of bear sightings grew in town, and the number of incidents related to bears being attracted to waste increased substantially. Local Fish and Wild officers pleaded with the Town via the local newspaper to discontinue curb-side collection and provide a complete animal-proof waste handling system. In addition, members of the public were becoming involved, sending letters to the newspaper editor requesting the Town to eliminate curb-side collection. The summer season continued, and the number of problems increased to such a level that the Mayor sent a letter to all residents urging them to use only the animal-proof waste containers until the bears went into hibernation. When the summer season ended, over 300 bear sightings had been recorded within the town, nine bears had been relocated, and four bears had been destroyed.

Once again, the Waste Management Committee conducted a curb-side monitoring program from March to August of 1998. The total utilization of the

animal-proof waste containers was 62% of residents - only 38% continued to use the curb-side program. In September of 1998, the Waste Management Committee undertook another audit and found that only 23% of households were using the curb-side collection program. Despite this fact, the Town was paying the waste collection contractor a fee based on 100% of households receiving curb-side collection. The costs associated with running the dual collection system continued to rise. Subsequently, Council unanimously accepted the recommendation to eliminate curb-side collection.

The Site Selection Process for Additional Waste Containers

The Town administration and the Waste Management Committee were now faced with the task of selecting sites for an additional 60 animal-proof waste containers to service the entire community. Providing adequate volume for weekends and holidays when Canmore triples in population was imperative. The following criteria were developed:

- 3.0 m^3 waste container for every 20 homes,
- 4.5 m^3 waste container for every 30 homes,
- waste containers would be located a maximum of one block from every home,
- waste containers would be located on municipal reserve (i.e., public land),
- waste containers would be doubled-up only when necessary, and
- waste containers would not be combined with other services whenever possible (i.e., beside a Canada Post mail kiosk).

The process of selecting potential locations for the containers was similar to the first site-selection process. In the end, the administration and the Waste Management Committee successfully located all but one of the 120 proposed animal-proof waste containers.

The commercial sector was required to implement animal-proof waste handling systems as well. Existing businesses were allowed one year from the Waste Control Bylaw's enactment to replace their waste container with an acceptable animal-proof container. New businesses were required to conform to the new Waste Control Bylaw immediately.

Moving Towards Becoming "Bear Smart"

Bear Stewardship Committee

To assist with program implementation, the Town took advantage of a grass roots movement and established a Waste Management Committee (WMC) made up of interested and concerned residents. The WMC was used extensively during the implementation of the animal-proof waste handling system and proved to be a tremendous asset.

Phase I: Problem Analysis

No formal bear Problem Analysis of the community was completed.

Education

The town of Canmore has not implemented a comprehensive education program like the Bear Aware program in various British Columbia communities (e.g., Revelstoke, BC).

The Town of Canmore provided a "Bears & Your Garbage" brochure to all residents and businesses at the start of its dual collection system in 1997. Since the change to a complete animal-proof waste handling system in 1999, a one-page flyer was mailed out. In 2001, the "Bears & Your Garbage" brochure was updated to reflect the most recent changes in the collection system. Residents also have the opportunity to call the Town if they have any questions.

Bear-proofing and Attractant Management

Birdfeeders were identified as potential attractants within the town after bear-proofing took place. Several cases of damaged birdfeeders or sightings of bears up birdfeeder poles had been documented. Because of these problems, birdfeeders and other animal attractants (such as pet food and suet balls) were included in a new Waste Control Bylaw in 2001. This banned the use of birdfeed from April 1until October 31 while bears are active.

In 2000, composting was also identified as another animal attractant. Some residents actively compost both leaf and yard waste, but some also include kitchen organic material, which is an obvious animal attractant if not composted properly. Therefore, the changes in the 2001 bylaw banned outdoor composting of kitchen organic waste. Residents are encouraged to compost leaf and yard waste outside and compost kitchen organic material indoors with a vermi-composter.

Landfill

The town of Canmore does not have a Class II or wet waste landfill site. Waste is collected, sorted at a transfer station, and shipped to a landfill in the Calgary area.

Bylaws

Coinciding with the start of the dual system in April 1997, strict new standards for storage and placement of waste were incorporated into the Town's Waste Control Bylaw. These bylaws no longer apply due to the conversion to bear-proof containers. However, they serve as a model for communities with continued curb-side collection.

The bylaws included the following provisions:

- waste must be stored in an animal-proof location between pick-up days (i.e., house or garage, not a garden shed or wooden box),
- waste placed for collection must be in a can with secure lid (i.e., no boxes or waste bags),
- waste cannot be placed out for collection earlier than 6 a.m. on collection day (i.e., not the night before).

Penalties for breaking bylaws are a minimum of $100, $200, and $500 for the first, second, and third offences respectively. Canmore's current bylaws (and fines) apply to all aspects of the animal-proof waste collection system. They require that:

> "Occupants of Residential Dwelling Units shall ensure Waste is stored in an Approved Storage Location at all times other than when the Waste is being transferred to an Animal Proof Waste Container."

Cost

Many communities may feel that Canmore's route to "Bear Smart" is not an affordable option. However, Haul-all, the company that supplied the system, conducted a cost-benefit analysis on introducing the new bear-proof waste management system. By using a waste container system that is emptied by one person using a side-loading vehicle, the town has saved money in operating costs that will eventually cover the capital costs of installing the new system. Canmore's 1996 fiscal budget shows that the cost of curb-side collection and transfer was $187,000. Operating the same system in 2001 was estimated to cost $361,000 (due to inflation and population growth). The most recent estimate of the cost of operating the bear-proof system was $201,000, an approximate saving of $160,000 or 44% (Philipp 2000). While the initial costs are high, the operating costs are lower - the new system saves the town money (A. Comeau, Town of Canmore, personal communication). If the new system meant bear-proofing a landfill that was able to then use tarps instead of fill, the long-term savings would be even greater.

Discussion

When the program began, several bear-waste related altercations occurred in the town each year. The change to the new system saw a slight decrease in conflicts; however, the number of bear-waste altercations did not drop as substantially as anticipated. Despite the stiff fines under the Waste Control Bylaw for improperly storing waste, some residents continued to keep waste in sheds or storage boxes that were not animal-proof. Therefore, the bears continued to have access to garbage as an easy food source.

In May of 1999 the curb-side collection system was eliminated and the residents of Canmore could only use the communal waste containers. Throughout the summer, the success of the complete animal-proof waste handling system became

evident. Although there were several sightings of bears in and around the Canmore town site, there were no reported incidents involving bears and waste. Success continues; there were no "problem" bears killed in 2000, and only one black bear was killed in 2001.

The community to the east of Canmore (Exshaw) was not as lucky. During 1999, the community still provided a curb-side collection program and were inundated with bears intent on consuming human food. This community introduced an animal-proof waste handling system in March 2000 with much success and minimal public opposition, due in part to the extensive media attention Canmore received.

Recommendations

The town of Canmore has done an excellent job in terms of creating and implementing bylaws and bear-proofing its waste management system. It should stand as an example of effective change. Although Canmore is not eligible for the "Bear Smart" program because it is in Alberta, the following actions would be needed to attain "Bear Smart" status.

1. Conduct a brief hazard assessment using the Preliminary Hazard Assessment guidelines.
2. Develop a more comprehensive education program to help educate residents on the continuing need to keep non-natural foods away from bears.
3. Complete a Human-Bear Conflict Management Plan to identify strategies and actions that may be taken to address the recommended criteria.
4. Conduct detailed hazard assessments if deemed necessary by the Conservation Officer Service, bear committee, or Regional MWLAP office.
5. Produce annual reports as recommended in this report. Annual reports would be helpful to other communities by documenting the bear-proofing process and the failures or successes of specific management actions.
6. Continue monitoring human–bear conflict and investigate and address conflict issues.

12.3 Revelstoke

The town of Revelstoke has been working toward becoming bear-proof since 1994 when its landfill was electric fenced. Revelstoke has been very successful in becoming more "Bear Smart" by implementing an intensive education program and by managing attractants within the community. Through these efforts, Revelstoke has experienced a significant decline in the need for management

actions (Fig. 3), reducing the number of bears destroyed or removed from 62 (33 destroyed, 29 relocated) in 1994 to just two in 2000 and 2001 (Couturier 2002).

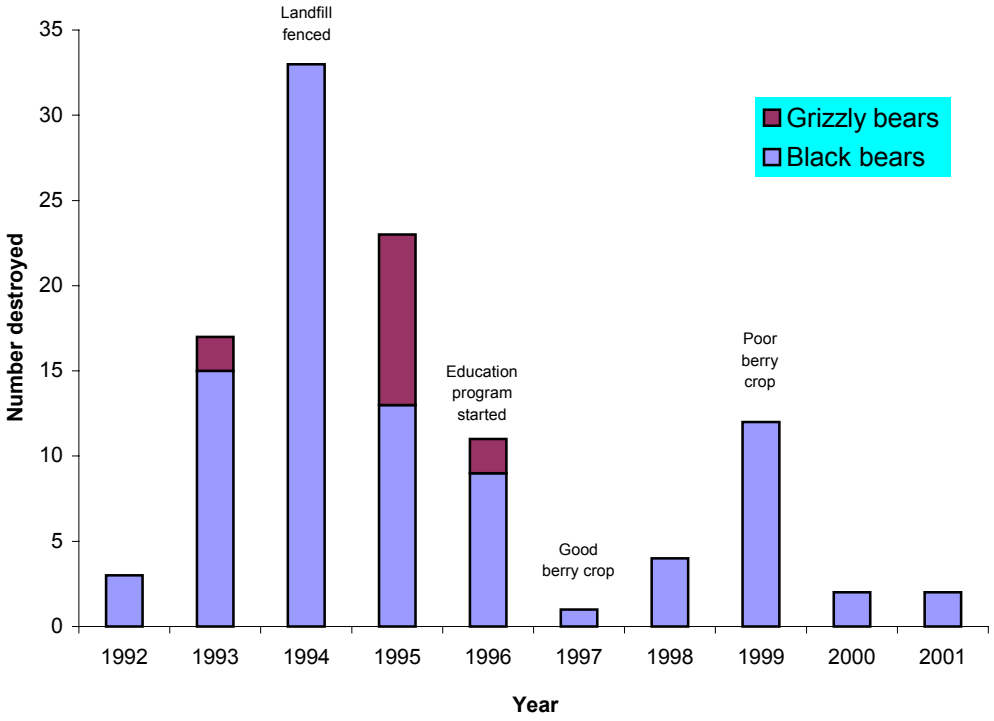


Figure 3. Number of bears destroyed in the community of Revelstoke, 1992-2001.

History

Revelstoke is located in the Selkirk Mountain Range in the Columbia River Valley. High-quality bear habitat surrounds the town. Between 1986 and 1995, over 100 grizzly bears were translocated and 17 were destroyed in the Revelstoke area (Proctor and Neumeier 1996). Garbage-related encounters were the main reason cited for grizzly bear translocations (77 of 107 translocations, 72%), followed by property damage (18%), and predation on livestock (6%). The main reason cited for destroying grizzly bears (information available on 13 grizzly bears between 1986-1995) was livestock depredation (including chickens and honeybee colonies) (5 of 13), followed by property damage (4 of 13) and "nuisance" (2 of 13). During this same period, over 50 black bears were translocated and 250 destroyed. Between 1989 and 1995 alone, 129 black bears were destroyed because of "nuisance" complaints (29%), because they were consuming fruit (26%), and because of garbage-related encounters (24%).

Prior to 1992, bears were not regularly tagged when translocated in Revelstoke. After 1992 bears were tagged and some were radio-collared. Proctor and

Neumeier (1996) reported that a minimum of 12 (26%) grizzly bears that were translocated between 1986 and 1995 returned to non-natural attractants either in Revelstoke (n=2) or other communities (n=10).

Moving Towards Becoming "Bear Smart"

Bear Stewardship Committee

A Bear Management Committee formed in 1996 continues to exist. The committee pulled together agencies that were directly involved in dealing with the problem of increasing bear problems that occurred after the landfill was electric fenced. Over time, the committee has consisted of representatives from the Columbia Shuswap Regional District, City of Revelstoke, Ministry of Environment, Ministry of Forests, Parks Canada, BC Hydro, Friends of Mount Revelstoke and Glacier National Parks, RCMP, Revelstoke Rod and Gun Club, and Save the Bears Committee (Robinson 2000).

Problem Analysis

The Revelstoke Bear Awareness program has worked on the development of an "urban bear habitat map" (Maltby 2000). This mapping has been used to set priorities for management actions and educational efforts and as a "tool for explaining risk factors associated with urban developments and recreational activities" (Maltby 2000).

Education

An intensive education campaign has been underway in Revelstoke since 1996 (Bennett 1996; Robinson 1997, 1998, 2000; Maltby 2000, Couturier 2002). The program educates residents about management of non-natural attractants in the community. Now called the "Revelstoke Bear Awareness Program," it operates under the guidance of a Bear Awareness Coordinator through the BC Conservation Foundation.

In 1996, a contractor was hired for six months to deliver a site-specific education program targeted at various groups within the community (Bennett 1996). Owners of vacant lots with fruit trees were contacted and permission was requested to allow volunteers to remove the trees. Furthermore, the contractor contacted bee-keepers in the area, questioned them about the extent of bear problems in their operations, and discussed possible solutions. Restaurants and food stores were also visited. The contractor also visited managers of restaurants and food stores to discuss options for making garbage receptacles bear-resistant. However, on subsequent checks, only two establishments had attempted to rectify their garbage management situation (Bennett 1996).

From 1996 through 2000, a variety of media campaigns were undertaken. The Ministry of Forests "Bear Aware" video was shown on the public cable network,

columns were printed in local magazines and newspapers, and announcements were broadcast on the local cable channel and radio. Bear Aware displays at farmer's markets and other local events were effective venues for getting out information on the Bear Aware program (Robinson 1998). In addition, the use of the Welcome Wagon to distribute Bear Aware brochures helped bring newcomers up to date with bear issues in the community (Robinson 1998), an approach that has also been useful in Nelson (Haas 2000). Many presentations were given to school classes over the years, focusing on proper management of non-natural attractants such as appropriate garbage storage. The Bear Aware program has a very high profile in the community: surveys indicate that 90% of the residents are aware of the program (Robinson 2000).

The Bear Management Committee and the Bear Awareness Coordinator have a good working relationship with the Conservation Officer Service, and the coordinator works closely with the C.O.S. as well as the bear biologists from Parks Canada to ensure correct information gets to the public and situations are dealt with quickly and properly.

Bear-Proofing and Attractant Management

Under the Bear Aware program, talks on bears and garbage were given to a number of community organizations, such as the Rotary Club and the Revelstoke Chamber of Commerce. A number of groups were contacted regarding donations towards the purchase of bear-resistant garbage receptacles for the community. School districts were also approached regarding their garbage bins, and one school began a fundraising campaign to purchase receptacles. Two bear-proof receptacles were purchased by Arrow Heights School due to the efforts of the Parent Advisory Council at the school (Robinson 1997). Two more bear-proof receptacles were purchased by City Council for two local parks in 1999.

An ongoing problem in Revelstoke is the improper use of commercial dumpsters by businesses. Dumpsters with locking lids are rarely secured, and bears can easily access the contents. Grease barrels are also kept outside and may attract bears (Maltby 2000, Couturier 2002).

Door-to-door campaigns have been used extensively in Revelstoke to educate residents about potential attractants near their homes (Robinson 1997, 1998, 2000; Maltby 2000, Couturier 2002). Residents who live within identified problem areas were visited and proper non-natural attractant procedures were discussed. Furthermore, residents living in areas in which the C.O.S. received bear complaints were contacted. "We are Bear Aware" window stickers were used to encourage participation by residents and businesses and a "Bear Aware Checklist" was distributed. The coordinators also attempted to help educate Revelstoke's visitors about bear attractants by ensuring that campgrounds had an

adequate supply of pamphlets and encouraging campgrounds to earn "We are Bear Aware" window stickers.

Volunteers helped remove fruit trees in which the fruit was not being picked. A fruit tree registry was established, but support in its first year (Robinson 1999, 2000) was low.

Landfill

The landfill was electric-fenced in September 1994 in an effort to eliminate non-natural food sources. The landfill primarily attracted grizzly bears and was operational for over 20 years. Prior to closure, some black bears were destroyed and 19 grizzly bears were translocated immediately after the installation of the fence (Proctor and Neumeier 1996).

The electric fencing appeared to be effective at eliminating bears from the landfill. After the installation of the electric fence, grizzly bears wore a path around the fence perimeter but none penetrated the fence. Fence performance was regularly monitored by a contractor (J. Marley, Margo Supplies, personal communication). Excluding bears from the landfill and a year with a poor crop of berries in mid-to-low elevations resulted in a number of bears moving into the community to seek out alternative food sources (Macpherson 1996).

Bylaws

Revelstoke put a bylaw amendment in place in 1996 to limit placement of garbage at the curb for pick-up to between 6 am and 7 pm on the day of collection. The bylaw only affects putting garbage on the street and not storing garbage on the property. Although many people are complying with the bylaw regarding placement of garbage at the curb, they are not storing garbage in a bear-proof manner on their own properties outside of these hours. This has been identified as a continuing problem in Revelstoke (Robinson 1998, Maltby 2000, Couturier 2002).

Discussion

Revelstoke's successes stem from a very committed Management Committee and overall support from the community. Revelstoke has had considerable success in implementing one of the most intensive education programs of any community and has documented its program with annual reports. Revelstoke is to be commended and used as a model for other communities. Revelstoke's detailed reports on its bear awareness education program are a good example of the value of these annual reports because they are being used by many other communities to establish their education programs.

Recommendations

While Revelstoke has made huge strides in its management of bear attractants, it still has a few issues that have to be dealt with. The following is a list of necessary actions.

1. Conduct a brief hazard assessment using the Preliminary Hazard Assessment guidelines. The "urban bear habitat mapping" will be a valuable tool for the assessment.
2. Conduct a committee review of the management strategies contained in this report, in particular, green space management, community planning strategies, waste management system, and monitoring system. Specific issues to address include those previously identified in annual bear awareness reports:
    - removal or continued harvesting of remaining fruit trees on private and public land (Robinson 2000; Maltby 2000, Couturier 2002),
    - bear-proofing of dumpsters at commercial establishments and apartments and mobile home parks (Robinson 2000, Couturier 2002),
    - an addition to the garbage bylaw that requires the use of bear-proof commercial dumpsters (Maltby 2000, Couturier 2002),
    - an addition to the garbage bylaw that requires storage of garbage and attractants in a bear-proof manner on residential properties (Maltby 2000, Couturier 2002),
    - More bear-proof containers are needed at schools, public parks and commercial campgrounds (Couturier 2002),
    - Bear-proofing of grease barrels has been an ongoing problem in Revelstoke that still needs to be addressed (Couturier 2002).
3. Complete a Human-Bear Conflict Management Plan to identify strategies and efforts that may be taken to address the recommended criteria.
4. Conduct detailed hazard assessments if deemed necessary by the Conservation Officer Service, bear committee, or Regional MWLAP office.
5. Produce annual reports as recommended in this report. Annual reports will also be helpful to other communities by documenting the bear-proofing process and the failures and successes of various management actions.
6. Continue monitoring human–bear conflicts and investigate and address conflict issues. Further development of the urban bear habitat map project should be encouraged because it shows considerable promise as a monitoring tool.

12.4 Mackenzie

The town of Mackenzie is located within the Sub-Boreal Spruce biogeoclimatic zone and has a population of approximately 6,000 people. The town site is situated along the Rocky Mountain Trench in an area of high habitat productivity for interior grizzly bear populations (BC MWLAP 1995a). Each year the C.O.S. has had

to deal with numerous complaints related to grizzly and black bears entering the town site.

Mackenzie is an example of the necessity of having a well-rounded and thorough strategy for dealing with "problem" bears prior to electric fencing of landfills. The town electric fenced its landfill (in 1995) but has not satisfied any other "Bear Smart" criteria in conjunction with this activity. Because of this, the number of bears destroyed has not declined as much as desired (Fig. 4). In 1997, one grizzly was destroyed in the town site and two were relocated. In 1999, one grizzly was destroyed in the town site and seven were relocated from the town site. Encouragingly, in 1996, 1998, and 2000 no grizzly bears had to be destroyed or relocated from the town site.

Moving Towards Becoming "Bear Smart"

Bear Stewardship Committee

No committee has been formed.

Problem Analysis

No Problem Analysis has been completed.

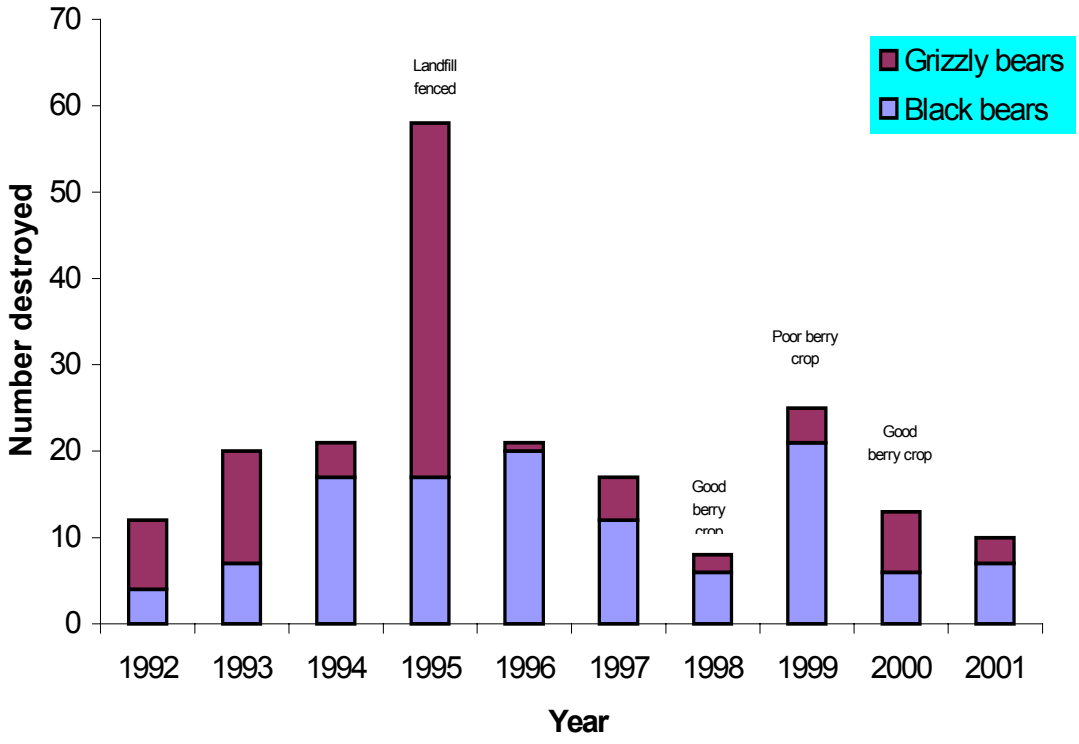


Figure 4. Numbers of bears destroyed in the Mackenzie District, 1992-2001. Note: graph shows bears destroyed for the entire district of Mackenzie, not just the town site of Mackenzie.

Education

In May 1992, the C.O.S. initiated an education campaign that targeted elementary schools and appeared in the local newspaper. The District Conservation Officer comments on the success of the education campaign:

> By 1994, the volume of garbage being placed at the curb the night before pickup had dropped considerably. These improvements were emphasized in the ongoing education program. However, poor maintenance of commercial dumpsters was an ongoing concern (MacKay 1996:3).

The education campaign was intensified in 1995 to prepare the community for the implementation of the electric fence. Pamphlets were distributed to households, a mall display was erected, and the regional district hosted an open house. Despite education efforts, some residents did not remove their non-natural attractants, and no bylaws were in place that could enforce compliance.

Since the landfill closure, the C.O.S. has tried to continue its education program; however, the service does not have the manpower or finances to do a thorough or effective job in the long term.

Bear-Proofing and Attractant Management

In March 1995, before activating the electric fence at the landfill, the BC Ministry of Environment, Lands and Parks identified 15 locations in the community that were potential problems, suggested management actions, and requested bylaws and chains with locking hooks for commercial dumpsters. In September 1995, after several requests to the District of Mackenzie, some commercial dumpsters received locking hooks. However, problems with improperly stored garbage and grease continued at a number of these commercial dumpsters. Conservation Officers took it upon themselves to lock a number of dumpsters after business hours.

Non-natural attractants continued to be available within the community before and after fence activation at the landfill. Despite education efforts since 1992, some residents (about 30%) were found to have a number of non-natural bear attractants associated with their homes. The main attractants within the town were: improperly stored residential and commercial refuse, crab apple trees, mountain ash trees, moose carcasses hanging in sheds, and vegetation on the golf course (MacKay 1996).

In 2001, the town planned to purchase bear-proof commercial and residential waste containers to replace existing containers at various locations throughout the community. Curb side waste collection at homes will continue. However, as of May 2002, the town had not replaced existing containers. Once bear-proof

containers are in place, reducing other non-natural attractants will have to be addressed, such as crab-apple trees, mountain ash trees, the hanging of carcasses, and storing refuse on residential properties.

Landfill

The landfill was established 2 km from the town site of Mackenzie in the 1960s. Bears using the landfill were predominately grizzly bears (Murray 1991). In 1991, the BC Ministry of Environment, Lands and Parks commissioned a study to assess bear use of the landfill site, identify ways to reduce the number of negative human-bear encounters, and meet the goal of the new solid waste management plan for the province (Murray 1991). The study employed the use of a consultant to view the landfill from a tower and record bear use and behaviour. Twenty-nine grizzly bears (22 adults and seven cubs) were identified as permanent users of the landfill while another large, yet undetermined, transient population used the landfill in the fall. Use of the landfill by black bears was not identified (Murray 1991).

During the 1991 monitoring program, the contractor determined that a number of negative human-bear encounters were occurring at the landfill site. Each night, residents and tourists were observed viewing bears at the landfill. A number of visitors were found to view bears at dangerously close distances. Some people harassed bears, and even chased mothers and their cubs. Murray (1991) concluded that many Mackenzie residents did not respect bears.

Prior to the installation of the electric fence, resident landfill bears were dealt with through destruction (Figure 4) or translocation. The C.O.S. attempted "to remove as many full time resident bears as possible before the electric fence was erected" (MacKay 1996:4). The landfill electric fence was activated in April 1995.

The majority of translocations were found to be ineffective because most of the bears either returned to the town site or could not adapt to the new environment (MacKay 1996). For the transient population (i.e., those present in the fall), the level of garbage conditioning and human habituation was determined to be less than that of the resident population. It was believed that most transient bears would hit the fence, receive negative reinforcement, and continue on to their destination. Therefore, the transient population was not removed prior to installation of the electric fence.

In mid- to late August 1995, the population of transient grizzly bears came to the landfill site, patrolled the fence perimeter, and attempted to gain access to garbage by digging under the fence (MacKay 1996) or jumping over the gate (J. Marley, Margo Supplies, personal communication). By the end of August, a number of the transient bears entered the town, using the green belts and frequent areas of bush surrounding the town as cover. Complaints rose

substantia1ly during September and October of 1995 to the highest ever recorded for the District. No serious encounters between humans and bears occurred.

Grizzly bears began using locations within the town that had not experienced problems prior to fencing of the landfill, and this resulted in many complaints (e.g., the golf course). Residents circulated a petition during the height of bear problems within the community claiming that the fence drove the bears into town. Some residents did not appear to make the association between their non-natural attractants and bears within the town (MacKay 1996).

During the period of increased complaints, Mackenzie C.O.S. required additional staff to deal with the problem. Intercept trapping between the landfill and town was performed to reduce the number of incidents within town. In one 24-hour shift, six grizzly bears were removed from the town site. Peak grizzly bear activity within the town was found to occur from 2:00 a.m. to 5:00 a.m. (MacKay 1996).

The landfill is now bear-proof and is not being breached.

Bylaws

There are no bylaws in the community of Mackenzie that address management of non-natural food sources.

Discussion

The four year total (1992 to 1995) of bear management at Mackenzie cost the BC Ministry of Environment, Lands and Parks $85,000 above normal C.O.S. fees incurred, of which reactive management (primarily destruction) in 1995 accounted for $27,655,37.

After 1995, grizzly bear complaints did decrease (possibly due to the decrease in population from control measures) and only 11 grizzly bears have had to be killed or translocated since 1995. However, other problems within the community did not change much. The landfill was fenced, but non-natural attractants within the community still existed, and thus, so did problems with bears. Electric fencing a landfill site should be only one part of an overall community plan, especially in areas with a high population of conditioned bears. While the objective at Mackenzie was to "increase public safety by reducing potential contact between bears and humans," it is apparent from the number of bears destroyed that the welfare of the bears themselves was not part of the management decisions. Recently, the town council has been making strides towards bear-proofing the town. Hopefully these positive steps are supported and continue.

Recommendations

The town of Mackenzie needs to implement the following to become "Bear Smart."

1. Create a Bear Management Committee composed of members of the city council, C.O.S., Environmental Stewardship, Environment Protection, interested residents, and other stakeholders.
2. Conduct a committee review of the management strategies contained in this report, in particular, green space management, education program, waste management system, bylaws, community planning strategies, and monitoring system. The following are some specific recommendations.
    - The abundance of green space throughout town offers bears security cover. The preliminary hazard assessment should address the management of areas to decide if brushing is appropriate.
    - The town should create an additional agency responsible for delivering an ongoing bear education program.
    - Because Mackenzie is retaining curb-side collection, the town needs bylaws that deal with timing of curb-side garbage placement and storage of containers in a bear-proof manner at residences. In addition, bylaws should address other non-natural attractants such as fruit trees.
3. Complete a Human-Bear Conflict Management Plan to identify strategies and actions that may be taken to address the recommended criteria.
4. Conduct detailed hazard assessments if deemed necessary by the Conservation Officer Service, bear committee, or Regional MWLAP office.
5. Produce annual reports as recommended in this report. Annual reports will also be helpful to other communities by documenting the bear-proofing process and the failures or successes of various management actions.
6. Continue monitoring human–bear conflicts and investigate and address conflict issues.

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Badry, Mike. Wildlife Allocation and Recreation Branch. BC Ministry of Water, Land and Air Protection. Victoria, BC.

Barnett, Brian. Manager Environmental Services, Resort Municipality of Whistler. Whistler, BC.

Boschmann, Tony. Fish and Wildlife Technician (former Conservation Officer). Prince George, BC.

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De Jong, Arthur. Mountain Planning & Environmental Resource Manager, Whistler-Blackcomb. Whistler, BC.

Dolson, Sylvia. Jennifer Jones Whistler Bear Society. Whistler, BC.

Dowling, Steve. District Conservation Officer. BC Ministry of Water, Land and Air Protection. Mackenzie, BC.

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Gardiner, Mia. Earth Matters. Nelson, BC (250) 352-2140.

Gilbert, Barrie. Professor of Fish and Wildlife Sciences. Utah State University. Logan, Utah, USA.

Haas, Debra. Nelson Bear Aware Coordinator. Nelson, BC.

Hamilton, Tony. Biodiversity Branch. BC Ministry of Water, Land and Air Protection. Victoria, BC.

Hammond, Blair. BC Conservation Foundation. Kamloops, BC.

Hendrickson, Ben. McLeod's By-Products Ltd. Armstrong, BC.

Herrero, S. Professor of Environmental Science. The University of Calgary, AB.

Jacobi, Steve. Conservation Officer. BC Ministry of Water, Land and Air Protection. Chilliwack, BC.

Jennings, Cliff. Waste Treatment Plant Manager. Municipality of Whistler. Whistler, BC.

Jorgenson, J. Wildlife Biologist. Alberta Environment. Canmore, AB.

Kienast, Reg. Bee Inspector. Armstrong, BC.

Lockwood, Josh. Conservation Officer. BC Ministry of Water, Land and Air Protection. Kamloops, BC.

Lutz, Darcey. BC Conservation Foundation. Nelson, BC.

Madel, Mike. East Side Grizzly Bear Management Specialist. Montana Department of Fish, Wildlife and Parks, Montana, USA.

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Philipp, C. Kelly. Haul-All Equipment Ltd. Lethbridge, AB.

Robinson, Debby. Former Bear Aware Coordinator. Revelstoke, BC.

Shideler, Dick. Alaska Department of Fish and Game. Fairbanks, Alaska, USA.

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Smith, Tom. Research Wildlife Ecologist, USGS- Alaska Biological Center. Anchorage, Alaska, USA.

Stalker, Bill. Senior Conservation Officer. BC Ministry of Water, Land and Air Protection. Cranbrook, BC.

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Taylor, Beverly. BC Ministry of Water, Land and Air Protection. Victoria, BC.

Troutmann, Reinhart. Services and Waste Management Supervisor, Central Kootenays Regional District. BC.

Veitch, Alasdair. Supervisor, Wildlife Management. Resource, Wildlife & Economic Development. Norman Wells, NWT.

Wainwright, Carla. Regional Coordinator. BC Conservation Foundation. Prince George, BC.

Appendix A: Animal Proof Criteria for Waste Containers

From Waste Control Bylaw No. 12-97, Town of Canmore:

- Tight lids to reduce odours.
- Lids must be self-closing.
- Latches for lids and bag removal must be bear-proof (i.e., claws unable to reach the latch trigger mechanism).
- Hinges and latches for lids must be sufficiently strong such that they can not be pried open by claws (able to withstand several thousand pounds of force). If it can be dismantled using a crowbar, it is not bear-proof.
- The container must be sufficiently stable or capable of being anchored to prevent tipping by large bears.
- Container material must be sufficiently strong to prevent bears chewing, battering or crushing the containers (i.e., able to withstand several thousand pounds of force).

While the use of bear-proof containers is essential, containers must be chosen that are user friendly or the public will not use them. Instructions need to be easy to understand for all people, including foreign visitors. Container doors must be light enough and low enough to allow use by children and the elderly (Black Bear Task Team 1998).

Appendix B: Electric Fencing of Landfills

Details from Jeff Marley, Margo Supplies Ltd. and Frazer McKenzie, Environmental Protection Compliance Officer, BC Ministry of Water, Land and Air Protection.

Properly designed, operated, and maintained electric fencing has been proven to be effective in preventing bears from gaining access to many sorts of non-natural attractants, including garbage, apiaries, and landfills. Electric fences are designed to deliver a strong enough shock to deter the animal from entering the enclosure. The first recommendation to fence landfills electrically in order to restrict bears' access to non-natural attractants occurred in 1913 in Yellowstone National Park (Harding 1987). In the 1930s, electric fencing was first implemented as a management tool to keep bears out of apiaries in California (Storer et al. 1938). Between the 1940s and 1960s, electric fencing went on to become a popular tool for domestic livestock control. Since then, electric fencing has been used consistently as a management tool to keep black bears and grizzly bears out of specific areas. The first electric fenced landfill site in Canada was in Jasper National Park in 1981. In 1991, Norman Wells was the first community to electric fence a landfill.

Voltage

The maximum amount of voltage output is determined by the unit's design and must be tested and approved by the Canadian Standards Association (CSA) and Underwriter Laboratories (UL). The output voltage can be as high as 12,000 volts, depending upon the total amount of resistance and how well the system is grounded. The minimum voltage needed to deter bears and all long-haired animals (e.g., raccoons and dogs) is generally accepted to be 6,000 volts. Black, grizzly, and polar bears all respond to the same voltage. Hairless animals, such as pigs, require substantially less voltage. Zoos and agricultural activities employ the same systems and use similar voltage levels to those recommended for bears.

Human Safety

An electric fence must hurt but not harm. Modern fence energizers can deliver the desired effect to bears while ensuring human safety during accidental human contact. The type of current used in electric fences must not be confused with the continuous alternating current (AC) electrical system that powers lights and tools. In standard household electrical systems of 120 volts AC at 60 cycles, the power is on continuously, causing the muscles to contract and only partially release, and making it very difficult to let go of the shock source. In electric fencing, high voltage is combined with low amperage in a pulsating charge at 60-65 pulses/minute. When a shock is experienced, there is an involuntary muscle contraction. The pulsating charge allows the person receiving the shock to let go of the wire during the 3/4-second time off. It is important to use smooth wire and

not barbed wire because it is possible for a person's clothing to get caught in the barbs.

Permanent vs. Portable Electric Fences

Permanent electric fencing can remain in place for a period of years and provide a more formidable structure than portable fences. Landfill sites are good candidates for permanent fences because bears are consistently attracted to these areas, which have a high lure value, and in most cases, the bears are already conditioned to the site.

Permanent structures require less maintenance than portable designs and will withstand environmental conditions (e.g., snow load) better than portable designs. In permanent designs, the hi-tensile wire may be tightened to 200 psi, which easily separates the animal's hair when the animal pushes against it and delivers a shock directly to the bear's hide.

Permanent fence designs are hi-tensile, multi-strand systems whose construction requires a specialized expertise and equipment. They are more expensive than portable designs, such as those used in apiary operations. However, it costs less to move a portable system than a new permanent structure.

Permanent Electric Fence Designs

Permanent electric fences are recommended for landfill sites and camps that will be occupied for longer than one year. Permanent bear-proof electric fences should meet the following specifications:

- eight strands of graduating height 12.5 gauge high-tensile galvanized wire (tightened to a minimum of 125 lbs. tension at 20^{o}C),
- attached to fibreglass posts or wooden posts with insulators. Posts pounded into the ground rather than placed in pre-dug holes tend to be more stable (J. Marley, Margo Supplies, personal communication). Posts should be spaced a maximum of 7.5 m apart,
- the bottom wire should be 5 cm from the ground (no more than 10 cm); then, strands shall be alternating positive/negative at the following heights above soil surface: 20 cm, 35 cm, 50 cm, 70 cm, 90 cm, 110 cm, and 135 cm to the final positive wire, and
- the system is properly grounded with three 5/8" (16 mm) ground rods, buried 2-3 m deep and spaced at least 3 m apart, connected to the negative output terminal of the fence charger by ground clamps. Depending on local conditions, alternate methods are sometimes needed to ensure adequate delivery of electric current, such as the use of ground plates, or deeply driven larger diameter rods.

Alternating positive/negative wires insures that the animal will receive the electric current, even during dry periods. Also, the shock from touching both wires is intensified with this set up and localized to a specific part of the animal, resulting in a strong, negative experience.

The fence should be powered by either 1) a solar charged unit containing a built-in battery (battery operated), or 2) a connection to a regular electrical outlet (powerline input models). Powerline models tend to cost less and take more load (amperage) and are the preferred choice (J. Marley, Margo Supplies, personal communication). On-site monitoring of the fence's performance is indicated by either a built-in performance meter or flashing lights.

Aprons under Permanent Electric Fences

Digging has been a problem at some landfills after the installation of electric fencing. In some cases a chain link fence buried horizontally underground (known as an apron) in front of the electric fence has prevented animals from breaching the fence. Installing an apron at the same time as a permanent electric fence is installed is not recommended because digging up the ground to install the apron may make the soil unstable for the fence itself (J. Marley, Margo Supplies, personal communication). If there is proper maintenance of the fence (i.e., filling in holes, fence operating at full capacity) as soon as the fence is installed and turned on, digging should not become an issue. An apron should be considered only if digging persists. The installation of an apron significantly increases the cost of bear-proofing a landfill.

Portable Electric Fence Designs

There are two main types of portable electric fence designs used to deter bears: (1) positive systems and (2) alternating positive/negative systems. The portable positive system (light gauge/shock cord) normally consists of four strands of shock cord; 14 or 16-gauge wire stretched to 20 lbs of tension. The spacing of the positive wires from the ground up is 15 cm, 40 cm, 65 cm, and 90 cm. The bottom wire also aids in protecting the enclosure from animals such as skunks and racoons. This type of fence is most often used at apiaries, small camps, and in residential situations (e.g., to protect gardens, etc.).

In areas devoid of a good grounding plane (i.e., dry gravel) and where the control needed does not warrant a high-tensile fence, a portable (light-gauge wire) alternating positive/negative system is used. This system employs six wires spaced from the ground up at 5 cm negative, 20 cm positive, 40 cm negative, 60 cm positive, 85 cm negative, and 110 cm positive. Installation of this system does not require special equipment or tools.

For both fence designs, a wire apron mesh is recommended on extremely dry lands such as a gravel ridge devoid of green vegetation. This ensures good

grounding for the bear to receive the shock. Spreading calcium chloride on the ground around the fence can also increase grounding during dry periods.

Gates

The most effective models of electrified gates being installed are:

- two12-foot wide swing gates (24-foot opening) that are similar in design to the fence, with alternating positive and negative wires
- minimum voltage 6000 volts
- maximum gaps of 10 cm either side of gate panels, between panels, and between the gate and the ground

The frame of the gate is insulated, and the positive and negative gate wires are hard-wired to the fence. There is no hooking and unhooking with this design and no need for calcium chloride treatments. The drop latch mechanism is user friendly, and the risk of shock to humans appears to be minimal. Automatic cantilever gates, such as those used in Whistler, work well but are more costly. Depending on local bear behaviour, gates may need to be closed while vehicles are dumping garbage because bears may have learned to run in after vehicles drive in (J. Marley, Margo Supplies, personal communication). In other locations, gates may be left open during the day and only need to be closed at night.

Canadian Standards Association (CSA) Approval

All manufacturers of electric fence controllers must be registered with the CSA. Any device that is powered by 120 volts must have its circuitry tested and approved (Standard 22.2, document 103-M1983). The design features that CSA requires are:

- fence energizer must not have a time off (i.e., the time between pulses) less than 3/4 of a second or no more than 65 pulses per minute; and
- current (amps) output must be sufficient to push voltage but not cause fires or present a danger to animals or people.

The recommended fence chargers are 100% solid state units, with low impedance, programmable circuitry which is tested and approved by the CSA and UL. Open circuit voltage is 6000 to 10,000 volts. This high voltage presents no danger or hazards to humans. Similar systems are employed at zoos and in livestock areas where there is a requirement for animal control in close proximity to people.

CSA and UL standards are regulated by the industry itself and "policed" by the provincial power authority, BC Hydro. CSA approval is not required for units operating with voltage input (primary power) less than 48 volts nominal. Therefore, all six- and twelve-volt models do not require CSA. However, these units do require UL approval. There is no difference in voltage between permanent and temporary electric fences.

Fence Maintenance

An electric fence is only effective if it is well maintained. The perimeter of the fence should be walked routinely, preferably every day. Metal objects, vegetation, and build-up of blowing debris against the fence will cause the fence to short. Signs of bear activity must also be monitored. If bears are attempting to dig under the fence wire, all holes must be immediately filled and packed with a loader or bulldozer.

The voltage of the fence should be measured in several places and the results entered into a log book. Any drops in output voltage should be investigated and corrected immediately. The fence should be checked with a hand held digital meter at each side of all gates. Battery and off-season maintenance is also required.

The electric fence needs to be functional only during the non-denning season. This can be highly variable in different parts of British Columbia, especially in the area of a landfill, so local information will have to be collected to decide what these dates may be. The fence must be on whenever bears are active in the area of the landfill.

Appendix C: Potential Suppliers

The following companies state that they sell the items listed; however, the authors of this report have not tested their claims. They are listed in no order of preference.

Electric fencing of landfills

Jeff Marley
Margo Supplies Ltd.
P.O. Box 5400
High River, AB T1V 1M5
phone (403) 652-1932
fax (403) 652-3511
www.margosupplies.com

Bear-proof containers, dumpsters, waste management systems

Haul-All Equipment Systems
4115-18th Ave. North
Lethbridge, AB
phone 1-800-661-1162
fax (403) 328-9956
www.haulall.com
contact: Dennis Neufeldt, President

BC distributor:
Rollins Machinery Ltd.
21869-56th Ave. RR13
Langley, BC V2Y 2W9
phone 1-800-665-9060
fax (604) 533-3820

Inground Waste Management Systems (containers, dumpsters)

Inground, or deep-collection, systems look like regular waste containers above ground but actually continue deep underground. This keeps the contents cool, reducing decay and odours, and greatly increases the length of time between waste collections (even up to only once a year). The system has a bag inside, and the contents are lifted with a truck-mounted lift system.

Sybertech Waste Reduction Ltd. (BC distributor for Alfa Products Inc.)
2284 Marshall Avenue
Port Coquitlam, BC V3C 1M2
phone 1-888-888-7975
fax (250) 523-9699
www.equinox-industries.mb.ca
contact: Rob Mitchell, President

Molok North America (call for nearest distributor)
618 Main St. N.
Mount Forest, ON N0G 2L0
phone 1-877-558-5576
fax (519) 323-9910
www.molok.com
contact: Marja Loshkov, President

Commercial Bear-Proof dumpsters

Universal Handling Equipment Co. Ltd.
4024-39139 Hwy 2A
Red Deer County, AB T4S 2A8
phone (403) 346-1233
fax (403) 340-8720

Worm Composters

All Things Organic
471 Pemberton Terrace
Kamloops, BC
phone/fax (250) 372-1835
www.allthingsorganic.com

Collection of Large Animal Carcasses (horses and cows)

Lower Mainland
Carson Stock Farm. Aldergrove. (604) 856-2414.
Dargatz Mink Ranch Ltd. Chilliwack. (604) 795-7890.
K-9 Products. Chilliwack. (604) 864-9322 or (604) 795-3640.

Outside Lower Mainland
McLeod's By-products Ltd. covers all of BC except the lower mainland and northeastern BC (250) 546-3046 for the local contact in your area. In most locations animals would have to be delivered to a truck by the owner.

Appendix D: Outline of Reports

Example Outline for Preliminary Hazard Assessment

Executive Summary

Introduction

- including rationale for the study and objectives.

Goals and Objectives

Study Area Description

- including general details about the community location, study area boundaries, biogeoclimatic zones, population of the community etc. that will put the results and discussion into context.

Methods

- methods used to for each component of the assessment.

Results and Discussion

- including, but not limited to, the results and discussion of known or potential bear movements and travel issues in the community, known or potential food habits of bears, known or potential habitat quality, visibility and other sensory issues, garbage and attractants issues, green space issues, high risk sites, areas, and trails, high risk natural food sites, history of human-bear conflicts, regional issues, interagency issues (i.e., areas outside the community that may potentially affect the behaviour of bears within the community), and data limitations.

Recommendations

- general recommendations, specific to the community, that will assist the community in becoming "Bear Smart" and are not in this background report should be included here. This section should include recommendations for: the bear awareness education program, securing garbage and attractants from bears, green space, bear incident reporting, data collection, interagency exchange of bear incident reports, management of "problem" people and "problem" bears (i.e., how can management of human-bear conflicts in the community be improved, other issues, interagency commitment to reduce human-bear conflict,

- identify gaps in knowledge, and
- recommendations for subsequent phases of hazard assessments.

Example Outline for Human-Bear Conflict Management Plan

The bear management plan should be developed based on the Preliminary Hazard Assessment, information collected by the Bear Stewardship Committee and the information in this report. The plan should include, but not be limited to, the following sections.

Introduction

Goals and Objectives

Responsibilities

- who is responsible for what parts of the plan?

Interagency Cooperation to Reduce Conflict

- how will agencies co-operate?

Human-Bear Conflict Education Program

- how the education program be delivered?

Bear-Proof Waste Management System

- how will waste management issues be addressed?
- what bear-proof structures will be used and what criteria will be used to select placement sites?
- how will carcasses be removed or disposed of?

Waste Management Bylaws

- what bylaws will be developed?
- how will bylaws be developed?

Green Space Management Strategies

- how will green space be managed?

Community Planning Strategies

- how will community development plans address human-bear conflict issues?
- how will ecosystems around the community manage for bears?

Human-Bear Conflict Monitoring System

- who will develop and maintain the monitoring system?
- how will bear observations and human-bear conflict be reported?

Annual Reports

- who is responsible for writing annual progress reports?
- what is the review processes?
- how will recommendations be review and selected for implementation?

Research Priorities

- what information is needed to manage human-bear conflict and what are their priorities?

Implementation Plan

- who will do what, when and how?

Program Budget

- what are the costs of various bear management strategies?
- make recommendations on a budget cycle to finance implementation of the plan.

Example Outline for Annual Progress Report for Education Programs

The following is an example of information to include, but should not be limited to, in a progress report. Other information that will assist in the future delivery of the program should also be included.

Introduction

Goals and Objectives

Methods

- including all methods used to disseminate information and methods used to monitor success.

Results and Discussion

- including a summary of staff and volunteer activities, number of households, businesses, and agencies visited, events attended, schools and students reached, media relations, identification of hazardous area, sites

and practices that were focused on, media relations, bear-proofing and elimination of attractants progress, and surveys, and
- the level of success achieved through various methods.

Recommendations

- recommendations for subsequent delivery of and improvement to the program delivery, and
- identify gaps in existing knowledge that are important to the continuing delivery of the program.

Appendices

- including media coverage, educational materials distributed, school program outline, and data collection and survey forms,
- program budget.

Example Outline for Annual Progress Reports for the "Bear Smart" Community Program

The annual progress report should include the following:

Introduction

Objectives

Methods

Summary of "Bear Smart" Committee Meeting

Progress Report and Results

- Preliminary Hazard Assessment
- Bear Education Program
- Waste Management System
- "Bear Smart" Bylaws
- Green Space Management System
- Community Planning Strategies
- Human-Bear Conflict Monitoring System, including map display of data collected

Discussion

- summary of annual progress, including the level of success achieved for various methods and strategies used.

Recommendations

- recommendations for continuation of or adaptation to strategies to resolve human-bear conflicts,
- research priorities, including recommendations for Detailed Hazard Assessments, and
- recommendations for continuing development and implementation of the "Bear Smart" Program.

Program Budget

- year completed program budget, and
- forecast budget for the upcoming year.

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ERM 26-29

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, MAY 20, 2026

SUBJECT **Recycling in Schools – Opportunities for Diversion**

ISSUE SUMMARY

To report back on how the Capital Regional District's Solid Waste Management Plan can be leveraged to support school districts in implementing and maintaining effective recycling programs.

BACKGROUND

At its September 2025 meeting, the Capital Regional District (CRD) Board directed staff to report back on how the Solid Waste Management Plan (SWMP) could be leveraged to extend recycling programs to schools as well as other institutional customers. The Board also directed staff to write letters to all school districts in the region to inform them of their obligation to divert certain materials from landfill disposal to comply with existing municipal or regional bylaws (Appendix A).

ANALYSIS

Provincial Regulations and Programs

Through its Recycling Regulation, BC's *Environmental Management Act* requires producers of regulated products to create Extended Producer Responsibility (EPR) programs that collect, manage, and process a range of recyclable materials once they reach end-of-life. Recycle BC is the stewardship agency responsible for managing the residential packaging and paper products (PPP) included in BC's EPR program. The CRD is contracted by Recycle BC to collect PPP materials from single-family homes through its curbside blue box program.

While many packaging materials generated by schools are similar to those collected through the CRD's curbside program, these recyclables are commercial sector materials when disposed of through non-residential collection systems and consequently are not included in existing EPR programs. Schools fall within the industrial, commercial and institutional (ICI) sector and therefore cannot be included in the CRD's current statement of work with Recycle BC. Schools must contract waste management services from private service providers.

Regional Authority and Bylaws

The CRD does not currently have regulatory authority to mandate source separation for the ICI sector or direction to request this authority from the Province in the region's current SWMP. The CRD's primary solid waste regulatory authority under the Environmental Management Act is the banning of materials from disposal at Hartland Landfill and does not have the authority to mandate source separation of waste. In BC, it is municipalities that have source separation authority under the Local Government Act. Pursuing the regulatory authority to mandate source separation for all sectors could be included as a strategy option in the CRD's next draft SWMP for Board and public consideration.

The primary bylaw relevant to the ICI sector and, by extension, school districts operating in the region is the Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881, which prohibits the disposal of certain materials like garbage. Prohibited materials, most likely to be generated in schools, include corrugated cardboard, mixed paper, beverage containers, electronics and electrical materials, and kitchen scraps. Enforcement of this bylaw is carried out through tickets and fines if loads brought to the landfill contain these banned materials.

Solid Waste Management Plan Direction

The CRD's Solid Waste Management Plan includes several strategies and actions that can be leveraged to support recycling programs in schools. Appendix B outlines new initiatives that could be offered in connection to strategies 1C, 1D, 6D, 9A, 9B and 11A of the SWMP, with Strategy 9 specifically targeting increased ICI diversion (recycling).

Engagement with School Districts

In response to Board direction, staff issued letters to the four school districts operating in the region (Appendix A) to remind schools of their role in diverting banned materials from Hartland Landfill. This letter also invited each school district to share information about their current waste management practices, diversion challenges and the opportunities they see for improvement. Three of these four invited school districts (75%) met with CRD staff to discuss their challenges in implementing effective recycling systems.

Several key barriers were identified in these conversations, including:
- the high cost of collection services and infrastructure
- competing operational priorities that limit available resources and staffing for program implementation
- managing contamination and pests
- accessing ICI recycling services, especially in remote areas like the Southern Gulf Islands

Through follow-up discussions with school district staff and a review of both current CRD activities and examples from other jurisdictions, staff identified several opportunities to support schools in their diversion efforts (Appendix B). These proposed activities include assisting elementary schools with pack-in/pack-out strategies which help route recyclable materials back to existing residential systems; funding waste audits to provide baseline data for designing effective strategies; and providing funding for adding new recycling streams, piloting initiatives, or improving sorting infrastructure such as waste sorting stations and signage.

Due to the range of campus models and the differing needs of student age groups, pack-in/pack-out supports would be provided for elementary schools, while waste audits and infrastructure funding would largely be directed towards middle and secondary schools. These proposed activities were presented to and validated by participating school districts in January 2026.

NEXT STEPS

Pending Board direction, staff will work with school districts to implement new initiatives to support their diversion efforts in addition to the established educational programs that the CRD already maintains, including classroom outreach, landfill tours and workshops delivered by the Compost Education Centre. Grant funding is currently available for schools wishing to complete projects related to waste reduction.

In alignment with the SWMP, staff will continue to investigate options for the mandatory source separation of waste across sectors and advocate for the expansion of EPR programs to the ICI sector.

ALTERNATIVES

Alternative 1
The Environmental Services Committee recommends to the Capital Regional District Board:
That staff offer the recycling program supports outlined in Appendix B to all school districts operating in the capital region.

Alternative 2
The Environmental Services Committee recommends to the Capital Regional District Board:
That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

Collaborating with schools to increase waste diversion aligns with Strategies 1C, 1D, 6D, 9A, 9B and 11A in the CRD's current Solid Waste Management Plan.

Financial Implications

The activities associated with these recommendations will be funded by Environmental Resource Management's core operations budget (1.521) through an existing $700,000 allocation for community support programs. As per the table below, for 2026, up to $100,000 could be used to support these ICI activities while still leaving surplus funds for other ad hoc community support opportunities in 2026. 2026 committed funds primarily consist of Rethink Waste Grants and the new Beyond the Curb initiative. Based on anticipated participation and costs associated with the school district support work in 2026, a portion of the 2027 community support allocation could be used to continue supporting school diversion initiatives.

Community Support Budget Allocation (2026)	
Total Budget	**$700,000**
Committed to date	$546,000
Uncommitted Funds	$154,000
Available funds for supporting school districts	$100,000

As funding and staff resources allow, excess Community Support budget funds will be used for other ICI diversion initiatives highlighted in Strategy 9 of the CRD Solid Waste Management Plan.

Service Delivery Implications

There are no significant service delivery implications. The recommended approach can be funded and implemented within the existing ERM budget and human resources.

CONCLUSION

Staff were directed by the Board to report on how the Solid Waste Management Plan can be leveraged to support school recycling programs and to write a letter to school districts to outline the requirement to comply with existing landfill disposal bans. Staff reviewed current supports, engaged with school district staff to understand barriers and identified opportunities to enhance diversion through educational materials and funding. Staff will work with school districts to provide targeted support and ensure that the implementation of these new initiatives supports the goals and targets outlined in the Solid Waste Management Plan.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:
That staff offer the recycling program supports outlined in Appendix B to all school districts operating in the capital region.

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

ATTACHMENTS

Appendix A: Letter to School Districts – September 2025
Appendix B: Solid Waste Management Plan – Proposed Actions to Support for School Districts

APPENDIX A

Parks, Recreation & Environmental Services
625 Fisgard Street, PO Box 1000
Victoria, BC, Canada V8W 2S6
T: 250.360.3000
www.crd.ca

September 24, 2025

File: 2320-20
Correspondence

Deb Whitten
Superintendent
Greater Victoria School District No. 61
556 Boleskine Road
Victoria, BC V8Z 1E8
Via email: whitten@sd61.bc.ca

RE: INVITATION TO COLLABORATE ON WASTE DIVERSION AND REDUCTION INITIATIVES IN SCHOOLS

Dear Deb Whitten:

I hope the new school year has started well in School District 61.

The Capital Regional District (CRD) Board, at its September 10, 2025 meeting, directed staff to connect with each school district in the region to exchange information, to better understand current waste practices and to discuss potential areas of collaboration that will improve waste diversion from schools.

With that in mind, I'm writing to invite School District 61 to meet with the CRD this fall so we can learn about your current programs and understand what role the CRD could have in helping school districts reinforce consistent waste diversion programs that align with the CRD's Solid Waste Management Plan (SWMP) and the operation of Hartland Landfill.

The CRD owns and operates Hartland Landfill, the region's only landfill. As required under provincial legislation, regional districts in BC must develop and implement SWMP's long-term strategies designed to reduce waste and manage materials according to the 5R Pollution Prevention Hierarchy (Reduce, Reuse, Recycle, Recovery and Residuals Management).

Our current SWMP aims to extend the life of Hartland Landfill beyond 2100 by minimizing the amount of waste that is deposited each year. Schools play a key role in this effort, both as generators of waste and as influential learning environments that can inspire lifelong sustainable habits across a broad community.

As institutions, schools are also expected to comply with the Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881, which prohibits certain materials from being disposed of as garbage in the landfill, including:

- Kitchen scraps
- Corrugated cardboard and mixed paper
- Beverage containers
- Electronics and electrical materials

Ensuring that these recyclable materials are separated at the source for collection not only helps avoid potential fines but also demonstrates environmental leadership and sets a positive example for students, staff and families.

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625 Fisgard Street, PO Box 1000
Victoria, BC, Canada V8W 2S6

T: 250.360.3000
www.crd.ca

We recognize that many schools face unique challenges when it comes to implementing effective diversion programs. To that end, our team is committed to learning more from your staff and collaborating on practical solutions. We invite your school district to:

- Participate in a detailed discussion with CRD staff to exchange information, review current practices and identify opportunities for improvement.
- Provide feedback on a range of existing and potential tools, resources and programs that the CRD could develop to assist with implementing or enhancing waste diversion initiatives; and
- Share insights on the specific challenges schools are facing so we can tailor our support accordingly.

Thank you for your attention to this matter and for your ongoing leadership in shaping sustainable practices in our region. Please contact Melanie Tromp Hoover (Manager, Policy & Planning) at 250.360.3197 or mtromphoover@crd.bc.ca with any questions or to set up a meeting to discuss the above points in detail.

We look forward to collaborating with School District 61 on advancing waste diversion and helping create a model of environmental stewardship for our students and communities.

Best regards,



Russ Smith,
Senior Manager, Environmental Resource Management

c.c.: Luisa Jones, General Manager, Parks, Recreation & Environmental Services, CRD
Melanie Tromp Hoover, Manager, Policy & Planning, Environmental Resource Management, CRD

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625 Fisgard Street, PO Box 1000
Victoria, BC, Canada V8W 2S6
T: 250.360.3000
www.crd.ca

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September 24, 2025

File: 2320-20
Correspondence

Paul Block
Superintendent
Sooke School District No. 62
3143 Jacklin Road
Langford, BC V9B 5R1
Via email: pblock@sd62.bc.ca

RE: INVITATION TO COLLABORATE ON WASTE DIVERSION AND REDUCTION INITIATIVES IN SCHOOLS

Dear Paul Block:

I hope the new school year has started well in School District 62.

The Capital Regional District (CRD) Board, at its September 10, 2025 meeting, directed staff to connect with each school district in the region to exchange information, to better understand current waste practices and to discuss potential areas of collaboration that will improve waste diversion from schools.

With that in mind, I'm writing to invite School District 62 to meet with the CRD this fall so we can learn about your current programs and understand what role the CRD could have in helping school districts reinforce consistent waste diversion programs that align with the CRD's Solid Waste Management Plan (SWMP) and the operation of Hartland Landfill.

The CRD owns and operates Hartland Landfill, the region's only landfill. As required under provincial legislation, regional districts in BC must develop and implement SWMP's long-term strategies designed to reduce waste and manage materials according to the 5R Pollution Prevention Hierarchy (Reduce, Reuse, Recycle, Recovery and Residuals Management).

Our current SWMP aims to extend the life of Hartland Landfill beyond 2100 by minimizing the amount of waste that is deposited each year. Schools play a key role in this effort, both as generators of waste and as influential learning environments that can inspire lifelong sustainable habits across a broad community.

As institutions, schools are also expected to comply with the Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881, which prohibits certain materials from being disposed of as garbage in the landfill, including:

- Kitchen scraps
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Ensuring that these recyclable materials are separated at the source for collection not only helps avoid potential fines but also demonstrates environmental leadership and sets a positive example for students, staff and families.

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625 Fisgard Street, PO Box 1000
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www.crd.ca

We recognize that many schools face unique challenges when it comes to implementing effective diversion programs. To that end, our team is committed to learning more from your staff and collaborating on practical solutions. We invite your school district to:

- Participate in a detailed discussion with CRD staff to exchange information, review current practices and identify opportunities for improvement.
- Provide feedback on a range of existing and potential tools, resources and programs that the CRD could develop to assist with implementing or enhancing waste diversion initiatives; and
- Share insights on the specific challenges schools are facing so we can tailor our support accordingly.

Thank you for your attention to this matter and for your ongoing leadership in shaping sustainable practices in our region. Please contact Melanie Tromp Hoover (Manager, Policy & Planning) at 250.360.3197 or mtromphoover@crd.bc.ca with any questions or to set up a meeting to discuss the above points in detail.

We look forward to collaborating with School District 62 on advancing waste diversion and helping create a model of environmental stewardship for our students and communities.

Best regards,



Russ Smith,
Senior Manager, Environmental Resource Management

c.c.: Luisa Jones, General Manager, Parks, Recreation & Environmental Services, CRD
Melanie Tromp Hoover, Manager, Policy & Planning, Environmental Resource Management, CRD

Parks, Recreation & Environmental Services
625 Fisgard Street, PO Box 1000
Victoria, BC, Canada V8W 2S6
T: 250.360.3000
www.crd.ca

September 24, 2025

File: 2320-20
Correspondence

Dave Eberwein
Superintendent
Saanich School District No. 63
2125 Keating Cross Road
Saanichton, BC V8M 2A5
Via email: deberwein@saanichschools.ca

RE: INVITATION TO COLLABORATE ON WASTE DIVERSION AND REDUCTION INITIATIVES IN SCHOOLS

Dear Dave Eberwein:

I hope the new school year has started well in School District 63.

The Capital Regional District (CRD) Board, at its September 10, 2025 meeting, directed staff to connect with each school district in the region to exchange information, to better understand current waste practices and to discuss potential areas of collaboration that will improve waste diversion from schools.

With that in mind, I'm writing to invite School District 63 to meet with the CRD this fall so we can learn about your current programs and understand what role the CRD could have in helping school districts reinforce consistent waste diversion programs that align with the CRD's Solid Waste Management Plan (SWMP) and the operation of Hartland Landfill.

The CRD owns and operates Hartland Landfill, the region's only landfill. As required under provincial legislation, regional districts in BC must develop and implement SWMP's long-term strategies designed to reduce waste and manage materials according to the 5R Pollution Prevention Hierarchy (Reduce, Reuse, Recycle, Recovery and Residuals Management).

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We recognize that many schools face unique challenges when it comes to implementing effective diversion programs. To that end, our team is committed to learning more from your staff and collaborating on practical solutions. We invite your school district to:

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- Provide feedback on a range of existing and potential tools, resources and programs that the CRD could develop to assist with implementing or enhancing waste diversion initiatives; and
- Share insights on the specific challenges schools are facing so we can tailor our support accordingly.

Thank you for your attention to this matter and for your ongoing leadership in shaping sustainable practices in our region. Please contact Melanie Tromp Hoover (Manager, Policy & Planning) at 250.360.3197 or mtromphoover@crd.bc.ca with any questions or to set up a meeting to discuss the above points in detail.

We look forward to collaborating with School District 63 on advancing waste diversion and helping create a model of environmental stewardship for our students and communities.

Best regards,



Russ Smith,
Senior Manager, Environmental Resource Management

c.c.: Luisa Jones, General Manager, Parks, Recreation & Environmental Services, CRD
Melanie Tromp Hoover, Manager, Policy & Planning, Environmental Resource Management, CRD

Parks, Recreation & Environmental Services
645 Fisgard Street, PO Box 1000
Victoria, BC, Canada V8W 2S6
T: 250.360.3000
www.crd.ca

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September 26, 2025

File: 2320-20
Correspondence

Dr. Jill Jensen
Superintendent
School District No. 64 (Gulf Islands)
112 Rainbow Road
Salt Spring Island, BC V8K2K3
Via email: jjensen@sd64.org

RE: INVITATION TO COLLABORATE ON WASTE DIVERSION AND REDUCTION INITIATIVES IN SCHOOLS

Dear Dr. Jensen:

I hope the new school year has started well in School District 64.

The Capital Regional District (CRD) Board, at its September 10, 2025 meeting, directed staff to connect with each school district in the region to exchange information, to better understand current waste practices and to discuss potential areas of collaboration that will improve waste diversion from schools.

With that in mind, I'm writing to invite School District 64 to meet with the CRD this fall so we can learn about your current programs and understand what role the CRD could have in helping school districts reinforce consistent waste diversion programs that align with the CRD's Solid Waste Management Plan (SWMP) and the operation of Hartland Landfill.

The CRD owns and operates Hartland Landfill, the region's only landfill. As required under provincial legislation, regional districts in BC must develop and implement SWMP's long-term strategies designed to reduce waste and manage materials according to the 5R Pollution Prevention Hierarchy (Reduce, Reuse, Recycle, Recovery and Residuals Management).

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- Kitchen scraps
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- Beverage containers
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- Participate in a detailed discussion with CRD staff to exchange information, review current practices and identify opportunities for improvement.
- Provide feedback on a range of existing and potential tools, resources and programs that the CRD could develop to assist with implementing or enhancing waste diversion initiatives; and
- Share insights on the specific challenges schools are facing so we can tailor our support accordingly.

Thank you for your attention to this matter and for your ongoing leadership in shaping sustainable practices in our region. Please contact Melanie Tromp Hoover (Manager, Policy & Planning) at 250.360.3197 or mtromphoover@crd.bc.ca with any questions or to set up a meeting to discuss the above points in detail.

We look forward to collaborating with School District 64 on advancing waste diversion and helping create a model of environmental stewardship for our students and communities.

Best regards,



Russ Smith,
Senior Manager, Environmental Resource Management

c.c.: Luisa Jones, General Manager, Parks, Recreation & Environmental Services, CRD
Melanie Tromp Hoover, Manager, Policy & Planning, Environmental Resource Management, CRD

APPENDIX B

Solid Waste Management Plan – Proposed Actions to Support School Districts

SWMP Strategy*	**SWMP Actions**	**Proposed New School Initiatives (black)** Enhance Existing School Initiatives (grey)
Strategy 1 Continue and Enhance Education Programs	1C. Expand education programs to multi-family and ICI sectors.	• Assist schools in implementing or refreshing pack-in / pack-out policies.
	1D. Enhance K-12 school program to include concepts of zero waste and circular economy.	• Continue to provide teaching resources for waste reduction.
Strategy 2 Encourage Waste Prevention	2B. Establish a community-based waste reduction grant program.	• Continue to promote the CRD's ReThink Waste grant program to school districts and committees. • Continue to share successful school-based projects and ideas with education sector stakeholders.
	2D. Promote sustainable and/or packaging-free purchasing options.	• Pack-in/pack-out strategies encourage more sustainable and packaging free options so that families will have less to manage and students will have less to "pack-out".
Strategy 3 Support Reduction of Avoidable Food Waste	3A. Continue to support residential food waste reduction through education campaign and composting promotion.	• Continue to partner with *Love Food Hate Waste (LFHW) Canada, which* seeks to reduce avoidable food waste. LFHW will be releasing new resources to guide families on reducing avoidable food waste from packing lunches.
Strategy 6 Continue and Enhance Policy Development	6D. Investigate regulatory mechanisms to manage MSW and recyclable materials in the region.	• Continue to investigate mandatory source separation and supporting regulations for ICI sector.
Strategy 7 Increase Residential Diversion	7A. Continue to promote residential diversion of recyclable materials (including organics), ensuring that education campaigns strive to minimize contamination in these streams.	• Pack-in/pack-out programs encourage families to use residential recycling systems available for their materials. Packaging from lunches can be incorporated into available residential recycling programs when at the household level.

APPENDIX B

SWMP Strategy*	**SWMP Actions**	**Proposed New School Initiatives (black)** **Enhance Existing School Initiatives (grey)**
	7B. Collaborate with municipal and private sector service providers to support depot diversion efforts in the region for non-curbside materials.	• Investigate options for including flexible plastics in the CRD's residential curbside program for single-family homes. • Partner with municipalities and private sector service providers to expand drop-off options for recyclable materials that are not included in the curbside program.
Strategy 9 Increase ICI Diversion	9A. Allocate resources to increase ICI diversion, for example, a business waste reduction liaison.	• Fund waste audits for schools. • Designate funding for implementing new recycling streams, piloting new diversion initiatives, or improving sorting infrastructure. • Focus staff resources for ICI waste reduction towards schools.
	9B. Advocate to expand the PPP EPR to the ICI sector.	• Advocate to the Ministry of Environment and Parks to consider including schools in EPR programs.
Strategy 11 Increase Organics Diversion and Processing Capacity	11A. Continue to promote organics waste diversion.	• Continue to provide educational resources funding through Compost Education Centre. • Continue to make grant funding available for school composting projects.

**While schools are considered part of the industrial, commercial and institutional (ICI) sector, actions relating to enhancing residential programs have been included in this list because successful pack-in/pack-out strategies rely heavily on residential recycling systems.*

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ERM 26-28

REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, MAY 20, 2026

SUBJECT **Beyond the Curb – Drop-Off Recycling Program for Non-Curbside Materials**

ISSUE SUMMARY

To provide information on the Capital Regional District's new Beyond the Curb residential recycling collection program.

BACKGROUND

The Capital Regional District's (CRD) curbside recycling program and Hartland Public Drop-off Depot offer effective collection options for specific materials; however, there is an immediate need for more accessible drop-off options for recyclable materials that are not currently collected directly from homes (e.g., flexible plastic and foam packaging) that will serve residents living in all housing types.

While staff continue to investigate options for the curbside collection of flexible plastic packaging, the Beyond the Curb program will begin to address these needs in alignment with Strategies 7, 8 and 10 in the CRD's Solid Waste Management Plan (SWMP) that focus on increasing diversion from residential sources and supporting BC's Extended Producer Responsibility (EPR) programs.

Program design for this regional initiative was based on insights provided from the City of Victoria's Beyond the Curb pilot in 2025, which the CRD supported with funding. The City's program trialed the collection of non-curbside recyclables at community markets, pop-ups and a hub location for Victoria residents from May to December 2025. As part of the CRD's funding agreement, the City provided a final report with pilot results, findings and recommendations. The City subsequently notified CRD staff that they would not be continuing the program in 2026.

Based on the success of the City of Victoria's experimental program, CRD staff have procured a contractor to coordinate, manage and operate a region-wide drop-off program for recyclable materials that are not collected at the curb.

NEXT STEPS

The CRD will be working with Adanac Recovery Ltd. (operating as The Bottle Depot) for the next two years to deliver a regional Beyond the Curb program, offering drop-off services for non-curbside recyclables at community markets across the region. At a minimum, this program will operate throughout the market season, which is typically May to October each year. Staff will also seek opportunities for semi-permanent hub collection points that can be offered year-round.

Proposed community markets to host Beyond the Curb were identified based on housing density, gaps in existing services and accessibility to residents. Markets in Victoria, Saanich, Central Saanich and Langford have been identified as ideal locations to address the needs of residents in both single-family and multi-family homes. Suitable locations for hub spaces include recreation centers, schools and other commercial facilities in dense residential areas as these sites are already visited regularly by residents. CRD staff and the contractor will work with municipal partners and other interested parties to source ideal locations for these hub spaces.

By providing multiple free drop-off locations for recyclable materials that can't be collected directly from homes, Beyond the Curb will:

- decrease the amount of recyclable materials that end up in Hartland Landfill.
- reduce contamination in the CRD's curbside blue box recycling program.
- support municipalities in meeting their waste reduction goals.
- gather data and insights to inform recommendations for regional recycling facility needs.

IMPLICATIONS

Environmental Implications

Beyond the Curb will provide regular and consistent drop-off options for non-curbside recyclable materials that residents can rely on and build habits around. Program participation will increase diversion from all residential sources, support existing EPR programs and extend the life of Hartland Landfill.

Financial Implications

The activities associated with these recommendations will be funded by Environmental Resource Management's core operations budget (1.521) through an existing $700,000 allocation for community support programs. This 2-year project is funded through Environmental Resource Management's 2026 and 2027 core operating budget, with funding specifically allocated for Community Support programs. In the table below, funding for this program is included in the "Committed to date" figures.

	Community Support Budget Allocation	
	2026	**2027**
Total	**$700,000**	**1,500,000**
Committed to date	$546,000	1,200,000
Uncommitted Funds	$154,000	300,000

CONCLUSION

The Capital Regional District's curbside recycling program and Hartland Public Drop-off Depot offer effective collection options for specific materials; however, there is a need for more accessible drop-off options—especially for flexible plastic and foam packaging. The Capital Regional District will be launching a region wide Beyond the Curb program to address this gap, providing drop-off points for these materials at community markets in high density locations. Staff will also explore options to extend this program to semi-permanent hub locations so that residents from all housing types can access this program year-round. By providing consistent drop-off opportunities for depot-only recyclables closer to home, Beyond the Curb will increase waste diversion and extend the life of Hartland Landfill.

RECOMMENDATION

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

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

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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, JUNE 3, 2026

SUBJECT **2026 General Local Election – Appointment of Chief Election Officer and the Deputy Chief Election Officers**

ISSUE SUMMARY

To appoint a Chief Election Officer and Deputy Chief Election Officers for the purposes of conducting the upcoming 2026 General Local Elections.

BACKGROUND

Pursuant to the *Local Elections Campaign Financing Act* and the *Local Government Act*, local governments and Elections BC share responsibility for local elections. Local governments administer elections and set voting opportunity dates, times and places, accept nomination documents, count ballots, announce election results, and follow a process to determine the successful candidate in the event of election ties. Elections BC administers, investigates and enforces the campaign finance disclosure and election advertising rules.

The CRD conducts elections in the three Electoral Areas (EA) for EA Directors and for the Salt Spring Island Local Community Commission and the Juan de Fuca Land Use Committee. In addition, the CRD conducts elections in the EAs on behalf of the Islands Trust Trustees and School District Trustees.

Section 58 of the *Local Government Act* requires a local government to appoint a Chief Election Officer and Deputy Chief Election Officer for the purposes of conducting the upcoming 2026 General Local Election set for Saturday, October 17, 2026. The Chief Election Officer must then appoint election officials required for the administration and conduct of the election, and undertake all the statutory duties set out in the *Local Government Act*.

ALTERNATIVES

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

1. That pursuant to Section 58 of the *Local Government Act*, the Board appoint Kristen M. Morley as Chief Election Officer with the power to appoint such other assistance as may be required for the administration and conduct of the 2026 General Local Elections; and
2. That the Board appoint Colleen Doty, Kerry Fedosenko, Meriel Galloway, Marlene Lagoa, and Marius Miklea as Deputy Chief Election Officers.

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

IMPLICATIONS

A general local election cannot be conducted without the appointment of a Chief Election Officer and at least one Deputy Chief Election Officer. Given the geographic disparity of the three Electoral Areas, and our conduct of the election on behalf of the Islands Trust and School Districts #61, #62, #63 and #64, more than one Deputy Chief Election Officer is required to assist with the elections. CRD coordinates and staffs 30 polling locations for advance and general voting.

Unlike municipal elections which typically have all nominees on one ballot, CRD elections will require 17 different ballot forms to reflect the different races in each EA or sub-regional area, including:

- 3 races for Electoral Area Director;
- 7 races for Island Trustee;
- 11 races for School District Trustee;
- 6 races for the Juan de Fuca Land Use Committee; and
- 1 race for Salt Spring Island Local Community Commission.

CONCLUSION

Preparations are currently underway for the 2026 General Local Election. Appointment of the election officer positions is required and necessary to provide staff and contracted Deputy Chief Election Officers with the proper authority for the successful administration of the election.

RECOMMENDATION

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

1. That pursuant to Section 58 of the *Local Government Act*, the Board appoint Kristen M. Morley as Chief Election Officer with the power to appoint such other assistance as may be required for the administration and conduct of the 2026 General Local Elections; and
2. That the Board appoint Colleen Doty, Kerry Fedosenko, Meriel Galloway, Marlene Lagoa, and Marius Miklea as Deputy Chief Election Officers.

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

Making a difference...together

REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, JUNE 3, 2026

SUBJECT **CRD Service Review Program**

ISSUE SUMMARY

On October 8, 2025, the Capital Regional District (CRD) Board (Board) directed staff to establish an ongoing program to conduct one to two service reviews annually. This report provides an overview of the service reviews completed during the current Board term, as well as those underway, planned, and proposed over the next five years.

BACKGROUND

A service review is a structured assessment designed to identify opportunities to improve service delivery. What constitutes an "improvement" may vary depending on the nature of the service, the expectations of users and participants (funders), and considerations of cost. Perspectives on improvements may also differ between those responsible for overseeing the service and those who receive it. Depending on the complexity and type of service, a service review may examine some or all of the following components of service delivery:

- Applicable bylaws and agreements
- Service deliverables and associated resource capacity
- Service delivery model (e.g. in-house and/or contracted approach)
- Operating and capital expenditures
- Key service risks and mitigation strategies
- Assets condition, lifecycle, and long-term management considerations
- Governance and oversight structures

The service review methodology approved by the Board in 2025 (Appendix A) identified two primary areas of focus:

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

Process Undertaken

The Board's direction included two components: first, to identify and prioritize a list of services to be reviewed in the near term (over the next five years); and second, to implement an ongoing, systematic process that regularly initiates service reviews independent of specific Board direction.

To support the first component of this work, staff conducted a review of more than 200 CRD services and applied the approved intake criteria to identify services that may be suitable candidates for review. The initial focus was on legacy services, defined as those active for at least 20 years and currently funded, while also including some more recently established services where there was a clear opportunity to add value.

This was followed by a qualitative assessment, including interviews with service management staff, to:

- Confirm whether services have previously been reviewed or subject to strategic planning processes;
- Identify existing plans to review service mandate, resourcing, governance, or service levels;
- Surface any unaddressed sustainability, efficiency, or governance concerns; and
- Prioritize services where a formal review could provide meaningful value.

The results of the analysis are summarized in Appendices B and Appendix C.

Outcome

CRD services are routinely evaluated, and the Board regularly receives and makes decisions based on the outcomes of these reviews. Appendix B shows that a substantial volume of service review, or related review work, is already underway as part of ongoing operations. A summary is provided below.

Given the breadth and diversity of CRD services, service reviews vary considerably in scope and approach. For clarity, they have been grouped into four categories, each associated with distinct typical review activities:

- Funding model reviews: typically focus on governing policies, establishing bylaws, funding sources and models, and (re)negotiation of service agreements.
- Governance reviews: examine decision-making structures, oversight, and governing bylaws.
- Infrastructure reviews (large, asset-based services): focus on asset management plans, master plans, capital plans, workforce planning, deliverables, and governance frameworks.
- Service reviews (community-facing and internal services): typically assess establishing bylaws, policies, resources, processes, deliverables, and staffing models, as well as undertaking strategic planning processes.

Over 35 service reviews have been completed during the current Board term, including at least six comprehensive service, policy, and governance reviews completed or implemented in 2026:

1. Regional Goose Management Program Review
2. Building Inspection Service Review
3. Galiano Fire Services Unification
4. Performing Arts Facilities Service Consolidation and Expansion
5. Updates to the CRD Investment Policy
6. Greater Victoria Water Supply Area Climate Change Adaptation Service Evaluation

In addition, more than 45 review processes are currently advancing, with a further two dozen reviews planned to start over the next two years. These are identified as *Underway* and *Planned* in Appendix B. These activities are already integrated in workplans.

Beyond current and planned work, staff have identified an additional eight potential future service reviews. These are identified as *Proposed* in Appendix B and include both broad, multi-service reviews and more targeted, service specific evaluations.

For completeness, Appendix C provides an overview of key strategic planning activities advanced during this Board term. These processes shape the ongoing evolution of service delivery by identifying specific areas of enhancement. Staff frequently conduct public engagement as part of these in a range of formats to gather information about community expectations and collaborate with service users in identifying improvements.

The next steps are to confirm Board support for the *Proposed* reviews so they can be integrated into departmental workplans, and to start the work to develop and implement a systematic process for initiating service reviews on an ongoing basis, independent of specific Board direction. This will further embed routine service evaluations across the organization and support the Board's ongoing consideration of review outcomes.

ALTERNATIVES

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

1. That staff be directed to include the *Proposed* service reviews listed in Appendix B to the five-year workplan;
2. That staff be directed to proceed with the development of an ongoing, standardized process for initiating and conducting regular service reviews.

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

IMPLICATIONS

Service Delivery Implications

Consistent with the approved methodology, *Proposed* reviews were prioritized based on potential impact, considering service complexity, draw on corporate resources, scale, and any risk or issues identified by staff. Some reviews focus on opportunities to improve operations, while others respond to expectations from service users or participants. Staff also noted that certain reviews may be contentious, even where they offer operational benefits.

The scale, scope, and complexity of *Planned* and *Proposed* service reviews themselves also vary considerably. For example, a comprehensive review of the services delivered by the Capital Region Housing Corporation would be significantly larger and more complex than a targeted review of a smaller service, such as the Septage Disposal Service. The reviews listed in Appendix B have not been standardized or adjusted for differences in scope.

The CRD delivers many smaller-scale services with relatively modest annual budgets. Despite their budget size, each service must be administered in accordance with governing bylaws and corporate policies, including preparing an annual budget and overseeing service delivery. While the financial impact of any such single service is limited, the cumulative demand for corporate resources to manage many small services is significant. As a result, opportunities to streamline these services are also being considered.

Implementing a service review program, including defining detailed scopes of work, coordinating multiple reviews, and ensuring they are advancing and delivered as planned, will require dedicated staff capacity and a high degree of coordination. Without additional consulting support, this work will place greater demands on internal resources.

Financial Implications

The Board has previously been advised that conducting full-scale service reviews could cost between $20,000–$100,000 per review. The Board has indicated a preference for staff-led reviews to minimize additional costs, and efforts will be made to deliver reviews internally where possible.

A key implication of this revised approach is that timelines may be extended, as reviews will need to be undertaken alongside existing operational responsibilities. In addition, the organization does not have a dedicated audit or review function to provide additional capacity.

Given these constraints, as well as the time required to engage relevant oversight bodies, staff recommend that any *Proposed* service reviews be started after 2028. This timing would enable operational staff to plan and incorporate the work into their planning, following the completion of ongoing and already-planned initiatives and reviews. Staff may also continue to undertake smaller-scale or localized service improvement activities not listed in Appendix B, such as process improvements and other targeted enhancements.

Where external support or additional expenditure is unavoidable, these will be considered through the usual annual service and financial planning process.

Alignment with Board & Corporate Priorities

This work will be introduced and socialized with the incoming Board after the election to ensure awareness of the service review program and to maintain ongoing alignment and continued support.

CONCLUSION

The Board directed staff to establish an ongoing program to conduct one to two service reviews annually. Staff have undertaken an in-depth review to identify the service reviews completed during the current Board term, as well as those underway, planned, and proposed over the next five years.

RECOMMENDATION

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

1. That staff be directed to include the *Proposed* service reviews listed in Appendix B to the five-year workplan;
2. That staff be directed to proceed with the development of an ongoing, standardized process for initiating and conducting regular service reviews.

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 B: Overview of CRD Service Reviews (Underway, Planned and Proposed)
Appendix C: Strategic Planning Activities Advanced This Board Term

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.

Appendix B: Overview of CRD Service Reviews (Underway, Planned and Proposed)

The following list outlines service review work identified by staff in preparation of this report. Initiatives that are *Proposed* are highlighted in red. For each review, the following information is provided:

- Initiative name
- Category (Service Review, Funding Model Review, Governance Review or Infrastructure Review)
- Status (Completed, Underway, Planned or Proposed)
- Year(s) in which the work took place or is expected to occur
- Description of the scope and key activities undertaken

CROSS-DEPARTMENTAL REVIEWS

1. **CRD Evolves 2024-2025 – Service Review – Completed (2023-2026)** CRD Evolves was the most significant organizational change initiative undertaken in a decade. It focused on establishing a common vision for the organization's future growth and service delivery, reducing duplication and strengthening accountability, improving alignment between service planning and delivery, and maximizing efficiency by leveraging staff capacity and expertise. CRD Evolves implemented seven major changes, along with several smaller realignments, improving operations across more than 20 teams and impacting the work of over 200 members of staff. The final progress report on this initiative is scheduled for July 2026.

2. **Global Review of Contribution Services – Governance Review – Proposed (TBD)** The CRD provides funding for services to a range of non-profit organizations. In some cases, the CRD contracts third parties to deliver services on its behalf. In other cases, the provision of funding or other financial assistance to the non-profit organization to assist it in providing specified services is the CRD service. The latter are known as contribution services. Through this approach, the CRD support a wide range of in-community services, including libraries, arts, health, fire protection and other emergency services.

   Contribution services should be governed by strong accountability and transparency and supported through formal funding agreement or contracts. Over time, the services delivered may fall out of alignment with the CRD's priorities or policies, and agreements may expire without a suitable replacement. Staff propose to undertake a review of all contribution services to assess their alignment with applicable policies and the value they deliver to the community.

3. **Information Technology, Privacy and Record Management Integration Review – Service Review – Proposed (TBD)** This review will examine the functions, roles and interactions between Technology & Digital Transformation and Privacy & Information Services. While these are distinct divisions, their work intersects in critical ways that directly affect service delivery, risk management, and public trust:
   - Privacy & Information Services is responsible for establishing organizational practices for records management, information access, and privacy protection. These practices are most effective when they are embedded in day-to-day operations and systematized.
   - Technology & Digital Transformation, in turn, is responsible for implementing and maintaining the systems and tools that store, manage, and secure records and data.

Increasing reliance on digital systems to deliver programs and services has amplified the importance of ensuring that privacy, access, and records management considerations are fully integrated into system design and implementation. In order to reduce risk, inefficiencies, and costs, information requirements should drive technology procurement and development decisions. While the divisions currently collaborate and share some information systems responsibilities, there is an opportunity to strengthen integration by ensuring information considerations are continuously embedded throughout the lifecycle of technology projects and initiatives. When this occurs late, reactively, or ad hoc it can lead to service delivery challenges.

Staff propose to undertake a review to assess how these functions are structured and how the divisions interact, with the goal of identifying improvements to the service delivery model and associated governance and control mechanisms.

CORPORATE SERVICES

Corporate Services

4. **Privacy Management & Access to Information Programs – Service Review – Completed (2025-2026)** In 2025–2026, the division undertook a focused review of its privacy management and access to information programs, implementing targeted improvements to processes and service delivery to enhance efficiency, consistency, and user experience, and to support more integrated program delivery. This work is ongoing.

5. **Information Management Transition to SharePoint Online/M365 – Service Review – Completed (2024-2025)** Over 2024-2025, Working with Technology & Digital Transformation, an initial service review resulted in redefined roles and responsibilities across the two divisions to support Information Management's new oversight role for SharePoint Online, Teams, and OneDrive. Helpdesk support, system administration and governance responsibilities transitioned to IM for enhanced records management, information access, and privacy protection. Further reviews are needed to support co-managing the broader M365 environment.

6. **Policy Review Project – Service Review – Underway (2025-2027)** Staff have been leading an initiative to consolidate all CRD corporate and administrative policies into a more manageable number (from approximately 120 to 80), to ensure organizational consistency and clearer pathways to information by staff.

7. **Legal Services Optimization – Service Review – Completed (2024)** Legal Services provides expertise and guidance on legal frameworks related to local government, contracts and bylaws, supports commercial and administrative law matters, and oversees the development of corporate policy. In response to increasing demand and an absence of corporate-wide technical supports, staff developed and implemented an intake and reporting system using existing technology for requesting legal support which allows requestors to track the status of their requests, review completed opinions, and work in a confidential and secure file system. This improvement enhances tracking and reporting, ensures timely and consistent responses, avoids duplicate requests, and provides metrics which demonstrate an increasing demand (up 30% year over year) for support from legal experts within CRD, CRHC, and CRHD. In 2025, a "Working with Legal Services" corporate policy was also introduced, providing guidance to staff on when matters can be dealt with internally and when they must be sent to outside counsel; explaining who pays for such opinions; and what services internal counsel may provide.

8. **Procurement Transformation and Red Tape Reduction – Service Review – Underway (2023-2026)** Led by the Corporate Services department and informed by the results of the Employee Experience Survey, staff have conducted a review to identify opportunities to reduce administrative burden and "cut red tape". This work included a review of relevant studies as well as comparison with policies and procedures in other local governments and similar-sized organization. As a result, several improvements have been made, including the introduction of a pilot program for low-value procurements and exemptions from agreement authorization for different classes of agreements. Additional changes are planned in 2026.

9. **Regional Grants in Aid Policy Review – Service Review – Underway (2026)** The CRD Board directed on March 11, 2026, that the Governance and First Nations Relations Committee conduct a review of Regional Grants in Aid policy. This work is being advanced by staff and will be completed in 2026.

10. **Review of CRD's self-insurance model – Service Review – Underway (2025-2026)** Staff are conducting a review of the CRD's self-insurance model. An actuary has been retained to assist in reviewing operational funding, deductibles, and coverages for an organization of this size. Staff expect the work it to be completed in 2026.

Victoria Family Court and Youth Justice Committee

11. **Victoria Family Court and Youth Justice Committee Efficiency Review – Service Review – Proposed (TBD)** The CRD contributed funding to the operation of the Victoria Family Court and Youth Justice Committee, a family court committee established under the Provincial Court Act, since the 1980s. While these committees were once mandatory, they are now optional. The Committee's primary mandate is to distribute small grants for family and youth initiatives, as well as to meet a minimum of four times per year and report on gaps in family and youth services to regional local governments and the Provincial Attorney General.

    The Committee is also empowered to:
    - Monitor court proceedings to address issues related to resources and legislation affecting families and youth;
    - Lobby and advocate for youth and family justice improvements to the Federal and Provincial government, including for continued support for the Mobile Youth Services Team, the region's long-standing police-mental health counsellor team dedicated to preventing youth prostitution and exploitation;
    - Promote and explore alternative legal processes within the youth and family system for better outcomes and diversion; and
    - Liaise with governmental and non-governmental bodies involved in youth justice, typically through an annual reception.

    This service requires significant corporate resources to administer grants and support a high volume of meetings annually. Over time, it has become increasingly difficult to recruit and retain members and contractors. Although a service review was conducted between 2020 and 2022 and resulted in some improvements, including the Committee continuing its business as a CRD commission, challenges remain.

    Considering changes to the legislative environment and ongoing operational challenges, staff propose to conduct a further review to assess the continued suitability of the service. The maximum annual levy for this service is $15,000.

Galiano Island Community Use Building

12. **Galiano Community Use Building Service Review – Service Review – Proposed (TBD)** The Galiano Island Community Library operates from the Galiano Community Use Building, which is owned and maintained by the CRD's Real Estate & Facilities Management division. The CRD also provides funding and advisory support to the Southern Gulf Islands Public Libraries, which manages the Galiano Island public library and is a service administered by the Southern Gulf Islands Library Committee. Providing in-house maintenance services to this facility is inefficient due to its remote location, as staff must travel to the island to carry out routine work. Staff propose to conduct a targeted review of the building's history, current usage, and service levels to identify sustainable and cost-effective long-term options.

Real Estate

13. **CRD Property Portfolio Review – Service Review – Proposed (TBD)** CRD Evolves 2024-2025 combined Real Estate and Facilities Management into a single division in 2025 to strengthen long-term space planning and enable a more strategic, coordinated approach to the CRD's property portfolio. Within this division, the Facilities Management team is a full-services, in-house group responsible for the operation, maintenance and performance of the CRD Fisgard Headquarters and several satellite buildings. Real Estate complements this work by providing corporate real estate expertise across the organization. This includes property acquisition and disposal, lease and agreement negotiations, as well as land use and title research. The team also maintains a comprehensive inventory to CRD-owned properties and legal interests in buildings, and managed office buildings and rental units owned by the CRD.

    Over time, the CRD's portfolio has expanded to include properties leased to third parties, such as three health facilities occupied by the Vancouver Island Health Authority, the Victoria Family Court building and a Juan de Fuca administration building currently occupied by Juan de Fuca Planning, Building Inspection and Emergency Services. Managing this expanding portfolio requires ongoing staffing and financial resources. The total historical value of these properties (as of 2015) is $50M, with a total replacement value of $61M.

ELECTORAL AREA SERVICES

Cross-services

14. **SSI Local Community Commission – Governance Review – Completed (2023)** Established in 2023, the SSI Local Community Commission consolidated governance for 14 local services in Salt Spring Island which were previously overseen by four appointed, volunteer commissions.

15. **Consolidation of Water/Sewer Services Oversight Under an Advisory Committee – Governance Review – Underway (2026)** Staff have put forward proposals to consolidate oversight for local area water/sewer services under Advisory Committees. The proposals have either not been supported by the Electoral Area Directors or by the existing commission Chairs when they were approached. Additional discussions are planned to identify potential efficiency opportunities. In the meantime, staff are addressing under-investment and maintenance in the capital infrastructure, and a Master Plan is being developed for the Port Renfrew Utility Services to guide future investments. Asset Management report cards were recently completed or in progress for the other utility services to complement strategic investment planning.

16. **Health Contribution Services Review – Service Review – Underway (2026)** Staff are conducting a review of three contribution service agreements (Saturna Island Medical Clinic, Galiano Health Service and Pender Islands Health Care Centre) to assess the funding model and eligible services under the Contribution Funding Agreement.

Building Inspection

17. **Separation of the Electoral Area Building Inspection Services – Governance Review – Completed (2020)** In 2020, at the request of the Electoral Area Directors, staff conducted an evaluation considering the separation of the Building Inspection service into three separate services. The approach was eventually rejected due to the economies of scale gained from a single service. This work was completed when the service was the responsibility of Planning & Protective Services, with support from Legal Services.

18. **Building Inspection Service Review – Service Review – Completed (2025-2026)** Staff concluded a comprehensive service review in 2026 that improved the efficiency, productivity and delivery of the Building Inspection service. Key improvements included streamlining applications into a single permit application per project, eliminating separate permits for each construction stage; extending timelines to start and complete construction to provide greater flexibility to applicants; introducing a 50% fee discount for multi-unit affordable housing projects; and implementing a flat application fee along with a revised fee structure for information requests. The wait time for permit processing and information requests have been significantly reduced.

Wilderness Mountain Water Service

19. **Wilderness Mounter Water Service Connection to JDF Water Distribution – Service Review – Underway (2026)** Staff are completing a strategic review to assess the feasibility of connecting this community to the Juan de Fuca Water Distribution service, thereby removing the need for a separate local service.

Surfside Park Estates (Mayne)

20. **Surfside Park Estate Water Storage Tank Study – Infrastructure Review – Completed (2023)** A consultant was retained to conduct a review of the location and replacement options for the existing water storage tanks, taking accessibility into account.

Magic Lake Estates Sewer System

21. **Schooner Wastewater Treatment Plant – Process Optimization – Service Review – Ongoing (2025 – Ongoing)** Staff are reviewing plant performance and operational strategies to enhance reliability and effluent quality.

22. **Magic Lake Estates Water Service Captains Tank Study – Infrastructure Review – Completed (2026)** A study was completed by a consultant in 2026 to review options for replacing the water storage tank, Captains Tank, within the Magic Lake Estates Water Service. The study included a review of tank sizing to accommodate domestic demand and fire flows, and also a review of tank site.

Port Renfrew Water / Port Renfrew Sewer

23. **Port Renfrew Sewer and Water Master Plan – Infrastructure Review – Underway (2026)** Staff have started the development of a Port Renfrew Sewer and Water Master Plan to assess existing infrastructure and guide infrastructure improvements. This work will support the Port Renfrew Official Community Plan update, with a focus on upgrading aging systems. The results are expected by end of 2026.

Saturna Island Water System (Lyall Harbour)

24. **Lyall Harbour-Boot Cove Water Storage Tanks Condition Assessment – Infrastructure Review – Planned (2028)** Staff are planning a study to assess leaks in the storage tank and develop a detailed repair plan. This work is part of a broader program of investments in water infrastructure for this system aimed at ensuring long-term resilience, reliability and sustainability while continuing to provide clean drinking water.

Ganges Sewer

25. **Ganges Wastewater Treatment Plant – Process Optimization and Upgrade Planning – Infrastructure Review – Underway (2026-2027)** Staff are evaluating aeration system performance and upgrade requirements to improve treatment efficiency.

EXECUTIVE SERVICES

CAO & Executive Office

26. **Administrative Services Review – Service Review – Underway (2025-2026)** Staff have been advancing a comprehensive review of the CRD administrative services. The current phase of work is focused on improving efficiency and equity by reviewing administrative organization and reporting structure and roles. It is expected that the study will include recommendations for other opportunities for efficiency reviews, such as administrative expenditures (printing, phones, office supplies, etc.).

FINANCE & TECHNOLOGY

McPherson Theatre / Royal Theatre

27. **Performing Arts Facilities Service Consolidation/Expansion – Service Review – Completed (2023-2026)** Staff have completed comprehensive analysis to consolidate two existing services, Royal Theatre and McPherson Playhouse, and to expand support for existing and future performing arts facilities with regional impact. The new service was established in early 2026 and the transition is underway.

28. **Royal Theatre and McPherson Playhouse Asset Management Plan – Infrastructure Review – Underway (2026-2027)** Staff are advancing a series of studies for the Royal Theatre and McPherson Playhouse, including a heritage conservation study, condition assessments, and specialized infrastructure inspections. These studies will inform the development of a 20 to 30-year asset management plan that will be foundational to the long-term stewardship and management of these facilities.

Finance

29. **New Financial Model (Financial System Improvements) – Service Review – Completed (2025)** Following the transition to a more robust enterprise resource planning platform, staff reviewed and enhanced the CRD financial model to better support the organization's future needs. These comprehensive enhancements improved year-end processes, in alignment with best practices, and enabled additional financial system functionality to streamline existing processes.

30. **Updates to the CRD Investment Policy – Service Review – Completed (2026)** Staff in the Financial Services and Legal and Risk Management divisions collaborated to strengthen the policy's governance and risk management controls. The proposed revisions are intended to provide clarity and enhance documentation and reporting protocols within applicable statutory investment authorities.

31. **EUNA Budget Software Solution – Service Review – Underway (2025-2027)** As part of ongoing efforts to modernize the CRD's enterprise financial management capabilities, staff identified a critical need for a dedicated financial planning and analysis solution to strengthen operating, capital and personnel planning. To address this need, staff are implementing new budget software, EUNA, which will modernize budget entry and reporting processes and practices.

32. **Procurement Advisory – Service Review – Completed (2025)** As part of CRD Evolves 2024-2025, a new Procurement Manager role was created in 2025 to evaluate and standardize procurement practices at the CRD and establish a procurement advisory function. The role has been supporting consistent and compliant procurement by reducing risk through stronger documentation and evaluation practices, improving consistency across departments and projects, providing access to practical examples of compliant procurement, providing greater visibility into opportunities, providing easier access for suppliers across regions and providing procurement training for staff.

33. **Updates to the CRD Procurement Policy – Service Review – Underway (2025-2026)** The CRD procurement policy, which was originally adopted in 2017, is being revised to modernize it after the establishment of the Procurement Advisory function in the Finance & Technology department, remove duplicated services and better define the CRD's procurement style. A mature procurement model, supported by a robust policy, enhances service delivery by ensuring access to high quality goods and services while reducing costs and operational risks.

HOUSING PLANNING AND PROTECTIVE SERVICES

Capital Region Housing Corporation (CRHC)

34. **CRHC Service Review – Service Review – Planned (2027-2028)** New comprehensive operational and service review planned for 2027. The proposed scope of work will be developed in 2026.

Capital Regional Hospital District (CRHD)

35. **CRHD Funding Model Review – Funding Model Review – Underway (2026)** The CRHD Board directed staff on October 29, 2025, to review the 30% contribution for major capital and 40% contribution for minor capital and make a recommendation on a potential lower percentage based on a consolidated CRD budget and evolving costs for newly established services. Work is underway in consultation with Island Health.

Electoral Area Fire Services

36. **Fire Governance Review – Service Review, Governance Review – Completed (2021-2023)** Staff completed a comprehensive review to address inefficiencies in the fire service governance structure, gaps in regulatory compliance and limited oversight over services, as well as to respond to evolving regulatory requirements. Staff are implementing recommendations.

37. **Galiano Fire Services Unification – Service Review – Completed (2025-2026)** Fire services were unified under Galiano Island Volunteer Fire Department to address long-standing challengers in managing fire services and formalizing cooperation between both departments.

Livestock Injury Compensation (Juan de Fuca, Salt Spring Island and Southern Gulf Islands)

38. **Animal Control Services Governance Changes – Governance Review – Completed (2020-2021)** The Electoral Area Directors directed that three distinct animal injury compensation services be created to ensure costs were allocated solely to the Electoral Area in which claims arise. Legal Services facilitated this work by facilitating the conversion of the animal control service from Letters Patents to an establishing bylaw as well as the creation of three separate sub-services.

Regional Transportation Service

39. **Regional Transportation Service Establishment – Service Review – Completed (2022-2025)** Staff conducted a comprehensive review of all CRD transportation functions to support the establishment of a new regional service.

Regional Emergency Program Support (REMP)

40. **REMP Provincial Agreement Review – Funding Model Review – Underway (2026)** Review of the agreement with the province is planned for 2026.

INFRASTRUCTURE AND WATER SERVICES

Cross-services

41. **Water & Wastewater Effective Utility Management Model Assessment – Service Review – Planned (2028)** The Effective Utility Management model is an independent framework to assess an organization's effectiveness in managing utility services. A third-party assessment will be undertaken to evaluate the maturity of select CRD utility services across 10 attributes and five management success factors. The assessment will also produce a roadmap to identify priority areas for improvements. This work will be completed in advance of the next iteration of the Regional Water Supply Strategic Plan to inform its development.

42. **First Nations Service Agreement Updates – Service Review – Underway (Periodically)** The CRD provides water and wastewater services for several First Nations through tailored service agreements. These agreements are periodically updated, as required.

Juan de Fuca Water Distribution

43. **Juan de Fuca Water Distribution System Asset Management Plan – Infrastructure Review – Completed (2025-2026)** Staff supported the development of a comprehensive Asset Management Plan for the Juan de Fuca Water Distribution service. The plan included an assessment of asset condition, risk management, system capacity, maintenance and repair strategies (including workforce impacts), and financial planning.

44. **Juan de Fuca Water Distribution Development Cost Charge Update – Funding Model Review – Completed (2025)** The Juan de Fuca Development Cost Charge program was reviewed to update key components of the program including projects, costs and rates. Juan de Fuca Development Cost Charge rates decreased in 2025 due to increased population density and the amount and type of development taking place in the Juan de Fuca Water Service Area. The Juan de Fuca Development Cost Charge program has helped pay for costs associated with increased demand for water distribution infrastructure within the Juan de Fuca water service area since 1999.

45. **Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 3889 Update – Funding Model Review – Underway (2026)** The Water Distribution Local Service Conditions, Fees and Charges Bylaw, is being reviewed and updated to align with updated Engineering Specifications. The review and proposed changes are targeted to be completed in 2027.

Regional Water Supply

Water Supply and Engineering:

46. **Deep Northern Intake & Transmission Pipeline Study – Infrastructure Review – Completed (2022)** An assessment of option was completed for how to access additional water within the Sooke Lake Reservoir to provide resilience to the system in the event of an emergency. Work was completed in parallel with the Regional Water Supply Master Plan.

47. **Regional Water Supply 2022 Master Plan – Service Review – Completed (2022)** Master planning document outlining the future outlook of the Regional Water Supply system. The plan recommends 21 major projects to be implemented over the next 30 years to meet anticipated water supply and treatment needs based on the projected population for the year 2050.

48. **Supply System Risk and Resilience Study– Infrastructure Review – Completed (2022)** Provided an analysis of the impact to the Regional Water Supply under an emergency condition. Work was completed in parallel with the Regional Water Supply Master Plan.

49. **Seismic Assessment of Critical Facilities (Phase 1) – Infrastructure Review – Completed (2022)** An assessment was completed of the anticipated seismic performance of assets within the Regional Water Supply. This work provided guidance for future stages of work on the topic. Work was completed in parallel with the Regional Water Supply Master Plan

50. **Regional Water Supply Desktop Condition Assessment – Infrastructure Review – Completed (2025)** Desktop assessment of the condition of the Regional Water Supply linear infrastructure (watermains and valves).

51. **Regional Water Supply Transmission Main Acoustic Leak Detection Survey Report – Infrastructure Review – Completed (2025)** Report detailing the results of an acoustic leak detection survey done to assess the performance of the Regional Water Supply assets.

52. **Regional Water Supply Development Cost Charge Program – Funding Model Review – Underway (2020-2027)** Staff will develop and implement a Development Cost Charge bylaw for the Regional Water Supply service to contribute funding to growth-related supply infrastructure upgrades.

53. **Regional Water Supply Asset Management Plan – Infrastructure Review – Planned (2026-2027)** Staff will develop a comprehensive Asset Management Plan for the Regional Water Supply System. This will include assessments of operating and capital expenditures, key service risks and associated management strategies, and asset condition, lifecycle, and long-term management strategies.

54. **Regional Water Supply Level of Service Agreements – Infrastructure Review – Planned (2027-2030)** Agreements with the municipal customers defining the level of service provided by the Regional Water Supply system.

55. **Regional Water Supply Transfer Point Agreements – Infrastructure Review – Underway (2021-2030)** Agreements to delineate ownership boundaries between the Regional Water Supply system and the municipal water distribution systems.

56. **Regional Water Supply Risk Registers – Infrastructure Review – Ongoing (Ongoing)** Ongoing process to compile Risk Registers for the Regional Water Supply.

57. **Regional Water Supply Funding Model Review – Funding Model Review – Planned (2027)** A comprehensive review of the Water Rate Model is planned for 2027.

Dam Safety Program:

58. **Regional Water Supply Dams – Probabilistic Seismic Hazard Assessment (PHSA) – Service Review – Underway (2026)** PSHA is phase 1 of new Dam Seismic Retrofit Program. Staff will be hiring an expert team to evaluate the regional seismicity risk, to determine design seismic loading for existing and future assets. The results of the project will include a regional ground motion model to be used for site-specific seismic assessments at dam sites, as well as be available to support planning for other major infrastructure improvements.

59. **Regional Water Supply Dams – Instrumentation and Surveillance Improvements – Service Review – Underway (2026-2030)** Staff are working on development of dam safety Automated Data Acquisition System (ADAS) to improve surveillance of performance of major dams in the portfolio, starting with Sooke Lake Dam in 2026. The ADAS will allow for operations to monitor critical dam performance data 24/7 via SCADA, and non-critical performance data to be monitored by IWS Dam Safety Section to inform risk assessments and assess dam condition.

60. **Dam Safety Management System – Service Review – Underway (2028)** Staff are working to formalize a dam safety management system, incorporating policies, responsibilities, plans and procedures, documentation, training, and review and correction of deficiencies and non-conformances, as per Canadian Dam Association dam safety guidelines.

61. **Planning for Centralized Dam Safety Section Initiative – Service Review – Underway (2028)** Infrastructure Planning & Engineering (IPE) are working with Regional Parks to plan the consolidation of dam safety technical responsibilities within IPE's Dam Safety section, including hazard reviews, formal inspections, dam safety studies, regulatory communications and documentation, etc. Regional Parks will first complete a Dam Portfolio Risk Assessment of their 14 dams.

Watershed Protection:

62. **Goldstream Watershed Drainage Structure Assessments – Infrastructure Review – Planned (2027)** Staff will conduct a detailed assessment that compares modelled peak flows with the capacity of existing culvert and bridges and use the insights of this analysis to prioritize which structures are highest priority for replacement, funding and resourcing.

63. **Sooke Lake and Deception Watershed Dams – Flood Forecasting System – Service Review – Completed (2025)** Staff hired a contractor to complete a Flood Forecasting System to evaluate flooding and hydrological loading risks for Sooke Lake and Deception Watershed Dams. The Flood Forecasting System includes watershed simulation model, dam operations modeling, and hydraulic modeling to help assess dam safety risks, including emergency reservoir drawdown capabilities.

64. **Deception Gulch Dam – Seismic Assessment – Service Review – Underway (2026)** Staff hired a contractor to complete a seismic assessment of Deception Gulch Dam in 2026, to inform whether or not major dam rehabilitation is required.

65. **Sooke Watershed Drainage Structure Assessments – Infrastructure Review – Completed (2023)** Staff conducted a detailed assessment that compared modelled peak flows with the capacity of existing culvert and bridges and used the insights of this analysis to prioritize which structures were highest priority for replacement, capital funding and resource needs.

66. **Leech Restoration Project Closeout – Infrastructure Review – Completed (2009-2025)** The Leech Water Supply Area was acquired by the CRD in 2007 and 2010. These watershed lands will provide future source water for the Regional Water Supply System. A 16-year capital plan was undertaken between 2009 and 2025 to restore the Leech Watershed. A Project Closeout Report was presented to the Regional Water Supply Commission in early 2026 to summarize the works completed over the 16 years to restore and prepare the Leech Water Supply Area forests and lands for future water supply.

67. **Greater Victoria Water Supply Area Climate Change Adaptation – Service Review – Completed (2026)** Staff conducted an evaluation of service delivery to account for climate change adaptation. The resulting plan identifies recommended initiatives and actions to mitigate climate change in the Greater Victoria Water Supply Area, which will increase service needs.

68. **Security Assessment – Service Review – Planned (2028)** This assessment may proceed in 2027 and will evaluate existing security services against identified threats and risks and make recommendations for improvements.

69. **Leech Watershed Drainage Structure Assessments – Infrastructure Review – Planned (2029)** Staff will conduct a detailed assessment that compares modelled peak flows with the capacity of existing culvert and bridges and use the insights of this analysis to prioritize which structures are highest priority for replacement, funding and resourcing.

70. **Kapoor lands Watershed Drainage Structure Assessments – Infrastructure Review – Planned (2031)** Staff will conduct a detailed assessment that compares modelled peak flows with the capacity of existing culvert and bridges and use the insights of this analysis to prioritize which structures are highest priority for replacement, funding and resourcing.

71. **Goldstream Watershed Dams – Dam Safety Review Audit – Service Review – Underway (2026-2027)** Staff have hired a consultant to complete a legislated Dam Safety Review of the 11 embankment dams in the Goldstream Watershed. The Dam Safety Review will provide list of safety deficiencies to inform action planning for capital improvements within the Dam Safety Program.

Saanich Peninsula Water Supply

72. **Saanich Peninsula Water Commission Amalgamation Study – Governance Review – Underway (2024-2026)** Feasibility study underway exploring the implications of amalgamating the Saanich Peninsula Water Commission with the Regional Water Supply Commission. The study was initiated following a referral motion from the District of Central Saanich Council in November 2023.

73. **Saanich Peninsula Water Service Asset Management Plan– Infrastructure Review – Underway (2025-2026)** Staff are developing a comprehensive Asset Management Plan for the Saanich Peninsula Water Supply System. This includes assessments of operating and capital expenditures, key service risks and associated management strategies, and asset condition, lifecycle, and long-term management strategies.

74. **Saanich Peninsula Water Service Operational Optimization Review – Service Review – Underway (2025-2026)** Staff are reviewing the operations of the Saanich Peninsula Water Service. This will have an impact on operating and capital expenditures, as well as Service deliverables and resource allotted to the deliverable

75. **Saanich Peninsula Water Supply Master Plan Update – Infrastructure Review – Planned (2026-2027)** Develop a long-term Master Plan for the Saanich Peninsula Water Supply system, to address future infrastructure needs.

76. **Saanich Peninsula Water Supply Development Cost Charge Update – Funding Model Review – Planned (2026-2027)** Review the existing Development Cost Charge bylaw and update as needed to address future growth-related infrastructure investments.

Core Area Wastewater Service

77. **Liquid Waste Management Risk Management Framework – Service Review – Underway (2026)** Staff are advancing the development of a Standard Risk Management Framework for liquid waste management.

78. **Core Area Wastewater Master Plan – Infrastructure Review – Planned (2026-2028)** Staff will develop a Core Area Wastewater Water Master Plan to assess existing infrastructure and guide infrastructure improvements upon the completion of the Wastewater Strategic Plan.

79. **Core Area Wastewater Development Cost Charge Program Development – Service Review – Planned (2028)** When the Core Area Wastewater Treatment Plan was completed and the Service Establishment Bylaw was amended, staff flagged that a Development Cost Charge for the Core Area Wastewater Treatment service would be established to fund future wastewater projects related to growth. Staff will initiate the work to create this program in 2028.

Treatment:

80. **McLoughlin Point Wastewater Treatment Plant (MPWWTP) Odour Management and Improvements – Infrastructure Review – Completed (2025)** Staff assessed odour generation and mitigation strategies to improve air quality at the facility and neighbouring area.

81. **MPWWTP Outfall Inspection and Condition Assessment – Infrastructure Review – Completed (2025)** Staff inspected and evaluated outfall condition and hydraulic performance to inform asset management planning.

82. **MPWWTP and Core Area Conveyance Management of Change Program Implementation – Service Review – Ongoing (2024-Ongoing)** Staff have been implementing a formal Management of Change framework with standardized procedures, risk assessment, and workflows to ensure controlled and consistent management of operational, process and system changes.

83. **MPWWTP Chemical Dosing Optimization – Service Review – Ongoing (2025 – Ongoing)** Staff have been assessing coagulant dosing strategies to optimize treatment performance and reduce chemical consumption, and integration of a machine learning agent for process improvement.

84. **MPWWTP Maintenance Bypass Risk and Mitigation Assessment – Infrastructure Review – Underway (2026)** Staff have been evaluating potential bypass scenarios, associated risks, and mitigation strategies to support operational resilience and regulatory compliance.

85. **MPWWTP Disk Filter Optimization and Fouling Mitigation Study – Service Review – Underway (2026)** Staff have been evaluating tertiary filtration performance, fouling mechanisms, and cleaning strategies to improve reliability and efficiency.

Conveyance:

86. **Macaulay Point Pump Station – Screen and Grit Performance Removal Improvement – Infrastructure Review – Completed (2025)** Staff assessed screening and grit removal performance to reduce solids carryover and downstream process impacts.

87. **Core Area Wastewater Concrete Condition Assessment – Infrastructure Review – Underway (2026-2027)** Staff are developing detailed concrete condition assessments for wet wells and other degraded concrete at pump stations in the Core Area. The project will also provide recommendations for design and construction of upgrades and repairs based on condition assessment works and remediation planning.

88. **Core Area Conveyance Discharge MH of CRL to Marigold Pump Station – Condition Assessment – Infrastructure Review – Completed (2025)** Staff evaluated structural integrity and condition to support maintenance and rehabilitation planning.

89. **Core Area Conveyance System Performance at Peak Flow – Service Review – Completed (2025)** Staff completed analysis of flow control, operational logic, and system behaviour under wet weather and peak flow conditions and risk management.

90. **Core Area Wastewater Sewer Cleaning and Inspection – Infrastructure Review – Underway (2026)** Core Area Wastewater sewers are cleaned and inspected on a five-year cycle. This work is performed annually on an ongoing basis.

91. **Core Area Wastewater Acquisition of Outstanding Right of Ways – Service Review – Planned (2026-2029)** Some of the Core Area Wastewater Service infrastructure is located on privately owned land that do not have rights-of-way. A plan is being developed to acquire Statutory Right of Ways for all infrastructure over time. Work started with the development of a study and plan prior to acquisition.

Saanich Peninsula Wastewater Service

92. **Saanich Peninsula – Process Modelling (BioWin) for Performance and Capacity Evaluation – Service Review – Underway (2026-2027)** Staff are developing a process model to assess treatment performance and support future planning decisions.

Corporate Capital Project Delivery Services

93. **Establishment of new Corporate Capital Project Delivery Services function – Service Review – Underway (2025-2027)** As part of CRD Evolves 2024-2025, a new Corporate Capital Project Delivery Services Division was created in 2025 to set up and support consistent organizational project management standards. Staff are updating the internal Project Management Guideline, with the revised document intended to function as a Project Management Procedure Manual. The objective is to provide an updated, comprehensive set of procedures aligned with technical and industry best practices. Once complete, the manual will serve as a readily available resource for all CRD staff involved in any aspect of the project delivery process.

PARKS RECREATION AND ENVIRONMENTAL SERVICES

Regional Goose Management

94. **Regional Goose Management Program Review – Service Review – Completed (2055-2026)** Staff undertook a service review to evaluate the effectiveness of the initiative. The CRD Board directed staff to continue delivering the service and expand its funding on March 11, 2026.

Environmental Innovation/Solid Waste Management Plan Solid Waste Disposal

95. **Environmental Innovation and Environmental Resource Management Amalgamation – Service Review – Underway (2026)** The new Environmental Innovation division was established in 2025 to consolidate the responsibility for the climate action service and programs and the long-term management of biosolids generated by the wastewater system. In 2026, responsibility for solid waste management and recycling programs through the Environmental Resource Management division will be amalgamated with the Environmental Innovation, creating a single division responsible for all operations and capital investments at Hartland Landfill, as well as a broad portfolio of environmental stewardship programs and functions. This organizational consolidation is expected to improve coordination and support more efficient operational and investment decision-making. Following the completion of the transition, staff will assess the effectiveness and resourcing of the division in 2027 and determine whether it is necessary for a formal service review to be initiated as part of the ongoing program.

96. **Hartland Landfill Service and Funding Model Review – Service Review, Funding Model Review – Underway (2026-2027)** The CRD Board has directed a comprehensive review of regional flow control, long-term funding model and tipping fees adjustments.

Port Renfrew Refuse Disposal

97. **Port Renfrew Transfer Station Feasibility Study – Service Review – Underway (2026)** Staff are advancing a feasibility study to assess how the Port Renfrew Transfer Station can continue to meet current and future service needs for both the Port Renfrew and Pacheedaht communities. The study will include an analysis of usage rates (including seasonal variations), a review of operations, the establishment of baseline data on waste volume and composition, and the identification of lessons learned from recent upgrade. The resulting analysis will

evaluate potential site improvements and opportunities for operational optimization, supported by high-level cost estimates and informed by a 20-year demand forecast.

SEAPARC

98. **SEAPARC Infrastructure Growth Plan – Infrastructure Review – Underway (2026)** Work underway to develop an Infrastructure Growth Plan which will provide Class D capital and operating costs. Expecting to complete the plan and present to the Commission in 2026.

Biodiversity & Environmental Stewardship

99. **Biodiversity & Environmental Stewardship Service Review – Service Review – Planned (2027)** Consideration of a service expansion (applying for a UNESCO Urban Biosphere Designation) has been postponed to next CRD Board strategic planning process.

Septage Disposal

100. **Septage Disposal Service Review – Service Review – Planned (2026)** Service options analysis is planned for 2026 to address known service vulnerabilities.

Panorama Recreation Center

101. **Panorama Recreation Master Plan – Infrastructure Review – Planned (2028)** Planned development of a 20-Year Master Plan focused on the sustainability of the recreation facilities into the long-term future.

102. **Panorama Recreation Service Expansion – Service Review – Proposed (TBD)** The Peninsula Recreation Commission, with support from Panorama Recreation staff, regularly evaluates its recreation services to ensure they are delivered effectively and efficiently and meet the needs of the communities. For several years, the communities of North Saanich, Central Saanich and Sidney have expressed interest in exploring whether Panorama Recreation could assume responsibility for additional parks-based recreation services. Expanding the service in this way would significantly change its current scope.

    The Commission approved the Panorama Recreation Plan (2022-2026) in March 2022 and currently focused on implementing its priorities. A Facilities Needs Assessment was also completed in 2025 to start examining the current scale and scope of facilities on the peninsula and identify gaps. While this work remains the primary focus, staff could undertake a more detailed assessment of service expansion in the future, should there be an interest. To this end, staff propose to conduct a master plan process to develop a long-term (up to 20-25 year) facility/asset management plan and to evaluate the efficiency and effectiveness of the sub-regional service delivery model including an analysis of the financial implications of expanding Panorama Recreation's mandate to include parks-based recreation facilities, for the Commission's consideration.

Regional Parks

103. **728 Beaver Lake and Mill Hill Space Planning – Infrastructure Review – Planned (2026)** Office space review of existing office configuration to fit new Regional Parks staff. At 728 Beaver Lake a trailer is being installed to accommodate lockers and create more office space to accommodate the inclusion of a second Park Operations Manager.

104. **Fleet Services and Communication Reorganization – Service Review – Completed (2024-2025)** Through CRD Evolves, responsibility for Fleet services and Communications support was transferred from Regional Parks to Corporate Asset & Maintenance Management and Corporate Communications & Engagement, respectively. Regional Parks staff supported this transition by participating in planning and implementation to ensure continuity of service.

105. **Regional Transportation Service Establishment – Service Review, Governance Review – Completed (2025)** As part of the transition planning work to establish the Regional Transportation Service, Regional Parks staff conducted a comprehensive review of the Regional Trails program to identify, document and support the transfer of responsibilities to the new service. As a result of changes driven by the new service, including updates to governance, Regional Parks no longer reports to the Regional Transportation Committee.

106. **Regional Parks Procurement Support – Service Review – Underway (2026)** Staff repurposed a vacant position to address a critical need for additional, centralized Procurement support for the Regional Parks division. The role was redesigned and transferred to Financial Services' procurement function, with a focus on supporting the growing procurement demands of Regional Parks.

107. **Regional Parks Asset Management – Infrastructure Review – Ongoing (Ongoing)** Staff regularly develop asset management and equipment replacement plans for the Regional Parks service. These plans include assessments of asset condition, risk, and system capacity, as well as strategies for maintenance, repair, and long-term financial planning.

108. **Regional Parks Dam Safety – Infrastructure Review – Planned (2027)** Staff are planning to increase capacity to manage the safety of Regional Parks' 14 dams. Many of these dams are aging and, while they provide important public amenities, they must be actively managed to reduce risks to public safety, property and the environment. Planned improvements include enhanced monitoring and surveillance, installation of new instrumentation and update to key documentation, including Dam Emergency Plans.

109. **Regional Parks Reorganization – Service Review – Planned (2026)** Staff will be advancing a comprehensive review of Regional Parks operations, focused on the operating models for service delivery in regional parks.

110. **Amendment of CRD Parks Regulation Bylaw – Service Review – Planned (2027)** Bylaw No. 4225 regulates the use of regional parks and trails. Staff conduct regular administrative reviews to ensure the bylaw remains current, addresses emerging issues, and reflects Board-approved direction. The bylaw was last updated in 2021. Staff will undertake a comprehensive review to identify any required updates and will bring forward recommendations for Board consideration.

Millstream Remediation Service

111. **Millstream Meadows Future Uses Options Review – Infrastructure Review – Underway (2026)** Millstream Meadows, located at 1965 Millstream Road, is a 12.8-hectare property in the District of Highlands (Highlands) that was used for the unregulated disposal of septage and other trucked liquid waste between the early 1940s and 1985. The CRD received the property from the Province as a Sponsored Crown Grant in 1984. Environmental site investigations were initiated in the 1990s and gradually grew in scope as the extent of contamination became better understood. Since 2005, the CRD and the Province have worked cooperatively to investigate and remediate contamination at the property, with the end goal of beneficial re-use.

The remediation project was completed in July 2025 when the province issued Certificates of Compliance, marking the conclusion of nearly two decades of remediation efforts. Staff are now working with interest holders to evaluate future options for this site.

Saanich Peninsula Waterways Environmental Action Service

112. **Saanich Peninsula Harbours Service Review – Service Review – Proposed (TBD)** The Saanich Peninsula Waterways Environmental Action Service was established in 2021 at the request of North Saanich, Central Sanich and Sidney. Its purpose was to support a coordinated approach to environmental issues affecting near-shore waters and to implement initiatives in the harbours, waterbodies and watercourses surrounding the Saanich Peninsula. Proposed activities included monitoring and reporting on issues, coordinated with interest holders on issues and implementing programs to restore and improve the near-shore waters.

Shortly after the service was established, the CRD and participating municipalities jointly decided not to requisition funding. As a result, while the service mandate remains in place, it is not currently funded or and no work is being advanced. Staff propose to review the continued need for the service and assess whether funding new initiatives through the service would be warranted. The maximum annual levy for this service is $75,000.

Appendix C: Strategic Planning Activities Advanced This Board Term

The following strategies and strategic plans were *Completed* this Board term:

1. **2023-2026 Board Priorities and CRD Corporate Plan** to set broad strategic direction for all CRD services.
2. **Corporate Communications & Engagement Strategic Plan 2024-2027** to outline the vision for effective organizational communications at the CRD.
3. **People, Safety & Culture Strategic Plan 2024-2027** to outline the vision for strategic human resources and occupational health and safety at the CRD.
4. **2024 CRD Accessibility Plan** to outline how the CRD will increase accessibility across its spaces, services and communications.
5. **2024-2027 Arts and Culture Support Service Strategic Plan** to outline how the CRD supports, champions and develops the arts in the region. The plan was adopted following a staff-led program review and community consultation in 2023.
6. **2025 Regional Water Supply Strategic Plan** to outline commitments and strategic priorities that will guide the future direction for the Regional Water Supply service.
7. **2025 Watershed Spill Management Plan** to assess current spill preparedness, including equipment, resources, training, agreements, procedures, and to provide recommendations, strategies and a field guide to improve service preparedness.
8. **SEAPARC Recreation Plan 2025-2035** to provide direction for the services and programs provided in consideration of the service's infrastructure needs, service mandate and service delivery priorities. The Infrastructure Growth Plan is the next step forward to refine how the infrastructure needs identified in the strategic plan should be delivered.
9. **2026-2035 Regional Water Conservation Plan for Greater Victoria** to guide regional water conservation and demand management to ensure long-term safe, reliable and sustainable regional water supply.
10. **CRHC 2045: "A Path to 5,000"**, a long-term framework that envisions the Capital Region Housing Corporation (CRHC) providing high-quality tenant experiences through the financially sustainable management of 5,000 homes by 2045. This vision builds on the CRHC's current development momentum to expand the supply of affordable rental homes for families and individuals in the region.
11. **Regional Parks Volunteer Plan 2026-2031**, a strategic framework to guide the growth, diversification, and modernization of the Regional Parks Volunteer Program, supporting stewardship objectives while informing future operational and staffing decisions.

The following strategies and strategic plans are *Underway:*

12. **Five-year CRD Reconciliation Action Plan** will articulate goals and initiatives intended to advance reconciliation with First Nations. The draft plan is presently in the second phase of engagement with First Nations and staff anticipate reporting back to the CRD Board before the end of 2026. Work to develop a CRD Reconciliation Action Plan was brought forward as part of 2022 service planning process and subsequently paused to focus first on strengthening government-to-government relationships with First Nations.

13. **CRD Equity Diversity & Inclusion Strategic Plan**, which is related to the People, Safety & Culture Strategic Plan, is under development. The plan is expected to be completed in 2026.
14. **Financial Services Strategic Plan**, which will update the 2021 Strategic Plan, is under development. The plan is expected to be completed in 2026.
15. **Digital, Technology & Data Strategic Plans** are under development to set priorities and strategic direction across all Technology & Digital Transformation functions, while identifying both current and future organizational needs. The work has been paused pending the recruitment of a new Senior Manager.
16. **Regional Housing Affordability Strategy for the CRD** update to the 2018 strategy is underway. It identifies key policies, strategies and initiatives required to advance the long-term livability and sustainability of the region. The plan is expected to be completed in 2026.
17. **Regional Transportation Plan** development is underway. The plan outlines the Regional Multi-modal Network and gives policy direction and actions. The current plan was approved in 2014. The plan is expected to be completed in 2027.
18. **Water Supply Wildfire Management Plan** development is underway. This internal plan will support the provision of in-house wildfire prevention, detection and suppression functions. The plan will assess preparedness, including equipment, resources, standby, training, procedures and fuel management, and provides strategies and recommendations to increase service levels as climate change increases fire hazard risk. The plan is expected to be completed in 2026.
19. Staff are working with a consultant to develop a comprehensive **Biosecurity Strategy and Action Plan for the Greater Victoria Water Supply Area (GVWSA).** The assessment will evaluate risks from invasive, novel, and unwanted species and will provide strategies, preparedness measures, procedures, training and recommendations to increase service levels in line with biosecurity risks. The plan is expected to be completed in 2026.
20. **Regional Water Supply Master Plan Program Implementation Plan** development is underway. It will develop a guidance document for the CRD to pursue the delivery of the long-term 2022 Master Plan Program. The plan is expected to be completed in 2026.
21. Staff, with support from a consultant, are developing a **Juan de Fuca Water Meter Strategic Plan** for the Juan de Fuca Water Distribution System meter infrastructure. The objective is to address aging metering infrastructure and look at new technology options. The plan is expected to be completed in 2026.
22. **CRD Climate Action Strategy 2026-2030** update is underway to identify targeted ways to both reduce greenhouse gas emissions and adapt to climate change. The plan is expected to be completed in mid-2026.
23. **Regional Parks Cultural Practice and Safety Policy** is being developed to outline how the CRD regional parks will be operated with a view to Indigenous cultural practices while promoting inclusion, equity and reconciliation. Once approved, it will guide the work of Regional Parks employees, elected officials, volunteers, contractors, and agents, as well as, where applicable, conservation partners, permit holders and special-interest groups. Development of this policy is identified as an action in both the Regional Parks and Regional Trails Strategic Plan 2022-2032 and the CRD Corporate Plan 2023-2026. The plan is expected to be completed in 2026.
24. **Regional Parks Interpretive Plan** is being developed to guide programming and products, including signage, guided walks, and educational materials, aligned with conservation, education, and reconciliation goals. The plan will modernize interpretive services across the regional parks system, ensuring content is inclusive, culturally respectful, and grounded in ecological knowledge. The CRD Regional Parks and Regional

Trails Strategic Plan 2022–2032 identifies interpretation as a key tool for enhancing visitor experience, supporting environmental stewardship, and advancing reconciliation with First Nations. The plan is expected to be completed in 2026.

25. **Regional Parks Accessibility Guidelines** are being developed to support inclusive parks planning and policy development. These guidelines will provide a framework to ensure that all visitors can experience the natural environment of regional parks and trails by improving equitable access. They will offer direction across key areas, including service delivery, signage and wayfinding, pedestrian circulation, park facilities, and visitor information. The plan is expected to be completed in 2026.

The following strategies and strategic plans are *Planned:*

26. **CRD Board Advocacy Strategy Update** (planned for 2027). Staff are planning to complete a review of the Board Advocacy Strategy. In addition, the CRD Board suggested that preparing an expanded strategy be considered as a future priority by the new Board at the 2026 Board Priorities Check-in.
27. **Regional Wastewater Strategic Plan** (timeframe to be determined). Staff are exploring the feasibility of developing a Regional Wastewater Strategic Plan. The decision is subject to approval from the provincial regulator. If approved, the plan will cover all in-region wastewater services.
28. **Core Area and Saanich Peninsula Wastewater Strategic Plan** (planned for 2026-2027). Staff will develop a strategic plan for wastewater within the capital region. This document will guide decision-making and long-term planning, including Master Plans, the Liquid Waste Management Plan, etc.
29. **Forest Ecosystem Stewardship Plan** (planned for 2026-2028). This plan will guide the management of the GVWSA forests to deliver multiple service benefits while adapting to climate change. Adjustments to current service levels may be required to ensure forests are resilient for future climate conditions.
30. **Wildlife Management Plan** (planned for 2028). This plan will guide the protection and management of wildlife habitat in the GVWSA and will establish service levels to support effective wildlife management.

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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, JUNE 3, 2026

SUBJECT **Public Engagement Policy and Framework**

ISSUE SUMMARY

Staff have prepared a Public Engagement Policy and Framework that reflects current Capital Regional District (CRD) Board and organizational commitments for consideration. Once adopted, it would supersede the CRD Public Participation Framework.

BACKGROUND

The CRD Public Participation Framework (Appendix A) has helped guide public engagement activities for various issues and projects since 2014. In 2021, the CRD created an administrative policy to support the implementation of an engagement platform (GetInvolved.crd.bc.ca) and alignment with emerging best practices.

Since 2024, staff have been advancing an initiative to enhance public participation and engagement practices and frameworks to foster trust and understanding, guided by resident input and equity, diversity and inclusion principles (initiative 11b-1 in the CRD 2023-2026 Corporate Plan).

The first phase of the initiative included collaboration with the Regional District of Nanaimo and an external consultant to examine practices used by comparable jurisdictions, along with current research on accessibility and inclusion in public engagement. The International Association for Public Participation's (IAP2) best practices have been widely adopted by local government organizations within British Columbia and across Canada and have been incorporated into the proposed materials. The second phase included a review of findings from the CRD Regional Resident Survey and communication with internal staff to identify and address questions. This work has resulted in the following materials ready for consideration:

1. Board Policy (Appendix B): high-level summary of engagement goals and roles/responsibilities; adoption of IAP2 spectrum, values & principles.
2. Public Engagement Framework (Appendix C): outlines the process for delivering public engagement initiatives.

To build internal capacity and support implementation of the updated policy and framework, staff created a Public Engagement Toolkit (Appendix D) with a comprehensive set of checklists, guidelines and templates to promote consistent and efficient implementation of initiatives.

ALTERNATIVES

Alternative 1
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the Public Engagement Policy (BRD09) and supporting Framework be adopted.

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

IMPLICATIONS

Alignment with Board & Corporate Priorities
This work supports Board priority goal 2b) "Foster greater civic participation among diverse community members" and is captured in the Corporate Plan as action 12b-1) "Enhance the public participation and engagement practices and framework to foster trust and understanding, informed by input from residents and equity, diversity and inclusion principles.".

Alignment with Existing Plans & Strategies
This work is also reflected in the Corporate Communications & Engagement Strategic Plan and is connected to two desired outcomes: 1) Fostering meaningful connections with communities and 4) Placing Equity Diversity, inclusion and accessibility at the heart of communications.

Equity, Diversity & Inclusion Implications
People, Safety & Culture Division staff reviewed the policy, framework and toolkit to ensure alignment with work underway to create an Equity, Diversity and Inclusion strategy.

The proposed policy outlines the CRD's commitment to "improving engagement with diverse community members" and public engagement goals related to inclusion, equity and accessibility.

Under the proposed framework, identification of interested and affected people would be determined early in the planning phase and outreach to underrepresented voices would be scoped according to each initiative's objectives and impact. The framework includes an evaluation phase where learnings can be captured and shared to help inform future initiatives and support continuous improvement.

The toolkit includes questions and guidance at each phase to further identify and address existing dynamics and barriers to participation, as well as checklists to support accessibility when organizing events. Staff shared materials and an update on this initiative with the Accessibility Advisory Committee on May 19, 2026 and will maintain the Toolkit as a living document.

Financial Implications
One-time funding for completion of this work was included in the Corporate Communications & Engagement Division budget following Initiative Business Case approval in 2024. Remaining funds will be used to provide training for staff to support adoption of principles and practices outlined in the policy, framework and toolkit starting in Fall 2026.

First Nations Implications
Although the proposed policy does not apply to First Nations engagement, the First Nations Relations Division provided input on the framework and toolkit content to reflect current practices and the importance of prioritizing First Nations engagement as a distinct process with its own requirements and government-to-government dynamics. Information prepared for public engagement initiatives can also assist with First Nations engagement activities; regular check-ins occur between staff when timelines of both processes overlap to ensure alignment.

Service Delivery Implications
Adhering to the policy and framework and ultimately reaching underrepresented voices will require additional resources in the form of staff time and hard costs (e.g., venues, equipment, translation). These resources will need to be allocated and managed by program area project leads for each initiative as part of divisional budgets and service planning. Smaller local projects, particularly those in electoral areas, have resource constraints (e.g., staff availability), as well as practical challenges (e.g., accessibility of venues) that will take time and planning to fully address.

Social Implications
Public engagement occurs when an organization proactively seeks input from individuals or groups outside of itself to inform decision-making or problem-solving. Typically, those engaged are the people most likely to be affected by the matter under consideration. This process helps strengthen trust and confidence in decisions while promoting transparency and accountability. More than simply sharing information and collecting feedback, it reflects a genuine commitment to listening and being influenced, within clearly defined boundaries. Once adopted, the policy and framework will be posted online for public transparency of the CRD's commitments and process.

CONCLUSION

The Public Engagement Policy and Framework have been prepared to reflect and guide the CRD's commitments related to meaningful public engagement as well as accessibility, diversity, equity and inclusion. The Public Engagement Toolkit serves as a supporting resource for staff and consultants to support implementation and continuous improvement.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the Public Engagement Policy (BRD09) and supporting Framework be adopted.

Submitted by:	Zoe Gray, Manager, Website & Public Engagement
Concurrence:	Andy Orr, Senior Manager, Corporate Communications & Engagement
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Public Participation Framework – 2014
Appendix B: Draft Public Engagement Policy
Appendix C: Draft Public Engagement Framework
Appendix D: Public Engagement Toolkit

Appendix A



Capital Regional District Public Participation Framework

Overview

Over the past few months, a Staff Cross Departmental Committee has been exploring how to improve the CRD's public participation with and for the communities and residents we serve. Through the discussions, the Committee identified challenges ranging from the wider community not understanding who and what the CRD is and what services we provide, to a lack of consistent application of public participation processes among departments and finally, a strong reliance on external consultants. There were also many common points of interest among Committee members, the most obvious was the agreement that staff need to do a better job engaging the residents of the Capital Regional District in our decision making processes – and the need to do this collectively.

There was a clear understanding and linkage that effective public participation is increasingly seen as an integral part of a strong governance framework.

What is public participation?

In order for this Framework to truly be effective, it is important to begin from a common point of understanding of exactly what public participation is. Globally, public participation is when an organization reaches outside of itself to seek the involvement of others in its decision-making process. Generally, participants in these processes are those who are most likely to be affected by the matter under consideration. Organizations have come to embrace public participation processes as a means for strengthening trust and confidence in the decision-making process.

There is a recognized continuum of public involvement denoted within the term public participation, from simply sharing information about a pending decision (informing) through to creating a partnership arrangement, one based on mutual trust, and a willingness to agree on a course of action together.

For elected and government officials, public participation is commonly seen as a mechanism to support transparency and accountability. It is more than giving information and receiving feedback — it is a deliberate commitment that government makes to its public and stakeholder groups to listen and to be influenced within expressed limits.

The CRD's Public Participation Framework consists of the following components:

1. **CRD Board's Commitment to Public Participation**
2. **CRD's Spectrum of Public Participation**
3. **CRD`s 8 Principles for the Practice of Public Participation**
4. **Working Co operatively with the CRD's Municipalities and Electoral Areas**
5. **First Nations Engagement and the CRD**
6. **Roles and Responsibilities in CRD Public Participation Process**
7. **CRD Staff Resource Handbook: (for internal use)**

Chapter 1: Overview of Public Participation

Chapter 2: Key Steps Required for Successful Public Participation Processes

Chapter 3: Definitions of Common Terms Used

Chapter 4: Working with the CRD's Municipalities

Chapter 5: Better Understanding First Nations Engagement

Chapter 6: Techniques, Methods and Recommended Applications

Chapter 7: Conducting Effective Evaluations

Chapter 8: Learning through CRD Experiences

Chapter 9: Various Templates

Component 1: CRD Board's Commitment to Public Participation

A common practice for many orders of governments across Canada is to have a publicly stated overarching commitment to public participation. As the CRD Public Participation Framework is unrolled for all, the adoption of the following statement at the CRD Board level is recommended:

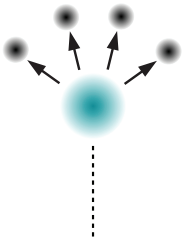
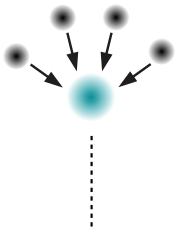
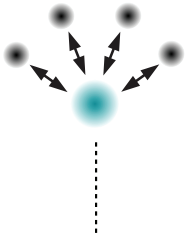
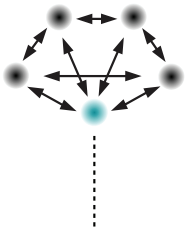
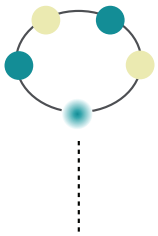
The Capital Regional District is committed to undertaking public participation processes in the development and delivery of public policies, programs, legislation and services.

The Capital Regional District is also committed to promoting a consultative culture across all departments and divisions.

Component 2: CRD's Spectrum of Public Participation

As with any continuum of public participation, the key goal is to align the project scope, process and techniques within the CRD governance of decisions. In many public participation experiences, the process may incorporate a flow within the Spectrum. Clearly understanding where in the Spectrum any given decision can be made will undoubtly result in the building of wide spread public trust.

CRD Public Participation Spectrum

	Inform and Educate	Gather Information	Discuss	Engage	Partner
					
OBJECTIVES OF PUBLIC PARTICIPATION	To provide balanced and objective information to support understanding by the public.	To obtain feedback on analysis, alternatives and/or decisions.	To work with the public to ensure concerns and aspirations are understood and considered.	To facilitate discussions and agreements between public parties to identify common ground for action and solutions.	To create governance structures to delegate decision-making and/or work directly with the public.
CRD COMMITMENT	To inform the public.	To listen to and acknowledge the public's concerns	To work with the public to exchange information, ideas and concerns.	To seek advice and innovations from amongst various public parties.	To work with the public to implement agreed-upon decisions.
PARTICIPANT'S RESPONSIBILITY	To become informed and educated.	To take an active role in keeping oneself informed and up to date.	To be open to other points of view and work with staff and other members of the public.	To put aside personal agendas and participate honestly in discussions.	To work with CRD Staff to implement agreed-upon decisions.

Source: Auditor General of British Columbia 2009 (CRD modified version)
Report 11: Public Participation: Principles and Best Practices for British Columbia

Component 3: CRD's 8 Guiding Principles For The Practice of Public Participation

The key underpinning concept of having a set of principles is to build a culture and value of public participation within the CRD; principles that can qualify or characterize processes while allowing flexibility in the approaches.

1. Active Citizenship	The CRD acknowledges the benefits, as an organization and in civil society, for active citizens' involvement in CRD's public participation and decision making processes.
2. Commitment	Leadership and strong commitment to information, consultation and engagement in active participation is needed at all levels – from CRD Directors, senior managers and staff.
3. Clarity	Objectives for, and limits to, information, consultation and active participation will be well defined from the outset. The respective roles and responsibilities of citizens (in providing input) and the CRD (in making decisions for which we are accountable) must be clear to all.
4. Time	Public consultation and active participation will be undertaken as early in the decision making process as possible, to allow for a greater range of solutions to emerge and to raise the chances of successful implementation.
5. Objectivity	Information will be objective, complete and accessible. All citizens will have equal treatment when exercising their rights of access to information and participation.
6. Resources	Adequate financial, human and technical resources are required if public information, consultation and active participation in policy making are to be effective. CRD staff will be supported through guidance and training and the provision of adequate resources.
7. Coordination	Initiatives will be coordinated across the CRD to enhance knowledge management, ensure policy coherence, avoid duplication and reduce the risk of 'consultation fatigue' among staff and citizens.
8. Evaluation	In order to increase the CRD's organizational capacity and success; evaluations of public participation processes will be incorporated into every process.

Component 4: Working Cooperatively With The CRD'S Municipalities And Electoral Areas

There is a strong recognition and understanding of the value of working with member municipalities and electoral areas when public participation process occurs in their communities. For staff, understanding what role and expectation there is to inform, involve or even partner with the municipality at the beginning planning stage plays an important part, if not a key element in building trust and ensuring successful results. The CRD commits to proactively communicate with municipalities and electoral areas when public participation processes are planned as well, assess the degree of cooperation and collaboration required based on the initiative.

Component 5: First Nations Engagement And The CRD

Consultation and engagement with First Nations is different than public consultation because it is driven by the law, not just good public policy. The Canadian courts have emphasized that the federal and provincial governments must consult with First Nations when making decisions that may affect aboriginal and treaty rights and accommodate those rights where appropriate. Aboriginal and treaty rights are also protected under the Constitution of Canada.

It is important to keep in mind that the CRD cannot assume responsibility for the legal obligations to consult now imposed on the senior governments. It can, however, be delegated procedural steps such as gathering information on First Nations interests. It is also important to recognize that First Nations and the CRD are neighbours so it makes sense to work with First Nations in a meaningful way to seek their input, to apply their input to avoid future problems and to seek opportunities to work together whenever working on a project that may affect their interests or provide opportunities to build a stronger relationship.

Component 6: Roles And Responsibilities In CRD Public Participation Processes

Board and Committees

The CRD Board is ultimately responsible to all the citizens of the Capital Regional District and therefore, acts in the best interests of the region as a whole.

During its review and decision-making process, the Board and Committees have an obligation to recognize the efforts and activities that have preceded its deliberations. Directors should have regard for the public involvement processes that have been completed in support of projects.

CRD Staff

Staff responsible for the design and implementation of public participation processes have an obligation to ensure that the Guiding Principles are the backbone of their processes. In addition to the responsibilities established by the Guiding Principles, staff have a responsibility to:

1. pursue public involvement with a spirit that recognizes the value it adds to projects;
2. in all public involvement activities, work towards fostering long-term relationships based on respect and trust;
3. encourage positive working partnerships;
4. take-up the challenge to draw out the silent majority, the voiceless and the disempowered;
5. ensure that decisions and recommendations reflect the needs and desires of the entire community; and
6. ensure that no participant or group is marginalized or ignored.

Corporate Communications

Corporate Communications is responsible for ensuring CRD public participation processes are carried out with confidence, knowledge and integrity. In addition, Corporate Communication will: maintain the Staff Resource Handbook; support departments who require resources and guidance; serve as a coordinating body; assist with the provision and coordination of training and host bi annual Staff Forums.

All Participants

The public is also accountable to the process and the accomplishment of the project goals. All participants have a responsibility to:

1. focus on the real issues and not on the furthering of personal agendas;
2. balance personal concerns with the needs of the community as a whole;
3. have realistic expectations;
4. participate openly, honestly and constructively, offering ideas, suggestions, alternatives, etc.;
5. listen carefully and completely;
6. identify their concerns and issues early in the process;
7. provide their names and contact information if they want direct feedback;
8. make every effort to work within the project schedule; if this is not possible then this should be discussed with staff as soon as possible. Participants must also recognize that process schedules may be constrained by external factors (e.g. broader project schedules or legislative requirements);
9. recognize that there is no single voice that is more important than all others, and that there are diverse opinions to be considered;
10. work within the process in an integrated and cooperative manner;
11. accept some responsibility for keeping themselves aware of current issues; when possible, participants should also make others aware of project activities and solicit their input; and
12. recognize that the measure of the success of the process is the fullness of public involvement and the quality of the outcome.

Component 7: CRD Staff Resource Handbook (For Internal Use)

A Resource Handbook will assist staff who are responsible for designing and implementing public participation processes and ensure a high degree of consistency in applications across the CRD. For example, the general public will have the same experiences when different departments conduct public participation processes. The following chapters are included in the Resource Handbook and it will become the touchstone for future training sessions and bi annual Staff Forums.

CRD Staff's Resource Handbook:

Chapter 1: Overview of Public Participation
Chapter 2: Key Steps Required for Successful Public Participation Processes
Chapter 3: Definitions of Common Terms Used
Chapter 4: Working with the CRD's Member Municipalities and Electoral Area
Chapter 5: First Nations Engagement
Chapter 6: Techniques, Methods and Recommended Applications
Chapter 7: Conducting Effective Evaluations
Chapter 8: Learning through CRD Experiences
Chapter 9: Various Templates

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CAPITAL REGIONAL DISTRICT
CORPORATE POLICY

Policy Type	*Board*		
Section	*Executive Services, Corporate Communications & Engagement*		
Title	PUBLIC ENGAGEMENT POLICY		
Adopted Date		Policy Number	BRD09
Last Amended			
Policy Owner	Corporate Communications & Engagement (CCE)		

1. POLICY:

Public engagement, also referred to as public participation, provides opportunities for the public to engage in problem-solving and processes that support decision-making at the Capital Regional District (CRD). The CRD is committed to fostering public engagement that is inclusive, equitable, and reflective of the region's diversity.

2. PURPOSE:

To establish roles, principles, and process for delivering public engagement initiatives.

This policy:

(a) creates a consistent, transparent, coordinated, and outcomes-driven approach to public engagement;
(b) recognizes that people want to participate in the processes that lead to decision-making on issues that affect them and creates an appropriate level of engagement based on assessed community impact and benefit; and
(c) facilitates meaningful and effective consultation, information sharing, involvement, collaboration, and empowerment processes in compliance with legislative requirements.

3. SCOPE:

This policy applies to all formal public engagement undertaken for CRD, Capital Region Housing Corporation (CRHC), and Capital Regional Hospital District (CRHD) programs, policies, plans and projects and delivered by CRD staff, elected officials, commissioners, contractors, volunteers, or partner organizations working on behalf of the CRD.

This policy does not apply to First Nations engagement. Engagement with First Nations follows a separate process with support from the First Nations Relations division.

4. DEFINITIONS:

"**Public Participation** or **Engagement**": refers to any process that involves the public in problem-solving or decision-making. It is premised on the belief that community members should have meaningful opportunities to engage in the decisions that affect their communities.

"**Community Member**": means residents living within the boundaries of the CRD, or service area directly affected by the initiative.

"**International Association of Public Participation (IAP2)**": refers to the association of professionals in the field of public participation who seek to advance and extend the practice of public participation through training, certification, standards, values, and advocacy throughout Canada and around the world.

"**IAP2 Spectrum of Participation**"**:** IAP2's Spectrum of Public Participation is a tool designed to assist with the selection of the level of participation that defines the public's role in any public participation process.

5. PROCEDURES:

In British Columbia, the *Community Charter* (CC) and *Local Government Act* (LGA) outline the minimum requirements for when local governments must engage with the public. Generally, these are considered to be the 'minimum' requirements which may be exceeded, as needed.

The CRD commits to utilizing the IAP2 Core Values (Schedule A), Spectrum of Public Participation (Schedule B) and Code of Ethics (Schedule C) in developing public engagement initiatives.

This policy will be implemented through the Public Engagement Framework and Toolkit, which outlines best practices and steps for planning, implementing, and evaluating effective and meaningful engagement, in a detailed manner.

5.1 Public Participation Goals

The CRD is committed to improving engagement with diverse community members using a collaborative, transparent, and authentic approach that is developed on a case-by-case basis for a variety of plans, projects, and initiatives.

The CRD's public engagement goals are to be:

a) **Inclusive and Equitable**: Creating open and accessible opportunities for everyone affected by a decision to participate, actively removing barriers and seeking out diverse voices, including equity-deserving groups;
b) **Impactful**: The public's contributions are considered and can have a real impact on the decision-making process;
c) **Relevant**: Providing clear and accessible information about the engagement process, the decisions being made, and how input will be used;
d) **Timely and Accessible**: Considering public engagement as early in the process as possible, in accessible formats and locations, giving participants enough time to participate and allowing for a greater range of solutions to emerge;
e) **Reliable**: Information will be factual, complete and accessible. Questions will be answered, and input will be considered fairly;
f) **Coordinated**: Initiatives will be coordinated corporately to enhance knowledge management, support consistency, avoid duplication and reduce the risk of 'consultation fatigue' among staff and community members;
g) **Evaluated**: To increase the CRD's organizational capacity and success; evaluations will be incorporated into every public engagement process; and

h) **Transparent and Accountable**: Clearly communicate how public input will be used and report back on outcomes.

5.2 Public Engagement Requirements

Public engagement is appropriate when:

a) there is a legal or statutory requirement for public consultation;
b) the public has been told there would be opportunity to provide input into a project which will affect them; and/or
c) the project will impact people and groups, key decisions about the project have not yet been made, and opinions or advice offered by the public may influence the outcome.

Engagement plans provide order, structure and clear expectations to participants, elected officials and staff. Public engagement plans must be developed in consultation with the CRD Corporate Communications & Engagement (CCE) Division and approved by the CAO or an individual with delegated authority prior to the engagement starting.

The CRD has corporate online engagement channels that meet privacy requirements and are required to be used for all public engagement activities. Using these channels ensures participants recognize them as CRD initiatives and builds an ongoing relationship. CRD CCE staff can provide direction on the appropriate use of the channels.

5.3 Roles & Responsibilities

5.3.1 Elected Officials:

Board members, and appointed commissioners are responsible for making decisions that represent the interests and values of the community.

They have an important role as decision-makers and advocates for public engagement, and can contribute in the following ways:

a) represent residents and connect with them to determine top priorities for engagement;
b) prioritize engagement efforts by working with staff to identify areas where public input can make a meaningful difference in decisions and help set public engagement priorities;
c) support and promote inclusive and transparent engagement initiatives and opportunities to ensure a high rate of participation by a wide range of residents;
d) direct community members to the established processes for garnering, monitoring and compiling input, and avoid circumventing these;
e) allow staff to take the lead role in identifying best practices and methods for engaging the public on various issues;
f) consider input gathered from community members and interested groups when making decisions and clarify the rationale for decisions reached;
g) listen and observe during public engagement events and processes; and
h) avoid making public commitments or statements that could pre-empt decisions or misrepresent the scope of consultation.

5.3.2 CRD Staff & Officers:

Staff lead the planning, implementation, and reporting from public engagement initiatives.

Staff are responsible for developing and applying professional expertise to public engagement processes, as well as being technical experts who provide background and advice on decisions being made.

Project leads are responsible for liaising with the CCE Division to plan each initiative with clear roles and responsibilities between staff as outlined in the *Public Engagement Guidelines - Staff Roles & Responsibilities*.

Staff responsibilities include the following:

a) work with elected officials to identify where public input can make a meaningful difference in decisions, program development, and service delivery;
b) use engagement tools and outreach strategies to identify community priorities and what barriers may prevent residents from participating. Ensure this input is used to inform service planning, improve accessibility and strengthen future engagement processes;
c) establish, and communicate engagement priorities, then apply a consistent set of policies and procedures in designing and implementing engagement activities;
d) keep elected officials informed of engagement activities, outcomes, process design, framing issues for productive input, effective communications, and increasing engagement over time;
e) ensure timely and respectful communication with all those who engage and show how their input has been used to influence decisions, programs and services;
f) engage in ongoing learning and professional development about public engagement best practices; and
g) ensure that community input is well documented, transparent and that communication efforts are as complete and well-timed as possible.

5.3.3 Commissioners, Contractors, Volunteers, Partners:

CRD Commissioners, contractors, volunteers, and partners support staff in public participation efforts and provide specialized expertise, community connections, or additional capacity.

Their contributions may include the following:

a) work with staff to ensure public engagement is considered for all policies, programs, projects, or services;
b) seek advice, support and approval from staff as required to plan, deliver, and evaluate public participation initiatives;
c) utilize the Public Engagement Policy, Framework, and Toolkit to ensure engagement activities are consistent throughout the organization;
d) deliver engagement activities in accordance with the scope of work and engagement objectives; and
e) promote engagement opportunities.

5.3.4 Residents:

Residents contribute to informed decision-making and the quality of life in their community by sharing their ideas, experiences, and concerns constructively and respectfully.

Their contributions can include the following:

a) help identify community needs and priorities;
b) identify barriers to participation and opportunities for improvement;
c) make efforts to stay current and learn more about issues within the community;
d) participate in engagement initiatives and encourage others to participate;
e) express their point of view and contribute ideas while respecting opposing perspectives;
f) be willing to listen to and learn from other community members; and
g) vote in local government elections.

5.4 Privacy

All public engagement initiatives, including initiatives conducted by vendors or consultants, must have a designated CRD staff person responsible for ensuring:

a) the Manager, FOI and Privacy, or their delegate, has provided advice respecting whether personal information is likely to be collected, used, disclosed, stored, or accessed, and whether a Privacy Impact Assessment (PIA) is required to be completed; and
b) any recorded information resulting from public engagement activities that is required as evidence or to support CRD business activities is managed in accordance with the CRD's records management policies and stored in appropriate CRD recordkeeping systems.

6. SCHEDULE:

A. IAP2 CORE VALUES
B. IAP2 SPECTRUM OF PUBLIC PARTICIPATION
C. IAP2 CODE OF ETHICS

7. AMENDMENTS:

Adoption Date	**Description:**
October, 2021	*Approved by CAO. Adopted by ELT.*
XXXX, 2026	*Revision of content to align with new Public Engagement Framework. Rescinded ADM97 and turned into Board Policy.*

8. REVIEWS:

Review Date	**Description:**

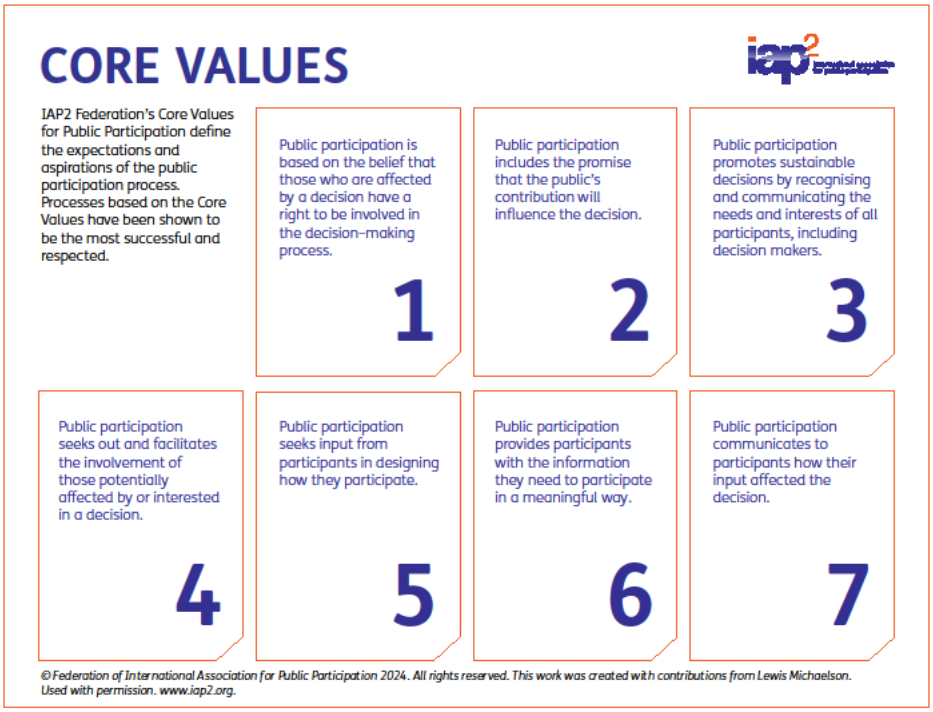
2029	3-year review.

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

- *CRD Public Engagement Framework*
- *CRD Public Engagement Toolkit*
- *Public Engagement Guidelines: - Staff Roles & Responsibilities*

SCHEDULE A

IAP2 CORE VALUES



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SCHEDULE B

IAP2 SPECTRUM OF PUBLIC PARTICIPATION

IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION

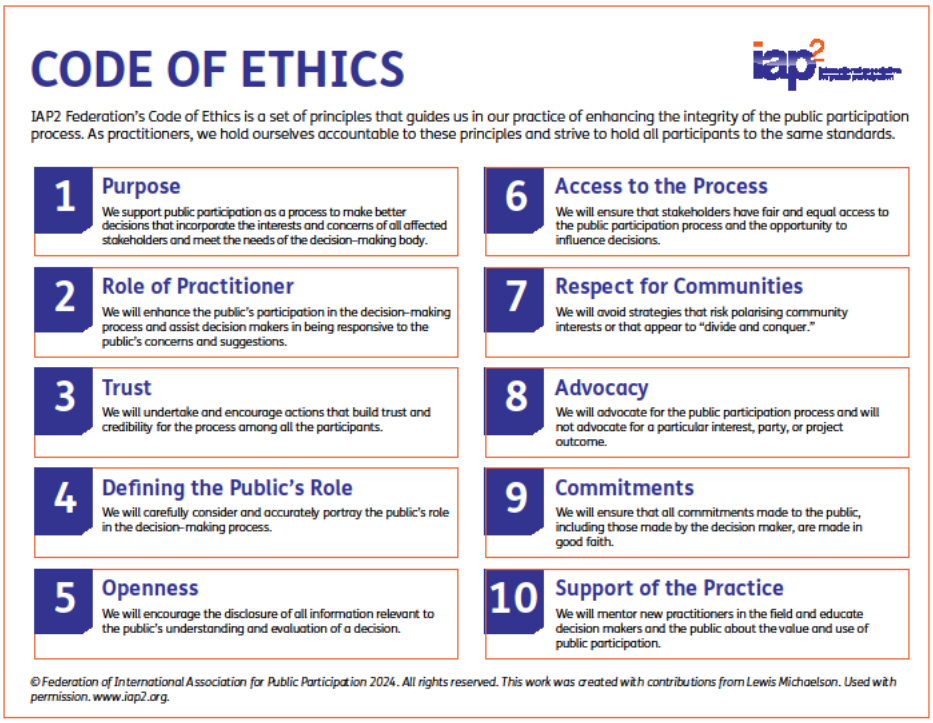
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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SCHEDULE C

IAP2 CODE OF ETHICS



CODE OF ETHICS

IAP2 Federation's Code of Ethics is a set of principles that guides us in our practice of enhancing the integrity of the public participation process. As practitioners, we hold ourselves accountable to these principles and strive to hold all participants to the same standards.

1 Purpose
We support public participation as a process to make better decisions that incorporate the interests and concerns of all affected stakeholders and meet the needs of the decision-making body.

2 Role of Practitioner
We will enhance the public's participation in the decision-making process and assist decision makers in being responsive to the public's concerns and suggestions.

3 Trust
We will undertake and encourage actions that build trust and credibility for the process among all the participants.

4 Defining the Public's Role
We will carefully consider and accurately portray the public's role in the decision-making process.

5 Openness
We will encourage the disclosure of all information relevant to the public's understanding and evaluation of a decision.

6 Access to the Process
We will ensure that stakeholders have fair and equal access to the public participation process and the opportunity to influence decisions.

7 Respect for Communities
We will avoid strategies that risk polarising community interests or that appear to "divide and conquer."

8 Advocacy
We will advocate for the public participation process and will not advocate for a particular interest, party, or project outcome.

9 Commitments
We will ensure that all commitments made to the public, including those made by the decision maker, are made in good faith.

10 Support of the Practice
We will mentor new practitioners in the field and educate decision makers and the public about the value and use of public participation.

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Appendix C

Making a difference...together

PUBLIC ENGAGEMENT FRAMEWORK & TOOLKIT

Building Our Community Together



PART ONE

Public Engagement Framework

Territorial Acknowledgement

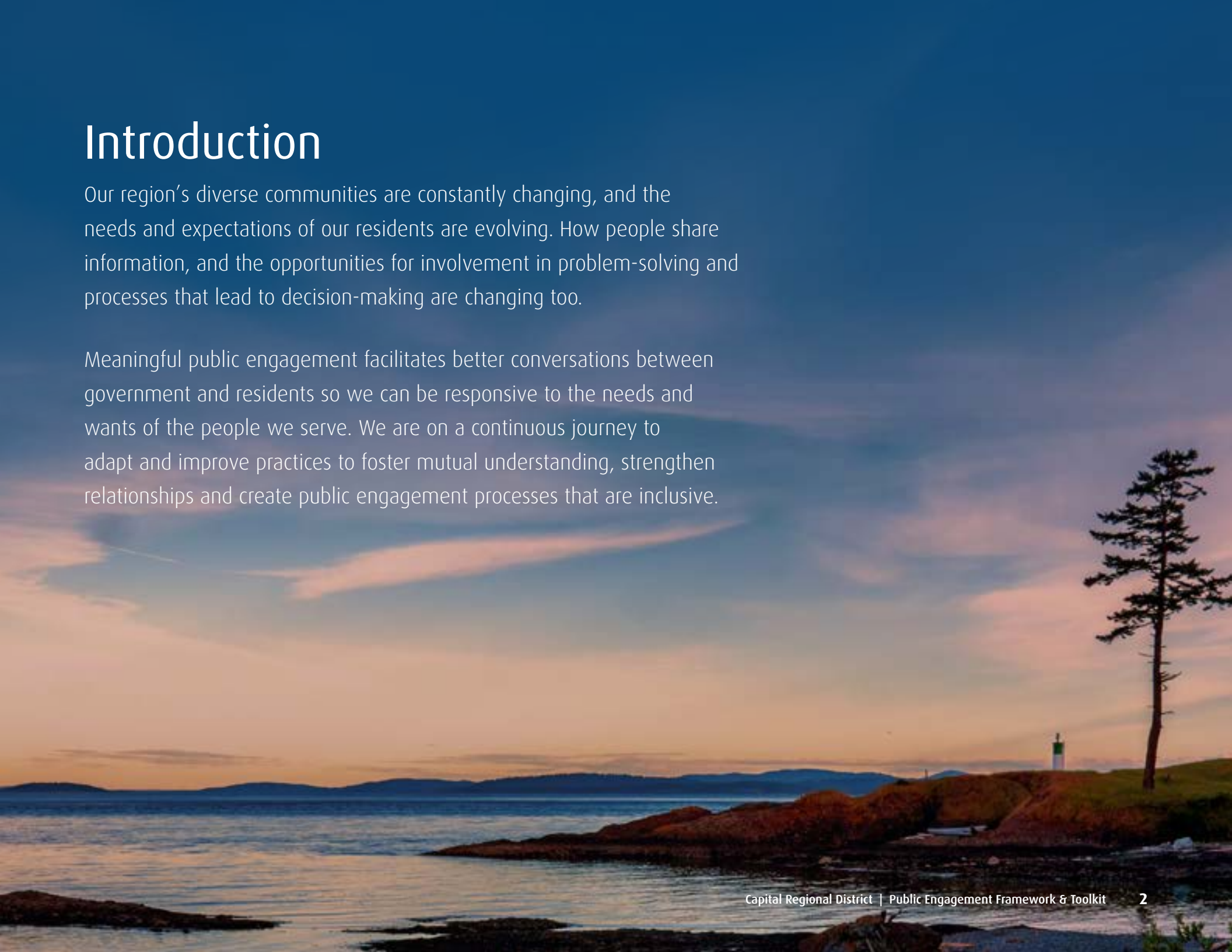
The CRD conducts its business within the Territories of many First Nations, including but not limited to BOḰEĆEN (Pauquachin), MÁLEXEŁ (Malahat), paa?čiid?atx̱ (Pacheedaht), Spune'luxutth (Penelakut), Sc'ianew (Beecher Bay), Songhees, SḴÁUTW̱ (Tsawout), T'Sou-ke, W̱JOŁEŁP (Tsartlip), W̱SIḴEM (Tseycum),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



Introduction

Our region's diverse communities are constantly changing, and the needs and expectations of our residents are evolving. How people share information, and the opportunities for involvement in problem-solving and processes that lead to decision-making are changing too.

Meaningful public engagement facilitates better conversations between government and residents so we can be responsive to the needs and wants of the people we serve. We are on a continuous journey to adapt and improve practices to foster mutual understanding, strengthen relationships and create public engagement processes that are inclusive.



What is public engagement?

Public engagement, also commonly referred to as public participation, is any process that involves the public in problem-solving and processes that lead to decision-making. It is premised on the belief that residents should have meaningful opportunities to engage in processes that lead to decisions affecting their communities. It moves past one-way communication and welcomes residents into the decision-making process by ensuring timely information and awareness of opportunities to provide input before decisions are made.

Not all topics require the same level of public engagement. Based on the impact of the decision or change, and the input needed to inform the decision, different tools and techniques are considered in each instance. Meaningful public engagement should consider the diverse needs of those our decisions impact, and government bodies are responsible for removing barriers and encouraging participation from all voices, particularly those that are underrepresented historically.

Why do we engage?

We engage because, although we have skilled technical experts working across our organization, no one knows the community and its nuances better than the people living and working in it every day. When we engage, their input becomes part of the process and helps us make decisions that are responsive to what the community needs and values.

When public engagement is meaningful, everyone gains something valuable. Governments benefit from hearing diverse perspectives and understanding the public's interests, concerns, and priorities, and the public gains a greater understanding of how decisions are made. With effective communication, our accountability to residents is enhanced. With timely access to factual and relevant information, there is less misinformation, and residents feel heard.

What is the International Association of Public Participation (IAP2)?

IAP2 is an association of professionals in the field of public participation who seek to advance and extend the practice of public participation through training, certification, standards, values, and advocacy around the world.

The IAP2 developed several tools that have become commonplace among local governments. The Core Values and Spectrum of Public Participation assist in establishing clear expectations and defining the level of participation in any public engagement process.

The IAP2 Code of Ethics provides a set of principles that guide the practice of public participation, enhancing the integrity of the process.

As a regional district, the adoption of the IAP2 tools supports consistent engagement with the community. This includes the responsibility to share feedback with IAP2 and a commitment to continuous learning as models and tools evolve.

IAP2 Spectrum of Public Participation

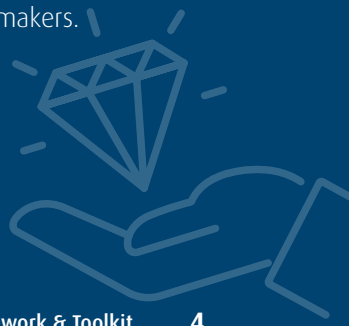
IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Promise to the Public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

← **Information enables participation at any level of the spectrum** →

Core Values for the Practice of Public Engagement

- Public engagement is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
- Public engagement includes the promise that the public's contribution will influence the decision.
- Public engagement promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
- Public engagement seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- Public engagement seeks input from participants in designing how they participate.
- Public engagement provides participants with the information they need to participate in a meaningful way.
- Public engagement communicates to participants how their input affected the decision.



When do we engage?

When developing a new project or considering changes to programs or policies, it is critical to consider whether the public needs to be engaged.

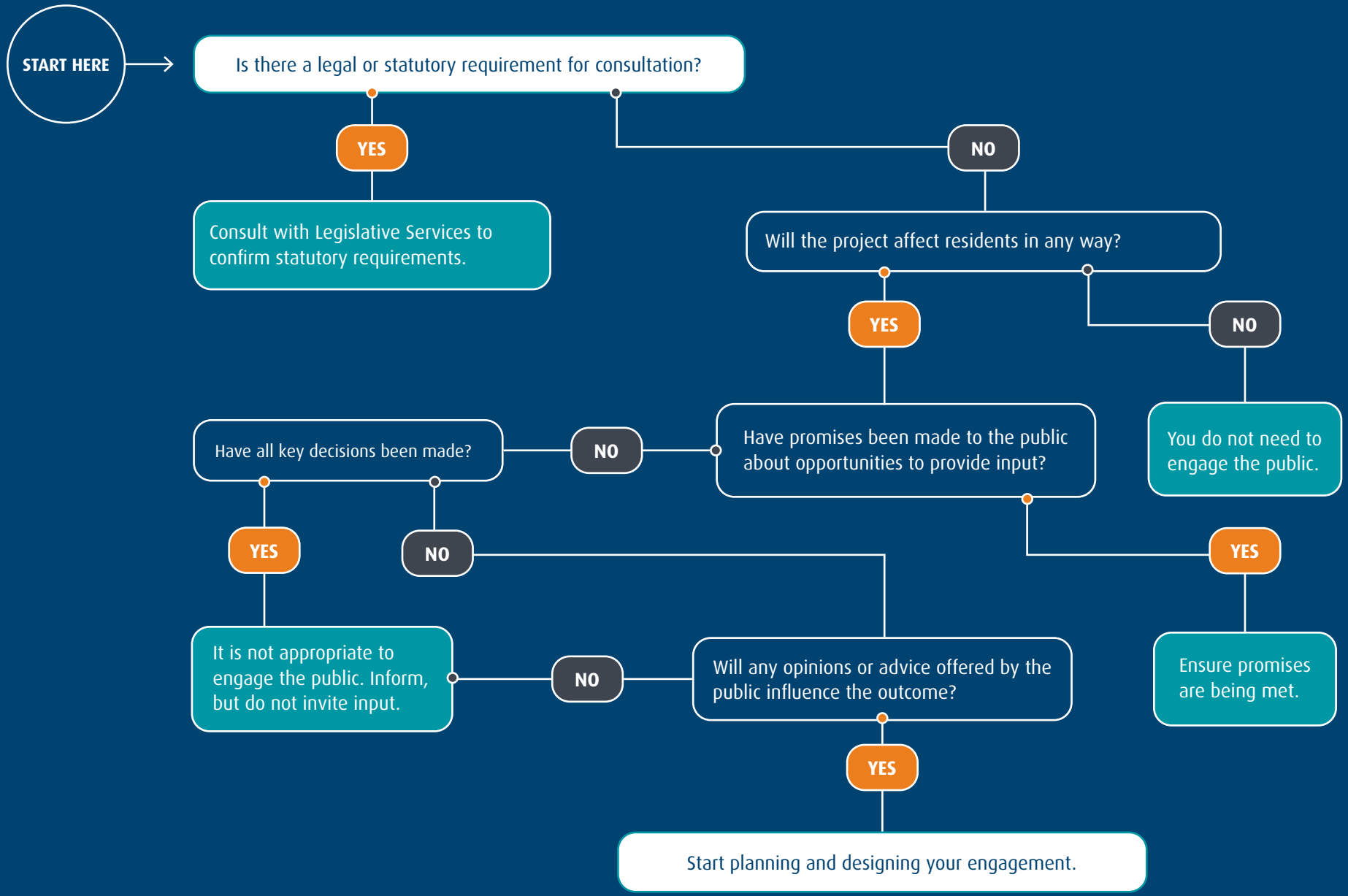
Public engagement may not be required or suitable in every case, but when it is, we want to ensure we are engaging with residents as early as possible. When engagement does not occur or is rushed, there may be negative impacts to the project schedule, costs, and public support. Early dialogue is important in determining when and to what extent public engagement is needed.

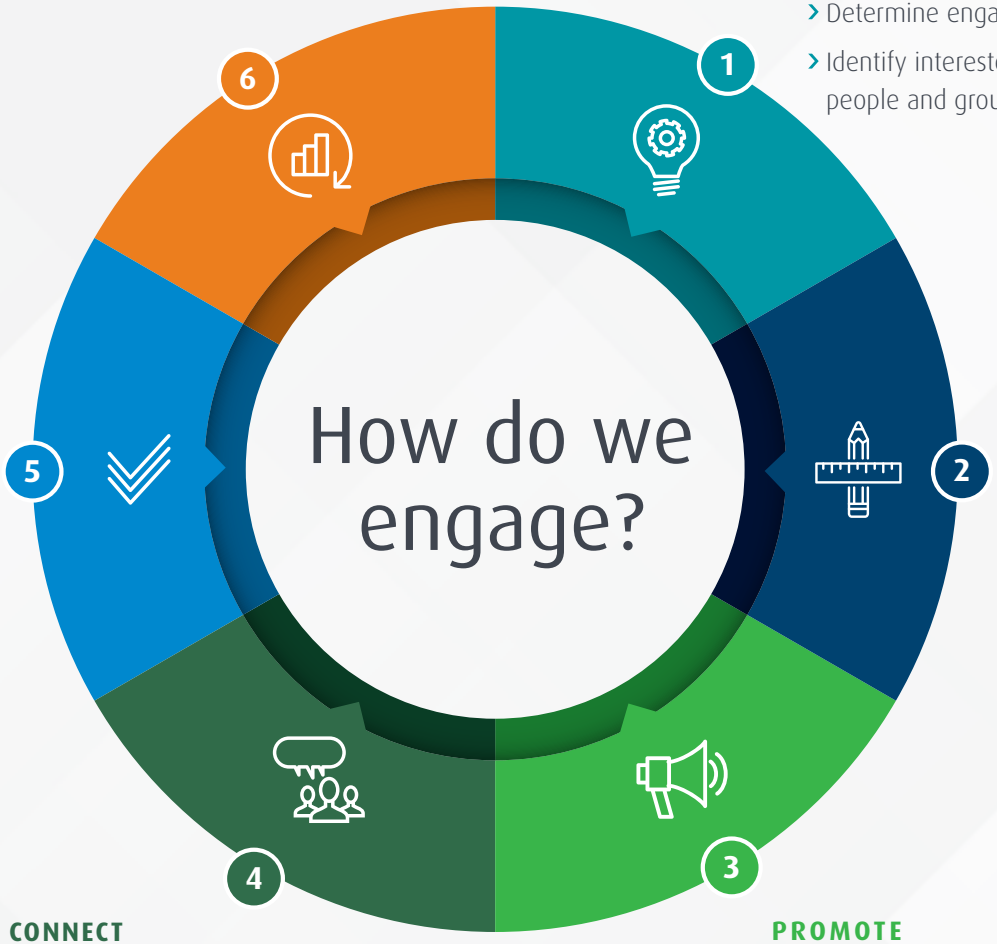
There are situations where a decision has already been made or activities are happening due to factors that are not negotiable. In those situations, public engagement is not appropriate, and it is better to focus on communicating the change.

In British Columbia, the ***Community Charter*** and ***Local Government Act*** outline the minimum requirements for when local governments must engage. Generally, these are regarded as the minimum requirements and are often exceeded.

> The CRD recognizes local First Nations are important rightsholders with distinct laws, protocols and systems of governance. As such, engagement with First Nations follows a separate and distinct process with support from the First Nations Relations division.

Do I need to engage the public in my project?





PLAN

- Assess the need for engagement or determine the level of community impact
- Determine engagement objectives
- Identify interested and impacted people and groups

DESIGN

- Determine the strategy
- Choose techniques
- Develop key messages
- Create an engagement plan
- Establish measures and timelines

PROMOTE

- Tell your story
- Invite participation

CONNECT

- Implement engagement plan
- Host events / information sessions
- Gather input

EVALUATE

- Evaluate the process

CLOSE THE LOOP

- Report on feedback
- What We Heard Report

Who we serve

A community snapshot

As stewards for our communities, the more we understand about the people we serve, their experiences and the barriers to participation, the more attuned we will be to meeting their needs and appreciating their perspectives.

SIZE OF CAPITAL REGION
2,338 square kilometres

POPULATION SERVED
415,451

INDIGENOUS IDENTITY
20,195
[5% of regional population]

TOP 3 LANGUAGES SPOKEN AT HOME
English **374,750**
Mandarin **4,590**
Yue [Cantonese] **2,655**

HOUSEHOLD COMPOSITION
Married **44%**
Common Law **12.1%**
Single **43.8%**

AVERAGE NUMBER OF CHILDREN
1.6

AVERAGE AGE
45.1 years old

MEDIAN HOUSEHOLD INCOME
$84,000

OWNERS VS. RENTERS
Owners: **62.9%** Renters: **36.9%**

EDUCATION LEVEL
- No high school **10.3%**
- High school graduation **27.7%**
- Post-secondary certificate or diploma below bachelor's degree **28.3%**
- Bachelor's degree or higher **33.8%**

POVERTY RATE

0-17:	18-65:	65 plus:
9.5%	**8.5%**	**10.5%**

3 LARGEST INDUSTRIES
- Health care and social assistance
- Public administration
- Retail trade

RECENT GROWTH
8.4% from 2016 to 2021
4.6% from 2021 to 2023
(Population estimate, not Census)

NUMBER OF IMMIGRANTS
77,095 (18.2%)

NUMBER OF REFUGEES
4,050

Source: Statistics Canada, 2021 Census of Population.

Roles & Responsibilities: Who does what?

Elected Officials

Elected officials are responsible for making decisions that represent the interests and values of the community. They have an important role as decision-makers and advocates for public engagement and can contribute in the following ways:

- Represent residents and connect with them to determine top priorities for engagement.
- Prioritize engagement efforts by working with staff to identify areas where public input can make a meaningful difference in decisions and help set public engagement priorities.
- Support and promote inclusive and transparent engagement initiatives and opportunities to ensure a high rate of participation by a wide range of residents.
- Direct residents to the established processes for garnering, monitoring and compiling input, and avoid circumventing these.
- Allow staff to take the lead role in identifying best practices and methods for engaging the public on various issues.
- Consider input gathered from residents and interested groups when making decisions and clarify the rationale for decisions reached.
- Advocate for adequate resourcing of public engagement initiatives where needed.
- Listen and observe during public engagement events and processes.
- Avoid making public commitments or statements that could pre-empt decisions or misrepresent the scope of consultation.

CRD Staff & Officers

Staff lead the planning, implementation and reporting from engagement initiatives. Staff are responsible for developing and applying professional expertise to public engagement processes, as well as being technical experts who provide background and advice on decisions being made. Staff responsibilities include the following:

- Work with elected officials to identify where public input can make a meaningful difference in decisions, program development and service delivery.
- Use engagement tools and outreach strategies to identify community priorities and what prevents residents from participating. Ensure this input is used to inform service planning, improve accessibility and strengthen future engagement processes.
- Establish and communicate engagement priorities, then apply a consistent set of policies and procedures in designing and implementing engagement activities.
- Keep elected officials informed of engagement activities, outcomes, process design, framing issues for productive input, effective communications, and increasing engagement over time.
- Ensure timely and respectful communication with all those who engage and show how their input has been used to influence decisions, programs and services.
- Engage in ongoing learning and professional development about public engagement best practices.
- Ensure that community input is well documented, transparent and that communication efforts are as complete and well-timed as possible.

Residents

Residents contribute to informed decision-making and the quality of life in their community by sharing their ideas, experiences, and concerns constructively and respectfully. Their contributions can include the following:

- Help identify community needs and priorities.
- Identify barriers to participation and opportunities for improvement.
- Make efforts to stay current and learn more about issues within the community.
- Participate in engagement initiatives and encourage others to participate.
- Express their point of view and contribute ideas while respecting opposing perspectives.
- Be willing to listen to and learn from other community members.
- Vote in local government elections.

First Nations

The CRD recognizes that First Nations are self-determining governments and that engagement with First Nations is separate and distinct from public participation. The CRD is committed to respectful, government-to-government relationships guided by the principles of reconciliation. Engagement with First Nations on matters of mutual interest will be early, meaningful, and will align with the CRD's Statement of Reconciliation.

At the same time, it is important that public engagement methods and the language we use acknowledge and respect the experience of Indigenous individuals who may participate, as well as the long-standing relationship with the land and waters that First Nations have held since time immemorial that continues to this day.

Commissioners, Contractors, Volunteers, Partners

CRD Commissioners, contractors, volunteers, and partners support staff in public participation efforts and provide specialized expertise, community connections, or additional capacity.

Their contributions may include the following:

- Work with staff to ensure public engagement is considered for all policies, programs, projects, or services;
- Seek advice, support and approval from staff as required to plan, deliver, and evaluate public participation initiatives;
- Utilize the Public Engagement Policy, Framework and Toolkit to ensure engagement activities are consistent throughout the organization;
- Deliver engagement activities in accordance with the scope of work and engagement objectives; and
- Promote engagement opportunities.

Terms of Engagement

Have a good time and enjoy sharing and hearing ideas!

1. Be open to new ideas and opinions
2. Respect each other — listen when others are speaking and be aware of your own body language
3. Allow everyone a chance to share their perspectives
4. Listen actively
5. Share your story, experience and point of view
6. Respectfully ask questions to gain a better understanding
7. Stay on topic
8. Respect each other's time. If you would like to discuss the topic more, take the opportunity to stay after the meeting and share your ideas with the staff team
9. The goal is not to agree, it is to gain a deeper understanding of the issues and opportunities

Thank you

The Capital Regional District and the Regional District of Nanaimo would like to acknowledge and extend thanks to the many Canadian communities and organizations from which we drew inspiration, ideas, and best practices during the development of this Framework.

Four local governments came together originally in 2019 to develop an engagement framework and toolkit that would establish a common language and approach to engagement efforts and provide practical tools for our respective staff and communities to engage in a meaningful way. We continue to build upon this foundation.

We would also like to thank the many diversity, inclusion, accessibility and equity seeking groups that have shared their experience and knowledge with the world to help us create resources to respond to the diverse and underrepresented needs of our communities. We acknowledge that there is more work to be done as an organization and are committed to continuous learning and improvement. We strive to foster an environment where every individual feels heard, valued, and respected, and we recognize the importance of listening and engaging further to guide our actions and policies.

Appendix D

Making a difference...together

PUBLIC ENGAGEMENT

Toolkit

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Public Engagement Toolkit

WHY IS AN ENGAGEMENT TOOLKIT IMPORTANT

An engagement toolkit establishes a consistent approach to our public engagement efforts. It helps ensure that our staff and consultants are coordinated and proactive in their engagement approach, providing a more seamless and predictable experience for our residents.

This toolkit is inspired and informed by best practices and lessons learned across the public sector. The toolkit includes templates and tools that will help us build organizational capacity for more effective public engagement and two-way conversation with our community.

It's important to remember that proper public engagement takes time and dedication. This toolkit is to help guide you through your engagement planning process, and the steps that are mandatory are also noted. Before conducting or developing any public engagement process, please review and become familiar with the CRD Public Engagement Policy and Framework.

CRD PUBLIC ENGAGEMENT POLICY

PUBLIC ENGAGEMENT FRAMEWORK

Planning for Success: How We Engage

A successful public engagement process involves six key steps:

This toolkit has a variety of resources and materials for each step.

Plan

1. Determining Scope
2. Roles and Responsibilities
3. Identification of Interested and Affected People

Design

4. Engagement Techniques & Tools
5. Removing Barriers
6. Key Messaging
7. Privacy Considerations
8. Budgeting for Effective Public Engagement
9. Engagement Plan Template



Evaluate

21. Feedback and Evaluation Forms

Promote

10. Social Media
11. Media and Emails
12. Creating Your Project Web Page
13. Writing Style Guide

Close the Loop

19. Reporting on Public Engagement Efforts
20. What We Heard Engagement Summary Report

Connect

14. First Nations Territorial Acknowledgment
15. In-person Event Checklist
16. Online Event Checklist
17. Facilitation Tips and Checklist
18. Survey Design

APPROVED POLICIES

- Corporate Communications Policy
- Public Engagement Policy

STEP	ACTIVITIES	APPROXIMATE TIME NEEDED
Plan	• Assess the need for engagement or determine the level of community impact • Determine engagement objectives • Identify Interested and affected people and groups • Consult with First Nations Relations and Privacy Office for advice and direction on any parallel First Nations engagement process • Determine staff involvement and approvals required	5-10% of overall project schedule Very early on, before project begins
Design	• Determine the strategy • Choose techniques and tools for promotion and engagement • Develop key messages • Create an engagement plan for approval * • Complete Privacy Impact Assessment *	25% of overall project schedule
Promote	• Tell your story • Invite participation	20% of overall project schedule Provide minimum two weeks' notice for events
Connect	• Implement engagement methods • Gather input • Facilitate and manage events	25% of overall project schedule
Close the loop	• Create a What We Heard Engagement Summary * • Report to decision-makers what we heard; determine whether additional engagement is required. • Report to participants what we heard and next steps in the project.	10-15% of overall project schedule Aim to close the loop within 30 days of concluding engagement phase or process.
Evaluate	• Evaluate the engagement process to determine what worked well, what didn't and what changes or if further engagement might be needed. • Reflect on lessons learned that can inform future engagement.	10% of overall project schedule Complete soon after engagement is complete while fresh in your mind.

*Required deliverable as part of the process

Plan

1. Determining Scope

These questions are prompts to guide discussions, or to prepare an initial engagement scope. They will then inform the engagement plan template.

- What is the decision to be made?
- Which departments need to be aware/involved in the process?
- What elements of the decision can be informed by public input? What cannot be influenced? Refer to the decision tree in the Framework.
- What does "success" or meaningful public engagement look like?
- How will we know if we have been successful?
- Who is affected by the decision being made?
- What is the potential impact or interest each interested group will have in the decision?
- What information will those affected or interested need to participate?
- What is our historical relationship with interested people and groups? What has our previous experience been?
- How do they receive information?
- How do they like to provide input?
- What risks are involved? How can we mitigate those risks?
- What opportunities exist? How can we best take advantage of the opportunities?
- How much time is needed to facilitate public engagement? (e.g. notification, invitation, events, data analysis, reporting)
- Have we allocated budget for public engagement efforts? (e.g. advertising, venue rental, catering, print and display materials, overtime, consulting fees)
- What other issues or topics could come up in this conversation?
- Are there opportunities to integrate other questions or issues in the same engagement process?
- Is a separate First Nations engagement process required, and if so what is the sequencing? Talk to First Nations Relations.

The 2024 Resident Survey found that only 12% of residents feel well-informed about CRD's decision-making process, while 49% report being slightly or not at all informed. Make sure you plan to explain the process as well as the decision to be made.



When planning for participation, consider ways to make participation more equitable:

- What engagement tools and approaches would make participation more equitable and resonate with interested people and groups?
- What barriers may prevent participation from under-represented voices and how might those barriers be overcome?
- How are you including the voices and perspectives of diverse people as part of the process? What groups of people are impacted by this initiative? Why would they benefit from knowing about the initiative or process?
- Whose voices or perspectives have you not heard from, and why? What are potential barriers to participation and how will you identify and address them?
- How will this program, service or initiative differently affect individuals and communities, in relation to different aspects of their identities?
- Consider: race, ethnicity, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, gender identity or expression, sexual orientation, age, class, socioeconomic status, and any other relevant aspects of identity.

When thinking about when best to engage, there are certain things to consider:

- Look for existing opportunities to engage your audience (e.g. regular meetings)
- Think about times/events where there are many people in one place (e.g. festivals)
- Prioritize your audience's convenience over your own
- Seek out a representative amongst your selected public and ask them for advice
- Avoid busy times and vacation seasons, long weekends, religious holidays, and spring break
- Provide plenty of notice to potential participants, at minimum two weeks
- Pay attention to what other regional district, community events and engagement activities are occurring
- What religious, cultural or dates of significance are happening for the community or groups you are engaging with?

2. Roles and Responsibilities

Project leads play a critical role when it comes to ensuring the public's voices are heard, valued, and considered in CRD decisions. This includes identifying early on what type of support you will need as well as viewing public engagement as an integrated part of your overall project rather than a separate component. Reach out to the Corporate Communications & Engagement team early on to share project information and assess resources needed internally and externally. Refer to the roles and responsibilities chart to help inform your project charter.

ROLES & RESPONSIBILITIES CHART

3. Identification of Interested and Affected People

There are a variety of people or organizations that might be affected or interested in the decision or project at hand.

It is important to remember that any issue or decision affects different people in different ways. Anticipating the various people that might be interested or affected helps inform project planning, including information needs and determines which engagement techniques might be considered.

Connect with the First Nations Relations division to confirm the resources and approach you need to have in place beyond the public engagement process. Get advice well before launching a public engagement process to ensure consistency with the CRD Statement of Reconciliation, relevant legislation and government-to-government agreements in place with First Nations.

When identifying who we need to hear from, there are several important questions to consider:

- Who is directly impacted by the decision?
- Who may be indirectly impacted?
- Who might be impacted but we don't typically hear from?
- Who has the influence to enable or inhibit the decision?
- Who are important perspectives or networks to engage in the process?

Individuals: (Examples)

- Residents (various socioeconomic, cultural, geographic locations, gender, age, household compositions)
- Indigenous people — if identified, customized plan needs creating
- Cyclists
- Motorists
- New immigrants
- Parents of school-aged children
- Persons with physical, cognitive or sensory barriers
- Pet Owners
- Property owners
- Renters
- Seniors
- Visitors
- Youth

Business and Economic Groups (Examples)

- Business owners
- Employees and employee groups
- Industry groups
- Business associations
- Development associations
- Chamber of Commerce
- Colleges and Universities
- Large employers

Government Bodies (Examples)

- Ambulance
- BC Transit
- Coast Guard
- Emergency Management
- Federal Government
- Fire services
- First Nations — if identified, create a customized plan
- Health Agencies
- Neighbouring municipalities
- Police
- Provincial Government
- School Districts
- Social service providers

Community and Advocacy (Examples)

- 2SLGBTQI+ groups
- Arts groups
- Environmental groups
- Ethnic groups
- Heritage Groups
- Neighbourhood or Community Associations
- Special event organizers
- Sports and recreation groups
- Sports associations
- Support groups for people with disabilities
- Transportation groups (cycling, accessibility, walking, taxi association)

Underrepresented Voices

Historically there are voices within our community that have been underrepresented in public engagement and decision-making. We continue to listen and learn to the needs and preferences of individuals and groups to continually inform and adapt our engagement methods. We are committed to applying what we learn to our policies, training and the language we use.

We all have a role and responsibility for removing barriers from our public engagement methods to be inclusive and accessible to all. Underrepresented voices may include the following and others:

- Immigrants
- Refugees
- People on Low Income and Renters
- People with Disabilities
- Youth
- Indigenous People
- Racialized People
- 2SLGBTQI+

Words Matter

Inclusive language is free from prejudice, stereotypes and discrimination. Learn more about appropriate language that empowers and respects all participants from the **Government of BC**.

Diversity, Equity and Inclusion in Public Engagement
Key Terms

It's important to recognize that the meaning of terms can vary between contexts and communities, and words carry embedded assumptions and histories. Being transparent about how one defines and uses terms helps to build shared understanding and identify differences in perspectives. The following definitions can be used to create a common understanding of the meaning of the terms equity, diversity, inclusion and accessibility as part of public engagement initiatives.

Diversity refers to the variety of unique dimensions, qualities, characteristics that an individual possesses, and the mix that occurs in a community or a group of people. Diversity includes factors such as race, ethnicity, language, age, gender identity and expression, sexual orientation, culture, religion, belief system, marital and family status, socioeconomic status, physical and intellectual abilities, mental health, work status, life experiences and thinking style.

Inclusion means to involve people who reflect the demographic, attitudinal and experiential diversity of the communities that may be impacted by a decision. Inclusive public engagement nurtures a sense of welcome, belonging, recognition and safety for all people, where diverse perspectives and ways of life are valued and respected.

Accessibility exists when all members of the communities impacted by a decision can access and fully participate in the engagement space and processes. Accessibility is about removing barriers and increasing inclusion and independence for everyone, especially people with disabilities. Barriers can be caused by environments, attitudes, practices, policies, information, communication or technologies, and be affected by intersecting forms of discrimination.

Equity exists when resources and opportunities for participation are distributed in a manner that responds to historic and ongoing disadvantages faced by marginalized groups. Equitable public engagement provides mutually beneficial opportunities for people to contribute and is mindful of power and privilege within engagement processes, institutions and broader systems. Equity is about treating people according to their diverse needs in a way that enables all people to participate, perform and engage to the same extent. Whereas equality treats everyone as the same, equity treats people differently dependent on need, circumstance and consideration of historical and systemic barriers to power and access.

Marginalized is a term used to describe groups of people who face historic and/or ongoing barriers to participating in the civic sphere due to socioeconomic inequities, lack of political rights or recognition, or other forms of oppression, discrimination or persecution. Some marginalized groups that have historically been under-represented in democratic processes and leadership include Indigenous Peoples, people of colour, women, gender non-binary individuals, LGBTQ2S+ individuals, people with disabilities, youth, seniors, immigrants and refugees, people with drug or alcohol dependencies and people from lower socioeconomic backgrounds and levels of education. Other common terms to describe marginalized groups include priority, vulnerable, targeted, hard to reach, disadvantaged, under-served, disenfranchised, disempowered, underprivileged, at-risk or high-risk. Different groups or individuals may have varying associations and preferences between these terms.

TAILORING YOUR EFFORTS
Needs of Interested and Affected People and Groups

It's important to anticipate the information interested and affected people and groups will need and determine how best to engage them in the process. There are several questions that will assist in understanding where they are starting from:

- What do they care most about?
- What are they most concerned about?
- Have they engaged in the past?
- What was the experience?
- What barriers may exist to their engagement?
- How do they receive information?
- How have they typically provided input or participated in the past?

The table on page 10 outlines an example of how you might anticipate the needs and corresponding engagement activities to ensure they are aware of opportunities; have the information they need to participate fully and that activities are designed to meet their needs. This can be a useful tool when developing an engagement plan and when reporting back on how specific interested people and groups were engaged.



Examples of how efforts can be tailored

Interested and Affected People or Group	Interests	Desired information	Engagement activities
General	All services provided Services not provided but thought to be All projects and initiatives	Background reports Recent data Board decisions Visuals of proposed options Tax impact/fee impact Key policies Engagement approach	Website Letter of invitation or awareness Article submitted to their newsletter/website Online survey and/or in-person event Presentation at an upcoming meeting Clear point of contact and more than one way to contact Social media Media
Neighbourhood/Community Association	Land-use Changes in neighbourhood Costs to taxpayers Neighbourhood involvement Timing of proposed changes Capital projects Nearby parks	Tax impact Neighbourhood benefits Design features/amenities	Direct invitation to President to participate In-person or online event Booth at a neighbourhood market Posters or signage in neighbourhood
Business Owners	Economic vitality Changes to business district Tax rates Timing of proposed changed Land-use Construction impacts	Rate schedules Approved policies	In-person visit from key staff to affected businesses Presentation to business association or Chamber of Commerce
Not-for-Profit Sports Associations	Sports facilities Rental rates Recreational program or policy changes	Accessibility Service fees/costs	Interactive pop-up event at sporting event Signage promoting web survey in sporting facilities

RELATIONSHIP MAPPING

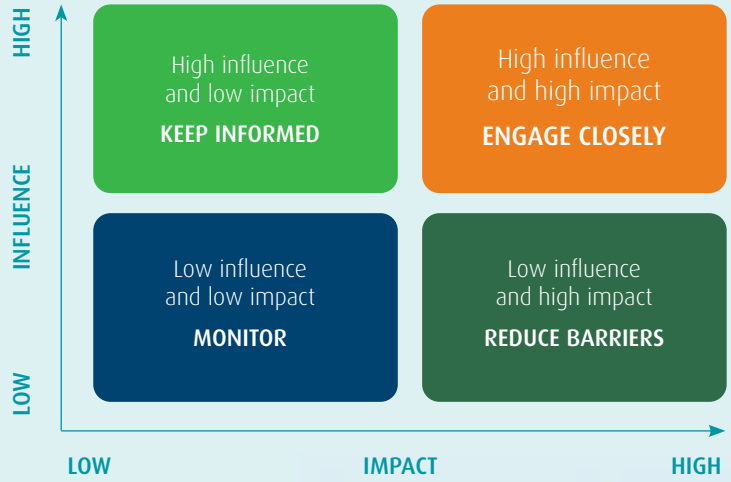
Once you have identified potential interested people and groups, it is important to anticipate how people or organizations might be impacted or interested in a decision.

A mapping exercise involves gathering key project staff and contacts to help identify the impacts and influence of people and groups. The placement of interested and affected people and groups within the four quadrants will inform strategies tailored to each interest's needs.

1. Create the matrix noted on this page on a wall or a large table-top piece of paper.
2. Brainstorm all the groups who might be involved or interested in your decision or project. Write their names on sticky notes (one note per name).
3. Place the sticky notes on the matrix, considering both their level of influence (low to high) and the level of impact the decision or project may have on them (low or high).

Decide how best to meet the needs of those identified based on their level of impacts and influence.

Relationship Mapping Matrix



SOURCE: Consultation Institute



Design

4. Engagement Techniques & Tools

The IAP2 spectrum helps determine the level of engagement a decision or project requires and helps establish clear objectives and commitments for how public input will affect the decision. The spectrum increases the level of engagement from left to right, with increasing expectations of public impact, participation, and costs as you move to the right towards empower. The tools and techniques are determined by the public participation goal or objective. It will be expected that you inform at minimum throughout the project.

	Inform	Consult	Involve	Collaborate	Empower
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
Promise to the Public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Example Tools	• Fact sheets • Websites • Information sessions	• Public comment • Focus groups • Surveys • Public meetings	• Workshops • Deliberate polling	• Citizen Advisory • Committees • Consensus building • Participatory • Decision-making	• Citizen juries • Ballots • Referenda

ENGAGEMENT TOOLS TO CONSIDER

Tool	IAP2 Spectrum	Description
Social media • Facebook • Instagram • LinkedIn	Inform	Social media helps connect information with people. Social media is an immediate way to share information with large numbers of people and provide information that can be easily shared by others. Social media is another way of monitoring public commentary and assessing or responding to misinformation.
Information display at a community event or gathering place	Inform	A display where project information is available, and questions can be asked of staff.
Promotional video	Inform	Short videos suitable for online distribution. They can be used to educate, inform or promote.
Media/News Release	Inform	Used to inform media of a project and upcoming engagement opportunities.
Fact Sheets/FAQs	Inform	Provide commonly requested information about a particular issue or project, usually 1-2 pages and available online or in print. Can be updated as the project advances, based on questions the public have.
E-newsletter	Inform	Community members and interested groups can sign up to Get Involved CRD project page to receive updates and stay informed about projects.
Online Engagement platform **Get Involved CRD**	Inform - Involve	Create an online space for your project with easy access to information related to engagement topic and feedback opportunity. Interactive features to provide input and ask questions [e.g. Q+A, survey, polls, discussion forums, interactive maps etc.] Level of engagement is determined by the interactive methods utilized.
Presentation	Inform	Offering informative presentations throughout the community can build relationships and share project information. Other tools and methods would need to be used to collect input.
Information Session	Inform	An advertised in-person event where residents can learn more about the topic, including background, process and decision to be made. Staff and technical experts are available to answer questions. May or may not include a presentation, and if so should be communicated.

Tool	IAP2 Spectrum	Description Continued...
Online Information Session	Inform	An advertised virtual event where residents can learn more about the topic, including background, process and decision to be made. Staff and technical experts are available to answer questions. May or may not include a presentation, and if so should be communicated.
Surveys (Telephone, mail-in, online)	Consult	Use to obtain data on opinions, concerns, issues, satisfaction levels. Review the CRD survey guide before drafting your survey.
Focus groups	Consult	Small, often representative or specifically selected group that are facilitated to test ideas or messages and gauge perceptions and opinions. Can be facilitated in-person or online.
"Pop-up" event	Consult	Provide a temporary physical presence and a way to reach your audience directly. They can educate, raise awareness, and create an opportunity to ask questions of staff or provide feedback. May or may not be advertised.
In-person open house	Consult	An advertised in-person event where residents can learn more about the topic, including background, process and decision to be made. Staff and technical experts are available to answer questions, and feedback can be collected through 1:1 discussion, surveys, interactive display boards or stations. May or may not include a presentation, and if so should be communicated.
Online Open House	Consult	An advertised online opportunity where residents can learn more about the topic, including background, process and decision to be made. Staff present materials and plans and participants have opportunity to ask questions/ provide input through interactive features [e.g. Q+A, chat, survey, virtual sticky walls]. May incorporate other technology or software to facilitate conversations.
Community meeting	Consult	Attending/presenting at meetings organized by a local community group, business, sector or industry interests. Is an opportunity to make presentation, answer questions and depending on their format, potentially an opportunity to pose specific questions to attendees to provide input. Format should be confirmed with organizer prior to attending.
Site visit/tours	Consult	Tours of an area or project site led by a project manager or another well informed employee or consultant, for interested people and groups, community members, media and elected officials to gain a greater understanding of issues and implications. Attendees can ask questions and provide input verbally, feedback form, roundtable introductions and closing remarks. Site tours are often used to educate and other input methods [e.g. surveys] are used to capture deeper input.

Tool	IAP2 Spectrum	Description Continued...
Public hearing	Consult	Official meetings where individuals or groups are invited to share their views on an agenda item. Typically, a formal meeting with legislated requirements. Used to satisfy regulatory requirements such as bylaw readings and land-use matters. Dialogue is time-limited, and comments are recorded.
In-person Workshop	Involve	A facilitated session to discuss a particular topic. May involve multiple speakers and multiple aspects of the topic results in recommendations or potential solutions. Requires facilitator[s] to moderate overall agenda and group/table discussion. Attendees can provide input that is captured through group discussion, flipcharts, interactive exercises, and/or graphic facilitation.
Online workshop	Involve	A facilitated online session to discuss a particular topic. May involve multiple speakers, breakout rooms and multiple aspects of the topic and results in recommendations or potential solutions. Requires facilitator[s] to moderate overall agenda and breakout rooms. Attendees can provide input – through breakout rooms, interactive documents, comments in chats, virtual sticky walls, etc.
Design charrettes [online or in-person]	Involve	Charrettes are designed to encourage the participation of all. It is an intensive planning session where residents, designers and others collaborate on a vision for development. It provides a forum for ideas and offers the unique advantage of giving immediate feedback to the designers. More importantly, it allows everyone who participates to be a mutual author of the plan. Input is captured through group dialogue, written comments on sticky notes, illustrations, and flip charts.
World Cafes	Involve	An informal conversational process intended to facilitate open and intimate discussion around a certain topic. Working off predetermined questions, participants change tables during the process and focus on identifying common ground in response to each question. Input is captured through flip charts, sticky notes and large group dialogue.
Deliberative polling	Involve	A random, representative sample is first polled on a targeted issue. After this baseline poll, members of the sample are invited to gather at a single place for a day to discuss the issues.
Advisory committee	Collaborate	A group of interested people or representatives of interested groups that provide input on a project or initiative. Requires staff support for terms of reference, selection, meeting agenda and minutes and reporting purposes. Input can be collected through meeting minutes, roundtable discussion and breakout exercises with flip charts.

Tool	IAP2 Spectrum	Description Continued...
Task force	Collaborate	A group of interested people or representatives of interested groups with Terms of Reference and a limited timeline that provide input on a specific project or issue. Requires staff support for terms of reference, selection, meeting agenda and minutes and reporting purposes. Input is collected through in-depth two-way dialogue, formal recommendations, and meeting minutes. Group methods might be utilized to encourage dialogue and facilitate gathering feedback and recommendations.
Open space meeting	Collaborate	A participant led discussion ideal for encouraging participants to gain ownership of an issue and come up with solutions. Participants agree on the areas of discussion that have importance for them and then take responsibility for facilitating the sessions. Group methods might be utilized to encourage dialogue and facilitate gathering feedback and recommendations.
Participatory decision making	Collaborate	Several interested people (residents, staff, experts, etc.) come together to find a common ground or consensus on a solution that will benefit everyone. In a participative decision-making process, everyone has an opportunity to share their perspectives, voice their ideas and tap their skills to improve team effectiveness and efficiency. The participants determine the result, and it is implemented.
Alternative approval process [AAP]	Empower	Local governments can obtain elector approval through an Alternative Approval Process [AAP]. Information about the issue or opportunity should be provided. Electors then have at least 30 days to sign and submit a response form to the regional district. When 10% or more of eligible electors' sign and submit a response form during an AAP, a local government can proceed to referendum or put the matter on hold and develop alternatives for consideration.
Referendum	Empower	The official choice in response to a specific question made by casting a ballot.
Voting	Empower	The official choice made in an election by selecting candidates on a ballot.

5. Removing Barriers to Engagement

Inclusive engagement is about building strong and sustainable relationships within your community. One of the key components to making public engagement processes responsive, inclusive, and culturally appropriate is building the capacity of staff to understand the implications of age, gender, race, culture, and socio-economic status on public process.

Effective public engagement takes careful planning and acknowledgement that each population that we work with is a unique opportunity to broaden our understanding of what makes a community, and we have a responsibility to seek out underrepresented voices that may be affected by decisions.

1. **Build personal and organizational relationships with people within your region, including marginalized and equity-seeking groups.**
   - Are there key individuals or groups you already have or should be building a relationship with?
   - Is there someone else in the organization who already has these relationships?
2. **Consult the religious, cultural and dates of significance calendar when selecting your engagement dates.**
   - Are there events or occasions that may prevent participation?
3. **Provide pre-registration opportunities that identify accessibility needs of attendees.**
4. **Create a welcoming atmosphere.**
   - Does your process reflect, honour, and welcome all members of the community?
   - Do the venues you choose invite participation and engagement?
     - Choose gathering places that are comfortable and that are conducive to the interactions that you want to have.
     - Choose technology that is accessible to all, or alternate ways for providing input.

Common barriers to participation:

- Lack of awareness
- Transportation
- Language
- Childcare
- Lack of trust
- Day or time of day
- Technology
- Accessibility

Insights about engagement with CRD public activities - from the 2024 Resident Survey

- Awareness is the primary barrier (63.7%)
- Trust/value perception issues (22.4%) indicate communication gap
- Time constraints (21.6%) suggest need for flexible engagement option
- Multiple barriers often overlap, requiring multi-faceted solutions

5. **Increase accessibility.**

   - Is the venue accessible to people with physical disabilities?
   - Is the venue accessible from various modes of transportation (buses, cyclists, pedestrians, etc.) and offers adequate parking?
   - Is the technology accessible and commonly used by those participating?
   - Do the online tools offer captions and transcription for those who may be deaf or hard of hearing?
   - Do the images online include descriptions which can be read by screen readers for those who are visually impaired?
   - Are there other barriers or issues that should be considered?
     - Language [e.g. low language ability, literacy]
     - Time of day/day of the week
     - Childcare
     - Power dynamics between and within community groups
     - Food/environmental allergies

6. **Develop alternative methods of engagement.**

   - Do you offer multiple ways for contributing input and feedback? [e.g. online and in-person methods, hard copy of online survey option]

7. **Maintain a presence with the community.**

   - Are there community events that you can participate in that people will already be gathering for?
   - Are there opportunities for you to meet community members and build relationships?

8. **Partner with diverse organizations and agencies.**

   - Are there organizations that have relationships with the people or communities you are looking to reach that you can connect with (remember to consider power dynamics)?

Things to Think About

- What language, images or messages associated with this program, service or initiative could be used to cultivate inclusion?
- Are there any language, images or messages that reinforce stereotyped narratives or dominant cultural norms? If so, how will these be assessed and remediated?
- Is there a need for communications materials (i.e. safety information, posters, brochures, etc.) to be translated into languages other than English?
- What accessibility considerations need to be addressed to ensure equitable access to information and events for all people?

6. Developing Key Messaging

Consistent and plain language messages are critical to the success of the process. This information will help encourage the public to take interest and participate in the decision-making process and will be used to guide media interviews, social media, speaking remarks, and print materials.

Clear	Present the information in accessible, plain language and use visuals to support understanding where possible, and at an easy-to-understand, Grade 8 reading level.
Concise	Use brief, bulleted lists for quick understanding instead of wordy paragraphs.
Concrete	Convey factual information in a straightforward manner. Avoid speculation and take care to remove any bias.
Correct	Fact-check your copy carefully to ensure the information is accurate.
Coherent	Eliminate wordiness and technical jargon.
Complete	Check with people in other departments to ensure you have not missed key information.
Courteous	Be respectful of the time and effort participants are giving. All points of view are valuable.

KEY MESSAGE ELEMENTS

- Develop three to five key messages
- Keep sentences short and create stand-alone sentences — provides less opportunity for the information to be taken out of context
- The basic elements of messaging should include the elements of the 5 W's and H: Who, What, When, Where, Why and How.
- Provide context that compels the listener to care or want to learn more
- Reference where the strategic direction or context has come from (e.g. Regional Growth Strategy, Strategic Priorities, Master Plan, Financial Plan, etc.)

KEY MESSAGE TIPS

- Use simple words, avoid jargon or buzzwords
- Avoid qualifiers such as "I think," "I believe," "I feel," and "I hope" – makes the speaker sound uncertain
- Use active language, not passive
- Use words that help paint a picture in the listener's mind
- Avoid references to internal terminology such as projects, process and programs
- Identify a few keys facts or data that support your key messages
- Use language that is inclusive and appropriate

KEY MESSAGE EXAMPLES

Key messages will summarize the key components of the decision/opportunity: the timeline, who makes the decision and how the public can get involved.

Decision/Opportunity The regional district is considering options for upgrading a recreation facility and is seeking the public's input to inform their decision.

Who The Capital Regional District's recreation commission is planning for the future as our community grows and changes.

What The recreation centre requires significant investment to repair the building and continue to serve the needs of the community. The area has grown and changed over the years, so it's important to hear from residents about what is important to them when planning for future investment.

When The recreation commission will decide how to proceed with improvements to the facility as part of its capital planning process this fall.

Where To learn more, complete an online survey, and find details for the upcoming information session at getinvolved.crd.bc.ca

Why Recreation facilities and programs support the health and well-being of our community. They create safe and affordable spaces to bring the community together. This facility has served generations of families in this area and as community needs change, facilities must also change.

How The commission will have several considerations when deciding how to proceed. They will have to consider the condition of the building, overall community needs, affordability, and the input of facility patrons.



7. Privacy Considerations

When we design public engagement activities, we will most likely be planning to collect personal information from participants. This could include information such as names, contact details, opinions, demographic information, or even videos and photographs.

It's important to protect this information to respect individuals' privacy rights under the Freedom of Information and Protection of Privacy Act (FOIPPA). This includes:

- Using the correct tools
- Determining if you need to ask specific questions or collect input
- Determining what you will do with information once it is collected

Building privacy protections into the design of all CRD public participation initiatives helps ensure that people feel safe participating and that their information is handled responsibly. It also helps prevent misuse, accidental sharing, or loss of sensitive data.

Considering privacy from the start—sometimes called "privacy by design"—is a best practice that builds trust and reduces risk for both the public and the CRD. To do this effectively, it's important to connect early with the Privacy and Information Services team. They can help identify potential risks, recommend safeguards, and make sure that personal information is collected, used, and stored properly.

Gathering input of any kind requires a privacy impact assessment. A standardized template for use of the engagement platform is available to streamline this process.

PIA CHECKLIST

8. Budgeting for Effective Public Engagement

It is important to anticipate the costs associated with engaging the public and these should be outlined within the overall project budget. Also, recognize that when engagement efforts have not been funded appropriately there is risk to the overall project. Less than adequate engagement can potentially result in higher costs overall if there are delays or additional engagement is required.

Consult with the First Nations Relations team on estimating budget required specific to any First Nations engagement process early on and ahead of setting your public engagement budget.

Reflecting on the IAP2 spectrum, the more intensive the engagement promise is, the higher the cost to implement. These costs should be included in the engagement plan.

Potential Costs

Consultants/Contractors (if required)
Public engagement consultant, Communications consultant

Data gathering
Public opinion polls/surveys, Online surveys, Facilitator(s), Focus group

Technical requirements
Computer analysis, AV Equipment (podium, screens, speakers, laptop set-up and rental), Captioning [if required]

Logistics
Venue, Refreshments, Security/Parking attendants, Tables and chairs, Interpretation/Translation, Insurance, Assistive hearing devices, described audio, and accessible outdoor surfaces, Transportation [if required]

Communications
Graphic design [layout of posters, digital ads, display boards etc.], Print advertising, Online advertising, Website development and maintenance, Web-casting sessions, Print materials, Presentation materials, Signage, Professional photography/videography

INTERNAL RESOURCES

Staff resourcing [estimated hours/weeks]
Special event costs (overtime or callouts for set-up, deliveries, take down)
Additional internal consulting costs

9. Engagement Plan Template

Once a problem or opportunity requiring public awareness or participation has been defined a detailed engagement plan should be developed to outline all elements of the process. Having information contained in one location creates a quick point of reference and ensures that all aspects of public engagement have been considered. This is intended to be the internal playbook and contain all things to be considered, done and by whom.

ENGAGEMENT PLAN TEMPLATE

Engagement Plan Highlights

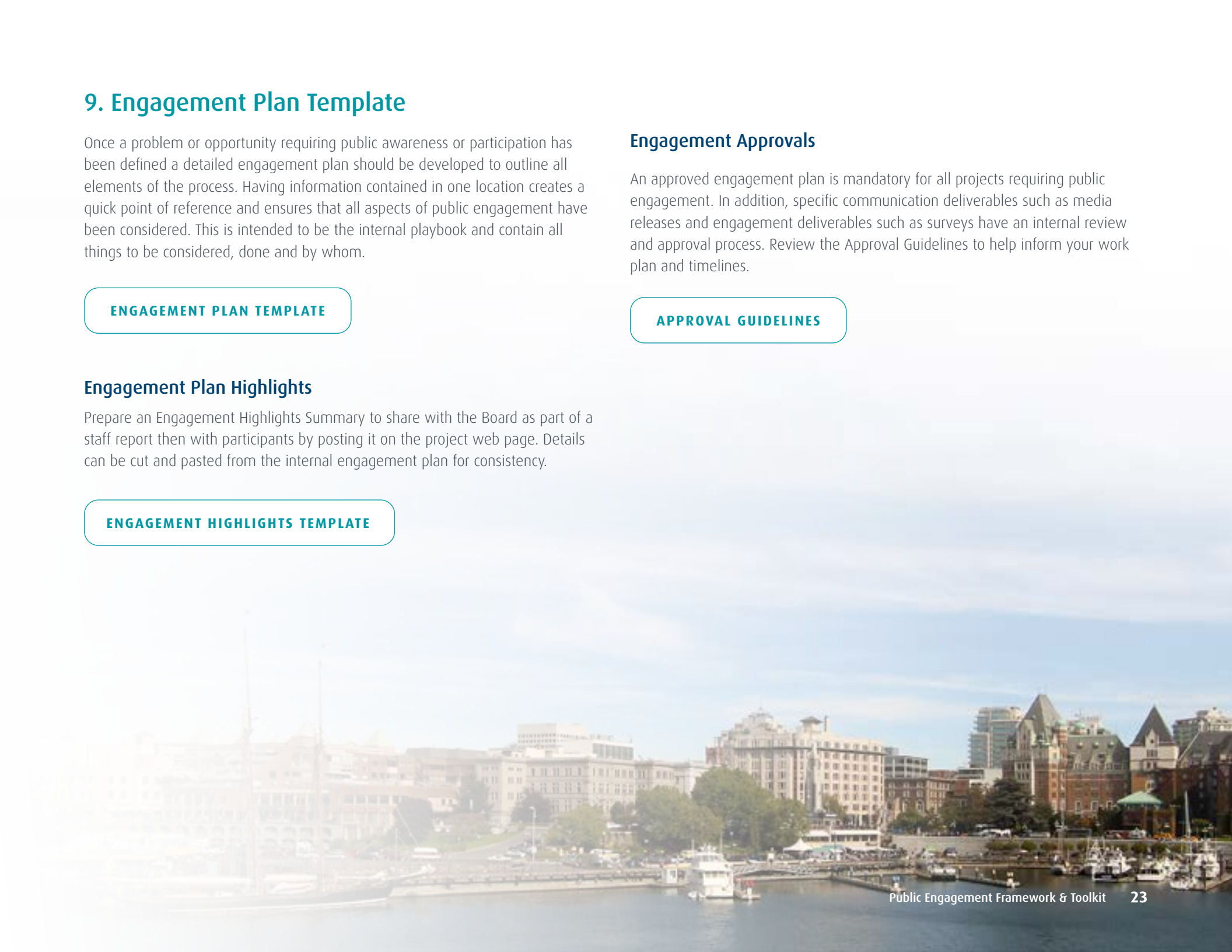
Prepare an Engagement Highlights Summary to share with the Board as part of a staff report then with participants by posting it on the project web page. Details can be cut and pasted from the internal engagement plan for consistency.

ENGAGEMENT HIGHLIGHTS TEMPLATE

Engagement Approvals

An approved engagement plan is mandatory for all projects requiring public engagement. In addition, specific communication deliverables such as media releases and engagement deliverables such as surveys have an internal review and approval process. Review the Approval Guidelines to help inform your work plan and timelines.

APPROVAL GUIDELINES



Promote

10. Social Media

Social media can be a powerful, efficient, and cost-effective way to engage and inform the community. Through short, visual messages, the public can stay informed about the projects and issues that matter most to them, and they can share the information with their networks.

Tips for posting

- Be consistent
  - Tone of voice (friendly and informative)
  - Use interesting, colourful, or clever visuals (video or images)
- Focus your messaging
- Determine which hashtags will help reinforce or share your message
- Measure and analyze results through analytics, comments and shares
- Share information that is related or reinforcing of your messaging

Corporate Communications & Engagement is responsible for preparing and posting content to the CRD's social media channels.

11. Media and Emails

Liaise with Corporate Communications & Engagement to announce the beginning of your initiative and how to get involved. This typically includes a media release and an email to subscribers who have signed up for news and/or engagement updates for each community impacted by your initiative.

The 2024 Resident Survey revealed the following insights:

- Email dominates as the preferred communication method at 67.9%, followed by text messaging at 43.8%, indicating strong preference for direct digital contact.
- Traditional media channels maintain significant relevance, with radio (36.6%), newspaper (29.9%), and television (26.9%) reaching substantial audiences.

12. Creating Your Project Web Page

Keep the audience you are writing for top of mind as you prepare content for the Get Involved platform. What you're writing should be like a conversation with a friend.

Write the way you speak

- This is a common rule in web writing. The content that you create should be like a conversation between two people. Stuffy language can get in the way.
- One of the easiest ways to write as you talk is with contractions. People talk in contractions — like can't and don't — and using them helps people relate to what you're writing. The important thing to remember, though, is not to overuse them. Only use them when they sound natural.
- Remember to use the active voice. For example, instead of writing, "The bill should be paid by the property owner," we would write, "The property owner pays the bill." It's much simpler and more direct.

Be short and to the point

- If a headline is longer than 11 words, it's probably too long. Use full names and titles in headlines.
- Paragraphs should be two to three sentences at most.
- Aim for a sentence length of 15 to 20 words. For example: "Perhaps more important than firefighting itself in many modern industrial countries is fire prevention," could just be: "Fire prevention is important."
- Keeping things brief can also increase readability and make the site more user-friendly for people using smartphones or tablets.
- Break information into 'chunks' by using shorter paragraphs, bulleted lists, and headings to break up text and indicate a structure for those scanning the page. This will also help people using screen readers.

Jargon and government legalese

- We should be writing to the person with the least amount of knowledge on the topic.
- Don't be afraid to say "we" instead of "The District." Instead of "residents" or "applicants," consider saying "you."

Run-on sentences and multiple commas in a sentence

Use periods where you can, it will help a reader digest the content.

Words like "may" and "shall"

- When something needs to be done to complete a task, make sure a resident knows by using strong words like "must."

Acronyms

- A web page shouldn't require a glossary of terms or a legend for acronyms. Spell out what you're talking about in detail.

Symbols

- While symbols — like "&" and "@" — can shorten your text, it is better to spell out what you're writing. Symbols like these will only confuse your readers, especially those who may be learning English as a second language.

Visuals

- Visuals should add value to the text, helping communicate complex concepts and reduce the amount of text required.
- Videos, photos, charts and diagrams can increase accessibility for those with literacy or language barriers making the information more universally understood.
- Always include "alternative text" to convey the meaning and context of a visual.

Repetition

- If the full title of person or place has been used already as a first reference on the page, we don't have to repeat that full title. "Board Chair Jane Doe" would simply become "the Chair" later on the page.

Refer to the corporate writing style guide and graphic standards to ensure our materials are consistent.

13. Writing Style Guide

We are committed to creating content that empowers, educates, and guides our residents. We can achieve this by making our messaging clear, relevant, interesting, and engaging.

Only experts can make what's difficult look easy, and it's our job to demystify topics and educate.

Define technical terms in plain language and ensure you have provided enough information on the topic before asking them for input.

Use short sentences as much as possible and keep it to one thought per paragraph. Brevity is key! This can also help readability and make the information more digestible for people using mobile devices.

Canadian Press Style Guide

Media and communications materials, including media releases, follow the writing standards outlined in the Canadian Press (CP) Style Guide. The *CP Style Guide* is updated routinely by the Canadian Press and is followed by media and most public sector agencies to ensure consistent written style and formats. A hard copy is available from Corporate Communications & Engagement.

WRITING STYLE GUIDE

Connect

14. First Nations Territorial Acknowledgement

Acknowledging the traditional territory or land in which we work is a way to pay respect to First Nations people who were here before settlers, and to educate and remind us all of the long-standing relationship First Nations have with the land and waters where we have come to be. It encourages us to learn more about the people whose lands we live on, wherever we come from, and to learn more about our history and relationships. It is also a reminder that we are all responsible for these relationships.

An acknowledgement is recommended at the commencement of CRD hosted events, ceremonies or gatherings, or for formal greetings or remarks. We can also use this acknowledgement any time we come together as staff colleagues.

The following acknowledgement is provided as a starting point to speak to at the commencement of a CRD-hosted event or workshop and should be done mindfully as a way to learn about the Territories and Nations you are acknowledging. If possible, find a way to say something about why this matters to you personally or how it connects to the work.

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

When hosting a larger community event or official opening, it may be appropriate to request a local Elder to do a welcome to the territory in accordance with protocol. Reach out to the First Nations Relations division for support with this.

It's also important that you clarify up front that First Nations engagement may be occurring through a separate and distinct process. This helps ensure transparency and respect for parallel engagement efforts. Before your session, please check with the First Nations Relations (FNR) team to confirm whether a separate engagement process is underway.

Writing guidelines

Specific style standards in the CRD Writing Style Guide pertaining to First Nations Relations are presented in Section 13.2, First Nation as Government.

As appropriate, use First Nation or Nation. It is becoming more common for communities to prefer Nation over First Nation. Some Nations emphatically do not like to be referred to as a First Nation. Therefore, when referencing the two neighbouring Nations: "met with Songhees and xʷsepsum (Kosapsum) Nations" or "met with Songhees Nation and xʷsepsum (Kosapsum) Nation". Use the Nation's preferred language, spelling, capitalization, and pronunciation.

First Nations are an order of government on par with the Crown. When listing agencies and institutions, First Nations should be referenced either before or immediately after the federal government. "The CRD has partnered with First Nations, federal, provincial and local government to..."

Additionally, when writing and speaking, Indigenous Peoples can be used interchangeably with First Nations, although it is preferable to speak to the specific Nation when possible. Indigenous is appropriate when speaking of urban diaspora communities and when many different nations are included, ie. CBC Indigenous. Indigenous is generally capitalized when used in this context.

15. In-person Event Checklist

When determining whether to have an in-person or virtual meeting, several elements should be considered. If the meeting requires deep collaboration, brainstorming, or relationship-building, an in-person meeting may be more effective. Conversely, if the meeting is primarily informational, or if attendees are participating across a broad geographic area, a virtual format might suffice. Technological availability, time constraints, cost and engagement levels are also important considerations.

Venue and timing

- Choose a venue that will accommodate more than the number of people you expect
- Choose a venue that is accessible for those with mobility, sensory, visual or hearing needs and meets physical accessibility standards
- Consider accommodation of a variety of needs, including assistance dogs, walkers, wheelchairs, scooters, and strollers
- Choose a venue that is inclusive of diverse races, cultures, and gender identities
- Consider how the venue supports multiple transportation modes, vehicle and bike parking, and bus routes
- Sufficient parking
- Visit the venue the same time of day as your event is planned to assess the natural light or additional lighting needs
- Consider the acoustics and temperature of room
- Confirm what other events are occurring during the time of your event
    - Will those events attract or detract people from attending?
    - Will those other events create conflict or excess noise?
    - Will there be enough parking for attendees with another event taking place?
- Confirm any audio-visual needs and whether the venue can accommodate them — consider the needs of deaf and hard of hearing participants to help determine whether captioning or ASL interpreters are needed
- Confirm where the washrooms and emergency exits are located
- Confirm who will be on-site during your event and obtain their contact information
- Confirm what time you can access the venue to ensure ample time for setup and take down
- Confirm garbage, recycling, and compost equipment receptacles or availability
- Confirm availability of table and chairs — including room setup
- Check that emergency evacuation procedures are in place for all individuals, including people with disabilities and seniors.

Invitations and promotion

Provide ample (minimum of two weeks) notice for people to participate and use multiple channels to reach the broadest audience. Communicate your event broadly using multiple methods:

- Direct invitation to those most affected or interested, by email, phone call or mail [e.g. letter or postcard]
- Social media
- Posters (in the community and on buses)
- News release
- Print or online advertising
- E-newsletters
- Outreach to interested groups who are typically underrepresented
- Email to municipal partners
- On CRD website events calendar

Invitations

- Inviting people — provide a way for people to reach out in advance to include contact information (phone, email) on all materials so attendees can request assistance when they RSVP.

  For example, you could say: If you require any assistance or accommodations, please include this information in your RSVP by (date), or contact (name/ phone/ email/) by (date)

- Include information on accessibility features, such as ASL interpreters, real-time captioning, closed loop audio systems, dietary accommodation, non-toxic materials and accessible entrances and parking, as well as a map on how to get to the event with pick-up/drop-off locations
- Ask attendees to not wear scented products
- Avoid embedding essential information in graphic formats because they can't be read out to people using assistive technology such as screen readers
- Use captions and audio descriptions for videos

Supplies

- Clearly marked container for feedback forms, surveys or comment cards
- Nametags for key attendees and staff
- Business cards
- Miscellaneous items: tape, zap straps, scissors, large envelopes, band-aids, paper clips, large clips, elastics, petty cash, etc.
- Attendee counter or "clicker"
- Pens, pencils, permanent markers, colourful markers
- Door signage or sandwich boards to help attendees find the room
- Easels and flip-chart paper
- Feedback forms/comment cards
- Audio-visual equipment – laptop, projector, speakers, microphone, HDMI cords to connect laptop to projector, presentation remote, USB, screens
- Visual aids — posters, maps, PowerPoints, background reports, etc.
- Consider the need for assistive hearing devices, Vocal Eye described audio, and accessible outdoor surface, such as Mobi-Mats (portable mats that make the ground more accessible and smoother), assistive hearing devices and receivers (Auracast)
- Notice of filming or photography if video or photos are being taken
- Photo release form if planning to publish an identifiable person's image
- Podium
- First Aid kit
- Refreshments (coffee/tea, cookies, muffins)
- Large format paper, sticky notes (various colours and sizes), Sticky dots
- Table linens
- Tables and chairs
- Venue contacts and key contact information
- Water for presenters
- Children's activities – Lego, books, colouring posters and crayons
- Dog treats and water bowl [if pet friendly event]

Notice of Photography Signage

Create and post a notice of photography sign in a visible place at or near the entrance to ensure you have notified attendees that you intend to capture and share photos of the event publicly.

Provide an option for those who would prefer not to appear in photos. An arm band, large sticker or vest might be offered to differentiate them in group photos.

DOWNLOAD TEMPLATE

Staff roles at event

- Ensure you have included enough staff to help set-up, facilitate and take down event
- Establish clear roles and responsibilities for the event (set-up, reception, facilitation, assistants, technical experts, media spokesperson, who will give the territorial acknowledgement etc.)
- Meet prior to event start time to discuss what may occur at the event and ensure staff have a shared level of understanding about key elements of the issues and event — including what happens after the event
- Attendees should be greeted and thanked as they leave
- Acknowledge the traditional territories your organization is on/where the topics/issue is affecting
- Take photos of comment boards, flipcharts, or interactive display boards to record visually and for quick reference what was heard. These photos can also assist with data entry and reporting after the event
- Take photos of the event with identifiable faces hidden from plain view
- Determine who is taking the data (notes, flip charts, etc.) or input from the event and what is being done with it
- Track how many people stop to talk, take material, what questions are commonly asked etc. (this data will be included in the What We Heard summary)
- Ensure attendees are aware of next steps or where they can go for more information after the event
- Debrief at the end of the event to share staff perspectives about what was heard, what was surprising, what worked well, what should be done differently in future

Hosting a meeting

- Provide a short, clear introduction that welcomes attendees:
  - Introduce who you are and what other employees or consultants are participating in the session
  - Articulate a clear purpose and the length of the session, as well as how and when input will be collected
  - Share what feedback you are inviting and what happens with the input after the session.
- If addressing a group, share expectations for a respectful and effective meeting:
  - Honour the time we have together
  - We all share the responsibility for an effective meeting
  - Respect the diversity of experience and wisdom of all here
  - Everyone has a voice
  - Challenge ideas, not people
  - Speak to be understood, listen to understand
  - Aim to add to the conversation, avoid duplication
  - We may need to move along from an idea — there will be opportunities to provide feedback after the meeting.

Accessibility Considerations

- Provide any contractors with a copy of these accessibility guidelines and clearly communicate that you expect contractors will adhere to the guidelines wherever possible
- Consider accessibility requirements for a variety of needs, including sensory, communications, chemical sensitivity, and mobility needs
- Consider accommodation of a variety of needs, including assistance dogs, walkers, wheelchairs, scooters, and strollers
- Plan your event as far ahead as possible (especially large events), to:
    - Allow enough notice for attendees to arrange HandyDART transportation and accompanying assistance. E.g. HandyDART users require more time than those who travel independently.
    - Arrange any on-site services needed, such as American Sign Language (ASL) interpretation. It takes at least two weeks to arrange for on-site assistance such as ASL.
    - Arrange for Braille transcription at least 4 weeks before your event.
- Provide an ASL interpreter, especially for events with more than 100 people
- Provide real-time captioning, especially for events with more than 100 people, and ensure your site has technology to support this

Choosing accessible venues

- Schedule an on-site visit before you reserve the venue
- Consider inviting individuals with various needs, such as mobility and sensory needs, in your on-site visit
- Consider the timing of your event, avoiding early morning and late evening, if possible
- Many seniors/elders and people with disabilities need assistance, which is often difficult to arrange early and late in the day
- Limit external noise

Entrances, exits, pathways, hallways, corridors

- Clearly marked
- Turning space with a six-foot diameter
- Minimum 39 inches wide
- Free of any impediments or tripping hazards
- Preferably no lip or a maximum lip of one-half inch beveled
- Smooth, level surface with no stairs
- Avoid slopes where possible (no more than 5% slope)

Well-marked paths at entrances with information about accessibility throughout the trail or path (for example, identify any interruptions of the accessible surface, such as steps, steep slopes, and so on)

Doors

- Ensure automatic door openers are activated (otherwise, wedge the door open if allowed by fire regulations)

Elevators

- Minimum 36-inch opening
- Large enough to accommodate a person with motorized wheelchair or scooter, and an attendant or assistance dog

Lighting

- Avoid dark and muted venues
- Ensure adequate lighting in parking locations, venue, and so on
- Avoid use of strobe lighting (it can trigger a seizure for people with epilepsy)

Ventilation

- Ensure ventilation of fresh outside air so people with chemical sensitivities are more comfortable
- Be aware of any ongoing construction or remodeling that could impact the circulation of air-borne allergens such as dust, paint fumes

Acoustics

- Consider the impact of ambient noise for people hard-of-hearing

Surfaces

- Level and smooth
- Concrete, asphalt, compacted crushed granite or limestone, linoleum, and tight-weave carpets without underlay
  - Grass is not accessible when wet
  - Wood chips or bark mulch are not accessible surfaces
  - Drain rock is not an accessible surface
- Avoid slopes where possible (no more than 5% slope)

Washrooms

- Washrooms and change rooms are inclusive of all
- At least one washroom large enough to accommodate a person with a motorized wheelchair and their attendant
- At least one single-user washroom with signage to reflect universal, functions-based designation
- For outdoor events, provide wheelchair-accessible portable toilets and ensure that people using motorized or manual wheelchairs can get to them on accessible surfaces

Stages

- Stage entrance must be level, gently sloping, ramped, or have a lift
- Ramp slopes no more than 5%
- Provide a stand-alone microphone (wireless or with an adjustable stand) for people who need to sit or use mobility devices
- Podiums are at least one metre away from the stage edge, to prevent accidents and falls for speakers who are blind or partially sighted, who may not be able to see the end of the stage
- Lecterns can adjust to different heights for people who need to sit or use mobility devices, or use two lecterns with different heights

Pathways

- Pathways to displays, stages, speaker's podium should be minimum 39 inches wide, and include turning circle space with a diameter of 6 feet
- Pathway slopes no more than 5%
- Consider tripping hazards, obstacles, stairs, curbs, and bumps that would prevent people using wheelchairs, walkers, or canes from navigating the pathway

Parking and pick-up/drop-off

- Minimum 2% of total parking available should be accessible and at least 4 spaces more than anticipated
- Spaces should be at least 8.5 feet wide with adjacent side and rear access of at least 6.6 feet wide
- Two accessible parking spaces may share a common access aisle
- Clearly marked location for HandyDART and taxi
- Ensure there is clear access to the HandyDART pick-up location after the event ends, until all attendees waiting for HandyDART have been picked up

Signage

- Clearly and visibly signed accessible entrances, parking, washrooms, public phones, transit points, and other conveniences
- Consider translating existing signage with multiple languages to increase understanding and avoiding confusion among users
- Avoid using gender symbols of bodies and focus on function symbols
- Use high contrast colours — light text on dark background or dark text on light background
- Use a text size of at least 14 point and sans serif font, such as Arial
- Provide signage in three formats if possible — tactile graphics, tactile lettering, and Braille
- Place signage at eye level for people seated in mobility devices (1.2 m from the floor, based on the City of Toronto standard)
- Ensure signage does not block sidewalks or create a trip hazard
- Signage asking attendees to not use scented products

Seating

- Avoid designating a single area "for wheelchair use" — this segregates and stigmatizes individuals using wheelchairs, prevents them from having the same choices as other attendees, and prevents them from being seated with friends and colleagues
- Provide sufficient places with no seats for people in wheelchairs or scooters to use. If possible, scatter these throughout the venue
- Where seats are movable, provide areas by the aisles with no chairs so people with mobility aids can maneuver into these spaces
- Ensure aisles between seating rows are wide enough for people using mobility aids — a minimum 36 inches of clear space
- Provide seats near the front of the room for people with visual or hearing needs with clear access to ASL interpreters and speakers
- Ensure there are chairs directly in front of the real-time captioning screen for people who are deaf or hard of hearing

Tables

- Provide sufficient space between tables for people using mobility devices and assistance dogs to go between
- Ensure the space between occupied chairs from adjacent tables is at minimum 36 inches
- Have one chair missing from each table for people using mobility aids

Counters and reception desks

- Ensure desks are 29 to 34 inches from the floor, to ensure people using mobility aids can access the desks
- Offer scent-free sanitizers

On-site assistance

- American Sign Language (ASL) interpreters – reserve space on stage and microphone for interpreters when speaking for a deaf person
- Real-time captioning — provide a large screen in front of room and seats provided in the front for people who are deaf or hard of hearing
- Provide interpreters and real-time captioning with prior information on program content and length, copies of speaker notes, and PowerPoint presentations, titles, and any technical language or unique features
- Arrange escorts to the stage for attendees who are blind or partially sighted. Escorts should communicate where the edge of the stage is and stay with the attendees to escort them to and from the stage
- Consider language translation
- Consider assistive hearing devices, Vocal Eye described audio, and accessible outdoor surface, such as Mobi-Mats (portable mats that make the ground more accessible and smoother)

Displays and exhibits

- Consider the display height so they're accessible to people using wheelchairs or scooters
- Consider the use and location of tablecloths that could impede wheelchairs or scooters.
- For guidance, refer to the Smithsonian Guidelines for Accessible Exhibition Design

Food and beverage

- Accommodate food sensitivities and dietary requests
- Label accommodated meals
- Consider serving accommodated meals first in case a correction is needed, however, be mindful that all attendees want to enjoy their meals at the same time
- Offer non-plastic containers and bendable straws
- Clearly label ingredients
- Provide water, and provide help pouring
- Avoid sharp objects such as toothpicks
- Communicate dietary accommodations to caterers, and ensure they follow through

Staff and volunteer training

- Designate a person trained on accessibility issues as a resource to staff, volunteers, and attendees for any questions, issues, or emergencies both before and during the event
- Provide orientation to all staff and volunteers, including ushers on accessibility features of the event venue
- Provide training on assisting seniors/elders and people with disabilities about seating, mobility, bathroom, food, drink, getting items, and escorting to the stage
- Ensure emergency evacuation procedures are known and assign specific individuals to assist people with disabilities and seniors
- If food is served buffet-style, ensure that food ingredients are well labelled or that staff and volunteers know the ingredients
- Develop and introduce a trans* and gender-variant inclusion information session for staff and contractors

Event materials, presentations, and attendees

- Use non-toxic materials, such as unscented markers and non-plastic name badges
- Use high contrast colours — light text on dark background or dark text on light background
- Use a text size and sans serif font that is easy for all to read.
- Offer materials and agendas in advance, in digital, large print or Braille formats if requested
- Consider using captions and audio descriptions for videos
- Ask speakers and presenters to verbally describe any visual content in their presentations
- Ask speakers and attendees to identify themselves by name each time they speak for the benefit of visually impaired individuals
- Ask speakers and attendees how they want to be referred to — by name or pronoun. Pronouns may be either feminine (she, her, hers), masculine (he, him, his) or gender-neutral (they, them, theirs)
- Welcome participants using gender-neutral terms (such as people or folks) — not ladies and gentlemen or guys

Assistance dogs

- Designate an outdoor toilet space
- Provide a waste bin
- Provide water bowls

16. Online Event Checklist

Online engagement should embrace the same thoughtful approach to planning as in-person. It's important to anticipate and plan for providing a positive and meaningful attendee experience. Establishing clear engagement objectives for your project will determine whether an online meeting is a suitable tool for your topic.

Important to consider

- Who will attend and what is their comfort or familiarity with online technology?
- How will feedback be collected in the session?

Scheduling a meeting

- Include a clear title for your session, that is consistent with other tools being used to promote the meeting.
- Set the duration with care. A typical online session is one hour, including questions, and never over two hours.
- A waiting room can be enabled so you can see who has arrived and can officially start the meeting when ready. Waiting rooms are useful for protecting the personal privacy of external participants. The waiting room message can be personalized so they know they are at the correct meeting place.
- Event should require registration. The RSVP option should be included in an invite and the link should be included in communications materials. This creates an opportunity for people to share with any accommodations they may need well in advance. Registration also allows you to estimate the number of attendees and email them reminders closer to the date.
- Ensure the meeting invitation includes information about privacy information and where their information may be stored. Also include tips to help protect their privacy.
- Ensure promotion of the event outlines the format of the event [e.g. presentation, moderated, Q+A]. Plan to record sessions that are open to the public for those who cannot attend 'live' but may wish to watch later to learn more.
- If session is being recorded make sure that is clear to all attendees and communicate the benefit of recording to those who could not make it.

Preparing for an Online Event

- Schedule time to rehearse with staff [and any consultants] team beforehand. Take the opportunity to test internet connection, monitor, headphones, audio levels, and sharing of files. Practice, practice, practice!
- Review branding options for the platform and ensure they are consistent with organizational brand standards.
- Ensure the backdrop is appropriate and well-lit. Consider a branded virtual background if needed.
- Participant experience is important, and the input collected is key to decision-making. Role play with colleagues to test how you will solicit and collect input – e.g. chat room, question and answer and telephone.
- Identify a colleague who will assist in moderating, keeping notes and providing support as needed.
- Have a way to communicate with meeting leads while meeting is happening established in advance – separate chat, texting, etc.

Meeting roles

To ensure a successful online meeting, several key roles can be assigned.

1. **Facilitator/Host** Responsible for guiding the meeting, setting the agenda, and ensuring that the discussion stays on track. Manages time effectively and encourages participation from all attendees.
2. **Note-Taker/Recorder** Documents key points, decisions, and action items during the meeting. Distributes meeting minutes afterward to ensure everyone is on the same page.
3. **Timekeeper**
    a. Monitors the time allocated for each agenda item and alerts the group when it's time to move on.
    b. Helps maintain the meeting's schedule and ensures that all topics are covered.
4. **Participant/Contributor** Engages in the discussion, shares insights, and provides feedback. Actively and respectfully listens and contributes to the conversation, ensuring a collaborative environment.
5. **Technical Support** Assists with any technical issues that may arise during the meeting, such as connectivity problems or software malfunctions.
6. **Moderator** Manages the flow of conversation, especially in larger groups or meetings. May handle Q&A sessions, ensuring that questions are addressed in an orderly manner.

Hosting a meeting

- Arrive early to your online meeting so you are ready to go when participants arrive. Start on time. If you have started the session but are not ready to begin, signal to those in attendance that you will wait a few minutes to begin.
- Provide a short, clear introduction that states:
    - Who you are and what other employees or consultants are participating in the session
    - If you're recording the session, ensure you let attendees know it is being recorded.
    - Acknowledge the traditional territories your organization is on/where the topics/issue is affecting.
    - Articulate a clear purpose and the length of the session, as well as how and when input will be collected (e.g. throughout, or at the end)
    - Share what feedback you are inviting and what happens with the input after the session.
    - Share how they will respond to open ended questions, when invited– type in chat, raise hand on video or come off mute.
- Emphasize the importance of personal privacy and respectful dialogue:
- Protection of personal information is important; please note we do not require any personal information during this meeting, and we encourage you to turn off your mic and video when listening. Offer the opportunity for those who are uncomfortable with being recorded to exit the session.
- Outline how participants can edit the information that others see (e.g. name that is displayed)
- Share respectful meeting expectations
    - Honour the time we have together
    - We all share the responsibility for an effective meeting
    - Respect the diversity of experience and wisdom of all here
    - Everyone has a voice
    - Challenge ideas, not people
    - Speak to be understood, listen to understand
    - Aim be additive, not duplicative
    - We may need to move along from an idea – there will be opportunities to provide feedback after the meeting. [email, survey, etc]
- Try not to talk for too long without checking in with the attendees – this will help keep participants engaged. Check for chat comments or consider using a quick poll or raising of hands to gauge where people are at.
- If there are specific questions being asked of participants, be sure to have a clear format for those questions and a corresponding timeline to keep the agenda on track. Put the question on the screen or read it aloud so it is clear to participants.

Interactive features

Moderated discussion

Participants can verbally ask questions or provide comment if their microphone is unmuted. The facilitator should outline when and how comment and questions should be received during the session to ensure a productive and timely format is followed. Comments or feedback could be welcomed throughout, or a facilitator may plan opportunities at specific times, or at the end of a presentation. In combination with the chat or raise hand function, participants can indicate their desire to pose a question or comment, and the facilitator can then pause and engage when appropriate. To limit background noise in large meetings, the host should let participants know that they will mute all microphones until they are ready to receive questions. This will limit background noise.

Polling

Poll questions are another way to engage participants. Polls can help keep the content dynamic while keeping participants engaged. The polling feature allows you to create single choice or multiple-choice polling questions for your meetings. You should plan questions and set up polls when planning and scheduling the meeting. Polls allow for you to gather (and share) immediate responses from your attendees.

Examples of useful ways to use poll questions:

- Create an icebreaker and get the interaction started
- Let your audience inform the content — e.g. where would you rank your level of understanding about this topic?
- Get input on the meeting — e.g. would you prefer to ask questions throughout, or at the end?
- Learn where people are from — e.g. which municipality do you live in

Chat

The in-meeting chat allows you to send chat messages to the other attendees. Consider whether the private chat between attendees should be disabled. In-meeting chat can be automatically saved.

Raise hand

Depending on the video conferencing tool, meeting participants can often simulate a hand raise by placing a "raise hand" icon beside their name to communicate with the host and other participants without disrupting the flow of the meeting.

All participants can see the icons that everyone else has chosen. In addition, the host sees a summary of how many participants are displaying each icon and has the option to remove all feedback when addressed.

Question and answer

The Q&A function in the Zoom webinar tool can allow attendees to ask questions for the host and panelists to answer. The questions can be viewable to all attendees or only to the host and panelists until the questions are answered.

Technology issues

- If you or participants are experiencing lagging or slowness, encourage participants to turn off mic and video when listening.
- Participants can log-off and join the meeting in progress, should they need to reset their computer or settings.
- If you as host have technological glitches — pause, break, rely on co-moderator. If a short break is needed, communicate a five-minute break to resolve the matter.
- If a security breach/unauthorized access to the session were to occur, turn off the host video. Acknowledge it appears a participant is using the technology inappropriately. You may want to pause the meeting for a moment and return shortly. When you return to the session, ask the participants if they would like to proceed with the session. If a second breach occurs, the meeting should be concluded.

Closing a session

- Leave attendees with a call to action and outline next steps.
- Close session with appreciation for their participation and share contact information and project website on a visual.

Follow up

- After event consider sending out thank you messages to attendees with link to engagement platform for more information and updates.
- Consider asking for feedback regarding the experience of the online event to help with the evaluation of the engagement.
- If the event was recorded post the recording so those who were unable to participate can still benefit from the event.

17. Facilitation Tips and Checklist

Whether an in-person or online event, public meetings or events where interested people and groups are brought together to provide input or ask questions about an issue are generally more effective and more efficient if they are facilitated, particularly if the issue is controversial. A facilitator manages the meeting, keeps conversations on track and ensures each participant's voice is heard. This tip sheet will provide some information on how to accomplish these tasks.

What is facilitation? What is the role of a Facilitator?

The definition of facilitate is "to make easier" or "to help bring about". The role of the facilitator is to help the participants work together by providing and managing the meeting process or structure, while the participants remain focused on the meeting content. The facilitator keeps the process on track and moving forward with all participants engaged, making best use of time and resources.

An effective facilitator quickly establishes and builds trust with the group through honesty and transparency in his/her communication. Facilitators must know what questions to ask, when to ask them, and how to structure questions to get good answers without defensiveness. Facilitators should know how to rephrase or reframe questions and comments, giving positive reinforcement, encouraging contrasting views, including quieter members of the group, and dealing with domineering or hostile participants.

Before the meeting

- Know who the meeting participants will be, and which community groups will be represented
- Understand the purpose of the meeting and the desired outcome. What will a successful meeting look like?
- Together with the project lead, establish a structure for the meeting and confirm the agenda
- Select and design a process and agenda for the meeting that will help participants to engage effectively and provide the feedback required
- Have a meeting plan but be willing to be flexible in response to the situation
- Set up the venue or online space, and ensure that other logistical details have been taken care of
- Provide adequate notice of the meeting, its purpose and agenda to participants

During the meeting

- At the beginning of the meeting, with the group:
  - Review the purpose and the expected outcome of the meeting
  - Review the ground rules/expectations
  - Review the items for discussion and the timeline
- Be very clear about your role as a facilitator
- During the meeting, maintain eye contact with participants.
- Try not to talk too little or too much
- You are there to bring out the views and contributions of participants
- Help stimulate discussion in the group when needed, asking the right questions and providing context for the discussion
- Be sure that everyone is heard and able to participate fully
- Know when to draw in those who may not be participating initially, and prevent others from dominating — to ensure that all voices are heard
- Summarize when necessary and build on the contributions of the participants
- Keep the discussion on topic — be aware of when the group is off topic or confused and when structure may be needed
- Explain, summarize and help to paraphrase participants' input when necessary
- Decide when to extend a discussion and when to move the group onto the next topic; remind the group when they are off subject
- Prepare to work through conflicts between participants by creating trust within a "safe space"
- Stick to the pre-determined timeline
- At the end of the meeting, provide closure and reiterate action items/next steps
- Ensure accuracy and that proper record/minutes are kept of the meeting (e.g. record of discussion, decisions made, next steps, action items).

GOOD FACILITATORS

- Value people and their ideas
- Think quickly and logically
- Are excellent communicators
- Are active listeners
- Avoid jargon and acronyms
- Speak clearly, at a moderate pace and an appropriate volume
- Guide the discussion, but don't lead it
- Raise questions to bring out different viewpoints
- Restate ideas when the person presenting them is not clear

18. Survey Design

Surveys can offer a streamlined method for gathering and evaluating public feedback on projects. Survey methodology can vary depending on the input required and who it is required from.

Varying types of surveys

Opt-in survey, with promotion and engagement targeted at key people and groups. To do this demographic data must be collected as part of the survey process. Staff monitor participants, shifting engagement and communications strategies to target underrepresented demographics.

Probability survey, where a random representative sample of the population is selected to complete the survey. This approach ensures a representative sample of responses. This type of survey is usually conducted by a consulting firm specializing in this type of engagement.

Closed survey, This type of survey is limited to those residents that are invited to participate. This can be regulated by unique codes, IP addresses, etc.

Feedback forms can also be utilized in specific instances where input has been collected previously or through other channels. Open-ended feedback forms may be considered when inviting feedback on a draft document.

ASKING/DESIGNING GOOD SURVEY QUESTIONS

Soliciting input

When designing questions to solicit input, you should revisit your public engagement objectives to ensure the questions get to the heart of achieving the objective and collecting the input needed to inform upcoming decisions. Questions are then tailored to the objectives of specific phases or key decision points. A mix of open-ended and closed questions should be considered. Avoid jargon and overly technical information.

Disaggregated data

Disaggregating data means breaking it down into smaller categories based on attributes such as ethnic group, gender, age, income, geography or other relevant factors. When collecting and analyzing input, keep in mind that sometimes the overall trend or pattern can hide key differences in the experiences of specific groups. Consider using disaggregated data to identify gaps and prioritize your outreach efforts.

When asking for demographic information as part of a survey, it's important to have clear objectives and safeguards in place to prevent misuse or harm. Contact the Privacy Office for direction on how to manage disaggregated data and review the Human Rights Commissioner's Special Report to learn more about this evolving area of practice.

Open-ended versus closed ended questions

Open ended questions ask respondents to respond to a question in their own terms. Open-ended questions allow the greatest variety of responses, but are time consuming to ask and require a lot of work to analyze.

Closed ended questions are questions where the respondent is asked to place themselves into one of a limited number of responses which are provided to them. Closed ended questions, when well designed, ensure that respondents interpret questions the same way.

Respondents are more likely to skip an open-ended than closed-ended question

Review our Survey Guide for more details on how to get started, content and format standards, testing tips, timing and approvals information.

CRD SURVEY GUIDE

Close the Loop

19. Reporting out on Public Engagement Efforts

The final step in the engagement process is ensuring that the community is aware of what input was collected and how it was used. It's important to make sure decision makers receive and consider the input before a decision has been made. It's also an opportunity to build trust by closing the loop with participants.

A *What We Heard* Engagement Summary report will be produced that provides an overview of the process undertaken, who participated, what was asked, what was heard and the project next steps. The *What We Heard* Engagement Summary report demonstrates transparency and documents the efforts undertaken.

Staff should be considering what was heard as the project moves forward and incorporating the input wherever possible. Once complete, this report should be presented to elected officials for information before making final decisions on the project.

Refer to the approvals chart to confirm who needs to review the report before presenting to decision makers. Once received for information by the elected officials, the *What We Heard* Engagement Summary should be shared with those who participated and the broader public by adding it to the Get Involved CRD project page and sharing to those connected to the page via e-newsletter.



20. What We Heard:
Engagement Summary

The *What We Heard* Engagement Summary report should include:

1 Overview of the Project/Process and Objective for Engagement

- Key background
- Engagement objectives
- Strategic approach or principles applied

2 Outline the Process – steps to be undertaken in overall process and associated timeline

- Engagement opportunities should be evident through steps

3 Awareness and Engagement Activities Undertaken

- Describe how events and surveys were promoted – advertisements, social media, media release
- Outline number, dates, and locations of events and surveys
- Include photos of events and images of promotional tools used and/or media coverage

4 What We Heard

- Include photos of events and images of promotional tools used and/or media coverage
- Theme/analyze open-ended comments. Depending on volume, privacy considerations and preferences of decision-makers, at times all open-ended comments are included as an appendix for review. ***Note: Open-ended comments can often unintentionally identify an individual. A detailed review of all comments must be completed.***

5 Who We Heard From

- Number of participants, relevant demographics (e.g. renter vs. owner, age, neighbourhood, previous participant, etc.)
- Which demographics were underrepresented comparatively to community composition

6 Next Steps

- Outline the next steps in the process and how input will be used/was used to inform the decision
- Note upcoming meetings or decision points and associated timeline
- Include web address for finding related or additional information

WWH REPORT AND PRESENTATION TEMPLATES

Evaluate

21. Feedback and Evaluation Forms

Participant Feedback

Participant feedback is helpful in understanding whether they received the information they needed and whether they found the process and experience accessible and meaningful.

Ask participants to share their feedback to help you improve future events and activities.

POST-EVENT FEEDBACK FORM

Staff Evaluation

Some questions to consider when evaluating your public engagement activities are:

- Did you meet, exceed, or satisfy the goals you had set out at the outset of the planning process?
- Was the issue clearly defined before starting?
- Did the engagement adhere to the core values of public engagement set out in this toolkit?
- Did you include potential participants in the design of your engagement activity?
- Were the appropriate interested people and groups identified?
- Did the identified interested people and groups participate?
- Were the tools and techniques appropriate?
- Were a variety of techniques used?
- Were there any unforeseen circumstances or constraints?
- Were individuals and interested people and groups given adequate opportunity to participate in all aspects of the process?
- Was the engagement inclusive? Did it meet the needs of those with disabilities or language barriers?
- Which voices were underrepresented?
- Was the received input relevant and valuable?
- Were all critical issues addressed?
- Did you effectively record and analyze the input received?
- Was the engagement completed within the set budget and timeline?
- Were participants made aware of how the engagement and their feedback could/would be used?
- Did the input inform the decision?
- What went well?
- Were participants generally satisfied with the process?
- What will you do differently next time?
- Do you have recommendations for further investigation or research?

Connect with the Manager, Website & Public Engagement to share lessons learned and any recommendations. This step is crucial to continuing to improve and adapt.

EVALUATION FORM

crd.ca

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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, JUNE 3, 2026

SUBJECT **Regional Grants-in-Aid Policy (BRD13)**

ISSUE SUMMARY

To provide information on the board approved Regional Grants-in-Aid (GIA) Policy (BRD13).

BACKGROUND

On March 11, 2026, the Capital Regional District (CRD) resolved the following motion:

> *"That the Governance and First Nations Relations Committee review the Capital Regional District Boards' Regional Grants-in-Aid Policy."*

This report provides information on the Board approved Regional GIA Policy, related history, a review of CRD services with granting programs and information on regional GIA from other jurisdictions in British Columbia.

Regional Grant-in-Aid Authority

Under the *Local Government Act* (LGA), a regional district board may provide assistance in the form of a grant-in-aid for the purpose of benefiting the community or any aspect of the community. However, the LGA prohibits a board from providing assistance to an industrial, commercial or business undertaking.

The CRD Regional GIA is a historical service under the authority and legislative powers of the LGA. Grants are funded by all thirteen municipalities and three electoral areas. It is separate from the electoral area GIA services, which are individual services originally established through letters patent and modernized through establishing bylaws.

No Regional Grants-in-Aid Board Policy

Since 1994 successive CRD Boards have adopted policy resolutions declining to issue regional GIA, preferring instead that individual municipalities determine whether to contribute to specific initiatives. The Board's current position, adopted on June 8, 2022, is reflected in the Regional GIA Policy (BRD13) which states that the CRD shall not issue regional GIA. The approved staff report and policy are attached as Appendix A.

Capital Regional District Service Specific Grants versus Regional Grants-in-Aid

Many CRD services have granting authority enabled through their service establishment bylaw. The CRD currently administers several programs through these services that provide financial assistance to community organizations, individuals and local initiatives across the region. These programs are intended to advance the service mandate. Some examples are listed below:

Grant Program and Streams	CRD Service
Arts Grants	1.297 Arts & Culture Support Service
✓ Equity Grant	
✓ IDEA Grant	
✓ Grow Forward Grant	
✓ Project Grant	
✓ Operating Grant	
Rethink Waste Grants	1.521 Environment Resource Management
✓ Zero Waste Event Grant	
✓ Community Grant	
CRD Rural Housing Program	1.311 Regional Housing Trust Fund
✓ Accessory Dwelling Unit Incentive Program	
✓ Rural Housing Pre-Development Funding	

In addition to current active grant programs, several newly established CRD services also include granting authority within their establishing bylaws. These include the Regional Transportation Service, the Foodland Access Service and the Performing Arts Facility Service. These services could develop and administer grant programs within the service mandate in the future.

The regional GIA differs from these service specific programs in that it is a general permissive authority under the LGA rather than a program established to achieve a specific service mandate.

Other Regional Districts' Grants-In-Aid Policies

Staff surveyed a selection of regional districts on Vancouver Island and the Lower Mainland to identify if and how neighbouring jurisdictions provide regional GIA support.

While many surveyed regional districts provide some form of GIA, there is no consistent approach to whether or how regional GIA is used. Most jurisdictions apply different eligibility, evaluation, adjudication and funding criteria, and many have controls in place to limit the expansion of GIA to organizations seeking support. A key control is that a grant should not be provided where the proposed activity falls within the scope of an already established service, as this helps avoid overlapping or duplication with existing service-specific grant authorities.

IMPLICATIONS

Legal Implication

While Board policy provides direction to guide decision-making, the Board retains the discretion to exercise its statutory service authority granted by LGA, notwithstanding previous policy positions. The Board has exercised the regional GIA authority only on a limited number of

occasions as exceptions. Previous grants and related Board decisions are summarized in Appendix B.

Financial Implications

Section 374(9) of the LGA limits expenditures for regional GIA to 10 cents per $1,000 of the net taxable value of land and improvements within the regional district. Cost apportionment for a Regional GIA service would include all municipalities and electoral areas. Based on the 2026 assessment base, the maximum allowable requisition for a Regional GIA service is estimated at approximately $18.8 million. The actual requisition would be determined annually through the Board-approved financial planning process within the legislated maximum.

Service Delivery Implications

The Board could consider rescinding the no Regional GIA Board Policy and establish a formal Regional GIA program.

Under this approach, staff would develop a defined service mandate, program framework and administrative guidelines. Implementation of such a program would require incremental administrative resources and operational capacity to manage intake, evaluation, reporting and financial administration.

Under this model, the Board would retain decision-making authority over funding allocations, including the approval of eligible projects and the determination of annual funding levels through the financial planning process.

This approach would align the Regional GIA service with established CRD grant administration models, providing a more structured and transparent framework for evaluating and distributing funding. However, it may also raise considerations regarding the scope of eligible applications and the potential for requests that fall outside the CRD's core service areas or established mandates. Careful program design and eligibility criteria would therefore be important to ensure alignment with Board priorities and statutory authority.

There is also potential for duplication or overlap between CRD Regional GIA and CRD service specific grant programs. There is a risk that similar types of projects could be considered under multiple funding streams, leading to inefficiencies. Impacts would depend on program design, including eligibility criteria, funding priorities and the extent of coordination with CRD services.

CONCLUSION

The CRD currently maintains a policy of not issuing regional GIA, while retaining the authority to do so under the LGA. Any future consideration of a Regional GIA program would require clear program design, administrative capacity and alignment with Board priorities and statutory limits.

RECOMMENDATION

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Manager, Local Services and Corporate Grants
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: June 1, 2022 Staff Report, Regional Grants-In-Aid Board Policy, and Regional Grants-in-Aid Policy (BRD13) approved on June 8, 2022
Appendix B: History of Past Regional Grants-in-Aid (GIA) Requests (since 1994)

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REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, JUNE 01, 2022

SUBJECT **Regional Grants-in-Aid Board Policy**

ISSUE SUMMARY

To update the Regional Grants-in-Aid Board Policy.

BACKGROUND

The CRD has a long established policy of not awarding Regional Grants-in-Aid (GIA). The current policy is derived from a February 23, 1994, Board policy resolution, which directs staff to "establish a no grants policy regarding regional grant-in-aid, other than those regional grants-in-aid from a single jurisdiction". At the February 2, 2022, Governance meeting, staff were directed to remove provisions in GIA levied against taxpayers of an individual municipality and maintain the "No Regional GIA" position. Additionally, staff were directed to ensure GIA for Electoral Areas remain status quo. Staff have confirmed Electoral Area authority is accounted for in separate services through Supplementary Letters Patent and will not be impacted by a Regional GIA policy.

The CRD continues to receive requests for Regional GIA, most recently in support for the Ukrainian Canadian Cultural Society of Vancouver Island. Appendix A is an updated Regional GIA Board Policy in alignment with current language and corporate standards to support the long standing practice and direction from committee this past winter.

ALTERNATIVES

Alternative 1
The Governance Committee recommends to the Capital Regional District Board:
That the Regional Grants-in-Aid Policy be adopted.

Alternative 2
The Governance Committee recommends to the Capital Regional District Board:
That the Board rescind the "No Regional GIA" Board Resolution Policy, and direct staff to develop a coordinating program with guidelines including an evaluation process and budget which does not exceed 10¢ per $1,000 on the net taxable value of land and improvements in the regional district, and where the Board remains the decision-maker in granting funds to eligible projects.

IMPLICATIONS

Service Delivery and Financial Implications

Alternative 1
The policy attached in Appendix A executes Board direction from February 2022 and brings the previous 1994 Board Policy Resolution into alignment with current corporate standards and templates of the CRD. There are no financial implications with this alternative.

Alternative 2
The Board could consider raising funds for Regional GIA as part of the annual service review and budget process where staff would prepare defined service mandates and develop a coordinating program with guidelines similar to Electoral Area GIA services. Resources and capacity would be needed to administer a Regional GIA program. The Board would remain the decision-maker over which eligible projects are awarded funding.

Section 374(9) of the *Local Government Act* limits expenditures for Regional GIA to 10¢ per $1,000 on the net taxable value of land and improvements in the regional district. Cost apportionment would include all municipalities, electoral areas, and First Nations. Based on the 2022 assessment base, the maximum requisition for a Regional GIA service would be approximately $16.5 million or $87.50 per average household. Actual requisition would be determined through the annual budgeting process.

The aforementioned process mirrors the electoral area model and provides a structured and transparent program to consider all Regional GIA applications. There could be concern that by providing a Regional GIA program, the CRD will consider requests that are outside its service authority or mandate.

CONCLUSION

The CRD has a long established policy of not awarding Regional Grants-in-Aid (GIA). At the February 2, 2022, Governance Committee meeting, staff were directed to remove provisions in GIA policy levied against taxpayers of an individual municipality and maintain the "No Regional GIA" position which is included in the updated Regional Grants-in-Aid policy found in appendix A.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:
That the Regional Grants-in-Aid Policy be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Regional Grants-in-Aid Policy

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CAPITAL REGIONAL DISTRICT
CORPORATE POLICY

Policy Type	Board [Corporate]		
Title	REGIONAL GRANTS-IN-AID POLICY		
Adopted Date		Policy Number	BRD13
Last Amended			
Policy Owner	Financial Services		

1. POLICY:

The Capital Regional District shall not issue regional Grants-in-Aid.

2. PURPOSE:

While the CRD has authority under its *Local Government Act* authority to issue regional Grants-in-Aid (GIA), including using this power to issue a grant from a single jurisdiction, the CRD Board believes it is up to individual municipalities and electoral areas to determine which organizations shall receive a GIA, rather than the CRD Board making those decisions.

3. SCOPE:

This policy applies to all regional GIA requests received but does not apply to other grant or contribution programs, such as the Electoral Area Grant-in-Aid program.

4. AMENDMENT(S):

Adoption Date	**Description:**
June 8, 2022	Board adoption

5. REVIEW(S):

Review Date	**Description:**
June 2025	Three year default review period.

6. RELATED POLICY, PROCEDURE, OR GUIDELINE:

2012 Grants-in-Aid Policy (Electoral Areas) Applications

2010 Grants-in-Aid Policy (Electoral Areas) Guidelines

Appendix B

History of Past Regional Grant-in-Aid (GIA) Requests (since 1994)

Board Approved Regional GIAs as exceptions notwithstanding the "No Regional GIA" Policy:

1. March 11, 2026: Island Corridor Foundation (ICF) Funding Request for the Reconciliation Corridor Initiative, conditionally approved for up to **$1.7 million (M).** In 2012 ICF was conditionally approved for $1.2M; funding was not ultimately distributed as the conditions were not met and the funds were held in surplus. The 2026 award comprises of the 2012 award in addition to $0.5M in earned interest.

2. April 13, 2022: One-time GIA direct award to the Ukrainian Canadian Cultural Society of Vancouver Island's Ukrainian Aid & Displaced Persons Assistance Fund, approved and paid for **$15,000**.

3. May 26, 2016: One-time GIA direct award to the Greater Victoria Festival Society to support Fort McMurray Wildfire fundraising concert, approved and paid for **$2,500**.

Board Declined GIA Requests:

1. September 9, 2015: Urban Wildlife Stewardship Society Funding Request, request for $35,000, regional GIA request declined.

2. August 8, 2012: Salish Express Commuter Rail Implementation Funding Plan Request, request for $70,000, regional GIA request declined.

3. April 11, 2007: Island Corridor Foundation Grant-in-Aid Request, request for $4,899.02, regional GIA request declined.

4. January 26, 1994: Regional GIA Request from the Community Social Planning Council of Victoria, request for $22,100, regional GIA request declined.

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REPORT TO JUAN DE FUCA WATER DISTRIBUTION COMMISSION
MEETING OF MAY 5, 2026

SUBJECT **2027 Service Delivery – Staffing Requirements**

ISSUE SUMMARY

To outline the 2027 staffing requirements needed to maintain current service levels as the Juan de Fuca system expands and aging infrastructure increases operational demands.

BACKGROUND

At the April 8, 2026, Capital Regional District (CRD) Board meeting, the Chief Administrative Officer (CAO) informed the Board that staff had been directed to limit requests for staffing resources and other budget requests to initiatives that have been: A.) explicitly directed to advance by the CRD Board to support Board priorities, new service establishment or major project delivery, or B.) critical programs where deferral would result in significant service disruptions or negative impacts (for example, legal, safety or risk impacts). This was to maintain a proactive focus on fiscal discipline and to pave the way for a period of transition in late 2026 when a new Board will set its priorities for the next term. It was also noted that programs and associated resources that have been prioritized and recommended by a Commission or Standing Committee could also be incorporated in the 2027 financial planning process for the Board's consideration.

As part of the annual service planning process, the CRD Board receives information in the fall about proposed new initiatives that have resources and staffing implications for the subsequent year and approves the updated Five-Year Financial Plan.

To support this process, Infrastructure & Water Services (IWS) staff have reviewed the potential impacts of system growth and aging infrastructure on service delivery, and have identified the staffing needs required to mitigate service level risks in 2027. The following sections outline proposed initiatives that have impacts on the Juan de Fuca (JDF) Water Distribution budget. This includes one new position, 1.0 Full-Time Equivalent (FTE), which was forecasted in 2025, for the JDF/Regional Water Service (RWS) Utility Operator Program. Staff are also forecasting one additional position in 2028. Summaries of each initiative are included below and in Table 1.

Table 1. Overview of Proposed Staffing Changes

2027 (1 FTE)	*Utility Operator (Water Operations Division):* Aging metering infrastructure is causing increased emergency repairs, customer complaints, and revenue loss. This position will focus on increasing our proactive meter replacements.
2028 (1 FTE)	*Reliability Engineers (Corporate Asset and Maintenance Management Division):* Required to establish a dedicated reliability function to optimize asset performance and mitigate asset risks, ensuring dependable service delivery and strategic maintenance and capital replacement planning. This function collaborates with operations and engineering teams to integrate reliability insights into decision-making for capital projects.

2b-2.5 Utility Operator Program (JDF/RWS)

Currently, there are 27,100 water meters in the JDF system. Over the next seven to nine years, approximately 19,000 meters are projected to reach the end of their expected service life. Many meters are already beyond their service life and at risk of failure at any time. This raises the risk of customer complaints, unmeasured consumption, inaccurate billing and potential revenue loss.

To address this, IWS has initiated a multi-year phased program, combining operating and capital investments, to gradually increase the annual meter replacement rate from the current rate of 1,000 unit/year to 2,500 units/year, implemented over a two-year period starting 2026. This supports the goal of returning to a proactive 25-year replacement cycle by 2036 and aligns with the recommendations outlined in the JDF Water Distribution Asset Management Plan, which recommends increased meter replacement rates (Appendix A).

Prior to 2026, staff budgeted $1.8 million annually for the meter replacement program and staff targeted a replacement rate of approximately 1,000 units/year. In 2026, the meter replacement program budget was increased by $1.2 million to $3 million, and a new Utility Operator (Water Operations) role was created to increase the replacement rate to approximately 1,750 units/year. Since the beginning of this year, staff have been actively progressing the meter replacement program and are on track to achieve the approved replacement targets for the year.

In 2027, staff are proposing to further increase the rate of replacement to the targeted 2,500 units/year. This will be achieved by adding another $1.2 million in capital funding, for a total 2027 capital budget of $4.2 million, and by creating a second regular ongoing Utility Operator (Water Operations) position.

This phased addition of Utility Operators will increase operational capacity, improve response readiness and support system growth.

Deferring the Utility Operator position would risk unsustainable operations and staffing levels. Current staff would struggle to meet growing demands, increasing the likelihood of unplanned, reactive work, reducing efficiency, and delaying planned tasks. This heightens the risk of meter failures, deferred maintenance, unmeasured consumption and lost revenue.

Initiatives Planned for Future Years (2028)

In addition to the initiatives listed above that have staffing implications in 2027, the following initiative is proposed for 2028. Although future-year initiatives are normally incorporated into budgets, capacity constraints arising from the upcoming election preclude its inclusion this year, so it is presented for information purposes only.

2b-2.9 Reliability Engineers/Performance Optimization

This initiative will aim to enhance asset performance and system reliability by creating a dedicated function in the Corporate Asset & Maintenance Management Division focused on optimizing asset performance and overall system reliability.

It will support key actions in the Corporate Asset Management Strategy, including condition and criticality assessments and structured data capture programs. The initiative will also directly support actions in the RWS Strategic Plan under Commitment 3 and Priority 1 "to make evidence-based and community-responsive infrastructure decisions to ensure reliable system performance and sustainability". The new positions will also help lead and address some of the recommended actions for Asset Management Maturity Improvement (Table ES-5) outlined in the JDF Water Distribution Asset Management Plan.

To advance this initiative, staff will propose to create a new regular ongoing Reliability Engineer positions dedicated to the JDFWD service in 2028. The roles will be foundational to establishing a reliability function that uses data to drive maintenance and capital decisions, leading to efficiency and optimization within the service. In addition, the roles will work to decrease reactive maintenance demands and shift to more proactive maintenance and sustainable budgets.

This position will be re-considered through the annual service planning process next year.

NEXT STEPS

Financial Implications

The proposed staffing addition for 2027 reflects an estimated incremental cost increase of $230,000 in the 2027 operating budget. These costs represent only new FTEs planned for hire in 2027.

A high-level estimate of projected salary and associated costs, such as benefits, training, and equipment is provided in Table 2.

Table 2: Estimated Staffing Costs

Cost Distribution by IBC	2027
2026 IBC: 2b-2.5 Utility Operator Program (JDF/RWS)	
Total Operating Budget Increase	**$ 230,000**

These costs will be integrated into the operating budget. Funding will be sourced through water sales revenue.

If the Utility Operator position is to be advanced in 2027, there would also need to be an additional $1.2M added to Capital Project 21-04, which is the annual provisional allowance for the replacement of residential services and meters. In 2026 the budget for this program was $3.0M, this would be increased to $4.2M. By investing in these positions, the organization is taking proactive steps to protect revenue, ensure accurate billing, and maintain the long-term reliability of the JDF metering system.

CONCLUSION

As the Juan de Fuca water distribution system expands and its infrastructure continues to age, sustaining existing service levels will depend on continued investment in operational resources. The proposed Utility Operator position for 2027 is essential to mitigating near-term operational risks, improving system reliability, and safeguarding revenue. This role will enhance the Capital Regional District's capacity to manage growing workloads, shift away from reactive maintenance, and strengthen compliance with regulatory and safety requirements.

RECOMMENDATION

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

Submitted by:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: JDFWDS Asset Management Plan – Executive Summary

Executive Summary

Background

The Juan de Fuca Water Distribution System (JdFWDS) provides potable water to ten communities in the western region of Greater Victoria, British Columbia, including the City of Langford, City of Colwood, Town of View Royal, District of Metchosin, District of Sooke, Scia'new Nation, T'Souke Nation, Songhees Nation, portions of Highlands, and the Juan de Fuca (JdF) Electoral Area. As a critical component of the Capital Regional District (CRD)'s infrastructure, the system's long-term functionality and sustainability are essential for maintaining service reliability and supporting future growth. CRD has engaged AECOM Canada ULC (AECOM) to develop an Asset Management Plan (AMP) for the JdFWDS. The objective of this AMP is to establish a structured framework and provide a financial and technical roadmap for the effective management of JdFWDS assets.

Current State of the Infrastructure

The CRD's JdFWDS has an estimated total replacement value of approximately **$2 billion**. Table ES-1 shows the replacement costs (in 2025 dollars) of the JdFWDS water infrastructure.

Table ES-1: JdFWDS Current Replacement Value (2025)

Asset Class	Asset Category	Asset Subsystem	Quantity	Unit	Unit Replacement Value Range ($ / Unit)	Total Replacement Value
Linear	Watermains	Hydrants	5,259 (2,622 hydrants and 2,637 hydrant valves)	Ea.	Hydrant = $17,400 Hydrant Valve = $867 - $2,603	$50,199,000
	Watermains	Laterals	13,093	m	$2,900	$37,969,000
	Watermains	Mains	547,454	m	$1,740 - $7,540	$1,267,265,000
	Water Meters	Meters	26,775	Ea.	$2,900 – $8,700	$84,399,000
	Water Meters	Service Connections	242,000	m	$1,450	$350,900,000
	Watermains	Valves	8,672	Ea.	$867 - $9,763	$19,924,000
	Total of Linear					**$1,810,655,000**
Non-Linear	Bulk Water Stations	-	4	Ea.	$66,700	$267,000
	Pressure Control Stations	-	55	Ea.	$180,515 - $2,104,245	$45,622,000
	Pump Stations	-	32	Ea.	$613,970 - $3,513,066	$51,604,000
	Rechloramination Stations	-	2	Ea.	$673,896 - $1,046,119	$1,720,000
	Water Storage Tanks	-	14	Ea.	$295,053 - $19,515,729	$55,590,000
	Total of Non-Linear					**$154,803,000**
Grand Total						**$1,965,458,000**

Figure ES-1 summarizes condition rating of all the JdFWDS assets with associated replacement values. Almost two thirds of the total replacement value is attributed to assets in Very Good condition (64%). Only 6% are rated Poor or Very Poor with a significant portion of these belonging to the meter category, and 18% of total replacement value is related to the assets with unknown condition rating, such as service laterals.

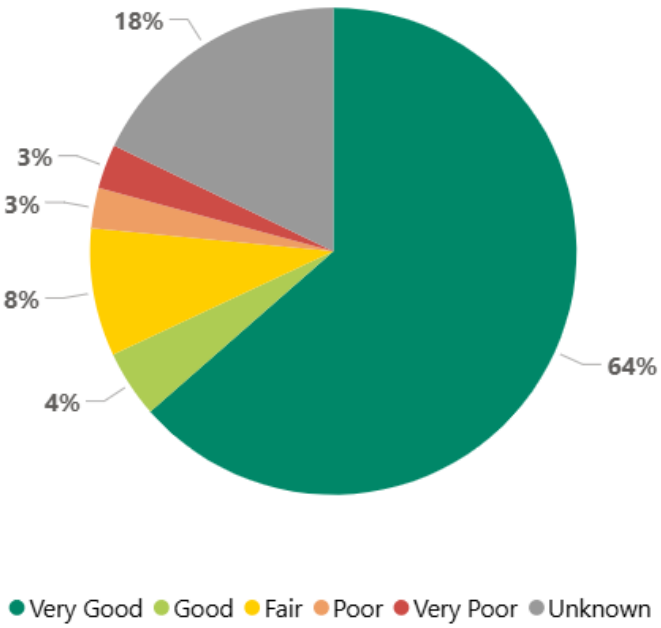


Figure ES-1: JdFWDS Overall Condition Summary

Additionally, **Figure ES-2** shows the condition of the assets based on different asset categories (non-linear) and subsystems (linear). Linear assets are largely in Very Good or Good condition with the exception of Meters which show significant deterioration, with over 30% in Poor or Very Poor condition (the linear meters include all linear conveyance segments and chambers as well). Condition information for service connections is not yet available and may be considered for future data collection. The condition distribution reflects the results of the non-linear asset condition assessments, which were completed through visual inspections by AECOM assessors from January 13–17 and February 24–28, 2025. The assessment covered 107 facilities, including bulk water stations, pressure control stations, pump stations, rechloramination stations, and water storage tanks (detailed breakdown is provided in **Table ES-1**). Additional information on the state of the infrastructure analysis can be found in **Section 2**.

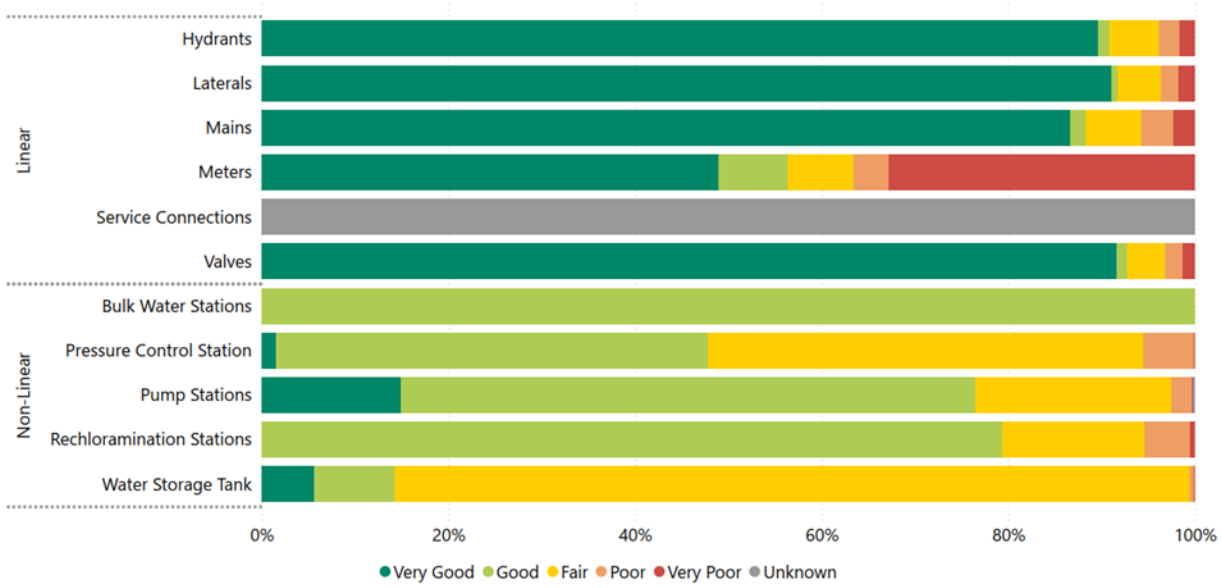


Figure ES-2: JdFWDS Condition Distribution by Asset Category and Subsystem

Levels of Service (LoS)

Levels of Service (LoS) measure the extent and quality of a given service. With a well-defined LoS framework, the CRD JdFWDS can leverage LoS to inform operations and maintenance planning, service delivery, resource planning, capital planning, and track progress on corporate or department-wide strategic initiatives.

Defined LoS may be any combination of parameters deemed important by the CRD and represent service-cost trade-offs, established in a flexible, rational, and transparent manner, as follows:

- LoS assist and support decision-making and investment planning related to the planning, development, operation, maintenance, renewal, and replacement of municipal infrastructure.
- LoS promote good practice, sustainable development, and environmental stewardship.
- LoS facilitate community involvement and a public sense of ownership and incorporate community values.
- LoS supports the implementation of a corporate continuous improvement program to further optimize AM across all service areas.

The process for identifying and developing the CRD JdFWDS LoS Framework included several steps. It began with a scan of existing CRD documents, including the 2019 Corporate Asset Management Strategy and the Water Supply Strategic Plan, to identify relevant goals and objectives. The team also reviewed the Canadian Infrastructure Benchmarking Initiative (CIBI) key performance indicators (KPIs) that CRD collects for the JdFWDS. In addition, the framework development included compiling additional measures to ensure all pertinent objectives were reflected in the LoS. AECOM supported the development of a list of 19 measures, presented in **Table 3-4**, by facilitating a LoS workshop with CRD staff and holding a meeting to review CIBI KPIs. Detailed information on LoS framework and performance measures can be found in **Section 3** and **Appendix B**.

Several future demand drivers that might have an impact on the JdFWDS LoS were identified.

- Aging infrastructure.
- Regulatory changes.
- Staff availability (i.e., technical skill availability, skill gaps from changing technology, etc.).
- Succession management & skills transfer (i.e., succession plan to have experienced operators to operate the system, etc.).
- Funding (i.e., ensuring appropriate asset management planning and sustainable financial strategies to support service delivery).
- Contractor availability (i.e., contractors' availability for executing large projects, etc.).
- Climate change (i.e., droughts, sea level rise, etc.).
- Supply chain issues (i.e., material and equipment availability for capital projects, technology, etc.).
- Fluctuations on contract pricing (i.e., impact of inflation, supply chain considerations, etc.).
- Changing demographics (i.e., aging population is resistant to change).
- Population growth

Despite the wide range of future demand drivers identified above, the CRD has foundational programs in place that support proactive management of system pressures, including its established water conservation education and outreach program. While demand management in this context primarily relates to influencing customer water use, the CRD continues to monitor external drivers and adjust plans, budgets, and strategies to maintain service delivery as conditions evolve.

Asset Criticality and Risk Management

Risk-based planning and decision-making serves as the foundation for modern, tactical asset management. Through gaining an understanding of its risk exposure, an organization can identify vulnerable assets and target its O&M and capital investments to reduce that exposure most effectively and ultimately improve the resiliency of its assets. Risk exposure is assessed based on the probability and consequences of an asset failure and is used to drive the selection and prioritization of appropriate actions, based on risk tolerance thresholds and funding availability.

The risk score reflects the probability (or likelihood) and consequence of failure (or criticality) and is ultimately used to identify assets which require immediate attention and provides opportunities to reduce risk exposure. AECOM

developed the risk model for JdFWDS watermains and non-linear assets. **Table ES-2** shows that the majority of assets (by replacement value) are in the low-risk category (68%), followed by 8% being characterized as medium risk, with the remaining 1% in the high and very high-risk categories. About 22% of assets have unknown risk at this stage, mostly for meters and service connections. Future integration of additional data sources will help refine these ratings.

Table ES-2: Risk Thresholds and Asset Risk by Replacement Cost – All Assets

Risk Level (Score Thresholds)	Replacement Cost	% of Replacement Cost
Low (0 ≤ Score < 5)	$1,340,924,000	68.2%
Medium (5 ≤ Score < 11)	$165,720,000	8.4%
High (11 ≤ Score < 16)	$22,965,000	1.2%
Very High (16 ≤ Score ≤ 25)	$0	0%
Unknown	$435,849,000	22.2%
Total	**$1,965,458,000**	**100%**

Figure ES-3 shows that the non-linear assets have a much higher proportion of assets in the medium and high categories, whereas the majority of watermains have been characterized as low risk. **Appendix A** and **Appendix C** provide more details on the risk score for JdFWDS assets. Meters and service connections were not included in the risk analysis. Meters were excluded because, although GIS data was provided, the Excel/SAP dataset contains more detailed meter information. Service connections were omitted due to the absence of a complete service connection inventory within the available asset data. Refer to **Section 4** for more information.

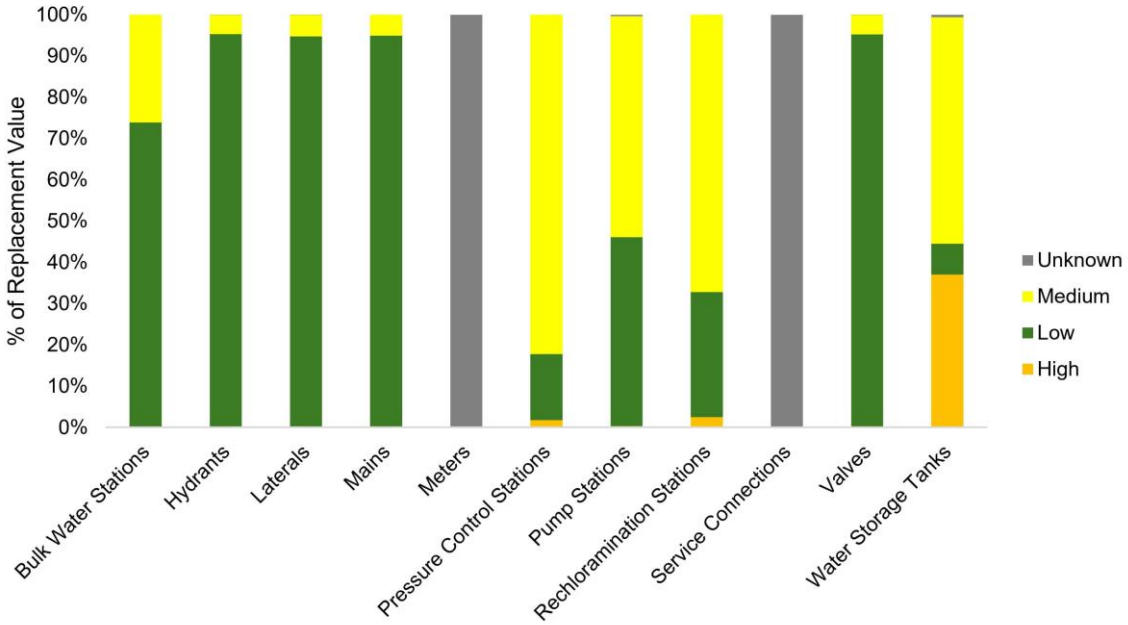


Figure ES-3: Risk by Asset Category

Water Distribution System Capacity Assessment

To model the current and future capacity requirements of the JdFWDS, AECOM has followed the process outlined below:

- **Review and understand the current model and the available data.** This activity was to determine what work needs to be done upfront to build a reliable model. This preliminary review assessed the available information with the aim of ensuring that the model is updated to reflect current conditions and infrastructure.
- **Define the current system demand**. This activity was to understand the current system demand to ensure an accurate baseline scenario with which to compare future scenarios against.
- **Determine the service gaps**. Identify and quantify the forecast gaps between the current demand and each future demand scenario. To support this, a set of scenarios was created (this approach was summarized in the technical memo presented in **Appendix F** and agreed with the CRD) and the changes to population and demand were identified through to the end of the AMP's horizon.

The hydraulic model is supplied in **Appendix D** with key assessment results presented in **Appendix E** and a full methodology in **Appendix F**. The high-level findings of the capacity assessment are shown in **Table ES-3**.

Table ES-3: Capacity Assessment Findings

Capability	Gap	Recommendation	Priority
Growth projects	Network capacity is exceeded in several areas once growth forecasts have been loaded into the demand model.	Refer to **Table 5-10** for a summary of recommendations for linear and non-linear projects.	Determined per project by population, growth and strategy.
Capacity Modelling	The Sooke River Road Disinfecting Facility (SRRDF) supply cannot meet future demand using forecast population and the CRD design criteria.	The East-West Connector* is a vital piece of infrastructure that Sooke will rely on in the future and has been used in models to allow further analysis. Its installation has been assumed as certain for the future scenarios of Sooke.	High
	Fire flow scenarios are assessed on a pressure zone requirement basis only. Individual fire flow scenarios (per linear asset) have not been assessed as individual zoning and growth construction was not available	Ongoing update of the model should include input from the local municipalities to allow detailed fire flow assessment to take place.	Medium (Continuous Improvement)
	The design consumption rate is noted to be significantly higher than the actual consumption reported in the JdFWDS and results in future flexibility but also future growth projects being determined as required prior to the reality.	An accurate figure should be used to realistically determine the requirements for growth projects and a consistent conservatism factor determined that accommodates the routine fluctuations in demand and localized growth that a pressure zone may experience.	Medium (Continuous Improvement)

* Note – The East-West Connector is a Regional Water Supply Master Plan Project

Maintenance, Repair and Replacement Strategies

Effective maintenance, repair, and replacement strategies are essential to sustaining the long-term performance, reliability, and safety of the JdFWDS. AECOM began with the analysis of current-state business process maps that illustrate how maintenance activities are identified, scheduled, executed, and recorded (**Section 6 Figure 6-1** to **Figure 6-4**).

This was followed by a detailed examination of existing maintenance, repair, and replacement strategies across linear and non-linear assets, supported by findings from recent condition assessments, staff input, and operational data.

Benchmarking insights from the Canadian Infrastructure Benchmarking Initiative (CIBI) were also integrated to assess performance relative to peer utilities and to rationalize the recommended resourcing and budget enhancements. In summary, the following high-level recommendations draw together the resourcing plan (**Table 6-6**) and the benchmarking insights to provide a focused roadmap for the future.

Recommendations are as follows.

- **Close the labour gaps as recommended in Table 6-6**. The additional 19.4 process FTE and 1 EIC FTE, estimated through a rigorous review with CRD staff (meetings with operations staff, analysis of work order hours, and benchmarking), will help achieve industry-guided targets for flushing, valve exercising, hydrant teardown, and meter-testing cycles. However, of this gross requirement of approximately 20 additional FTEs, approximately 10 FTE-equivalents are assumed to be addressed through Strategic Alliance Partners support, with the remaining ~10 internal FTEs to be phased at ~2 FTE per year over 5 years.
- **Continue to Leverage Strategic Alliance Partners.** Further to the previous recommendation, Strategic Alliance Partners currently supports a variety of contracted field support and maintenance tasks that do not require a water ticket. These include landscaping and similar non-ticketed duties, as well as labour-intensive support work associated with valve and hydrant maintenance, such as removing valve box lids, vacuuming debris from sleeves, painting lids, and cutting grass around hydrants. A meaningful share of the current field-based support workload is already being delivered through the Strategic Alliance Partners, allowing CRD's certified operators to remain focused on utility-based work requiring the appropriate qualifications.
- **Target a 30/70 corrective–preventive split.** With the added staff, the CRD should shift work plans so that corrective maintenance hours drop from approximately 45% toward the <30% benchmark shown by top-quartile peers (**Figure 6-8**).
- **Reduce overtime costs.** Filling daytime positions should pull overtime spend down from $15,000 to the peer median $6,000–8,000 per field FTE within three years, freeing a further $200,000+ annually for proactive work.
- **Expand proactive leak detection**. Allocate staff time to district metering and acoustic leak audits to begin quantifying non-revenue water and prioritising leak fixes and main renewals. As Non-Revenue Water and Infrastructure Leakage Index are not analyzed in detail, proactive leak detection is not financially justified by this AMP. However, early discovery of leaks provides benefits such as assisting in an improved maintenance split and reduced overtime costs which could be easily measured with a pilot project.
- **Institute a four-year valve and air-valve cycle**. Establish the dedicated valve crew and use Strategic Alliance Partners support to ensure every valve group is located, exercised, and documented at least once per cycle.

Capital Projects Identification and Financial Plan

In order to support the development of a 20-year financial plan, a lifecycle reinvestment model was developed. Financial projections are presented under three funding scenarios to illustrate the implications of different investment strategies on asset condition and service level outcomes:

- Funding Scenario 1 (S1): Do nothing, with no capital investment.
- Funding Scenario 2 (S2): an unconstrained budget, allowing the JdFWDS to reinvest in assets as required.
- Funding Scenario 3 (S3): the defined budget scenario, allowing $10 millions for linear assets and $3.5 millions for non-linear assets in 2026, escalated for inflation in subsequent years.

Under the unconstrained funding scenario (S2), the total funding requirement for the JdFWDS linear and non-linear assets is approximately $1.1 billion dollars over 20 years (including inflation). This averages $56.3 million dollars per year, with $39 million dollars for linear assets (**Figure ES-4**) and $16.8 million dollars for non-linear assets (**Figure ES-5**). Of the total funding requirement, approximately $708.8 million dollars is allocated to capital projects (63 % of the total, see **Section 7.6** for details). The summary of capital projects identified under S2 are provided in **Section 7.5**, with complete project lists available in **Appendix H**.

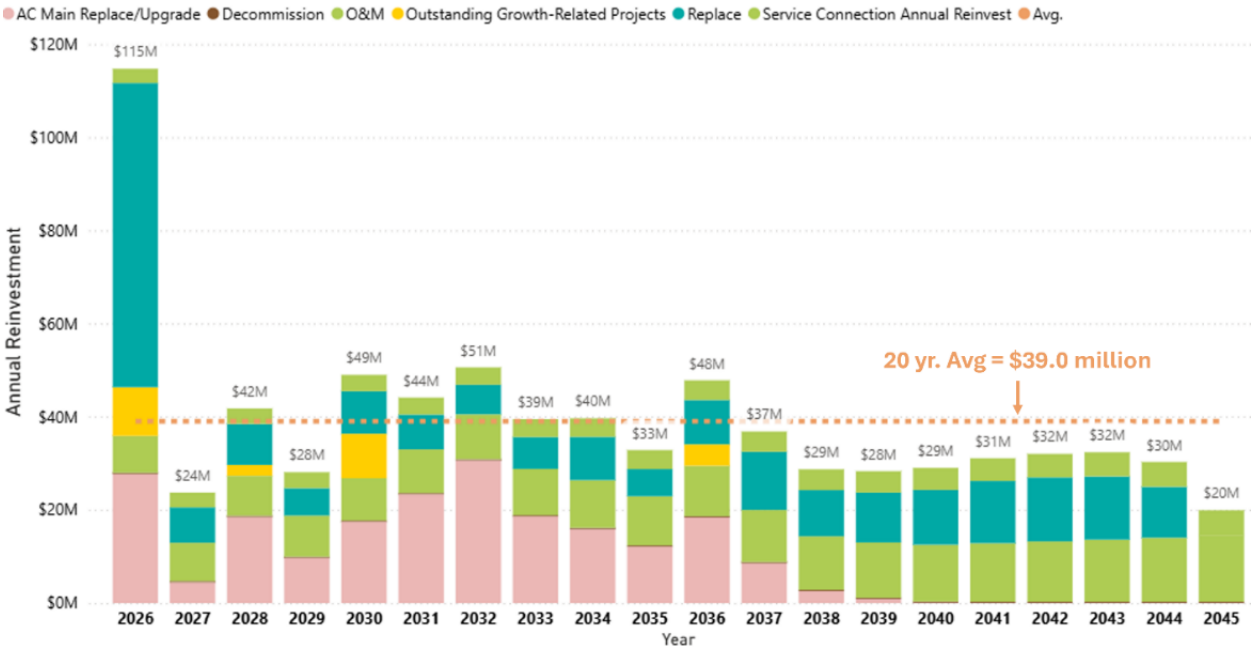


Figure ES-4: Linear Asset Full Funding Need Profile

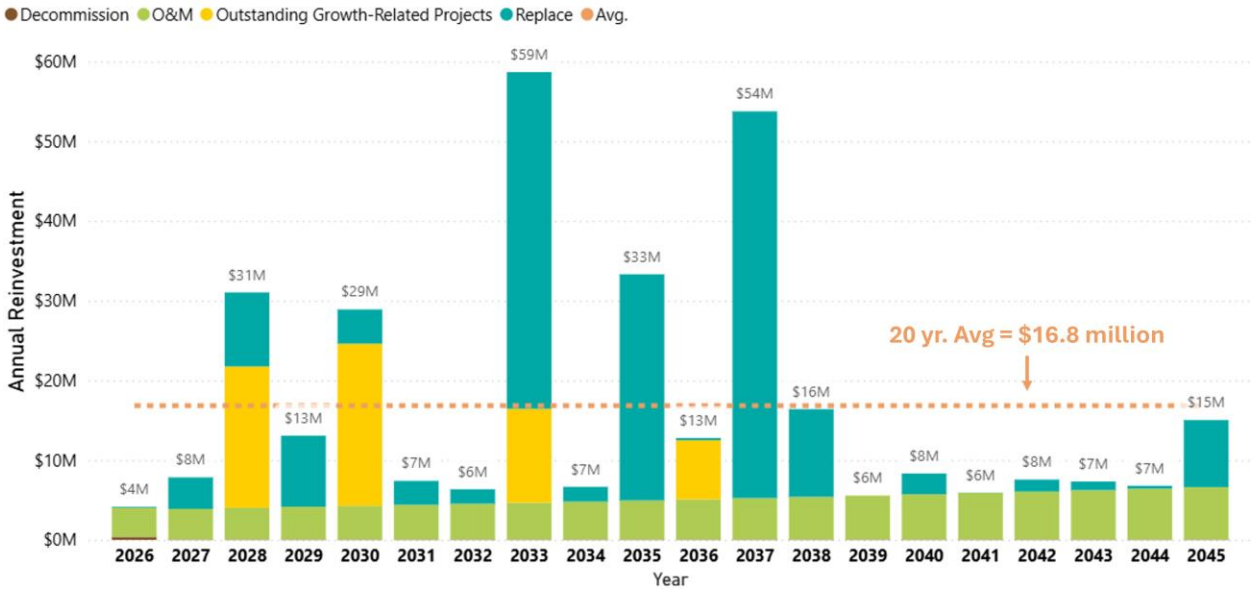


Figure ES-5: Non-Linear Asset Full Funding Need Profile

While S2 identifies the ideal long-term funding need, this level of reinvestment is not expected to be achievable. The following analysis therefore focuses on how each funding scenario affects the ability of JdFWDS to sustain the desired levels of service. In this context, level of service is defined as the percent of assets in fair or better condition.

For linear assets (**Figure ES-6**), the current funding level is approximately sufficient to maintain service levels at approximately 76% over the next 20 years. As the broader main inventory ages and deterioration accelerates, higher investment will be required to avoid sharper declines in condition and service performance.

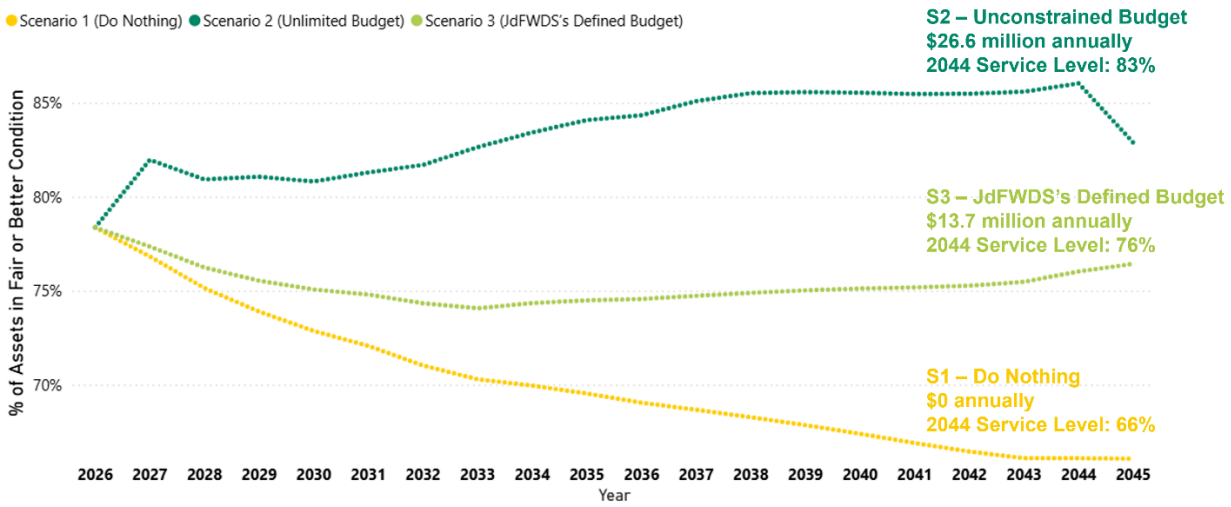


Figure ES-6: % of Linear Assets in Fair or Better Condition Over the Next 20 Years for All Budget Scenarios

For non-linear assets (**Figure ES-7**), the gap between S2 and S3 is more pronounced. Under S2, condition stabilizes at approximately 82% by 2044, while under S3 it declines to approximately 40%. This difference can be partly attributed to the shorter Expected Service Lives (ESLs) of non-linear assets, which makes their condition more sensitive to funding levels and more responsive to reinvestment. Because non-linear assets are easier to access and inspect, renewal decisions should continue to rely on field condition assessments and risk scoring. The most recent assessment, completed in 2025, provides the current basis for prioritizing limited funding toward the highest-priority assets.

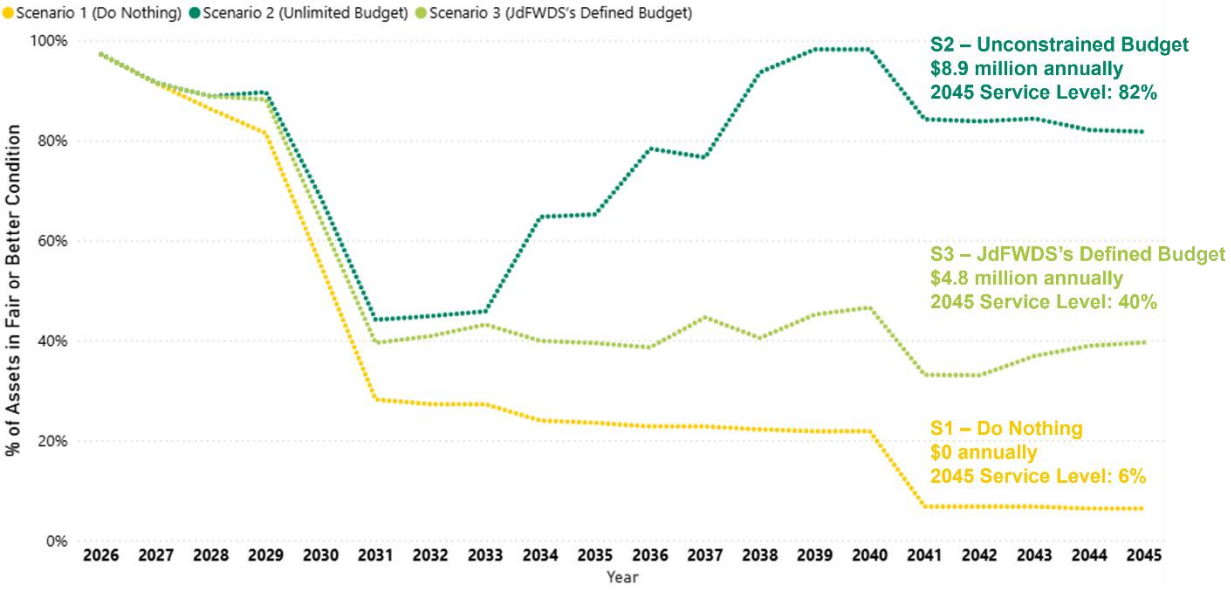


Figure ES-7: % of Non- Linear Assets in Fair or Better Condition Over the Next 20 Years for All Budget Scenarios

In summary, to support long-term service reliability and cost-effective asset management, it is recommended that the JdFWDS adjust funding levels to maintain approximately 80% of assets in fair or better condition, particularly for non-linear assets. This target aligns with peer utility practices and research, and strikes a balance between acceptable service performance and financial efficiency. In addition, major renewal projects should be planned and delivered in phases to spread large investments over multiple years and smooth budget requirements.

Performance Tracking

Performance tracking is a critical component of a sustainable and effective asset management. It ensures that the AMP remains a living document, responsive to changes in system condition, funding, risk, and service expectations. AECOM outlined a framework for monitoring and evaluating the effectiveness of the AMP over time, with the goal of enabling data-driven decision-making, supporting continuous improvement, and maintaining alignment with CRD's strategic objectives. A set of proposed performance indicators specific to AMP execution is summarized in **Table ES-4**.

Table ES-4: AM Plan Performance Monitoring Indicators

AMP Component	Performance Monitoring Indicators
State of Infrastructure	% of assets from JdFWDS in fair or better condition
Levels of Service	% of LoS performance measures of which current performance is recorded % of LoS performance measures for which current performance meets / exceeds target performance
Risk Management	% of high and very high-risk assets
Lifecycle Strategies & Financial Plan	Asset reinvestment rate (%) for JdFWDS Asset expansion rate (%) for JdFWDS Forecasted annual expenditure ($) for JdFWDS Funding Gap (% or $) for JdFWDS
Continuous Improvement	% of high priority improvement initiatives implemented

Asset Management Maturity

The CRD requested that a maturity assessment of the JdFWDS be carried out using the Institute of Asset Management (IAM) maturity scale. This eight-point scale was used by AECOM to assess the capabilities and maturity of the CRD's JdFWDS. AECOM mapped 40 targeted assessment questions to the scale to evaluate current practices.

Figure ES-8 shows the summary of results which indicates the current AM maturity position of the JdFWDS. The JdFWDS has greater maturity in Purpose and Context, however, to successfully reach the AM Readiness Target Level, improvements in Asset Management Decision Making and Lifecycle Delivery is essential.



Figure ES-8: AM Maturity Assessment Results

Table ES-5 shows a summary of the action items to improve AM maturity, gathered from discussions, workshops, and surveys.

Table ES-5: Summary of Short and Long-Term Actions for AM Maturity Improvement

Capability	Short Term Action	Long Term Action
Purpose & Context	• Develop an external stakeholder communications plan that formalizes existing informal relationships with regulators, municipalities, and others. • Create an internal stakeholder prioritization plan which identifies key internal stakeholders (IT, fleet, finance, and more).	• Conduct a study on resource use to quantify how much staffing and support is required for system growth and maintain aging infrastructure. • Establish a CMMS work order standard that shows status progression, closure criteria, and other information for accurate tracking.
Leadership & Governance	• Conduct a CMMS Function Review to include breakdown work order failure codes to allow reliable reporting, required regulatory work order tracking, and work order prioritization standards. • Review and update the existing AM policy from 2019, making sure it reflects current operational needs and is still appropriate for staff.	• Develop clear operational guidelines to support current and future staff that will serve as a reference for operations, standards, and procedures (“Water Bible”).
Organization & People	• Implement succession planning for key roles and shadowing of critical personnel to help retain knowledge.	• Establish planning and scheduling standards with defined windows that evolve from the current two week look-ahead to the more structured intervals such as monthly, quarterly, and eventually six, 12, and 18 months to support proactive maintenance planning and resource allocation
Strategy & Planning	• Improve communication and prioritization within the AM strategy. • Define clear roles and responsibilities for AM practices and procedures to reduce duplication of effort.	• Support planning and scheduling by establishing accurate resourcing requirements to enable the organisation to identify and address shortfalls
Asset Management Decision-Making	• Use asset risk to inform and improve decision making and prioritization to ensure that resources are spent wisely.	• Leverage the AMP LoS, valuation data, and asset registry to establish a single, reliable source for asset history.
Life Cycle Delivery	• Define disposal standards for large and small equipment like standards for long-term isolations, mothballing, and management of redundant assets to set requirements for management and divestment. • Develop emergency response and mitigation plans based on asset risk and CoF.	• Not Applicable.
Information Management	• Establish a work order date standard that defines the purpose of each data field within the CMMS and who is responsible. • Develop standardized procedures for document management.	• Define standards for inputting and updating asset registries across all business systems for consistency to help with maintain accurate asset data.
Risk	• Fully implement an asset risk framework for tactical risk analysis to assist with prioritization and decision making. • Escalate strategic risks from this AMP to enterprise risk for consideration and formalise the risk escalation methodology and responsibilities.	• Implement a defined Management of Change procedure that should be followed for asset changes.

Recommended Improvement Initiatives and Roadmap

Measuring and reporting AM performance reflects CRD's commitment to delivering JdFWDS services effectively and in alignment with defined service objectives. The successful implementation of this AMP relies on ongoing performance evaluation and continuous improvement. This includes executing recommended improvement initiatives that support long-term, sustainable service delivery. In summary, the improvement initiatives are described in **Table ES-6**.

Table ES-6: Recommended Improvement Initiatives

AMP Area	Opportunity Area	Current Observation / Gap	Proposed Recommendation	Priority Level
State of Infrastructure	**Linear – General**	• No Global ID Included in the source GIS database	• Global IDs have been produced and assigned as part of the consolidated asset inventory to ensure consistent identification across datasets. In addition, Global IDs have been incorporated into the source GIS data provided by JdFWDS. The provided Global IDs can be used as a starting point for ongoing data management, or alternatively, JdFWDS may choose to regenerate Global IDs based on their preferred convention, provided that consistency is maintained across all systems	Medium
	Linear – Water Meters	• Inconsistency between attribute names	• Update the meter information stored in SAP ISU to include Global IDs by cross-referencing with the GIS layer and establish consistent naming conventions and attribute structures across SAP and GIS to support data integration and accuracy.	High
	Linear – Service Connections	• No data currently available for service connections • No installation date data and no condition data.	• Collect and input core service connection data, starting with inventory, to enable assignment of Global IDs in the future.	High
			• Obtain installation dates from as-built records or historical documentation, where available; otherwise, estimate based on adjacent main installation dates.	High
			• Establish a process for collecting and tracking service connection condition data (e.g., through inspections or age-based proxies).	High
	Linear – Watermains	• Duplicate IDs	• Review and resolve duplicate entries in the CRD Model ID field to ensure each asset is uniquely identified. It is recommended to implement a data validation process to prevent future duplication during data entry or system integration.	High
	Non-Linear – Bulk Water Station	• No original asset records • No ID assigned	• The bulk water station assets were not included in the region's existing asset inventory. AECOM developed corresponding asset records to capture key components such as electrical, plumbing, and superstructure elements. • It is recommended to maintain the bulk water station assets in the inventory, refine the listings with detailed asset information, and assign unique asset IDs to each station.	High
	Non-Linear – Pressure Control Stations	• Only 28% of assets have an Equipment ID assigned	• Approximately 28% of the assets within the Pressure Control Stations, including pumps, valves, and RTUs, have been assigned Equipment IDs (e.g., 6006468). • The remaining assets, including those documented during the 2025 condition assessment, have not yet been assigned Equipment IDs. • It is recommended to complete the assignment of unique asset IDs for all Pressure Control Station assets and affix identification labels to the corresponding physical equipment.	High
	Non-Linear – Pump Stations	• Only 35% of assets have an Equipment ID assigned	• Approximately 35% of the assets within the Pump Stations, including pumps, valves, and RTUs, have been assigned Equipment IDs (e.g., 6006468). • The remaining assets, including those documented during the 2025 condition assessment, have not yet been assigned Equipment IDs. • It is recommended to complete the assignment of unique asset IDs for all Pump Station assets and affix identification labels to the corresponding physical equipment.	High
	Non-Linear – Rechloramination Stations	• Only 30% of assets have an Equipment ID assigned	• Approximately 30% of the assets within the Rechloramination Stations, including pumps, valves, and RTUs, have been assigned Equipment IDs (e.g., 6006468). • The remaining assets, including those documented during the 2025 condition assessment, have not yet been assigned Equipment IDs. • It is recommended to complete the assignment of unique asset IDs for all Rechloramination Stations assets and affix identification labels to the corresponding physical equipment.	High
	Non-Linear – Water Storage Tanks	• Only 21% of assets have an ID assigned.	• Approximately 21% of the assets within the Water Storage Tanks, including valves, and RTUs, have been assigned Equipment IDs (e.g., 6006468). • The remaining assets, including those documented during the 2025 condition assessment, have not yet been assigned Equipment IDs. • It is recommended to complete the assignment of unique asset IDs for all Water Storage Tank assets and affix identification labels to the corresponding physical equipment.	High
Level of Service	**Target Setting / Review**	• Some LoS targets exist (e.g., from CIBI), but not all measures have defined targets.	• Review existing targets against CRD's service goals and historical performance; establish targets for measures without one. Where a target is not feasible, set desired trends.	High
	Refine and Review Measures	• A preliminary list of LoS has been established, however it should be regularly reviewed going forward.	• Implement regular reviews (e.g., annually or every 4 years) to assess performance, verify data quality, and confirm alignment with strategic goals.	High
	Incorporate Customer Feedback	• Current LoS framework does not capture direct customer input.	• Introduce customer feedback mechanisms (e.g., surveys) to identify service expectations, gaps, and areas where CRD may be exceeding expectations.	Medium
	Evaluate Risks with LoS	• Risks associated with not meeting LoS have not been considered.	• Assess risks of not achieving LoS to better inform both capital planning and O&M prioritization.	Medium
Asset Criticality & Risk Management	**Improved methodology**	• CoF scores for pump stations and pressure control station assets are mostly directed by the operation team.	• Develop repeatable rules for determining station criticality for PCS and PS, building on efforts already carried out by CRD. • It is recommended to improve the framework by incorporating additional quantitative and system-based factors, such as: – Population or customers served: Weight stations by the number of people or service connections dependent on them.	Medium

AMP Area	Opportunity Area	Current Observation / Gap	Proposed Recommendation	Priority Level
			– Elevation and hydraulic criticality: Include factors such as elevation head, system pressure influence, and storage tank dependency.	
	Improved methodology	• CoF scores for water storage tank assets are mostly directed by the CRD's subject matter experts (SMEs)	• Consideration should be given to developing a more standardized and transparent framework for assessing water storage tanks criticality, ensuring consistent evaluation across the system. The framework could incorporate the following key factors: – Location: Water storage tanks situated in more remote or upstream areas (e.g., Sooke) typically have a higher Consequence of Failure (CoF) due to their importance in maintaining supply continuity and limited alternative sources. – Valve System Configuration: The degree of system isolation and control—such as the availability and reliability of inlet/outlet valves, bypass arrangements, and pressure zones—can significantly influence the operational flexibility and response time during an outage. – Population Served: water storage tanks supplying larger populations or critical service areas (e.g., hospitals, emergency services, or dense residential zones) should be assigned higher criticality scores, reflecting their greater social and service impacts. – Redundancy: The presence (or absence) of backup water storage tanks, interconnections, or alternative supply routes affects the system's resilience. Water storage tanks without redundancy should be deemed more critical due to the higher risk of service interruption.	Medium
	Improved methodology	• CoF and PoF scores for watermains are equally weighted	• Establish weightings for CoF and PoF criteria to reflect CRDs expectations regarding what should drive PoF and CoF scores	Medium
	Risk framework application	• Asset-level risk management strategies	• Incorporate asset-level risk and CoF management strategies into future corporate risk management initiatives or update existing documents such as the ARMF and risk management policy.	Medium
	Risk Analysis	• Meter assets were excluded from this specific risk analysis as they are managed through the SAP dataset, which provides a more detailed basis for future integration.	• Meter assets were analyzed separately using the SAP-based inventory, which provided more detailed attribute information than the GIS dataset. For the next update, the existing unique identifier can be leveraged to enhance integration between the SAP and GIS datasets, allowing the risk analysis to draw on both spatial and attribute information. This approach will strengthen data alignment and enable a more comprehensive inclusion of meters within the overall risk framework.	Medium
Capacity Modelling	**Growth projects**	• Network capacity is exceeded in several areas once growth forecasts have been loaded into the demand model.	• Refer to **Table 5-10** for a summary of recommendations for linear and pumping projects.	Determined per project
	Capacity Modelling	• SRRDF supply cannot meet future demand using forecast population and the CRD design criteria.	• The East-West Connector* is a vital piece of infrastructure that Sooke will rely on in the future and has been used in models to allow further analysis. Its installation has been assumed as certain for the future scenarios of Sooke.	High
		• Fire flow scenarios are assessed on a pressure zone requirement basis only. Individual fire flow scenarios (per linear asset) have not been assessed as individual zoning and growth construction was not available	• Ongoing update of the model should include input from the local municipalities to allow detailed fire flow assessment to take place.	Medium
		• The design consumption rate is noted to be significantly higher than the actual consumption reported in the JdFWDS and results in future flexibility but also future growth projects being determined as required prior to the reality.	• An accurate figure should be used to realistically determine the requirements for growth projects and a consistent conservatism factor determined that accommodates the routine fluctuations in demand and localized growth that a pressure zone may experience.	Medium
Maintenance, Repair and Replacement Strategies	**Staffing & Workforce Capacity**	• Crew numbers have remained static despite system growth. Operators spend more time reacting to emergencies and less on scheduled tasks, creating backlog, fatigue, and overtime costs. • Supporting services (vehicles, IT licences, HR, safety) are also under pressure.	• Add 19 process FTEs and 1 EIC FTE (**Table 6-6**). Of this gross requirement, approximately 10 FTE-equivalents are assumed to be addressed through Strategic Alliance Partners support, with the remaining approximately 10 internal FTEs to be phased at ~2 FTE per year over 5 years. • Include trucks, IT, and training costs in future staffing plans. • Reduce overtime (current $15 k per field FTE vs $6–8k/FTE as per CIBI peer median).	Medium to High
	Preventive vs. Corrective Balance	• PM requirements for new assets are identified informally through staff discussions, with inconsistent documentation and data entry in SAP PM. • Maintenance task scheduling is performed manually despite SAP PM being used to generate PM tasks. • Corrective work still ~44% of hours, diverting crews from preventive programs.	• Introduce a standardized PM intake form at asset commissioning, capturing manufacturer recommendations, regulatory requirements, and operational needs. • Develop a formal SOP to guide the integration of PM tasks into SAP PM. • Leverage SAP PM capabilities for geographic grouping and automated scheduling; establish documented protocols to reduce reliance on staff knowledge. • Target 30/70 corrective–preventive split by expanding flushing, valve exercising, hydrant inspections, and leak detection.	Medium
	Information Management & Data Quality	• Work details are not consistently entered into GIS or cost codes. • Work order closure and data entry rely on manual QA processes, with inconsistent validation and limited backlog analysis. • Missing data hampers planning, budget defense, and compliance audits.	• Implement a standardized QA checklist for work orders. • Integrate maintenance records into GIS/CMMS in near-real time. • Conduct periodic backlog and feedback reviews to identify systemic issues and improve process consistency.	High
	Decision-Making & Workflow Integration	• Field decisions on CM tasks (e.g., whether to complete on-site or escalate) are based on informal judgment, with no clear thresholds.	• Define thresholds and triggers for minor vs. major CM tasks, including safety and timing criteria. • Create SOPs to guide field staff and supervisors on CM handling, including escalation and documentation requirements. • Develop end-to-end SOPs for workflows involving Operations, Engineering, and Finance.	Medium to High

AMP Area	Opportunity Area	Current Observation / Gap	Proposed Recommendation	Priority Level
		• Maintenance activities involve multiple departments, but roles, handoffs, and communication protocols are not clearly defined.	• Ensure SOPs are version-controlled and embedded in training/onboarding.	
	Supply Chain & Spare Parts	• Specialty electronics, pumps, and valves that once arrived in weeks now take months. • CRD stocks more spares in older facilities, tying up money and creating security/insurance concerns.	• Establish a centralized critical-spares strategy and long-term supplier agreements. • Modernize storage facilities and strengthen inventory controls. • Use Strategic Alliance Partner contractors for excavation, traffic control, and specialised O&M where parts delays are common.	Medium
	Regulatory Compliance	• Provincial and federal regulations continue to tighten, with more prescriptive sampling, analytical, and reporting requirements. • Non-compliance risks penalties, reputational damage, and loss of public trust.	• Prepare to increase monitoring and sampling capacity to align with future regulatory requirements when confirmed. • Prepare to enhance reporting and monitoring processes to ensure timely compliance with evolving regulatory requirements if requirements are updated.	High
	Advancing Preventive Programs & System Modernization	• Legacy programs (AMI migration, valve cycles, proactive leak detection) face long backlogs and limited resources.	• Allocate one new FTE for district metering and acoustic leak audits and consider a pilot project to support financial justification for enhanced leak detection. • Institute a four-year valve/air-valve cycle supported by Strategic Alliance Partner asphalt services. • Accelerate AMR-to-AMI migration by doubling the meter team and supplementing with Strategic Alliance Partner plumbing resources.	Medium to High
Capital Projects and Financial Plan	**Maintain Target Asset Condition Levels**	• Under the current planned budget: • The percentage of linear assets in fair or better condition is forecast to remain steady at approximately 74% to 76% over the planning period. • The percentage of non-linear assets in fair or better condition is expected to gradually decline from 97% to 40% by the end of the planning period.	• Many water utilities aim to maintain approximately 80% of their assets in fair or better condition[1], as research and peer practices suggest this range supports cost-effective lifecycle management while avoiding steep renewal spikes. Maintaining asset health within this band provides a defensible foundation for long-term service reliability and cost stability.	High
	Establish Minimum Annual Reinvestment Rate	• Under the current budget, the capital reinvestment rate is 0.94%, which represents the percentage of total replacement value reinvested annually in system assets.	• Maintain a minimum annual reinvestment rate of 1% of replacement value would allow the JdFWDS to renew the system over a 100-year lifecycle and support sustainable long-term asset condition.	High
	Risk-Based Capital Prioritization	• Current budgeting practices do not explicitly apply risk-based prioritization to capital reinvestment decisions.	• Prioritize projects using risk-based criteria to ensure funding is directed to assets with the greatest impact on service and risk reduction. • For linear assets, if funding is constrained, prioritize legacy AC main upgrades and aging meter replacement to reduce operating risk, improve reliability, and enhance billing accuracy.	High
	Phased Planning for Large-Ticket Items	• Upcoming large-ticket renewal needs (e.g., Water Storage Tanks) may exceed short-term delivery capacity and budget flexibility. Executing all major renewals immediately is not feasible given resource and market constraints.	• Develop a phased capital planning and delivery strategy for major renewal projects, spreading large-ticket investments over a multi-year horizon. This will align project scheduling with internal capacity, contractor availability, and annual funding growth.	Medium

* Note – The East-West Connector is a Regional Water Supply Master Plan Project

[1] Municipality of Bluewater. Asset Management Plan (2024). 20240812-fin-amp-2024-bluewater-asset-management-plan-psd-final.pdf. Retrieved on Oct 29, 2025.
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REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, MAY 27, 2026

SUBJECT **Regional Parks Volunteer Services Plan 2026-2031**

ISSUE SUMMARY

To submit the Capital Regional District (CRD) Regional Parks Volunteer Services Plan 2026-2031 for approval.

BACKGROUND

Volunteers are central to delivering the CRD Regional Parks goals of protecting and restoring biodiversity while supporting compatible recreation and education. Community involvement has been integral to park planning and management since the CRD's inception in 1966 and continues to expand CRD Regional Parks' capacity to steward natural areas and engage the public.

Over the past five decades, volunteer involvement has evolved from informal participation to a structured, multi-program model that now includes individual and group volunteers, stewardship agreement groups, recreation license groups, and student work experience placements.

In 2025, more than 630 volunteers contributed over 8,200 hours, nearly double the total recorded in 2020, reflecting strong community interest and growing reliance on volunteer stewardship to address ecological pressures.

The Volunteer Services Plan 2026-2031 (the Plan) (Appendix A) sets out a five-year framework to modernize and strengthen the volunteer program. It is informed by national volunteerism trends, the 2023 Volunteer Satisfaction Survey and current operational needs.

Fully realizing the Plan's objectives will require additional staff capacity to coordinate, support, and sustain expanded volunteer involvement. Approval of the Plan establishes a strategic and policy framework; it does not authorize additional resources. Any future resourcing would be considered through existing budget and business case processes.

National Trends in Volunteerism

Statistics Canada's General Social Survey on Giving, Volunteering and Participating (GSS-GVP), conducted every five years, provides the most comprehensive data on volunteering in Canada. In addition, organizations such as Volunteer Management Professionals of Canada, Volunteer Canada and Volunteer Victoria highlight several trends shaping volunteer engagement, these include:

- Declining participation, increasing pressure on recruitment and retention.
- Greater emphasis on reciprocal value for volunteers and organizations.
- Greater demand for accessible, inclusive, and flexible opportunities.
- Increased emphasis on equity, decolonization, and DEI-informed program design.
- Continued interest in virtual and episodic volunteering.

Adapting to these trends is critical to maintaining a relevant, resilient, and effective volunteer program.

Volunteer Satisfaction Survey Findings

In 2023, CRD Regional Parks conducted a Volunteer Satisfaction Survey (Appendix A) that assessed volunteer experiences, motivations, and perspectives on recognition and inclusion. Key findings confirmed high satisfaction levels, strong feelings of support and appreciation, and broad willingness to recommend the program.

The survey also identifies opportunities to strengthen the program as volunteer participation continues to grow in scale and diversity. These findings directly inform the objectives set out in the Plan.

Volunteer Services Plan 2026-2031 Objectives

Drawing on national trends, survey findings, and operational experience (Appendix A), the following objectives are designed to increase stewardship capacity, improve volunteer retention, reduce operational risk, and strengthen delivery of CRD Regional Parks' biodiversity and recreation mandates over the next five years:

1) Diversify the Volunteer Base:
   - Engage a broader demographic, including youth, BIPOC (Black, Indigenous, and People of Colour) communities, and people with disabilities.
   - Identify and address barriers to participation for underrepresented groups.
   - Develop recruitment partnerships with newcomer programs, cultural organizations, youth groups, recreation groups and disability organizations.
   - Offer flexible scheduling and varied opportunities to attract new demographics.

2) Promote, Recognize and Appreciate Volunteers:
   - Strengthen promotion of volunteer opportunities through social media, signage, and other communication channels.
   - Improve data collection and reporting to highlight volunteer achievements (e.g., before-and-after restoration pictures, invasive species removal totals).
   - Continue meaningful recognition through events, tokens of appreciation and regular acknowledgement.

3) Foster Opportunities for Learning and Connection:
   - Provide ongoing education, training and skill-building opportunities.
   - Create more opportunities for volunteers to connect socially, both in-person and digitally.

4) Update and Maintain Program Administration
   - Uphold the high standards of the CRD Regional Parks Volunteer Program.
   - Refresh the volunteer mission and vision.
   - Update policies, procedures and handbooks, ensuring they are accessible online.

ALTERNATIVES

Alternative 1
The Regional Parks Committee recommends to the Capital Regional District Board:
That the Volunteer Services Plan 2026-2031 be approved as a strategic framework to guide the growth, diversification, and modernization of the Regional Parks Volunteer Program, supporting stewardship objectives while informing future operational and staffing decisions.

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

IMPLICATIONS

Alignment with Existing Plans & Strategies

The Plan directly advances priorities in the Regional Parks Strategic Plan 2022-2032:

- Priority 2-1: Take action to increase protection of biodiversity, ecological integrity and natural assets in the region through improved knowledge, proactive stewardship and land acquisition.
- Priority 2-3: Work with and support partners in taking care of the region's species, habitats and natural areas.
- Priority 3-2: Foster stewardship through program delivery, knowledge sharing and collaboration.

The 2024 Regional Parks and Trails Resident Survey reinforces public support for environmental protection, facility maintenance, and restoration projects—all areas strengthened by volunteer involvement.

Financial and Service Delivery Implications

The CRD Regional Parks Volunteer Program is supported through an approved annual operating budget of $161,039, funded through the CRD Regional Parks core operating budget. This represents approximately 0.76% of the total CRD Regional Parks' annual operating budget of $21,147,786.

The program is further supported by existing staff resources, including one full-time volunteer coordinator position and approximately 80% of a full-time stewardship technician position, both funded within the approved CRD Regional Parks operating budget.

Implementing the Plan and meeting projected demand will require additional staffing over time. The current model does not fully support program expansion or the administrative requirements of a modern, inclusive, and risk-managed volunteer program.

Approval of the Plan does not commit the Board to additional financial expenditures. Any future staffing or resource requests would be evaluated through the Initiative Business Case process.

Climate Implications

Climate change is intensifying pressures on regional parks, including increased invasive species, stressed native ecosystems, and more frequent extreme weather events.

Volunteers play a critical role in mitigating these impacts by supporting invasive species removal, rare species monitoring, native plant propagation and restoration, public education, and stewardship activities that enhance ecosystem resilience.

Environmental Implications

Environmental restoration work is crucial to maintaining ecological health. Volunteers are involved with hundreds of invasive species removal events annually, support rare species monitoring through the EcoMonitors program, grow native plants for restoration, educate the public, and act as early reporters of environmental issues in parks.

First Nations Implications

The volunteer program continues to collaborate with local First Nations. For example, six restoration events are planned for 2026 with the Tsawout First Nation on their land adjacent to Island View Beach to remove invasive species.

Volunteers also receive chance finding training to recognize archaeological and cultural features and are instructed to pause work and notify staff—including the CRD archaeologist—who then consults with First Nations, where appropriate, to support respectful stewardship practices.

Social Implications

The Plan supports inclusive community participation by reducing barriers to volunteering and intentionally engaging a more diverse range of residents, including youth, newcomers, Indigenous peoples, racialized communities, and people with disabilities. By expanding access to stewardship opportunities and offering flexible, varied volunteer roles, the Plan helps ensure that the volunteer program at CRD Regional Parks reflects the diversity of the region and strengthens public connection to parks and natural areas.

The Plan also promotes social connection, learning, and well-being through enhanced training, skill development, and opportunities for volunteers to connect with one another. Improved recognition and clear, accessible program administration supports positive volunteer experiences, reduces social and operational risk, and reinforces public trust in CRD Regional Parks' stewardship activities.

CONCLUSION

The CRD Regional Parks Volunteer Program is a high-value asset with demonstrated ecological and social impact and strong community demand. Volunteer participation has grown rapidly in recent years, increasing both program benefits and operational complexity.

The Volunteer Services Plan 2026-2031 provides a focused, evidence-based roadmap to responsibly expand capacity, diversify participation, modernize practices, and strengthen stewardship outcomes in alignment with organizational priorities and sector trends.

RECOMMENDATION

The Regional Parks Committee recommends to the Capital Regional District Board:
That the Volunteer Services Plan 2026-2031 be approved as a strategic framework to guide the growth, diversification, and modernization of the Regional Parks Volunteer Program, supporting stewardship objectives while informing future operational and staffing decisions.

Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Volunteer Services Plan 2026-2031
Presentation: Volunteer Services Plan 2026-2031

APPENDIX A

Volunteer Services Plan

2026-2031

Capital Regional District | Parks Recreation & Environmental Services | May 27, 2026



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Volunteer Services Plan 2026-2031

Section 1: Background

In 2003, Capital Regional District (CRD) Regional Parks completed a volunteer services plan titled *A Natural Return – Volunteers in Regional Parks and Trails*, which outlined priority actions for implementation between 2003 and 2005. This plan provided strategic direction for volunteer activities and engagement during that period.

Since then, the regional parks system has expanded to include 34 regional parks, encompassing over 13,300 hectares of parkland. As the system has grown, so has the role of volunteers.

1.1 Why We Work with Volunteers

Volunteers play a vital role in supporting the strategic vision of CRD Regional Parks—to have an expanded and connected system of regional parks and regional trails that are rich in biodiversity, respect indigenous cultural heritage and use, inspire stewardship, are resilient to change, and provide enjoyable outdoor recreation experiences. Community involvement has always been an important component of park planning and management. Volunteers enhance our capacity to restore habitat, engage with visitors, enhance recreational opportunities and foster public appreciation for the natural environment.

1.2 Strategic Alignment with CRD Direction

In addition to the original volunteer services plan, several guiding documents and surveys reinforce the importance of volunteers in the managing and protecting of regional parks.

- Regional Parks and Trails Strategic Plan 2022-2032
  - Priority 2-1: Take action to increase protection of biodiversity, ecological integrity and natural assets in the region through improved knowledge, proactive stewardship and land acquisition.
  - Priority 2-3: Work with and support partners in taking care of the region's species, habitats and natural areas.
  - Priority 3-2: Foster stewardship through program delivery, knowledge sharing and collaboration.
- 2024 Regional Parks and Trails Resident Survey Results
  - Visitors identified the following top priorities for the next five years:
    - Protecting the natural environment.
    - Repairing and maintaining existing facilities.
    - Undertaking restoration projects.
- 2023 Volunteer Satisfaction Survey Report (see Appendix A)
  - The survey provided valuable insights into who our volunteers are, what motivates them, and what they seek in a Volunteer Program. Recommendations from this report form the foundation of this updated Volunteer Services Plan.

1.3 Program History

Volunteer involvement in regional parks dates back to the CRD's inception in 1966. Community involvement in regional parks began as spontaneous acts of goodwill where individual visitors removed branches that blocked trails, picked up litter, and relayed information to staff on trail and facility conditions. The first formal volunteers in regional parks were work experience students in the late 1970s. In 1982, the program was formalized with the launch of the volunteer beekeeper and volunteer warden programs, the latter now known as the Park Steward Program.

Today, the program includes different types of volunteering that are both long-term and episodic (volunteer roles are defined on pages 5-6):

- Regular (long-term) and episodic (short-term or one-time) volunteers.
- Group volunteering.
- Stewardship group agreements.
    - Type A – these are groups that have insurance.
    - Type B – are community groups that are comprised of registered volunteers and are covered under the CRD insurance.
- Recreation group licensing.
- Student work experience.

In 2025, over 630 volunteers contributed more than 8,200 hours to regional parks.

1.4 Working with the Union (CUPE Local 1978)

An agreement between the CRD and the Canadian Union of Public Employees (CUPE) Local 1978 outlines the scope of volunteer roles, ensuring union jobs are protected. This partnership allows staff and volunteers to work collaboratively towards the shared goals of protecting parkland and enhancing outdoor experiences. Volunteers never displace employees but rather support and enhance their work.

In 1999, CRD and CUPE formalized a list of approved volunteer activities (see Appendix B), streamlining placement and role clarity. Since then, new roles such as volunteer trail ambassadors and EcoMonitors have been added and approved.

1.5 Regional Parks Volunteer Program Vision & Mission

Vision

The vision of volunteer services is for CRD Regional Parks to be the first choice for skilled and committed volunteers who value environmental protection and outdoor experiences. Volunteer services will be a model for other community volunteer programs and recognized for the partnership between staff and volunteers and the positive changes that volunteers make toward the protection of regional parks and trails.

Mission

The mission of volunteer services is to provide meaningful, diverse and innovative volunteer opportunities that reflect the interests and needs of the region. These opportunities support the mandate of CRD Regional Parks to protect the

natural environment of regional parks and trails and help regional residents remain connected with nature. CRD Regional Parks values the volunteer ethic and believes that public involvement is an essential component of our park system and our community. CRD Regional Parks recognizes that one of the best ways to achieve department goals is to strengthen and encourage volunteer participation.

1.6 Current Volunteer Roles

Regular Volunteer Positions

- Volunteer Naturalists operate the Nature Centre at Francis/King Regional Park on weekends and holiday Mondays and support the Elk/Beaver Lake Nature Centre during the summer months.
- Volunteer Park Stewards monitor regional parks, trails and facilities, reporting issues and providing information to visitors. They educate the public on park etiquette and the natural and cultural values of the regional parks. Monitoring is conducted on foot, horseback or bicycle.
- Restoration Volunteers participate regularly in removing invasive, non-native plant species and restoring natural habitats. In 2025, the role expanded to include growing and planting native species. This role also includes Type B Stewardship Groups; community members engaged in long-term (3–5 year) restoration projects within parks. These volunteers are not part of a registered society and are covered under CRD insurance.
- EcoMonitors, a collaborative, multi-agency program approved in 2024. EcoMonitors collect information about species in regional parks, such as purple sanicle (*Sanicula bipinnatifida)* and white-top aster (*Sericocarpus rigidus)*.
- Event Volunteers, formalized in 2025, assist interpretive staff in hosting large public events such as Hawk Watch and Salmon Sensation.

Episodic Volunteer Positions

- Group Volunteering participants assist with one-time or short-term projects such as tree planting, park clean-ups, and invasive species removal. Groups may include corporate teams, schools, churches, youth organizations or counseling programs.
- Work Experience Placements provide individuals enrolled in recognized education or employment programs with volunteer opportunities for hands-on experience.
- Biodiversity Heroes, a recent interpretive program with interpretive and conservation staff leads. Participants learn about native and invasive species and conclude the session with 30-45 minutes of invasive species removal.

Other Partnerships

- Recreation License Groups, recreation-focused organizations that volunteer to enhance specific outdoor recreation opportunities with CRD Regional Parks as well as general conservation efforts. These groups, such as horse riding and mountain biking clubs, with signed agreements with the CRD, operate independently with their own volunteers and insurance, contributing thousands of hours annually to trail and facility maintenance and enhancement.
- Type A Stewardship Groups are formal partnerships with community groups for conservation and restoration projects. These groups typically hold conservation covenants and possess expertise in ecological restoration. They operate with signed agreements with the CRD and manage their own volunteers and insurance. Examples include Mayne Island Conservancy, Habitat Acquisition Trust, and The Land Conservancy of BC.

Section 2: Moving Forward (2026-2031)

2.1 National Trends in Volunteerism

Statistics Canada's General Social Survey on Giving, Volunteering and Participating (GSS-GVP), conducted every five years, provides the most comprehensive data on volunteering in Canada. The most recent survey (2023) is now releasing results. In addition, organizations such as Volunteer Management Professionals of Canada, Volunteer Canada and Volunteer Victoria contribute insights through conferences, forums and sector-wide discussions.

Key national trends include:

- **Declining participation**: Formal volunteering has decreased from 44% in 2013 to 32% in 2023, making recruitment and retention increasingly critical.
- **Mutual benefit**: Volunteering is now viewed as a reciprocal relationship that must meet the goals of both the volunteer and the organization.
- **Accessibility:** Inclusive and accessible volunteer opportunities are a growing expectation.
- **Equity and decolonization**: Programs are expected to evolve with a Diversity, Equity, and Inclusion (DEI) lens and incorporate decolonizing practices.
- **Virtual engagement**: Online and remote volunteering opportunities remain a permanent feature.
- **Flexibility**: Volunteers increasingly seek episodic, convenient, and adaptable opportunities.

To remain relevant and resilient, volunteer programs must adapt to these trends and align organizational needs with volunteer expectations.

2.2 Volunteers and Outdoor Recreation

As visitation continues to grow in regional parks, recreation naturally expands with it. Volunteers play an essential role in the provision of outdoor recreation opportunities across BC. Many community-based recreation groups recruit passionate volunteers, organize volunteer events, and access a range of funding. Community-based not-for-profits can provide volunteers with specialist skills and knowledge to support the maintenance of optimized trails and facilities and provide high-quality visitor experience opportunities within regional parks. As a way to ameliorate declining participation and support mutual benefits, we can focus more on developing partnerships with community-based recreation groups.

2.3 Volunteer Satisfaction Survey Findings

In 2023, Regional Parks conducted a Volunteer Satisfaction Survey to better understand the experiences, motivations, and preferences of regular volunteers, as well as their perspectives on recognition, diversity, and inclusion. The survey aimed to strengthen the program by identifying gaps and opportunities for improvement.

Key findings:

- Volunteers reported high levels of satisfaction—feeling supported, appreciated and connected to the community.
- The program was described as well-organized, with nearly all respondents indicating they would recommend it to others.

Recommendations for improvement:

1. Diversify participation: Increase engagement of younger volunteers, BIPOC (Black, Indigenous, People of Colour) communities and individuals with disabilities.
2. Enhance reporting and data collection: Strengthen systems to better measure, communicate, and celebrate volunteer contributions.
3. Build community: Foster stronger connections among volunteers and reinforce a culture of shared purpose.

2.4 Objectives (2026–2031)

Drawing on national trends and the Volunteer Satisfaction Survey findings (Appendix A), the following objectives will guide the program over the next five years:

1) Diversify the Volunteer Base:

- Engage a broader demographic, including youth, BIPOC (Black, Indigenous, People of Colour) communities, and people with disabilities.
- Identify and address barriers to participation for underrepresented groups.
- Develop recruitment partnerships with newcomer programs, cultural organizations, youth groups, recreation groups and disability organizations.
- Offer flexible scheduling and varied opportunities to attract new demographics.

2) Promote, Recognize and Appreciate Volunteers:

- Strengthen promotion of volunteer opportunities through social media, signage, and other communication channels.
- Improve data collection and reporting to highlight volunteer achievements (e.g., before-and-after restoration pictures, invasive species removal totals).
- Continue meaningful recognition through events, tokens of appreciation, and regular acknowledgement.

3) Foster Opportunities for Learning and Connection:

- Provide ongoing education, training and skill-building opportunities.
- Create more opportunities for volunteers to connect socially, both in-person and digitally.

4) Update and Maintain Program Administration:

- Uphold the high standards of the CRD Regional Parks Volunteer Program.
- Refresh the volunteer mission and vision.
- Update policies, procedures and handbooks, ensuring they are accessible online.

2.5 Workplan (2026–2031)

The following workplan outlines the activities, timelines, and outcomes to achieve the identified objectives:

Objective 1: Diversify Volunteer Base

Activity	Timeline	Outcome
Conduct focus group sessions with CRD staff, volunteers, First Nations, local environmental clubs (high schools), UVic, Camosun College, recreation groups, Recreation Integration, Power To Be and Newcomers to Victoria groups to identify barriers and potential new roles	2026	Focus group sessions completed.
Work with outdoor recreation specialist to develop more accessible volunteer opportunities and practices.	2026	More accessible opportunities and accessible information for volunteers.
Establish recruitment partnerships with community groups, local First Nations, high schools and post-secondary institutions	2027	New partnerships developed.
Diversify the types of partnerships and license agreements to enhance the opportunities available for existing formal groups.	2028	New license agreements signed.
Evaluate new programs through volunteer and staff surveys; adjust roles based on findings.	2028	Programs evaluated and refined.
Develop a comprehensive volunteer recruitment, retention and recognition strategy for CRD Regional Parks.	2029	Strategy completed and implemented.
Develop new volunteer positions and update existing role descriptions as needed; submit to People, Safety and Culture Division and the Union for approval.	Ongoing	New position descriptions developed and approved.

Objective 2: Promote, Recognize and Appreciate Volunteers

Activity	Timeline	Outcome
Advertise program activities, achievements, and recruitment opportunities through social media.	2026	Minimum of 12 posts per year.
Design and source new signage for volunteer work in regional parks; obtain management approval.	2026	Approved signage designs completed.
Contribute two to three articles annually to CRD Central highlighting program achievements and opportunities.	2026	Articles submitted to CRD Central.
Establish a protocol to have groups and staff collect regular before-and-after photos of projects.	2026	Photo library established for multiple uses.
Standardize collection and reporting of key metrics for restoration activities to measure and document impact over time.	2027	Consistent measurement of biomass removed and/or areas restored.
Update recognition mechanisms for license agreement holders, partners in parks, stewardship project groups and episodic volunteers.	2027	Updated volunteer recognition guidelines among groups and episodic volunteers.
Implement signage and kiosk information in parks to highlight volunteer contributions.	2028	Temporary signs installed in regional parks.
Update the CRD website to showcase volunteer achievements.	2028	Website updated with volunteer highlights.
Continue meaningful recognition through events (e.g., annual recognition event), tokens of appreciation (e.g., parking passes) and frequent written/verbal acknowledgement.	Ongoing	Variety of recognition activities delivered annually.

Objective 3: Foster Opportunities for Learning and Connection

Activity	Timeline	Outcome
Expand social connection opportunities within the program for both volunteers and staff with volunteers.	2026	Annual and episodic events held to strengthen volunteer community.
Review volunteer policies with a priority to decolonize language and statements following guidance from the new *Regional Parks Cultural Practice and Safety Policy*.	2027	Updated volunteer policies.
Develop neighbourhood-based volunteer groups adjacent to parks.	2028	Park-specific volunteer groups established
Work with outdoor recreation specialist to identify recreation focussed groups which could volunteer in regional parks.	2028	New recreation license groups established.
Consult with First Nations to identify new priority areas and partnership opportunities for shared stewardship.	2029	New stewardship opportunities identified with First Nations.
Establish contact with schools, recreation groups, conservation groups, colleges and universities near regional parks to explore stewardship partnerships.	2029	Initial discussions completed with potential partners.
Formalize partnerships with schools, recreation groups, conservation groups, colleges and universities; expand project sites as resources allow.	2029	Formalized agreements established and project sites expanded.
Provide ongoing continuing education, training and skill-building opportunities.	Ongoing	Minimum of three continuing education sessions offered annually.

Objective 4: Update and Maintain the Organization and Administration of the Volunteer Program

Activity	Timeline	Outcome
Assess recruitment, retention and recognition of volunteers; identify areas for improvement.	Annual	Annual assessment completed.
Collaborate with the communication coordinator to develop a communications plan that demonstrates program objectives and aligns with the Strategic Plan.	Annual	Annual Communications Plan completed.
Establish a working group of long-term volunteers to update the volunteer mission and vision.	2026	Update mission and vision.
Streamline and standardize agreement process for all group volunteers (Type A, Type B and Recreation Licence agreement holders).	2026	Single agreement process for all groups.
Update volunteer policies, procedures and handbooks; ensuring online accessibility.	2026	Updated resources published online.
Work with Corporate Occupational Health & Safety to confirm safety protocols for volunteers working independently in regional parks.	2026	Safety protocols reviewed and confirmed.
Formalize and standardize approval process for work planning, projects and annual reporting for agreement holders.	2027	A standardized process for all groups.
Improve efficiencies of volunteer statistics collection to ensure accurate, up-to-date reporting.	2028	Volunteer statistics recorded and easily updated.
Conduct volunteer satisfaction survey of long-term and short-term volunteers; gather input on current roles and new opportunities.	2029	Survey completed by >60% of long-term volunteers; results summarized.
Begin development of the 2031-2036 Volunteer Services Work Plan, incorporating Strategic Plans priorities and survey findings.	2030	Work initiated on Volunteer Services Work Plan.

Section 3: Key Program Considerations

As the CRD Regional Parks Volunteer Program continues to grow, several key factors must be considered to ensure its long-term success.

3.1 Staff Time and Resources

Volunteers require direction, training and ongoing support. All volunteer programs also need dedicated resources for supplies, uniforms, tools, recognition and administration. To be sustainable, staff involvement must be time-efficient and well-structured. While new volunteer roles bring significant benefits, they also require staff investment in supervision, training and project management.

Community interest in environmental stewardship is strong, particularly considering climate change and the United Nations designation of 2021–2030 as the Decade on Ecosystem Restoration. Expanding and diversifying volunteer opportunities will help CRD Regional Parks respond to this growing demand and strengthen its role in ecosystem protection.

3.2 Risk Management

Risk management is a critical consideration for the CRD. While liability considerations may influence the types of volunteer opportunities offered, the organization is committed to providing safe working environments and proactively managing risk across all volunteer programs.

Many long-term volunteer roles, such as volunteer naturalists, park stewards, and stewardship project groups, involve independent work in remote or wilderness settings. To address these risks, CRD Regional Parks will implement standardized safety orientation and training for all volunteers that reflect the nature of their roles and work environments. This will include the development and implementation of clear volunteer safety protocols, role-specific guidance, hazard awareness training, and emergency procedures.

The Volunteer Program will also implement consistent communication and risk-management tools, such as defined check-in procedures, incident reporting processes, and accessible safety resources, to support volunteers working independently and in the field. These measures are intended to reduce risk, clarify expectations, and ensure volunteers are adequately prepared, supported, and connected to staff.

Section 4: Adaptive Management and Measuring Success

The Volunteer Program is designed to achieve its objectives while remaining flexible and responsive. As the program evolves, objectives and workplans may shift based on lessons learned, emerging challenges, and new opportunities.

Staff will review activities annually, adapting approaches as needed and responding to direction from the CRD Board and CRD Executives.

Through thoughtful assessment and adaptive management, the Volunteer Program will remain a strong contributor to the goals of CRD Regional Parks and the interests of the community.

Appendix A: 2023 CRD Volunteer Satisfaction Report

Executive Summary

In 2023, a volunteer satisfaction survey was conducted to assess the experiences of regular volunteers, focusing on behaviours and preferences, motivations, preferred recognition, and diversity and inclusion. The purpose of the survey was to strengthen the Volunteer Program by meeting the needs of the current volunteers and identifying gaps in the Volunteer Program that would make it more resilient in the coming years. The Regional Parks Volunteer Program (the program) has been in operation for over 40 years, and it includes regular volunteers, recreation volunteers, partnerships with not-for-profits and stewardship groups, as well as episodic opportunities for corporations, schools, churches and other community groups.

The outcomes of the survey demonstrated that volunteers are mostly very satisfied with the program, with respondents feeling supported and appreciated, feeling more connected to the community and finding our program well-organized. Almost all respondents would recommend our Volunteer Program to a friend or loved one, which illustrates we are meeting their needs and expectations.

Based on the results of the survey, we have made recommendations to continue improving the program. This includes a focus on diversifying the demographics of the program to include younger volunteers, more BIPOC (Black, Indigenous, People of Colour) individuals, and more opportunities for people with disabilities. Another focus is enhancing our reporting and data collection to better understand and acknowledge the value of volunteers within the organization and throughout the CRD, building a stronger community of volunteerism and strengthening our current service delivery.

The results from this survey will also form the foundation for the development of a volunteer services plan, providing vital insights into how to strengthen and grow the program now and into the future.

Introduction

The CRD Regional Parks Volunteer Program was initiated in 1982 and has since grown into a well-established program that facilitates over 5,600 volunteer hours/year. The program supports a combination of regular, episodic and recreation volunteers. In 2023, there were 280 registered regular volunteers and 160 actively contributed volunteer time, supporting diverse roles, including restoration (general and Type B stewardship groups), park stewards, naturalists, event volunteers and mountain bike stewards. The program also supports several episodic volunteers annually from corporations, not-for-profits, schools or churches that volunteer in single events. In 2023, there were 366 episodic volunteers. There are also several recreation volunteer groups that partner with CRD and contribute a significant number of hours to trail maintenance of mountain biking trails, maintaining the riding ring at Elk/Beaver Lake Regional Park, litter clean-up and more.

To ensure that volunteers are having a meaningful and satisfying volunteer experience, staff conducted a volunteer satisfaction survey (the survey) in November 2023. Only regular volunteers were surveyed at this time, as we do not collect individual contact information from episodic and recreation volunteers, and nor do they currently take part in our recognition activities on an individual level. There has never been a volunteer survey conducted to this extent by the Capital Regional District's Regional Parks Division. A previous volunteer satisfaction survey was conducted in 2011 and had less than 20 respondents and only specific roles, park stewards (called wardens in 2011) and naturalists, were surveyed.

Surveying of volunteers helps to increase retention and recruitment for the program by improving our understanding of the wants and needs of the volunteer base. Information from this survey will inform the development of a volunteer plan, as directed by the CRD Regional Parks and Trails Strategic Plan, to set overall program service delivery goals and to provide a diversity of opportunities for volunteers.

Methodology

Data Collection:

The survey included 20 questions using a combination of styles: multiple choice, ranking, and long-form. The survey was open for responses from November 7 to December 31, 2023 (~8 weeks) using an online survey platform called Checkbox, supported by the CRD. The survey was launched at the annual Volunteer Recognition and Appreciation event on November 4, 2023, and a link to the survey was emailed to all 280 registered volunteers. It was also posted in the private volunteer Facebook group (with approximately 70 members at the time). Several reminders to complete the survey were sent to volunteers between November 7 and December 31, 2023, via email and social media.

Data Analysis:

The Checkbox survey platform provided data analysis and associated graphics for the short-form, quantitative questions. For example, the platform assessed what the primary motivators were for all volunteers. Further analysis was later conducted by staff using the data to better understand multi-factor trends in the results. For example, staff assessed whether there were similar trends in responses among specific demographics.

Further analysis was conducted to better understand the results and potential trends of the Volunteer Program by combining multiple factors together. For example, we combined each of the main volunteer roles (naturalist, park steward, and restoration roles) and demographic data (age and race) with the questions on motivations, volunteer experience, and recognition to assess whether any trends were evident in volunteer responses based on demographics or current roles. However, due to the small sample size, any trends were not significant enough to have meaningful results.

Qualitative responses to long-form questions were coded into like themes and then tallied to provide quantifiable metrics (totals, percentages).

Survey Results and Discussion

Survey Design

In reviewing the below survey results, it's important to note that many questions had "not applicable" options or respondents were asked to "check all that apply". Due to this, respondents were able to select more than one response.

Respondent Bias

The respondents to this survey were exclusively regular volunteers and did not include episodic or recreation volunteers. The results provide an assessment of the satisfaction of those volunteers. Furthermore, due to there being a larger number of restoration volunteers in the program, most responses were from restoration volunteers (53%) which may reflect the experience and skew responses to that unique experience. Most respondents in the survey have volunteered for at least one year with the Volunteer Program. Long-term volunteers that are committed to the program and have built long-lasting relationships with the CRD are more likely to respond to the survey and are more likely to have favourable opinions of the program. This survey sample of CRD volunteers does not fully represent the program but provides valuable trends in general satisfaction for the program. Long-time volunteers may have a significant impact on the experience of new volunteers, and these metrics may be important in informing future decisions and management of the program.

Section 1: Background Results

Volunteering at CRD Regional Parks

A total of 280 volunteers were contacted to participate in the survey and 84 surveys were completed. This represents a survey response rate of 30%, which is higher than average for other CRD surveys. An additional 66 surveys were initiated by volunteers but incomplete and therefore excluded from the analysis to ensure survey entries were not counted more than once.

The results of the preliminary questions relating to general volunteer participation are as follows:

- Volunteer roles: 39 were restoration volunteers (53%), 28 were park stewards (30%), 9 were naturalists (9%), 4 were trail ambassadors (<1%) and 2 were mountain bike stewards (<1%). Some volunteers (7) occupied multiple roles.
- Annual volunteer hours: 48 respondents volunteered between 10 to 50 hours (57%), 16 respondents volunteered less than 10 hours (19%), 13 volunteered between 51 to 100 hours (16%) and 7 respondents volunteered over 100 hours per year (8%).
- Years of Service: the length of time a respondent had volunteered with us included 36 that have been volunteering 1 to 3 years (43%), 17 have been volunteering for over 10 years (20%), 11 that have volunteered for less than a year (13%), 12 have volunteered for 4 to 6 years (14%) and 8 that have volunteered for 7 to 10 years (10%).
- Volunteer Frequency, 28.6% of respondents volunteered 2 to 3 times per month (n=24), 27.4% (n=23) volunteer ad hoc (when they can fit it in), 17% (n=14) volunteer once a month, 16% (n=13) volunteer once per week and 11% (n=9) volunteer more than once per week.

When do volunteers prefer to volunteer?

When asked what days they prefer to volunteer, respondents could make multiple selections. The most popular response was "it depends" with 34 respondents (19%). Weekends were the next most popular selections with 18% selecting Sunday and 17% selecting Saturday. The weekdays followed with a moderate preference for Wednesday or Thursday (11% each) and Friday (9%), followed by Tuesday (8%) and the least popular day for volunteering being Monday with 7%.

When asked what time of day they prefer to volunteer, respondents selected mornings the most (46%) compared to 29% in the afternoon and 7% in the evening. Some respondents selected "it depends" (18%).

Section 1: Background Discussion

Most volunteers reported to contribute between 10 to 50 hours a year, which averages about one shift per month or less, depending on the volunteer.

According to Statistics Canada, the average amount of hours that a volunteer donates is between 82 to 222 hours per year, dependent on the age group (Hahmann, 2021). However, this includes all forms of formal volunteering, and many of the respondents could be volunteering at several organizations. Additionally, many of our volunteer roles are physically demanding and take place in remote areas, which may impact the number of hours volunteers can contribute on a regular basis.

When respondents were asked about their frequency of volunteering, most volunteers reported that they contributed between 2 to 3 times per month. This number was greater than anticipated based on the data but is likely overestimated as it may reflect their greatest intensity of volunteering throughout the year. Many retired volunteers, for example, do not volunteer consistently year-round due to holiday trips or unexpected leave throughout the year.

Non-retired volunteers often have full-time work, school and/or family commitments. Volunteers potentially report their highest frequency of volunteerism rather than their annual average.

The length of time that respondents reported to volunteer at the CRD indicates that most of the respondents have volunteered for 1 to 3 years (43%), and fewer volunteers that were committed for 4 to 6 years (14%) and 7 to 10 years (10%). Many (20%) respondents reported volunteering for at least 10 years. These results reflect expected trends because the program offers a lot of flexibility, and volunteers are generally very satisfied with the program. As indicated previously, respondent bias may also skew results towards longer-term volunteers.

It is unsurprising to see that more respondents prefer to work on weekends instead of during the weekdays, as several volunteers have obligations during the work week, such as work. Respondents also prefer volunteering in the mornings or afternoons, but generally, the day or time that works best for most volunteers really depends on circumstance. It is important to understand that volunteering at CRD Regional Parks may not be the primary focus in our volunteers' lives and honouring that will lead to greater retention in the long term.

Section 2: Motivation Results

What motivates our volunteers?

Volunteers were asked about the importance of specific factors that motivate them to volunteer by rating all factors on a 5-point scale from 'not at all important' to 'highly important', or 'not appliable'. Each volunteer is often motivated by several factors, as represented by the data. The factors that respondents selected as either 'highly important' or 'very important' are as follows:

- Passionate about the environment and parks (95%)
- Seeing the positive impact of their work (88%)
- Giving back to the community (83%)
- Feel like part of the community (73%)
- Learning new things (71%)
- Helping the public (66%)
- Sharing professional/personal knowledge (55%)
- Putting skills to use (53%)
- Being with or making friends (39%)
- Meeting new people (30%)
- Work experience for career (12%)

Is there anything else that motivates volunteers?

Volunteers were asked to provide long-form feedback on any additional motivations for volunteering. These responses were then grouped into themes. There was a total of 42 responses. The themes of motivation were:

- Being in nature (24%)
- Mitigating climate change (22%)

- Supporting safety and helping others (17%)
- Exposing park visitors to different trail uses, like horseback riding or biking (12%)
- Fostering a legacy for future generations (12%)
- Fitness and well-being (10%)
- Reconciliation (5%)

Section 2: Motivation Discussion

Understanding volunteer motivation is important because it ensures retention by meeting current volunteer needs, helps with communications for future volunteer recruitment and connects the volunteer base with an organization's mission.

The top three motivations for respondents include being passionate about the environment and parks, seeing the positive impact of their work and giving back to the community. This illustrates how dedicated and passionate CRD Regional Parks volunteers are to the natural environment and being committed to the community through parks. Meeting new people was reported as a low motivator. This may be because several volunteers (naturalists and park stewards) work alone and the role does not provide that opportunity. Furthermore, they may have selected the role because of the independent characteristics of it.

Respondents reported that they were least motivated for the purpose of gaining work experience; 79% felt it was either not at all important or not applicable to them. This may be because many respondents are retired (51% are over the age of 65), or late in their career (23% are between the ages of 55 and 64), and only a small number of volunteers that responded are in their early career where this would be relevant (only one respondent was between the ages of 18 and 24, and 6% were between the ages of 25 and 34).

As demonstrated by both multiple choice and long-form answers, most volunteers are motivated primarily by being in nature, contributing to the mitigation of climate change, and helping others. Regional Parks volunteers seem to seek a volunteer experience that allows them to express their love of the environment and their community.

Section 3: Volunteer Experience Results

What is their experience as a volunteer?

Volunteers were asked to rank their experience as a volunteer on a 5-point scale, from 'strongly disagree' to 'strongly agree' as well as 'not applicable', as it relates to ten key statements. Below is the list of statements with associated percent of respondents that selected either 'agree' or 'strongly agree':

1. I am making a positive impact (94%)
2. I have the knowledge and training I need for my volunteer role (91%)
3. I am appreciated by staff (87%)
4. I feel supported by staff (86%)
5. I feel comfortable contacting staff with any issues (85%)
6. The Volunteer Program is well-organized (82%)

7. I feel more connected to my community (82%)
8. I have developed new skills (67%)
9. I have opportunities to share my knowledge and expertise (66%)
10. I have met friends through volunteering (50%)

Very few respondents 'disagreed' or 'strongly disagreed' with the statements listed above, with the following exceptions:

- I have the knowledge and training I need for my volunteer role (1%)
- I feel more connected to my community (1%)
- I feel supported by staff (2%)
- I have developed new skills (5%)
- I have opportunities to share my knowledge and expertise (5%)
- I have met friends through volunteering (6%)

Section 3: Volunteer Experience Discussion

Understanding the volunteer experience helps to validate whether the program successfully meets the expectations and motivations of the volunteers. Generally, if their expectations and motivations are met, then volunteers will continue to volunteer, speak well of the program and recommend the program to friends and family.

Overall, volunteers are very satisfied with the current Volunteer Program. This reflects very positively on the hard work and excellence staff invested into building the program. Most respondents (94%) felt that they were making a positive impact and 82% felt they were more connected with their community. Most volunteers had positive impressions of the Volunteer Program (feeling appreciated and supported by staff, that the Volunteer Program is well-organized, that they can come to staff with concerns and that they have the training they need to perform their role).

Few volunteers reported that they "made friends through volunteering" which may reflect some of the types of volunteers that made up the survey (park stewards, trail ambassadors, mountain bike stewards, and naturalists) as they work in more solitary roles. However, while most of the respondents are not seeking friendship, they may be seeking community. Volunteering allows people to connect with and build their community, as reflected in their responses: most respondents want to feel more connected to their community (82%) or want to give back to their community (83%).

Section 4: Recognition Results

What kind of volunteer recognition is meaningful?

Volunteers were asked to score different types of recognition from 'not at all' to 'highly' meaningful, as well as 'not applicable'. The respondents selected 'highly' or 'very highly' meaningful to the following types of recognition:

- Free continuing education sessions for long-term volunteers (72%)
- A verbal "thank you" from staff (71%)
- Free seasonal parking passes for Thetis Lake and Sooke Potholes regional parks (62%)

- Volunteer recognition events (42%)
- Awards/gifts of Service (31%)
- Acknowledgement during National Volunteer Week (28%)
- Gifts for volunteers – like a mug or native plant seeds (27%)
- A free water bottle, T-shirt, or hat (25%)
- A holiday card (23%)
- Recognition in volunteer newsletter (20%)
- Recognition on social media (17%)

What kind of recognition event do volunteers prefer?

When asked what type of recognition event volunteers prefer, 56% selected that they enjoyed the large annual gathering that is currently provided, 21% prefer not to go to recognition events, and 15% would enjoy smaller and more frequent recognition events.

Section 4: Recognition Discussion

Providing meaningful recognition to volunteers is important because appreciating volunteers is one of the most important aspects of any volunteer program. It promotes satisfaction in the program and increases retention of volunteers. All successful volunteer programs will have various forms of recognition activities, gifts, awards and rewards. Generally, a variety of recognition measures are implemented to ensure that at least one form of recognition will resonate with an individual volunteer.

According to research, a personal verbal "thank you" is one of the strongest forms of recognition for volunteer programs (Volunteer Canada, 2017). This is reflected in the volunteer survey results. Providing volunteers with opportunities for continuing education sessions and gifting free parking passes were also highly valued by the respondents. The least meaningful forms of recognition for volunteers were being recognized in social media, the volunteer newsletter, or receiving a holiday card.

When asked if volunteers preferred a larger or smaller volunteer recognition event, 56% selected the larger event, similar to what is currently provided. Most larger volunteer programs offer an annual recognition event, and the formality of the event allows other CRD staff, management, and board directors to thank volunteers for their contributions, which may be meaningful to the volunteers.

Section 5: Demographics Results

The following is a summary of the respondent's demographics:

- 61% of the respondents were women and 36% were men. The remaining preferred not to answer or were non-binary.
- 51% of the respondents were 65 years or older, 23% were age 55 to 64, 12% were 35 to 44, 6% were 25 to 34 and 6% were age 45 to 54. There was only one respondent who was between the ages of 18 and 24.

- 8% of the respondents identified as having a disability, with 91% identifying as having no disability. The remaining respondents choose "prefer not to answer".
- 11% of the respondents identified as non-white, and 81% identifying as white/Caucasian.
- 62% of the respondents reported having a master's or bachelor's degree, 15% have some university/college/trade school, and 11% have a college or non-university certificate or diploma. The remaining percentages were split relatively evenly between high school diploma, registered apprenticeship or trade certificate, university doctorate or post-doctorate, university certificate or diploma below a bachelor's degree or "prefer not to answer".

Favourite Part of the Program

Volunteers were asked what their favourite part of the program was, using a long-form qualitative question. Responses were grouped and tallied based on prevalent themes within all answers. Total number of responses was 59. The general themes include the following topics:

- Being part of the community & interaction with others (32%)
- Being outside (20%)
- Seeing the impact of their work (19%)
- Feeling useful/giving back (14%)
- Learning (8%)
- Being closer to the land (3%)

Would volunteers recommend our Volunteer Program?

Lastly the respondents were asked if they would recommend our Volunteer Program to a friend—96% said "yes", and 4% said "unsure". No one selected "no".

Anything Else?

In a long-form question, volunteers were asked if there was anything else they would like to add. The themes which had more than a single response were:

- Thank you to CRD for the Volunteer Program (71%)
- Need for better management of invasive species in parks (8%)
- Need for better promotion of volunteer opportunities (8%)

Section 6: Program Improvement Discussion

When asked what could make the program better, volunteers predominantly responded with "no improvements necessary". Many volunteers also indicated an interest in more continuing education opportunities. Historically, the program provided 3 to 4 continuing education sessions each year, but in 2020 to 2022 (during COVID), continuing education sessions were paused, and as of 2023, had not returned to pre-COVID levels.

When asked what their favourite parts of the program are: being part of the community and interaction with others (32%), being outside (20%) and seeing the impact of their work (19%). This mirrored the top motivations: giving back to the community, passionate about regional parks and the environment, and seeing the positive impact of their

work. This tells us that we are meeting their needs as their favourite part of the program is what is motivating their volunteer experience.

Over 96% of volunteers would recommend the program to their friends, and no one said that they wouldn't, which tells us that they trust the program and believe it is a high enough caliber to recommend it to the important people in their lives.

Program Recommendations

The responses from the survey provided valuable insights to support the ongoing improvement of the Volunteer Program and inform the development of a volunteer plan for the CRD's Regional Parks Division. The following recommendations will be taken into consideration moving forward, given available capacity and resources:

Diversify the Volunteer Base:

- Seek opportunities to engage and motivate a more diverse volunteer base (e.g., younger volunteers, Black/Indigenous/People of Colour (BIPOC) volunteers).
- Identify and mitigate barriers that exist for underrepresented groups (youth and young adults, BIPOC, people with disabilities) which may prevent them from participating in the program.
- Identify recruitment partnerships to improve recruitment of those underrepresented groups. For example, partnering with newcomer programs and other cultural organizations, youth groups and disability organizations could increase our diversity of volunteers.
- Explore opportunities to provide variable days and times to engage new demographics.

Promote, Recognize and Appreciate Volunteers:

- Improve promotion of volunteer opportunities and the Volunteer Program. This could be accomplished through social media, signage, and other communications.
- Improve data collection, reporting and promotion of volunteer achievements in regional parks and trails to the greater community (e.g., before and after pictures, sharing volume of invasive species collected).
- Continue to support meaningful recognition through events (e.g., annual recognition event), gifts (e.g., free parking passes) and frequent written and verbal acknowledgement.

Foster Opportunities for Learning and Connection:

- Seek opportunities to continue supporting continuing education, training opportunities and social engagement opportunities.
- Seek opportunities to build community within the program and increase opportunities for volunteers to connect with each other either digitally or in-person.

Conclusion

Volunteering is changing. Today, more than ever, there are external forces that are shifting the landscape of volunteering, including the economy, COVID, and family commitments, all while volunteering rates have declined drastically across the country (Volunteer Victoria, 2019) and continue to decline post-COVID (Volunteer Victoria, 2023).

Appendix A - cont.
2023 CRD Volunteer Satisfaction Report

In order to ensure a resilient Volunteer Program, it needs to adapt and grow to meet the needs of our current and future volunteers. The purpose of this survey was to discover what is important to volunteers and to determine ways in which the program can be improved and strengthened during these changing times. The survey painted a picture of volunteers that value the environment and their community, they value learning and knowing the impact of their work. Volunteers value the flexibility, organization, and support of the current program; they value being appreciated and thanked personally; and value being acknowledged for their expertise. The program can be improved by identifying challenges and barriers within our current program for a more diverse volunteer base and to better plan for the succession of the aging volunteer population.

Appendix B: Agreement between CRD and CUPE 1978

Agreement between CRD and CUPE 1978 on approved volunteer activities in regional parks and trails (1999).

1. The following is a list of volunteer in parks (VIP) positions that the union has already approved, and which do not currently require approval in individual cases. VIPs are individuals who regularly volunteer for a minimum of one year.
    - VIP naturalists
    - VIP gatekeepers
    - VIP beekeepers
    - VIP wardens
    - VIP advisory group members

2. Community Groups: members of a community group who volunteer for a one-time, short-term project such as:
    - planting of native trees and plants
    - removal of exotic/invasive species (e.g., scotch broom, daphne, ivy, gorse, orchard grass, tree lupine, knapweed, purple loosestrife, Himalayan blackberry, etc.)
    - restoration of streams, rivers, lakes and ponds
    - clean up of garbage and debris (in parks, trails and beaches) not picked up on a routine basis by staff

3. Work Experience: individuals enrolled in a recognized program that are required to complete a temporary work experience placement. Work experience placements (length of service varies) could entail:
    - job shadowing (observing employees while they work)
    - assisting employees with their daily duties
    - assisting staff with specific work projects

Note: Volunteers are never used to displace employees from their positions. They only enhance the operations of CRD Regional Parks and help to meet our mandate. Any pre-approval does not waive the requirement for an annual use of volunteers report to CRD Human Resources.

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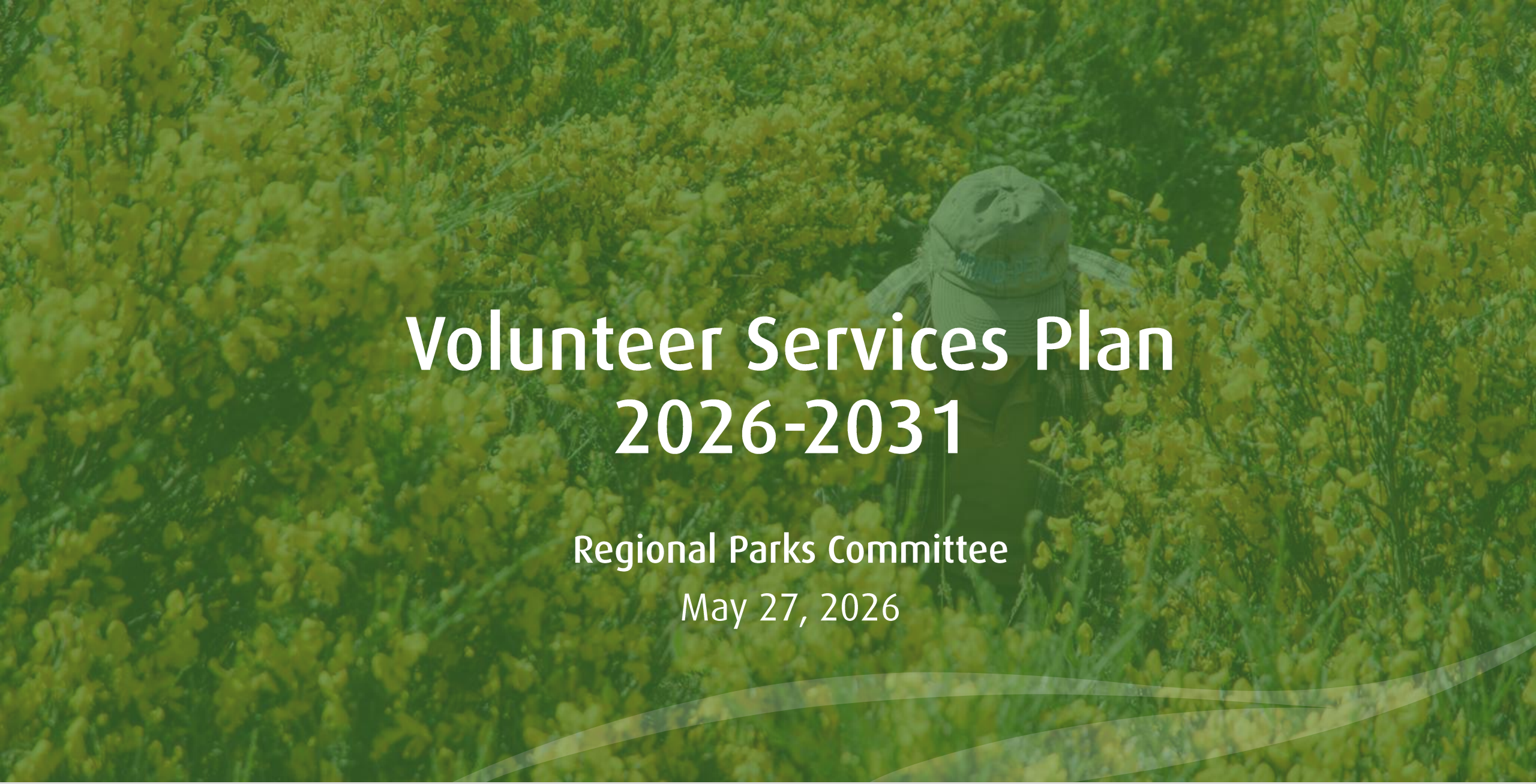
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Volunteer Services Plan 2026-2031

Regional Parks Committee

May 27, 2026



Agenda

1. Volunteer Program Background
2. Why We Work with Volunteers
3. Current State of the Volunteer Program
4. National Trends & Challenges
5. Volunteer Satisfaction Survey
6. Volunteer Services Plan 2026-2031 Goals

Volunteer Program Background

- Started in 1966 with spontaneous acts of goodwill by the community removing litter or cleaning trails.
- First formal volunteers in the 1970s with work experiences for students.
- Formal volunteer program began in 1982 with volunteer beekeepers and volunteer wardens.



Why We Work with Volunteers?



Volunteers play a vital role in supporting the strategic vision of Regional Parks:

- Protecting biodiversity and restoring habitats.
- Offering compatible outdoor recreation.
- Educating the public.
- Fostering appreciation and good park etiquette.
- Building community and goodwill between the CRD and the public.

Current State of the Volunteer Program

Today, the program includes several types of volunteering that are both long-term and short-term:

- Individual volunteers
- Group volunteering
- Stewardship agreement groups
- Recreation license groups
- Student work experience

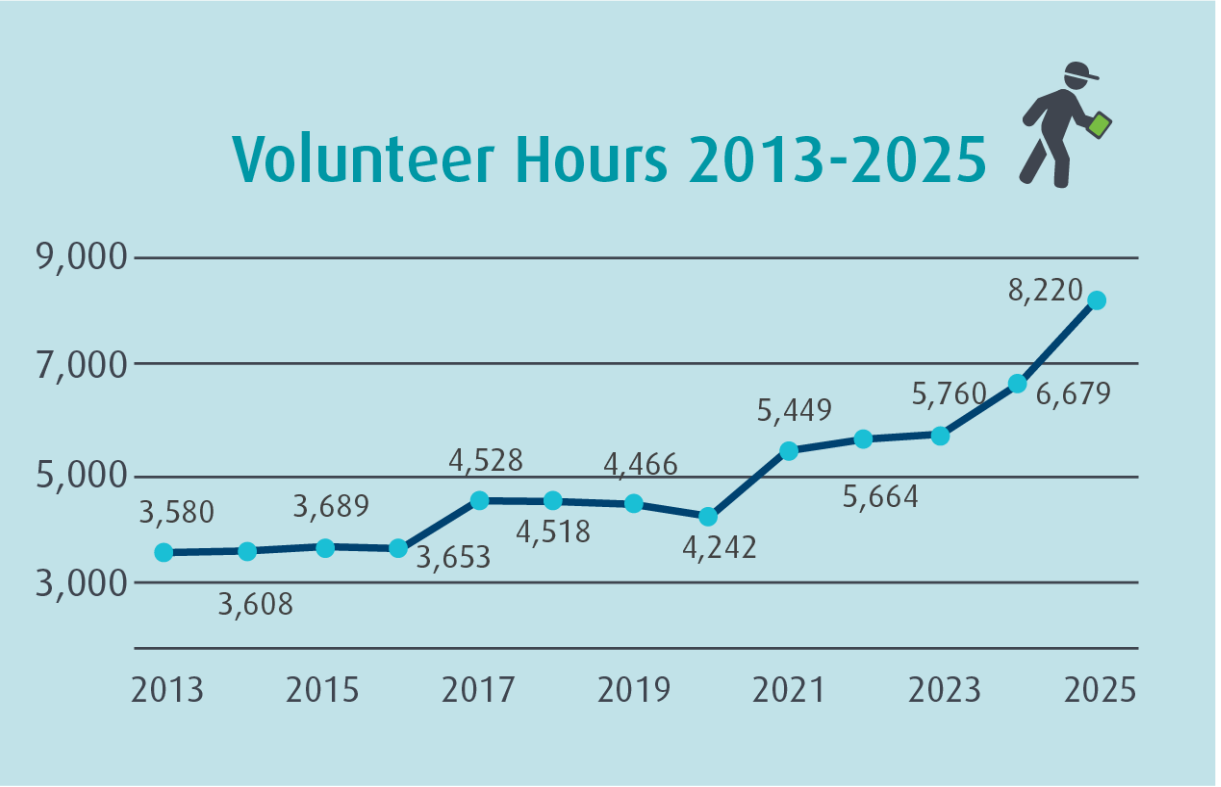




Current State of the Volunteer Program (cont.)

In 2025, the CRD had:

- Over 630 parks volunteers
- More than 8,200 hours donated
- Six stewardship groups – 25% of total hours
- Three recreation license groups
- 139 staff-led restoration events
- 133 naturalist shifts at nature houses
- 1,317 park steward shifts



National Trends & Challenges

- Declining participation
- Mutual benefit
- Accessibility
- Equity and decolonization
- Virtual engagement
- Flexibility





Volunteer Satisfaction Survey

In 2023, Regional Parks conducted a volunteer satisfaction survey.

Key findings:

- Volunteers reported high levels of satisfaction, and the program was described as well organized.

Areas for improvement:

- Diversify participation.
- Enhance reporting and data collection.
- Build community among volunteers.

Volunteer Services Plan 2026-2031 Goals



Diversify Participation:

- ✓ Engage a broader demographic.
- ✓ Identify and address barriers to participation.
- ✓ Develop recruitment partnerships.
- ✓ Offer flexible scheduling and varied opportunities.



Promote, Recognize and Appreciate Volunteers:

- ✓ Strengthen promotion of volunteer opportunities.
- ✓ Improve data collection and reporting.
- ✓ Continue meaningful recognition.

Volunteer Services Plan 2026-2031 Goals (con't)





Foster Opportunities for Learning and Connection:

- ✓ Provide ongoing education, training and skill-building opportunities.
- ✓ Create more opportunities for volunteers to connect socially, both in-person and digitally.

Update and Maintain Program Administration:

- ✓ Uphold the high standards of the program.
- ✓ Refresh the volunteer mission and vision.
- ✓ Update policies, procedures and handbooks, ensuring they are accessible online.



Questions?

Capital Regional District

CRDVictoria

crd.ca

@crd_bc

Making a difference...together

REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, MAY 27, 2026

SUBJECT **CRD Regional Parks 2025 Visitor Monitoring Program Update**

ISSUE SUMMARY

To provide an update on visitation trends for the Capital Regional District's (CRD) regional parks and trails and explain how these trends inform operational planning, resource allocation, and long-term service, staffing, and capital considerations.

BACKGROUND

Since 2009, CRD Regional Parks staff have used a combination of vehicle counters at park entrances and trail counters on key trail access points to estimate and track visitation across the regional park system.

Counter data is compiled and analyzed to identify seasonal patterns, long-term trends, and changes in use across individual parks and the system as a whole. These insights are used to understand demand on park infrastructure, ecosystems, and staff capacity and to support informed decisions related to service delivery, maintenance planning, environmental protection, and future investment.

In 2025, staff deployed a total of 77 counters across the regional parks and trails system. Counters are primarily located at main entrances and priority trail access points and are intended to capture the majority of use in monitored areas. While counters do not capture all visits system-wide, the resulting data provides a consistent and repeatable index of use that supports reliable week-over-week, month-over-month, and year-over-year comparisons.

The overall visitation to the regional parks system continues to rise. In the past 10 years (2016-2025), visits to regional parks have increased by 47.2%. In 2025, just over 5.2 million visits were recorded through trail and traffic counters. Appendix A provides a year-over-year comparison and park-by-park breakdown. These trends demonstrate sustained growth in demand and increasing pressure on park assets, staff resources and ecological systems.

Since 2009, visits to CRD regional trails (Galloping Goose, E&N, and Lochside) were captured using the same methodology used for regional parks. In the past 10 years (2016-2025), visits to regional trails increased by 31.6%, reaching more than 4.4 million annually. Combined regional park and trail visitation increased by 39.6% over the same period, with 9.7 million total visits recorded in 2025.

With the establishment of the Regional Transportation Service, responsibility for tracking regional trail visitation will transition to that service, which will use new technologies and forecasting methodologies to estimate and report visitation metrics. The Regional Parks Service will continue to report on visits to regional parks and will use regional trail data provided by the Regional Transportation Service to understand operational and maintenance implications, as responsibility for trail operations continues to rest with the Regional Parks Division.

Visitation trends inform a range of operational responses, including:

- Adjustments to maintenance schedules and staffing deployment.
- Targeted facility, access, and parking improvements.
- Planning for education, outreach, stewardship, and compliance activities.
- Measures to protect ecological and cultural values in high-use areas.

Together, these responses support safe, welcoming parks while managing the impacts of continued growth in use.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The collection and interpretation of visitation data supports the CRD Regional Parks and Trails Strategic Plan, including Goal 3-1: Maintain high rates of visitor satisfaction. Despite increasing visitation, the 2024 CRD Regional Parks Resident Survey indicates that 79% of respondents report satisfaction with their visits. Ongoing monitoring helps ensure that growth in use is managed in a manner that maintains visitor experience over time.

Environmental Implications

Increased visitation can place additional pressure on park ecosystems, particularly in popular or sensitive areas. Impacts may include trail widening, unofficial route creation, soil compaction and erosion, vegetation loss, wildlife disturbance, and the spread of invasive species. Visitation data enables staff to identify emerging pressure points, prioritize mitigation measures, and direct site management and education efforts to minimize environmental impacts while supporting public access.

Equity, Diversity & Inclusion Implications

Monitoring visitation patterns helps identify where crowding or access limitations may discourage participation by some user groups. This information supports efforts to improve accessibility, reduce barriers to participation, and ensure that regional parks remain welcoming and inclusive spaces for a diverse range of visitors.

Financial Implications

Increased visitation has financial implications related to staffing, maintenance, and capital renewal. Visitation data provides the evidence base needed to justify budget requests, prioritize investments, and plan for long-term operational costs associated with sustained growth.

The Visitor Monitoring Program is delivered within the existing operating budget of $2,848. This budget line supports the acquisition of new visitor counters and maintenance of counters currently in operation. It does not include staff time for counter maintenance, data collection, or analysis, which is absorbed within existing operational resources. No additional funding is being requested through this report.

First Nations Implications

The preservation of culturally and archaeologically significant sites must be considered as visitation increases. Monitoring data helps identify areas where increased use may pose risks to cultural values, supporting early engagement and collaborative protection measures with First Nations.

Regional Growth Strategy Implications

The Capital Regional District Regional Growth Strategy (2018) forecasts a 22% population increase by 2038. Visitation monitoring, combined with historic trends, supports projections of future park use to inform long-term planning aligned with Objective 2.1: Protect, Conserve and Manage Ecosystem Health.

Between 2022 and 2025, regional park visitation increased by an average of approximately 2.47% annually. If this growth rate continues, total visits to regional parks could increase from approximately 5.23 million in 2025 to about 7.2 million by 2038, an increase of roughly 1.9 million visits. Under a more conservative growth scenario of 1.5% annually, visitation is projected to reach approximately 6.3 million visits by 2038.

Service Delivery Implications

Visitation levels are a key performance metric used to assess service demand and determine whether existing staffing levels, maintenance schedules, and facility service standards are sufficient to meet expected levels of service, as outlined in the Regional Park and Trail Facility Service Guidelines.

As visitation continues to increase, additional pressure may be placed on operational staff to sustain day-to-day maintenance, servicing, and visitor management, highlighting the importance of monitoring data in future staffing and service delivery discussions.

Social Implications

As the region grows and urban areas become denser, demand for regional parks will increase. Higher visitation can contribute to user conflicts and public safety concerns. Visitation data helps staff anticipate social pressures, apply the Regional Parks bylaw effectively and tailor education, outreach, and enforcement efforts to support safe, positive visitor experiences.

CONCLUSION

Visitation data provides essential insight into how regional parks are used and the level of demand placed on park assets, ecosystems, and staff resources. Long-term monitoring enables early identification of emerging pressures, supports transparent communication of service challenges, and informs proactive planning. As visitation continues to rise, sustained investment in the Visitor Monitoring Program is critical to managing growth responsibly, maintaining service levels, and protecting the long-term ecological and recreational value of regional parks.

RECOMMENDATION

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

Submitted by:	Mike MacIntyre, Senior Manager, Regional Parks
Concurrence:	Glenn Harris, Ph.D., R.P.Bio., Acting General Manager, Parks, Recreation & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: 10-Year Visitation Trend and 2025 Regional Parks Visitation Breakdown
Presentation: Regional Parks 2025 Visitor Monitoring Program Update

APPENDIX A

10-Year Visitation Trend and 2025 Regional Parks Visitation Breakdown

Regional Parks Committee – May 27, 2026

10-Year Visitation Trend

Year	Regional Parks Visitation	Yearly Difference
2016	3,554,578	
2017	3,363,935	-5.4%
2018	3,830,108	13.9%
2019	3,792,791	-1.0%
2020	4,718,501	24.4%
2021	5,104,049	8.2%
2022	4,861,122	-4.8%
2023	4,942,380	1.7%
2024	5,173,030	4.7%
2025	5,231,752	1.1%
TOTAL	**2016 to 2025**	**47.2%**

Year	Regional Trails Visitation	Yearly Difference
2016	3,395,558	
2017	3,925,155	15.6%
2018	3,804,069	-3.1%
2019	3,815,613	0.3%
2020	3,846,290	0.8%
2021	3,793,908	-1.4%
2022	3,301,587	-13.0%
2023	3,979,295	20.5%
2024	4,169,773	4.8%
2025	4,468,914	7.2%
TOTAL	**2016 to 2025**	**31.6%**

2025 Regional Parks Visitation Breakdown

Regional Park/Trail	2025
Albert Head Lagoon	119,634
Bear Hill	8,536
Brooks Point	9,570
Coles Bay	48,893
Devonian	72,775
East Sooke	253,108
Elk/Beaver Lake	2,211,179
Francis/King	125,381
Gonzales Hill	66,318
Horth Hill	121,747
Island View Beach	470,687
Jordan River	216,301
Lone Tree Hill	10,349
Matheson Lake	86,731
Mill Hill	53,413
Mountain Forest	5,437
Mount Parke	14,200
Mount Wells	41,958
Mount Work	258,340
Royal Oak Golf Course	74,958
Sea to Sea	67,946
Sooke Hills Wilderness	116,352
Sooke Potholes	201,303
St. John Point	27,600
Thetis Lake	411,909
Witty's Lagoon	128,640
Wrigglesworth	8,487
Total	**5,231,752**

Regional Parks
2025 Visitor Monitoring Program Update

Regional Parks Committee

May 27, 2026

Agenda

1. About the Visitor Monitoring Program
2. How Data Collection Works
3. Visitation Trends
4. Future Visitation Projections
5. Visitation Data Influence on Initiatives



About the Visitor Monitoring Program

- Current program initiated in 2009.
- The program provides visitation levels that help illustrate overall patterns in park use.
- Data from the program helps inform decisions and allocate resources.



How Data Collection Works

- 60 counters across the parks system.
- Strategically placed to capture visitor arrivals.
- Combination of trail and vehicle counters.
- Data is collected twice each year.

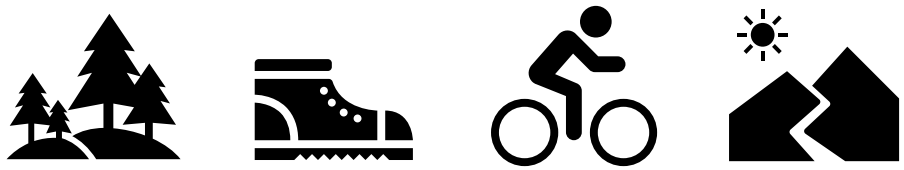






Visitation Trends

Visitation Trends (2016-2025)	
Regional Parks	+47.2%
Regional Trails	+31.6%
Parks + Trails Combined	+39.6%



Year	Regional Parks Visitation	Yearly Difference
2016	3,554,578	
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2024	4,169,773	4.8%
2025	4,468,914	7.2%

Future Visitation Projections

- Based on **2023 to 2025 average regional park increase of 2.49%** compounding annually.

- *The Capital Regional District Regional Growth Strategy (2018)* predicts a 22% population increase to the CRD by 2038.

2025	5,231,752
2026	5,362,084
2027	5,495,663
2028	5,632,570
2029	5,772,887
2030	5,916,700
2031	6,064,095
2032	6,215,162
2033	6,369,993
2034	6,528,680
2035	6,691,321
2036	6,858,014
2037	7,028,859
2038	7,203,960
2026 - 2038	**+1,841,876**

Visitation Data Influence on Initiatives

- Regional Park and Trail Facility Service Guidelines.
- Infrastructure improvements.
- Management Planning and Interim Management Guidelines development.
- Coordinating trail work and initiatives during non-peak hours.
- Advertised messaging effectiveness.
- Grant applications.
- Staffing requirement.





Visitation Data Influence on Initiatives (cont.)

- Education and outreach.
- Park Ranger patrols.
- Accessibility upgrades and Improvements.
- Facility maintenance.
- Conservation and restoration efforts.
- Volunteer programs.











Questions?

ncann@crd.bc.ca

Capital Regional District

CRDVictoria

crd.ca

@crd_bc

Making a difference...together

REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF MAY 20, 2026

SUBJECT **2027 Service Delivery – Staffing Requirements**

ISSUE SUMMARY

To report back on the 2027 service plans and projected staffing requirements for meeting the commitments outlined in the 2025 Regional Water Supply Strategic Plan.

BACKGROUND

At the April 8, 2026, Capital Regional District (CRD) Board meeting, the Chief Administrative Officer (CAO) informed the Board that staff had been directed to limit requests for staffing resources and other budget requests to initiatives that have been: a) explicitly directed to advance by the CRD Board to support Board priorities, new service establishment or major project delivery, or b) critical programs where deferral would result in significant service disruptions or negative impacts (e.g., legal, safety or risk impacts). This was to maintain a proactive focus on fiscal discipline and to pave the way for a period of transition in late 2026 when a new Board will set its priorities for the next term. It was also noted that programs and associated resources that have been prioritized and recommended by a Commission or Standing Committee could also be incorporated in the 2027 financial planning process for the Board's consideration.

As part of the annual service planning process, the CRD Board receives information in the fall about proposed new initiatives that have resource and staffing implications for the subsequent year and considers the provisional Five-Year Financial Plan.

At the December 17, 2025, Regional Water Supply Commission (Commission) meeting, the Commission approved the 2025 Regional Water Supply Strategic Plan (Strategic Plan). The Strategic Plan outlines 11 priorities and proposes short-, medium- and long-term actions to be implemented in the next five to eight years to advance the commitments identified. The actions span all aspects of service delivery, including operations and capital delivery, demand management, asset management, public engagement, First Nations engagement and watershed protection. Though many of these identified actions will be supported by existing resources, the full extent of the effort required goes beyond existing capacity in certain areas.

In preparation for 2027, Infrastructure & Water Services (IWS) staff have reviewed the potential impacts of system growth and aging infrastructure on service delivery, in combination with Strategic Priorities outlined in the 2025 Strategic Plan. This report outlines the staffing needs required to mitigate service level risks in 2027 while progressing the key strategic priorities related to the implementation of the 2022 Regional Water Supply Master Plan (Master Plan). The following sections outline proposed initiatives that have impacts on the Regional Water Supply budget. This includes 2.5 new positions (2.5 Full-Time Equivalent (FTE)) proposed for 2027 which was highlighted as a forecast in last year's planning cycle. Staff are also forecasting an additional 5.5 FTE positions in 2028. Forecasted positions will be brought forward for consideration in a future planning cycle. Summaries of each initiative are included below and in Table 1.

Initiatives Planned for 2027

The following provides further details on the key programs that have staffing implications in 2027. The impact of deferring the staffing plans associated with these programs in 2026 is highlighted in the Service Delivery Implications section of this report.

2a-2.3 Master Plan Program: The Master Plan Program outlines the staffing requirements to advance the planning and implementation of 21 major projects recommended by the 2022 Master Plan. These projects are critical to improving the resiliency of the Regional Water Supply system and providing sufficient drinking water to support the growing region and climate change adaptation. In 2026, four new FTEs were approved to support the implementation and are listed below for information as a reminder:

2026 (4 FTEs)	***Senior Manager (filled)*** *(Infrastructure Planning and Engineering)*
	Operations Supervisor (filled) *(Water Operations)*
	First Nations Liaison (recruitment underway) *(First Nations Relations, Corporate Services)*
	Paralegal (recruitment underway) *(Legal Services & Risk Management, Corporate Services)*

For 2027, an additional 1.0 FTE is proposed, while another 1.0 FTE is forecasted for 2028:

2027 (1 FTEs)	***Project Engineer*** *(Infrastructure Planning and Engineering)* – Required to support the planning required for the Master Plan projects – i.e. Filtration Siting study, Environment Assessment, Archaeological Assessment, First Nations engagement.
2028 (1 FTEs)	***Senior Project Manager*** *(Infrastructure Planning and Engineering)* – Required to lead growing program of projects related to the Master Plan.

2b-1.1 Dam Safety Program: The Dam Safety Program was started in 2024 to create a dedicated Dam Safety section within the Infrastructure Planning and Engineering division to manage dam safety risks proactively. The program will address the challenges of maintaining 23 water supply dams, ensuring compliance with the Dam Safety Regulation, and improving the resiliency of these critical assets. In order to address the growing list of dam-related deficiencies and undertake the ongoing operational activities, the CRD needs to continue to build the necessary in-house expertise and capacity. This capacity development is being proposed through additional staffing in 2028. Staffing adjustments were approved between 2024 and 2026 and the roles, which have been filled, are listed below are a reminder:

2024 (2 FTEs)	***Manager, Dam Safety*** *(Infrastructure Planning and Engineering)*
	Team Lead *(Water Infrastructure Operations)*
2025 (3 FTEs)	***Project Engineer – Dam Safety Regulatory Compliance*** *(Infrastructure Planning and Engineering)*
	Project Engineer - Dam Surveillance and Hydrology *(Infrastructure Planning and Engineering)*
	Dam Operator (*Water Infrastructure Operations)*
2026 (2 FTEs)	***Project Engineer*** *(Corporate Capital Delivery Services)* ***Technologist*** ~~***Project Engineer***~~ *(Infrastructure Planning and Engineering)*

In last year's report to the Commission, staff indicated their intent to propose an additional 1.0 FTE Technologist position in 2027. In response to ongoing financial pressures facing CRD services, staff have elected to advance this position by reallocating one of the two Project Engineer positions approved for 2026 and deferring the recruitment of the Project Engineer role to 2028. Staff are confident that this adjustment can be accommodated without compromising progress towards full regulatory compliance.

2028 (1 FTE)	***Project Engineer*** ~~***Technologist***~~ *(Infrastructure Planning and Engineering)*

Ongoing management of CRD dams is critical to meeting the commitments outlined in the Strategic Plan, particularly the actions outlined in Commitment 3 “to provide efficient, effective and innovative operations of our water system infrastructure”.

11b-3.2 Staff and O&M Funding to Support Broadened Facilities Management Portfolio: The CRD’s Facilities Management team, which is part of the Real Estate & Facilities Management division, is an in-house, full-service team responsible for the management, operation and maintenance of the CRD headquarters in downtown Victoria, as well as several other satellite buildings. The team ensures that facilities within the corporate portfolio are safely maintained, operate efficiently, and remain serviceable assets that support critical operations and occupant safety.

Starting in 2023, the Facilities Management team expanded its scope of service to provide increased building operations support at 17 water treatment facilities across the region. In 2025, the team also assumed full-service facility management responsibilities for the building at 479 Island Highway, which primarily houses Infrastructure & Water Services (IWS) operations. This facility presented significant challenges, as many building systems are at or near end of their effective service life and require enhanced maintenance support to remain functional. These service expansions were accommodated without additional staffing through workload redistribution.

Construction of IWS’ new 13,100 square-foot Field Operation Centre (FOC) is scheduled for completion in mid-2027, with system commissioning, development of maintenance manuals and schedules and other preparations for occupancy beginning in early 2027. This major capital project will support IWS’ field and technical operations for decades. To ensure this facility is properly managed and maintained, additional operating and maintenance funding will be required. Given the cumulative service increases, additional staffing is also needed to ensure Facilities Management can deliver services at a sustainable level.

This initiative proposes the creation of two new regular, ongoing positions (1.5 FTE) within Facilities Management. These roles will provide the essentials functions including office moves support, general facility clean-up, pest control and coordination of janitorial and other contracted services. They will also ensure that the building systems are maintained in accordance with manufacturer specifications and warranty requirements, including the structure, building envelope, roofing, HVAC, elevator, electrical, grounds, and fire safety systems.

The initiative also proposes an incremental increase to the operating budget to support the ongoing operations and maintenances of the FOC. The proposed funding increase is based on industry-standard guidelines for managed-care performance levels and on the operating costs of similarly sized facilities within the existing portfolio.

If the initiative does not proceed, Facilities Management will be unable to provide adequate support to its growing portfolio of facilities. This could result in maintenance delays, deferred maintenance, reduced asset lifespan, invalidation of building and/or system warranties and increased emergency repairs and capital costs over the long term.

Initiatives Planned for Future Years (2028-2029)

In addition to the initiatives listed above that have staffing implications in 2027, the following six initiatives have staffing implications in 2028 or beyond:

2028 (4.5 FTE)	2a-5.2 Equipment/Watershed Operator (1 FTE, Watershed Protection)
	2a-5.3 Seasonal Watershed Protection (2.25 FTE, Watershed Protection)
	2b-2.7 Contract Support Service (0.25, FTE shared with other services)
	2b-2.5 Utility Operator (1 FTE, Water Operations)
2029 (1 FTE)	2a-5.4 Forest Management Plan Implementation (1 FTE, Watershed Protection)

Given the current operational context, priorities and fiscal pressures, the following phasing adjustments have been made since last year:

- The Equipment/Watershed Operator, Seasonal Watershed Protection and Contract Support Service positions have been deferred from 2027 to 2028
- The Forest Management Plan Implementation position has been deferred from 2028 to 2029

Descriptions for these initiatives have been included in Appendix A.

Projected Future Initiatives

This report summarizes the staffing requirements to achieve the commitments of the 2025 Strategic Plan, based on the information currently available. Within the 2025 Strategic Plan, there are longer-term initiatives that have not yet been fully scoped, and additional information will be required to determine if existing resources can be optimized to undertake these initiatives or if additional skills or resources will be required.

NEXT STEPS

The 2027 Service Planning process began in February 2026. Following Board approval of the 2027 Service and Financial Planning Guideline, staff evaluated initiatives with staffing implications and reviewed potential downstream service implications. These initiatives were phased over a three-year period (2027-2029) and costed, in alignment with the Commission's interest in understanding the implementation path for the 2025 Strategic Plan and 2022 Master Plan. The proposed initiatives were subsequently reviewed by both the IWS leadership and the Executive Leadership Team. If the Commission wishes to proceed with any initiatives requiring staffing in 2027, a motion should be recommended for consideration by the Board. The provisional budget will be presented to the Board in September 2026.

IMPLICATIONS

Financial Implications

The proposed staffing additions in support of the 2025 Strategic Plan reflect an estimated incremental cost increase of $180,000 in 2027, based on approved initiative business cases. This cost represents only new FTEs proposed for 2027 and are apportioned between operating and capital budgets. Due to the upcoming general election, the provisional CRD budgets are required to be presented earlier than in a typical year. This has resulted in a compressed service and financial planning timeline. To make effective use of the time and organizational capacity available, projected initiatives for 2028 and 2029, including their funding requirements and associated staffing needs, have been documented for planning purposes but will not be included in the provisional budget for Regional Water Supply this year.

A high-level estimate of projected salaries and associated costs for 2027 is presented in Table 1.

Table 1:

Cost Distribution by IBC	2027
2026 IBC: 2a-2.3 Master Plan Program (1 FTE)	180,000
Total Cost Increase	**$ 180,000**

These costs will be integrated into both capital and operating budgets. The operating portion represents a 0.2% increase in total ongoing operating expenditure compared to 2026. The capital portion amounts to approximately 0.2% of the 2026 capital budget. Funding will be sourced through a combination of water sales revenue and Municipal Finance Authority (MFA) debt financing, with the intent to support rate stability and long-term financial sustainability.

A breakdown of projected funding sources is summarized in Table 2.

Table 2:

Funding Breakdown	2027
Operating Budget (Water sales revenue)	36,000
Capital Budget (Water sales revenue & debt)	144,000
Total Funding	**$ 180,000**

In addition to the costs above, the RWSC would also support $177,000 in additional labour allocation to support Facilities Services expanded facilities management portfolio and $120,000 in other operating costs related to utilities, equipment and contracted services so support the new Field Operations Center. The labour costs will be charged to Regional Water based on a fee-for-service model.

Environmental & Climate Action

Advancing the actions identified in the 2025 Strategic Plan, which include moving forward with the implementation of the 2022 Master Plan, directly supports the CRD's Climate Action Strategy by embedding climate resilience and environmental stewardship into the long-term planning and operation of the region's water system. The 2025 Strategic Plan emphasizes the need to protect and adapt the watershed and critical water infrastructure in response to increasing climate variability, including more extreme weather events, prolonged droughts, and wildfire risks. By

prioritizing risk-based infrastructure investment, these plans align with and operationalize the CRD's broader climate mitigation and adaptation goals.
Key projects, such as the addition of water filtration and a second deep intake in the Sooke Lake Reservoir, are proactive climate adaptation measures. Filtration will strengthen the system's ability to maintain water quality in the face of increased turbidity events tied to severe storms, wildfire runoff, and ecological shifts, events that are projected to become more frequent and severe with climate change. Similarly, a second deep intake improves system redundancy and operational flexibility, enabling a more stable supply under changing seasonal patterns and potential water quality disruptions. Together, these investments are not just technical upgrades—they are foundational climate adaptation tools that reinforce the CRD's commitment to delivering safe, reliable drinking water in an increasingly uncertain environmental future.

First Nations Reconciliation

The 2025 Strategic Plan directly supports the CRD Board's 2023–2026 Priority of "strong relationships with First Nations based on trust and mutual respect, partnerships, and working together on shared goals" by advancing tangible, ongoing actions that build stronger relationships with First Nations and reflect the region's commitment to shared stewardship. The Plan recognizes that the lands and waters within the Regional Water Supply Area lie within the traditional territories of numerous First Nations, and commits to working collaboratively with them to protect, manage and access these critical areas. This approach is in alignment with the Board's objective to "foster strong relationships with First Nations" and to "invite, respect and incorporate Indigenous leadership and traditional knowledge to enhance initiatives and strategies".

Service Delivery Implications

The service delivery implications of deferring the implementation of the 2027 initiatives are outlined below.

2a-2.3 Master Plan Program: The infrastructure investments outlined in the 2022 Master Plan ensure IWS continues to meet the commitments made in the 2025 Strategic Plan while adapting to the needs of the growing population, climate adaptation and improved seismic resiliency. If the Project Engineer position does not proceed, this will ultimately impact the planning efforts required to move forward with the implementation of the 2022 Master Plan and will delay realizing the goal of improving the overall resiliency of the Regional Water Supply system.

The following planning projects would be impacted by a removal or deferral of the position:

1. Filtration Plant Planning and Preliminary Design – includes initial studies such as:
   - Project definition study outlining the project's purpose, scope and objectives, including integration with other system components and review of current and future technologies.

2. Deep Northern Intake and Sooke Lake Pump Station Planning and Conceptual Design – includes initial studies such as:
   - Project definition study outlining the project's purpose, scope and objectives, including integration with other system components and review of current and future technologies (including floating intake versus fixed, tunneled versus overland etc.).

CONCLUSION

This report outlines the five-year staffing requirements needed to support the implementation of the 2025 Regional Water Supply Strategic Plan and provides information on the potential implications of deferring these staffing additions. The proposed positions address anticipated gaps in capacity related to project planning and delivery, dam safety and operations support.

Delaying or removing the addition of the 2.5 Full-Time Equivalents proposed for 2027 may impact timelines for initiating major capital projects identified in the 2022 Regional Water Supply Master Plan. These implications have been identified based on current service needs, resourcing levels and the projected scope of work.

This phased staffing plan is intended to align with strategic priorities and provide the internal capacity needed to support ongoing service delivery, infrastructure planning and regulatory compliance over the next five years.

RECOMMENDATION

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

Submitted by:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Summary of Initiatives Planned for Future Years

APPENDIX A

Infrastructure & Water Services

Summary of Initiatives Planned for Future Years

2a-5.2 Equipment / Watershed Operator (1 FTE, Watershed Protection)

This initiative was originally planned for 2027 and has been deferred by staff to 2028. The Greater Victoria Water Supply Area (GVWSA) has expanded in recent years with the addition of the Leech Water Supply Area, Kapoor lands, and other minor land parcels. This has significantly increased the land base and road network requiring maintenance. At the same time, operational demands have grown due to limited and costly contractor availability, more frequent severe weather and storm events, and higher expectations for resilience, response and readiness. Despite these growing demands, the number of dedicated equipment operators has decreased to just one.

To address this gap, this initiative proposes to create a new ongoing regular Heavy Equipment/Watershed Operator position in 2028. This role will support climate adaptation and ensure adequate service delivery for the Regional Water Supply. Responsibilities will include, among other things, deactivating, rehabilitating, and constructing roads in the Leech area, as well as maintaining and upgrading infrastructure (roads, bridges, culverts, ditches and weirs). Funding will be covered through capital projects (40%) and water rates (60%).

2a-5.3 Seasonal Watershed Protection (2.25 FTE, Watershed Protection)

This initiative was originally planned for 2027 and has been deferred by staff to 2028. The Watershed Protection division is responsible for maintaining the GVWSA and performing annual watershed management activities related to wildfire prevention and suppression, security, road access maintenance, vegetation and invasive species management, fuel management, and wildlife management. Due to climate change, the GVWSA has experienced a growing number of high and extreme fire rating days, rising from an average of under 60 days in 1999 to 80 days in 2024. The 2024 Old Man Lake Wildfire clearly demonstrated how challenging, time-consuming, and expensive it is to extinguish a wildfire once it has taken hold. The event underscored the critical importance of proactive watershed management and wildfire response.

To meet the requirements of the CRD's GVWSA Wildfire Preparedness Plan, the division has gradually increased staffing through auxiliary resources and overtime. However, this approach is not sustainable in the long term. This initiative proposes to create regular, ongoing seasonal positions to supplement the fulltime workforce and reduce reliance on auxiliaries and overtime. This initiative proposes to create a total of 2.25 FTE in 2028. Funding will be covered through water rates.

2b-2.7 Contract Support Service (0.25, FTE shared with other services)

This initiative was originally planned for 2027 and has been deferred by staff to 2028. The Corporate capital Delivery Services (CCPDS) division was established in 2025 through the CRD Evolves 2024-2025 initiative. Its purpose is to centralize project management for CRD capital projects that exceed a defined threshold, consolidating most capital project delivery resources into a single division. As an early step towards improving service delivery, the team has identified a need to enhance the efficiency of financial tasks related to contract management. This is in response to the growing complexity and volume of capital projects.

To support this new division, this initiative will propose to create a new regular ongoing position in 2028 responsible for the efficient processing, monitoring and compliance of the financial components of capital projects. This includes creating purchase orders, processing invoices, administering holdbacks and standing offers, and tracking and reporting for insurance purposes. The role will help ensure the timely, accurate, and compliant financial operations within the CCPDS division. The portion of the role allocated for Regional Water Supply work is estimated at 0.25 FTE. The cost of this initiative will be recovered through capital projects shared across several services.

2a-5.4 Forest Management Plan Implementation (1 FTE, Watershed Protection)

This initiative was planned for 2028 and has been deferred to 2029. The forested ecosystems within the GVWSA were significantly altered by past timber harvest activities from the 1920s and 1990s, and more recently in the Leech Water Supply Area. Although these areas have since regenerated, either through planting or natural processes, climate change is now threatening their long-term health and resilience. To ensure the sustainability of these ecosystems, a more proactive and hands-on approach to forest stewardship is required.

This initiative will propose to create a new regular ongoing position to support the implementation of a new Forest Management Plan for the GWSA. While the work on the plan will begin in 2026-2027, the new role will be instrumental in guiding the plan through its final development stages and into implementation. Currently, forest management treatments are limited to 5-50 hectares annually out of a total forested area in the GVWSA of approximately 21,000 hectares. Activities resulting from the new plan may include juvenile tree spacing and thinning, prescribed burning, and planting of climate appropriate tree species. Funding will be covered through water rates.

2b-2.5 Utility Operator (1 FTE, Water Operations) (multi-year initiative started in 2026, JDF/RWS)

The Utility Operator Program seeks to address rising operational risks and inefficiencies due to staffing shortages related to aging meter replacement and failures, transmission operations and system growth. The increasing complexity of the Regional Water Supply transmission system is causing increased emergency repairs, customer complaints, and revenue loss. A proactive response is required to ensure continued reliable service delivery.

This multi-year initiative started in 2026 with the creation of 2 FTE Utility Operator positions for the Juan de Fuca Water Distribution System in 2026 and 2027.

In 2028, staff will propose to create a 1 FTE Utility Operator position for the Regional Water Supply with a focus on strengthening the reliability of the transmission system, reducing the risk of operational downtime, and improving support for regional supply continuity. Furthermore, this additional staffing capacity will enhance operational coverage and response capability, support preventative maintenance of critical mains, valves, and control structures, and ensure resiliency during peak demand and emergency events.

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EEP 26-27

REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF WEDNESDAY, MAY 20, 2026

SUBJECT **2026-2035 Water Conservation Plan for Greater Victoria**

ISSUE SUMMARY

This report presents the 2026-2035 Water Conservation Plan for Greater Victoria (the Plan) to the Regional Water Supply Commission (RWSC) for review and approval. The Plan establishes the goals, targets, and priority actions that will guide regional water conservation and demand management over the next decade in support of the Regional Drinking Water system. The Commission is asked to consider the Plan, provide strategic direction to staff on its implementation, and endorse forwarding the Plan to the Capital Regional District Board for information and public distribution.

BACKGROUND

The provision of a safe, reliable, and sustainable regional drinking water supply is a core service mandate of the Capital Regional District (CRD), as set out in the CRD Corporate Plan. The Regional Drinking Water Strategic Plan identifies water conservation as a critical demand side strategy to manage long-term demand, reduce peak system pressures, and strengthen resilience to climate change and population growth. A comprehensive Water Conservation Plan is therefore required to translate this strategic direction into coordinated, measurable actions that support effective system planning and service sustainability.

In late 2024, the CRD retained consultants, Econics and Kerr Wood Leidal, to support development of the 10-year Water Conservation Plan for the Greater Victoria Drinking Water Service (Appendix A). Clear goals, targets and an action plan (Appendix B) will ensure accountability and a clear roadmap for staff. The Plan builds on existing conservation initiatives and refocuses program delivery to improve water use efficiency among residents, businesses, and institutions, with an increased emphasis on peak demand reduction, outdoor water use, collaboration with municipal and First Nations retail water suppliers, and improved data to support accountability and decision-making.

The draft plan was presented for discussion and comments at the November 25, 2025 meeting of the Water Advisory Committee. Staff then presented and received feedback on the draft plan at a subsequent workshop with local government staff on Dec. 12, 2025. Finally, there was an internal workshop with key managers and leaders in the regional drinking water service at a workshop on February 24, 2026. The current draft plan (Appendix A) incorporated comments from this consultation process.

ALTERNATIVES

Alternative 1
That the Regional Water Supply Commission:

1. Approve the 2026-2035 Greater Victoria Water Conservation Plan and direct staff to move forward with the actions identified; and
2. Direct staff to forward the 2026-2035 Greater Victoria Water Conservation Plan to the Capital Regional District Board for information.

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

IMPLICATIONS

Environmental and Climate Implications

Implementation of the Plan will reduce overall water demand and peak system pressures, improving the sustainability and resilience of the regional drinking water system. Reductions in outdoor water use and peak demand support adaptation to warmer temperatures, extended dry periods, and seasonal demand variability, while also reducing stress on watershed resources and optimizing use of existing infrastructure.

Service Delivery Implications

The Plan provides a framework to support service delivery in alignment with the Regional Drinking Water Strategic Plan and the Regional Drinking Water Master Plan. The Plan translates strategic objectives into measurable actions and targets, which can be integrated into operational planning and performance management. Implementation results will inform regular operational reviews and five-year updates to the Regional Drinking Water Master Plan. Through ongoing performance reporting and periodic review, staff will assess effectiveness, identify emerging risks or opportunities, and recommend adjustments to conservation programs and service priorities, ensuring alignment with RWSC direction, Board oversight, and long-term service sustainability.

Social Implications

The Plan emphasizes education, outreach, and community stewardship to encourage efficient water use across residential, business, and institutional sectors. A renewed focus on targeted, community-based social marketing approaches is intended to support lasting behaviour change while maintaining public trust and understanding of the regional drinking water service. Past experience indicates a high level of public awareness and support for water conservation in the region, and Plan implementation builds on this foundation by providing clear expectations and practical tools for water users.

First Nations and Intergovernmental Implications

Regional water conservation requires participation and engagement with local governments and First Nations. Key aspects of demand management take place at the water distribution system level and depend on the collaborative efforts of local government, First Nations, and retail water suppliers across the region. These efforts include management of non-revenue water, rate setting, land use development, planning and various other activities. All retail water suppliers benefit from reduced consumption and improved management of non-revenue water through lower capital and operational costs, and fewer service interruptions and unscheduled emergency callouts. Better consumption data also helps optimize local infrastructure and development planning.

The Plan focuses efforts on establishing a regional community of practice in collaboration with retail water suppliers to promote innovative non-revenue water management and improved understanding of community water use through research and monitoring. This will include sharing expertise, improved data quality, data accuracy and data sharing, and utilizing best practices. A renewed emphasis on collaboration will foster regular dialogue through workshops, technical exchanges, and joint pilot projects focused on leak detection, meter accuracy and system auditing.

Financial Implications

The Plan will provide information and strategies for residents, businesses, and institutions to conserve water, reduce water bills and contribute to the long-term sustainability of this public service.

The 2026 budget for demand management is $882,534. With current budget allocation, staff can deliver existing programs as well as complete priority projects identified for immediate implementation in the Plan. Longer-term actions will follow an adaptive management framework; building on knowledge gained from pilot projects and surveys and allowing actions to be adjusted based on new data, progress reviews, community feedback, and cost-benefit analyses. This framework aims to ensure the plan remains responsive, resilient, and effective in advancing long-term water sustainability.

This Plan will also be used by the CRD and our partners to fulfill eligibility conditions for water conservation planning in provincial and federal water infrastructure grants and funding applications.

CONCLUSION

The Capital Regional District has a mature regional drinking water system that uses a multi-barrier approach to produce a sustainable, safe supply of drinking water for our growing region. The 2026–2035 Greater Victoria Water Conservation Plan (the Plan) provides a clear, long-term framework to guide regional water conservation and demand management in support of a sustainable and resilient drinking water system. The Plan translates strategic direction into measurable targets and actions that will inform service delivery, system planning, and performance monitoring over the next decade. Approval of the Plan enables the Regional Water Supply Commission to provide strategic direction to staff and ensure alignment with Board priorities and long-term planning objectives. Moving forward, implementation of the Plan, supported by regular reporting and review, will help manage future demand pressures, support and inform capital planning, and strengthen the region's ability to respond to climate change and population growth.

RECOMMENDATION

That the Regional Water Supply Commission:
1. Approve the 2026-2035 Greater Victoria Water Conservation Plan and direct staff to move forward with the actions identified; and
2. Direct staff to forward the 2026-2035 Greater Victoria Water Conservation Plan to the Capital Regional District Board for information.

Submitted by:	Glenn Harris, Ph.D., 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: 2026-2035 Water Conservation Plan for Greater Victoria (April 2026)
Appendix B: Summary of 2026-2035 Water Conservation Plan Goals, Targets and Actions

Greater Victoria
Water Conservation Plan - 2026-2035

April 2026

Prepared for

Making a difference...together

Prepared by

econics

With

KERR WOOD LEIDAL
consulting engineers

w: econics.com e: info@econics.com t: +1 250 588 6851

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2 April 2025

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Table of Acronyms

Acronym	Definition
ADD	Average Day Demand
AMI	Advanced Metering Infrastructure
CRD	Capital Regional District
ICI	Industrial, Commercial & Institutional
JdF	Juan de Fuca Water System
GL	Gigalitre (1,000,000,000 litres; 1,000,000 m^3)
GL/year	Gigalitres/year
KWL	Kerr Wood Leidal
L	Litre
LCD	Litres per capita per day
MDD	Maximum Day Demand
ML	Megalitre (1,000,000 litres)
ML/day	Megalitres per day
ML/yr	Megalitres per year
MURB	Multi-Unit Residential Building
NRW	Non-revenue Water
PCIC	Pacific Climate Impacts Consortium

Executive Summary

Over many years, Capital Regional District (CRD) has successfully fostered efficient use of water in the Greater Victoria community through education, promoting water saving technologies, policy measures, and research. This Water Conservation Plan sets out a refreshed direction for 2026 to 2035. It provides a renewed program and suite of actions, establishes data-based targets, and outlines implementation strategies and schedules.

This plan applies to the Regional Water Supply Service that serves Greater Victoria, including 13 municipalities, eight First Nations, and parts of the Juan de Fuca Electoral Area.

Program Impact

Effective implementation of this plan will deliver many benefits for the Capital Region. Demand management is a cost-effective approach to improving water systems reliability and reduces the likelihood of exceeding capacity. This includes the regional water supply, treatment, and transmission systems, regional wastewater conveyance and treatment systems, and local water distribution and wastewater collection infrastructure.

Demand management complements the capital projects and operation and maintenance strategies already in place that are necessary to maintain system reliability and sustainability. It also encourages customers to actively participate in stewardship of water resources and aquatic ecosystems.

Water Conservation Plan Objectives

The CRD's water efficiency objectives are driven by a variety of corporate policies and goals set out in strategic documents such as the Water Supply Master Plan (2022) and the Regional Growth Strategy (2018). Most recently, the Regional Water Supply Strategic Plan (Draft February 2025) sets new demand management goals that include developing a water conservation plan and defining demand baseline and define targets.

Guided by this strategic direction, the following supporting objectives pertain specifically to this plan:

- continue to reduce per capita water production and consumption,
- manage seasonal peak demand, particularly during early morning periods,
- improve water use accounting and management of non-revenue water,
- ensure that water conservation program delivery is data driven and that impacts are measured and tracked,
- improve resiliency and encourage wise water use for the Capital Region as it adapts to climate change, enhances local food security, and prepares for the risk of disasters that might affect water infrastructure,
- ensure a reliable and resilient water supply for the region,
- help residents and businesses understand why they should conserve water and the ways that they can do so, ideally while also enhancing quality of life.

2026 to 2035 Water Conservation Program

The new program builds on the many past successes of the CRD water conservation program. The plan for the next decade emphasises helping residents become more efficient, working with businesses and institutions, and partnering with municipal and First Nation water suppliers. In many cases, the actions are enhancements of approaches already in place. In other cases, new programs will be developed and implemented subject to budget availability.

The following table provides a summary of the Water Conservation Plan goals and actions.

2026 to 2035 Water Conservation Plan Program Summary

Goal 1: Lead and support collaborative conservation best practices in water distribution systems	
1.1	Establish a regional non-revenue water management community of practice
1.2	Investigate the potential impact of conservation-oriented water services pricing in the Juan de Fuca Water System
1.3	Investigate advanced metering infrastructure in the Juan de Fuca Water System
1.4	Collaborate with local water suppliers to promote additional water efficiency best practices
Goal 2: Reduce outdoor water use and instantaneous peak demand	
2.1	Review the effectiveness of the Water Conservation Bylaw; based on results, implement new best practices appropriate for the Capital Region
2.2	Review Water Conservation Bylaw compliance and enforcement regime
2.3	Enhance outdoor irrigation outreach including campaigns aimed at Water Conservation Bylaw compliance and at reducing peak instantaneous demand
2.4	Develop “Healthy Landscapes” outreach pilot project
2.5	Continue native plant gardening workshops
Goal 3: Foster community water stewardship and encourage efficient use	
3.1	Continue print and online education campaigns and share learning resources
3.2	Attend community events to directly engage with residents
3.3	Promote the annual “Fix a Leak Week” campaign
3.4	Continue to deliver ‘Every Drop Counts’ school programs
3.5	Implement a multi-unit residential building water efficiency pilot project
3.6	Enhance the industrial, commercial, and institutional Water Use Assessment Program
3.7	Phase out once-through cooling systems; promote best practices in other cooling technology
Goal 4: Improve understanding of community water use through research and monitoring	
4.1	Participate in the Residential End Uses of Water Study
4.2	Update the CRD Residential Water Survey
4.3	Continue annual updates to the Regional Retail Water Use Database
4.4	Refine plan implementation through an adaptive management approach

Plan Targets & Implementation

The CRD will pursue realistic targets to measure progress toward achieving plan objectives.

Target 1: Total Water Production

- Reduce per capita water production from treatment facilities by 0.9% year-over-year to achieve a target of 300 litres per capita per day (LCD) by 2035

Target 2: Residential Consumption

- Reduce residential per capita consumption by 1.2% year-over-year to achieve a target of 200 LCD by 2035

Target 3: Instantaneous Peak Demand

- Reduce the maximum change in instantaneous flow rate at 4:00am from 46% to 20%

Target 4: Peak Season Demand

- Maintain Maximum Day Demand at 300 megalitres per day (ML/day) through 2035

Implementation of the measures in this plan is expected to reduce total annual water production in the Greater Victoria Drinking Water Service by 3% to 6% by 2035 compared with the status quo. It will also reduce maximum day demand (MDD) by 5% to 9% over the same period compared to status quo. Results will also be augmented by broader community trends including ongoing natural replacement of inefficient fixtures and appliances in homes and businesses, land use densification, and changing water use habits.

Priority Projects

The following actions are high priority for early implementation. Some of these measures are already underway. They are priorities because they are likely to provide large volumes of water savings relative to cost. They are also important because of other factors such as the urgency of reducing instantaneous peak demand associated with outdoor irrigation and the pending once-through cooling system regulatory ban.

Priority Projects for the Water Conservation Plan

#	Action
1.1	Establish a regional non-revenue water management community of practice
2.1	Review the effectiveness of the Water Conservation Bylaw; based on results, implement new best practices as appropriate for the Capital Region
2.3	Enhance outdoor irrigation outreach including campaigns aimed at Water Conservation Bylaw compliance and at reducing peak instantaneous demand
3.6	Enhance the industrial, commercial, and institutional Water Use Assessment Program
3.7	Phase out once-through cooling systems; promote best practices in other cooling technology
4.2	Update the CRD Residential Water Survey

Implementation will follow an adaptive management framework. This means learning from experience and responding as needed to fine-tune delivery.

Water demand management reduces operational strain and strengthens system reliability by lowering peak loads on regional water infrastructure. For the CRD and local water suppliers, the most meaningful efficiencies come from reduced peak demand management effort and reduced operating costs from actions like advanced metering and improved non-revenue water control.

By continuing to encourage efficient use, this plan will play an integral role in making the Capital Region more water sustainable. It will help residents and businesses control their water costs and may help extend the life of our current infrastructure in both our regional transmission and local distribution systems. It will also provide a range of other social, ecological and financial benefits.

1.0 Introduction

Over many years, Capital Regional District (CRD) has successfully fostered efficient use of water in the Greater Victoria community through education, promoting water saving technologies, policy measures, and research. The region has a proud history of advancing water conservation, dating back well over a century. In 1888, Victoria was among the first communities in North America to implement customer metering (Honey-Roses, Gill and Pareja, 2016). In 1992, CRD was an early adopter of outdoor watering schedules, starting first in the Western Communities then spreading throughout the region (CRD, 2021). During the 2000s, CRD pioneered development of industrial, commercial, and institutional water auditing and incentives for non-residential customers, becoming a national leader in this space. Through these and many related initiatives, CRD and its municipal partners continually demonstrate commitment to protecting regional water supplies.

Building on this historical success, this Water Conservation Plan sets out a refreshed program direction for 2026 to 2035. It sets out a suite of actions, establishes data-based targets, and outlines implementation strategies and schedules. The geographic scope includes the Greater Victoria Drinking Water System that serves 13 area municipalities, eight First Nations, and parts of the Juan de Fuca Electoral Area.

The plan is organized as follows:

- Section 2 is an overview of the CRD service area and profiles water use trends,
- Section 3 outlines CRD's objectives for water conservation and alignment with other corporate plans,
- Section 4 is a brief inventory of current programs,
- Section 5 outlines the 2026 to 2035 water conservation program under four goals,
- Section 6 describes the anticipated impact of the program,
- Section 7 provides a high-level implementation plan including targets, a schedule, early priorities, and a monitoring and evaluation framework.

How This Plan Was Developed

Creation of this updated plan commenced in late 2024. The first step involved a review of CRD's current conservation program including strengths, challenges and opportunities (see Appendix 2). Subsequent steps included quantitative analysis of water production and consumption trends, and demand forecasting. Work was facilitated by a series of workshops with CRD staff engaged in utility management and conservation program administration. These workshops looked at program objectives, targets, and measure selection. Plan development was guided by direction in the Province's Water Conservation Guide (Province of BC et. al., 2013, see Figure 1) as well as North American industry best practices as set out in AWWA (2006), AWWA (2013), Maddaus (2014), and Vickers (2001).

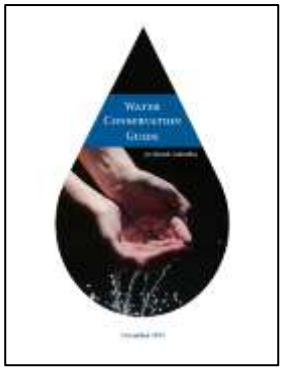


Figure 1: BC Water Conservation Guide

2.0 Service Area Overview and Water Use Profile

This section provides an overview of the CRD water supply and service areas and a water use profile.

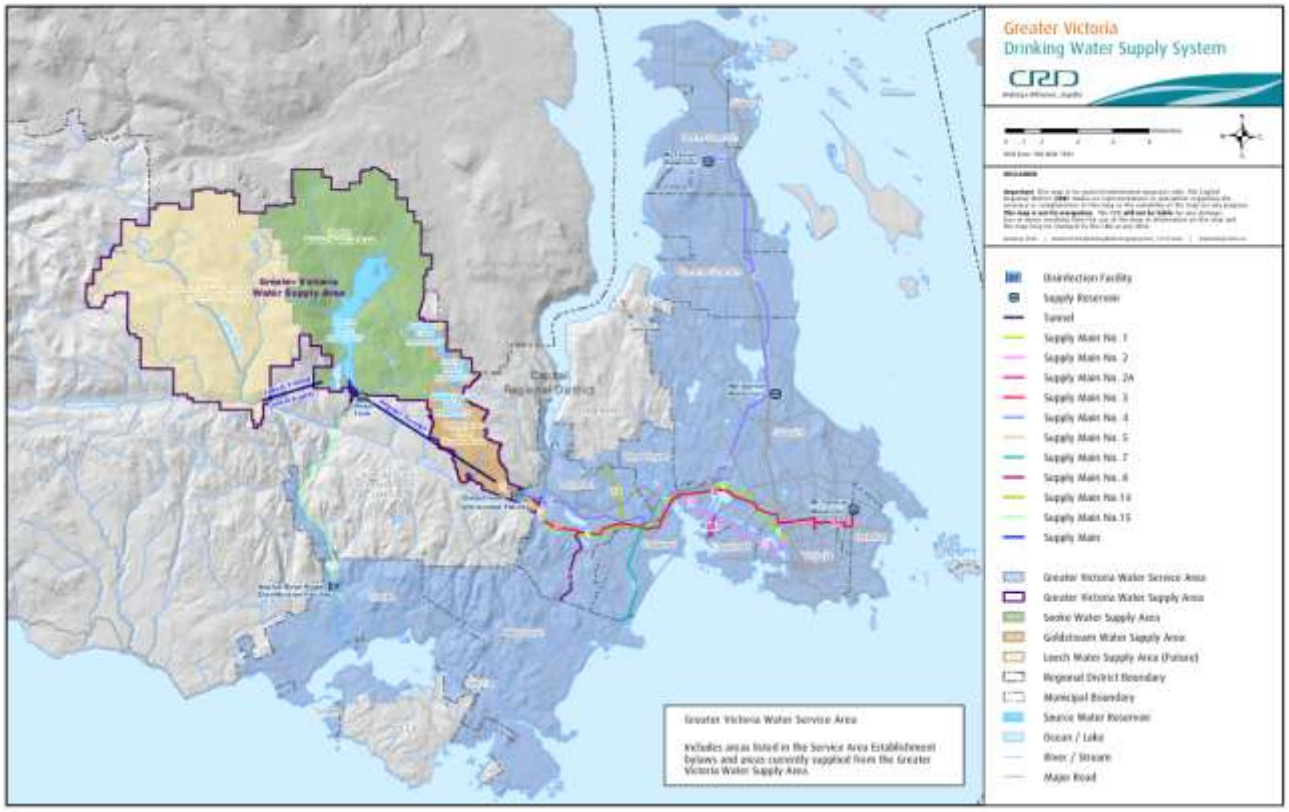


Figure 2: Greater Victoria Drinking Water Service System
Source: CRD, 2025

CRD provides wholesale water to the core area and peninsula in the Greater Victoria area. In addition to providing wholesale water, CRD is also the retail water supplier to six communities (View Royal, Highlands, Colwood, Langford, Metchosin, and Sooke) as well as parts of the Juan de Fuca Electoral Area (parts of East Sooke). [1]

Source water comes from two watersheds: Sooke and Goldstream. Sooke is the primary source with Goldstream as the secondary one. The Leech Watershed is planned for future use. The three watersheds are shown in Figure 2 above.

Source water is routed to CRD's two disinfection facilities. The Goldstream Water Treatment Plant (previously referred to as Japan Gulch) disinfects all the water supplied to the Goldstream Service Area which includes all of Greater Victoria except for Sooke and East

[1] The term "retail water supplier" is used in this report to refer to provision of local services such as maintaining distribution systems and customer billing. In most cases, municipalities and First Nations provide this to their residents. However, through the Juan de Fuca Water Distribution Service, CRD itself fills this role for local municipalities in the Western Communities. As well, City of Victoria provides retail water services to Township of Esquimalt residents.

Sooke. The Sooke River Road Disinfection Facility disinfects water for the Sooke Service Area, consisting of the communities of Sooke and parts of East Sooke.[2]

2.1 Water Use Profile

This sub-section provides an overview of recent water use trends in the Capital Region. This analysis was completed to guide design of updated conservation programs and to help understand the likely impact of further investment in this area. Additional analysis and the methodology can be found in Appendix 1.

Population

Change in total water demand is in part a function of population growth. Figure 3 outlines regional population over the last ten years. The growth rate was about 2% per year.[3]

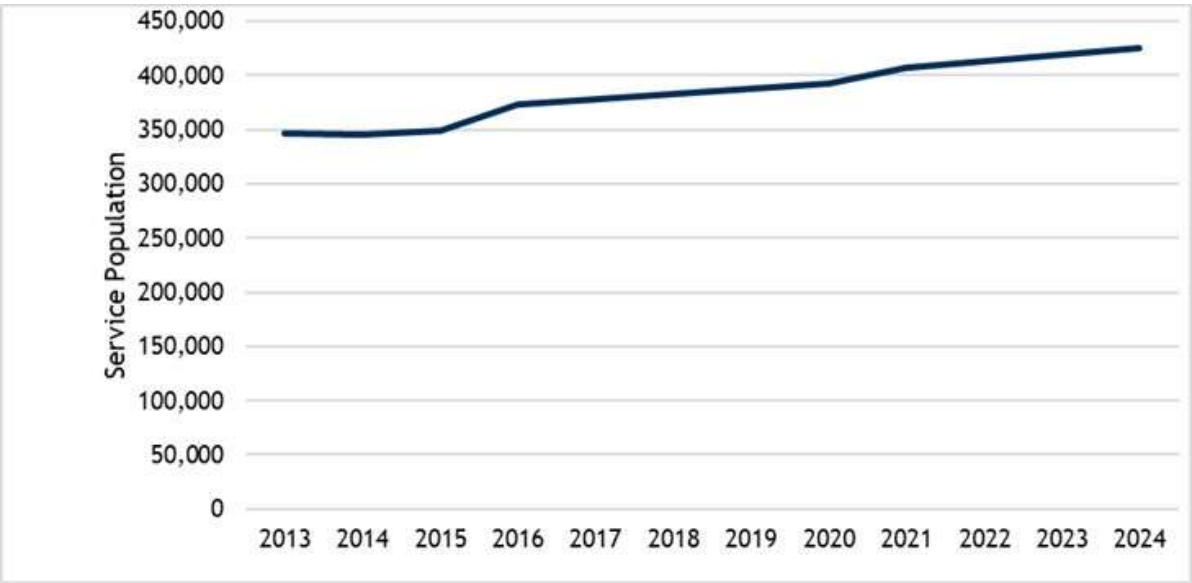


Figure 3: CRD Water Service Population Per Year (2013 – 2024)

Water Production

Historical daily water production from the Goldstream and Sooke treatment facilities was provided by CRD staff. Figure 4 shows the total water production per capita, measured in litres per person per day (LCD) over the past decade. Results are quite stable though generally trending downward. The average for this period also aligns closely with findings in the Water Supply Master Plan (Stantec, 2022).

Additional information on water production from treatment facilities, including total production (i.e., not expressed on a per capita basis), can be found in Appendix 1.

[2] Additional information on water sources can be found at: www.crd.ca/programs-services/water/greater-victorias-water-supply

[3] CRD's planning department projects a future growth rate of 1.66% per year.

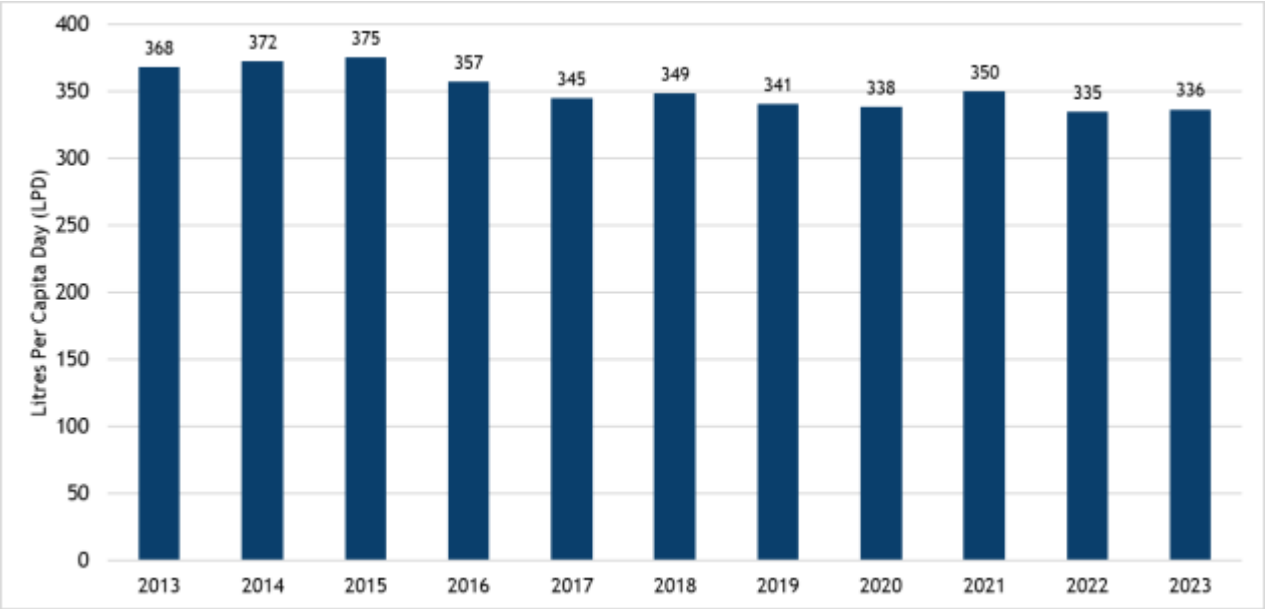


Figure 4: Total Water Production Per Capita (LCD)

Production data was reviewed to develop baseline and seasonal flow estimates. We assume that seasonal water usage occurs from April to October inclusive. Figure 5 splits annual water usage into base and seasonal. Baseline flows are slightly increasing in recent years after many years of steep decline.

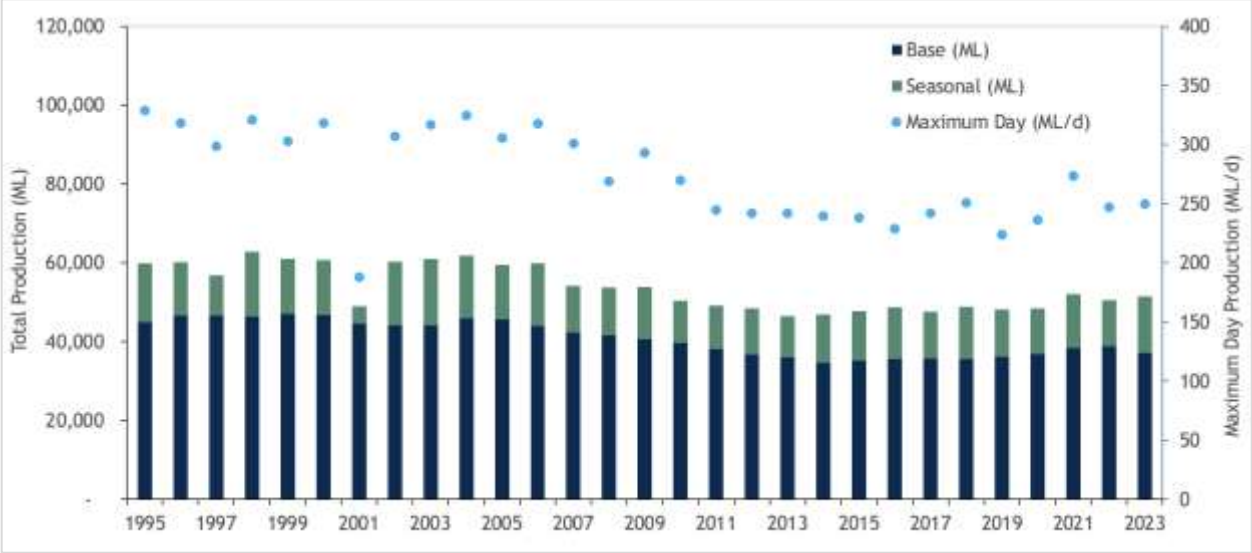


Figure 5: Annual Base, Seasonal & Maximum Day Water Production

The figures below show water consumption trends on a regional basis, established by analysing data from customer water meters. This data is provided to CRD by retail water suppliers each year. Trends for specific communities are shown in Appendix 1.

Regional consumption on a per capita basis is relatively stable, with a slight decrease of 5% between 2013 (334 LCD) and 2023 (316 LCD) as seen in Figure 6. Figure 5 shows increasing

total water consumption (i.e., the sum of all meter readings) of 11% from 2013 (46,469 ML) to 2023 (51,428 ML). This increase is expected, and it indicates that some but not all of the 21% population increase over this period has been offset through decreasing per capita retail consumption.

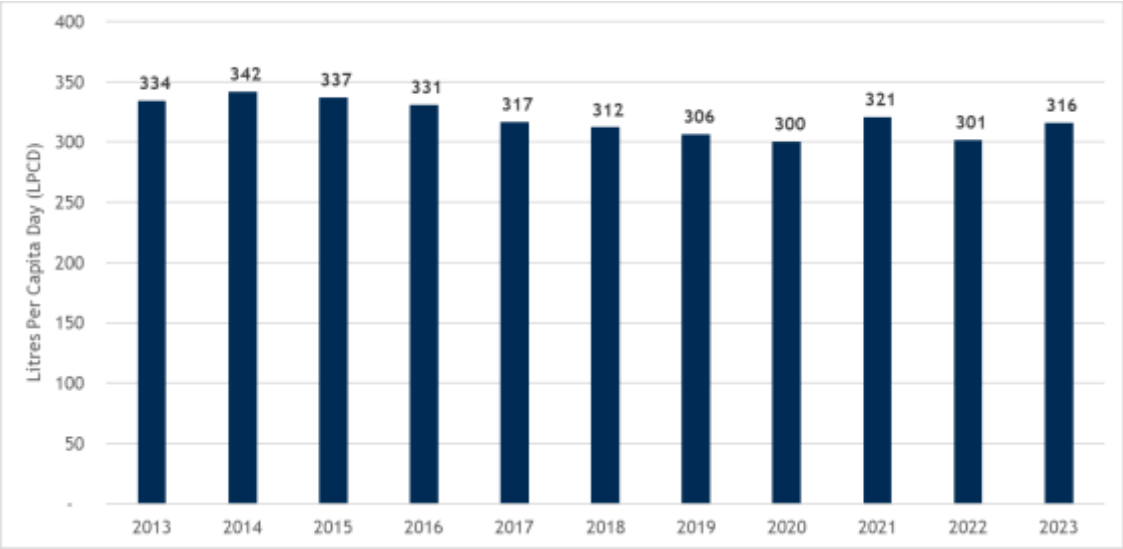


Figure 6: Regional Retail Water Consumption Per Capita (2013 to 2023), LCD

The following two figures disaggregate residential, agriculture, and industrial/commercial/ institutional demand between 2019 and 2023 on a regional level. Figure 7 illustrates that residential usage increased in 2020 and non-residential decreased correspondingly because of pandemic impacts, a trend seen across North America during this time. Both Figure 7 and Figure 8 indicate that residential use is the highest water using sector by a wide margin.

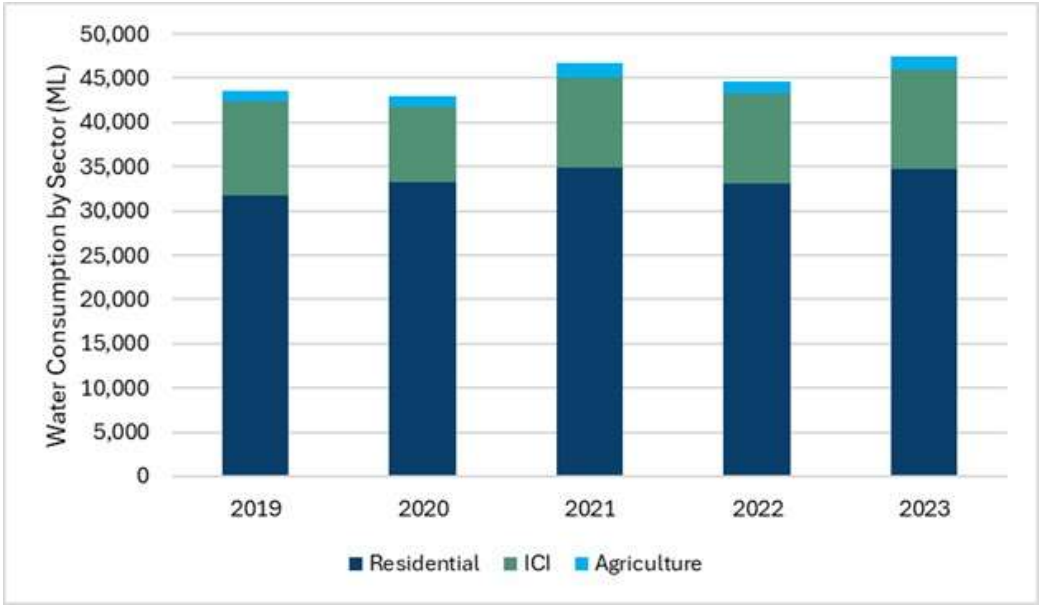


Figure 7: Water Retail Consumption by Sector

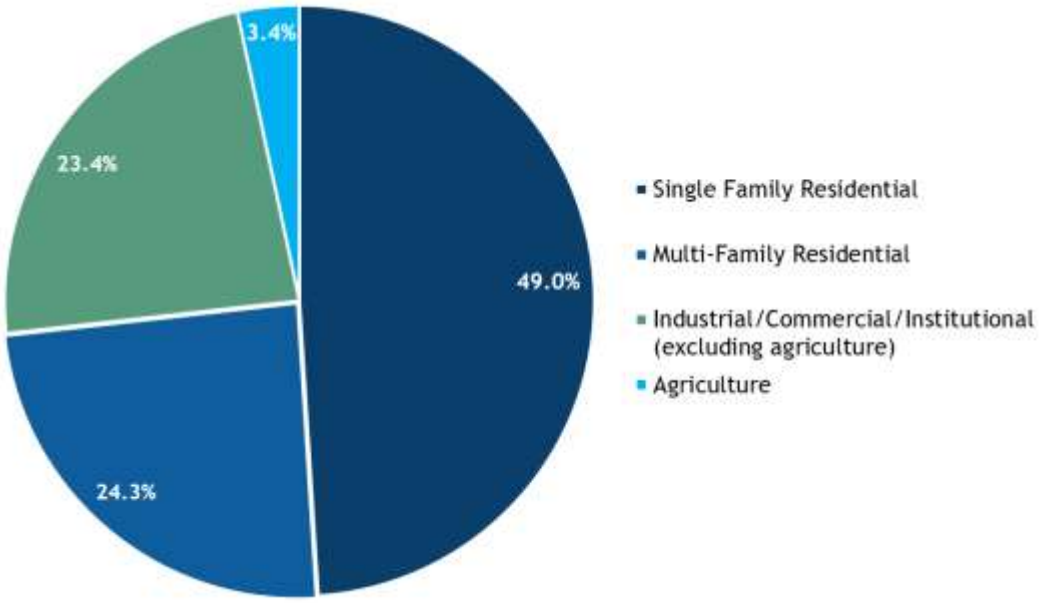


Figure 8: Regional Retail Usage Breakdown (2023)

Figure 9 shows historical retail consumption by sector. This indicates a 10% overall growth since 2019, 53% growth in multi-family residential since 2011, and 27% growth in institutional demands since 2011. Note that in the early 2010s there is a significant portion of water use that was coded as "unknown" (i.e., no billing code assigned). It is likely that some of this use should be attributed elsewhere such as to multi-family homes, explaining in part the significant increase in that sector.

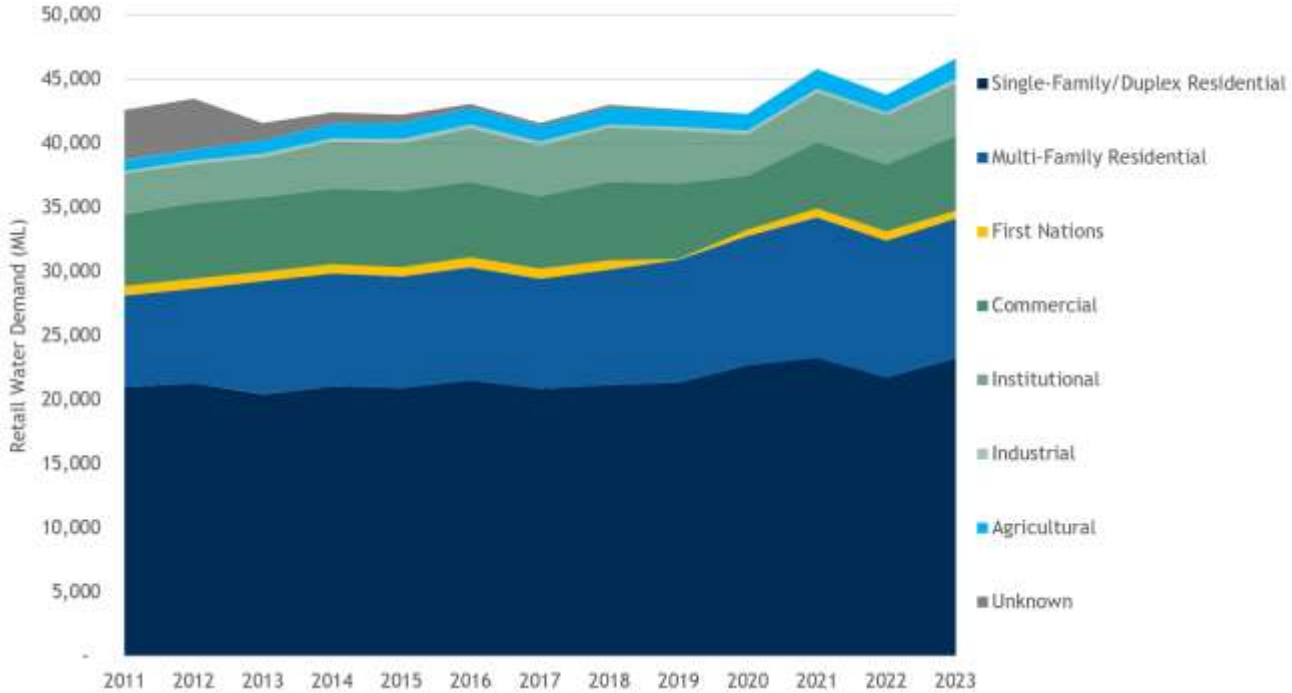


Figure 9: Retail Consumption by Sector (2011 to 2023)

Figure 10 shows retail water consumption by local water supplier. As expected, total consumption generally follows population levels.

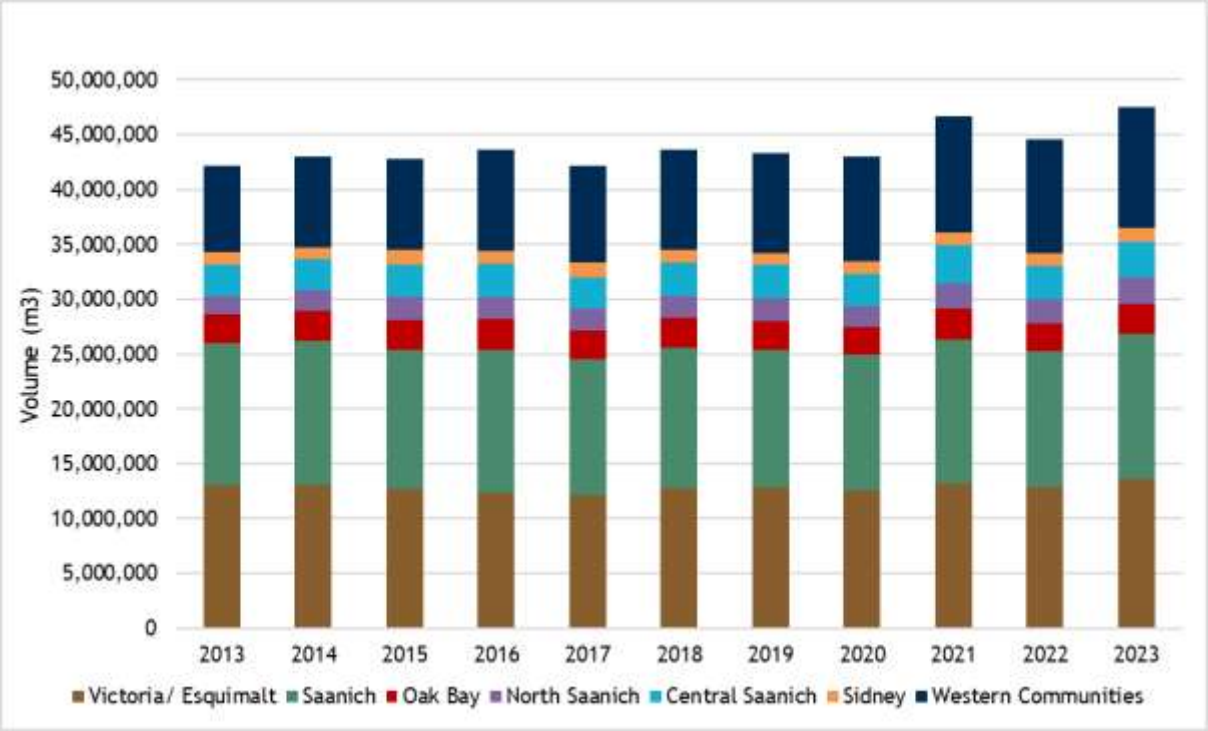


Figure 10: Retail Consumption by Municipality (m^3)

Non-Revenue Water

Non-revenue water results for CRD are shown in Figure 11, including both the distribution and transmission systems. This is water that has been "lost" before it reaches the customer. It is the difference between the amount of water that is produced by a water utility and the amount of water that is billed to customers. Non-revenue water has three components:

- “unbilled authorized consumption” which includes water used in distribution system flushing, fire fighting, and similar types of demand,
- “apparent losses” due to water theft, metering inaccuracies and the like, and
- “real losses” principally made up of leakage in transmission mains, storage facilities, distribution mains, or service connections.

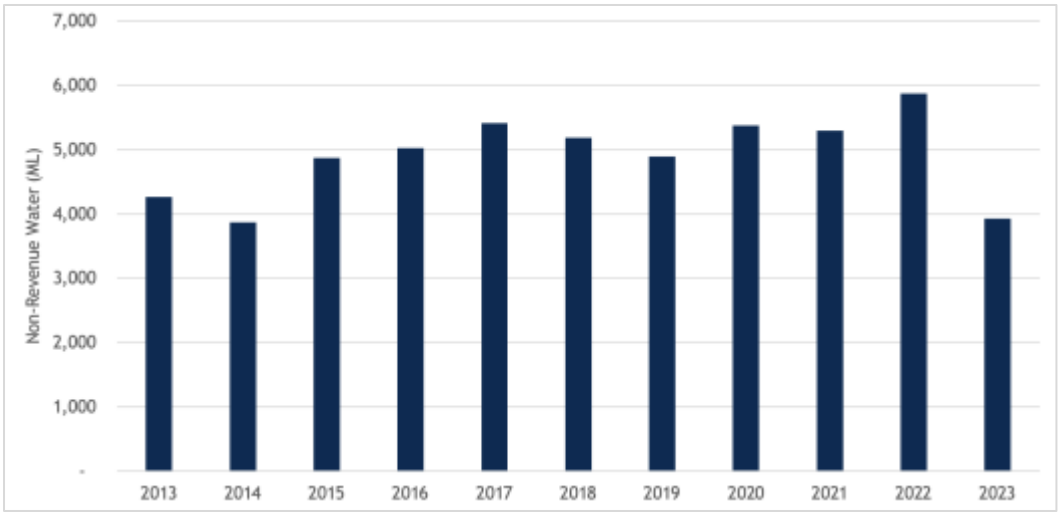


Figure 11: Non-Revenue Water

Analysis & Summary

The foregoing review identified several observations and conclusions:

- Residential water demand is the largest water user and makes up 73% to 77% of water usage based on the past five years of water data.
- The impacts of the COVID-19 pandemic on water use can be seen in that residential demand increased during 2020 and industrial, commercial, and institutional decreased correspondingly; it is not yet clear whether this trend will stabilize or diminish.
- Victoria/Esquimalt and Saanich are the largest water users, which is expected as these areas correspond with the greatest population.
- Per capita consumption among the region has remained relatively stable; however, since 2020 overall water usage has gone up with increased population.
- Non-revenue water is approximately 8% to 12% including both the distribution and transmission systems. This in line with trends we see in similar North American jurisdictions.
- Since about 2020 (i.e., since the pandemic), seasonal water usage from April to October inclusive has generally increased. Again, it is not yet clear whether this trend will stabilize or diminish.

3.0 Water Conservation Plan Strategic Alignment and Objectives

CRD's efficiency objectives are driven by a variety of corporate policies and goals. This section summarizes guiding direction found in key strategic documents.

CRD 2023-2026 Board Priorities (2023)

The CRD Board Priorities confirm the organization's vision, mission, and mandate. It sets the long-term strategic direction to respond to community needs. The following priority supports continued effort in water demand management:

Priority 3: Climate Action & Environment

Initiative 3c: Increase resilience, community and adaptation planning to address climate related risks and disasters

Initiative 3d: Support energy efficient and low carbon buildings across the region

CRD Regional Water Supply Strategic Plan (2025)

The CRD Regional Water Supply Strategic Plan (February 2025 Draft) defines how CRD will allocate resources to manage, maintain, and safeguard the water supply, transmission system, and catchment lands. Conservation is a key component of this strategy as seen in the following:

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

Priority 3: Optimize our available water supply through water conservation

Near-Term Actions

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

Medium-Term Actions

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

Longer-Term Actions

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

CRD Regional Water Supply Master Plan (2022)

CRD's Water Supply Master Plan recommends 21 major projects to implement over the next 30 years to meet future water supply and treatment needs. The Plan recognizes that reducing demand will extend the life of the existing water sources and key infrastructure (Stantec, 2022, p. 234).

Recommendation 8: [CRD] should continue with demand management programs to enable [the Regional Water Supply] to optimize the use of their available sources. Continued public education, [industrial, commercial, and institutional] programs and lawn irrigation management will extend the life of…water sources.

CRD Regional Growth Strategy (2018)

The CRD Regional Growth Strategy was developed in partnership by municipalities and the Regional District. This framework identifies social, economic and environmental objectives. The following priority area supports water conservation:

Priority Area 2: Environment and Infrastructure **Objective 2.2:** Manage regional infrastructure services sustainably

CRD Climate Action Strategy (2021)

The Climate Action Strategy articulates CRD's climate action vision that, through collective action, will eliminate emissions and foster healthy and resilient communities and natural areas now and in the future. Relevant goals include the following:

Goal 2: Sustainable Land Use, Planning and Preparedness Support the region on its pathway to livable, affordable and low-carbon communities that are prepared for climate change. **Goal 4:** Low-Carbon and Resilient Buildings and Infrastructure Accelerate energy efficiency, emission reductions and enhanced resilience in CRD buildings and infrastructure. Support and encourage the same for all buildings and infrastructure across the region.

Setting Our Table: CRD Food & Agriculture Strategy (2016)

The CRD Food and Agriculture Strategy provides recommendations to support the development and future success of food and agriculture in a way that is collaborative, strategic, systemic, and economically viable. Relevant actions are listed below:

Recommendation 6: Maintain affordability and improve access to irrigation water for food and agricultural operations

Associated Actions

- Continue to provide access to irrigation water and affordable agricultural water rates.
- Encourage innovation in water-conservation techniques, facilitate access to funds for investment in infrastructure (retention ponds, drip irrigation), and encourage conservation activities.
- Encourage increased investment and innovation by producers in water conservation technologies and techniques resulting in lower water use.

3.1 Objectives for the 2026-2035 Water Conservation Plan

Driven by the direction in these strategic documents, the following supporting objectives drive this Water Conservation Plan:

- continue to reduce per capita water production and consumption,
- manage seasonal peak demand, particularly during early morning periods on watering days,
- improve water use accounting and management of non-revenue water,
- ensure that water conservation program delivery is data driven and that impacts are measured and tracked,
- improve resiliency and encourage wise water use for the Capital Region as it adapts to climate change, enhances local food security, and prepares for the risk of disasters that might affect water infrastructure,
- ensure a reliable and resilient water supply for the region, and
- help residents and businesses understand why they should conserve water and the ways that they can do so, ideally while also enhancing quality of life.

4.0 Brief Overview of Current Conservation Programs

The actions recommended in this plan build on decades of work by CRD and its municipal partners to help residents manage their water use. This section provides a very brief inventory of current actions, many of which will continue under the updated program. Readers wanting more information can consult Appendix 2 (Existing Program Review).

CRD offers a range of programs targeted specifically at residential customers, who account for the lion's share of water consumption in the region. Relevant examples include:

- **Outreach and education**: dissemination of education resources through mass media, print, and online channels.
- **Community events**: staff tend booths at seasonal events such as farmers markets, community fairs, and other regional festivities; in 2024, staff supported 34 such events.
- **Native plant gardening workshops:** in-person, three-hour introductory workshops in the spring and fall, delivered in collaboration with Swan Lake Nature Sanctuary,
- **School programs:** in-person programming for grades two or five and provision of "Every Drop Counts" learning resource kits to grade two teachers.
- **"Fix a Leak Week" kits:** Each March, staff distribute home water conservation kits at no cost through venues such as municipal halls as part of an annual national campaign.
- **Giveaways and rebates:** CRD offers various low-cost giveaway items to residential customers including rain gauges, toilet dye tabs, shut off hangers, tap aerators, and shower timers. Historically, it has also offered rebates for water saving products.

CRD also offers several long running and successful programs targeted specifically at industrial, commercial and institutional customers. These include the following examples:

- **Water Use Assessment Program:** free sector-specific audits for non-residential customers to help them understand where water is used in their facilities and cost-benefit analysis of conservation measures.
- **Once-through cooling system programs:** the CRD Board approved an amendment to the Water Conservation Bylaw to prohibit the use of water for once-through cooling effective July 2028; to support this, CRD provides resources and case studies, and offers a rebate program to customers who replace inefficient systems.
- **Water saving product giveaways:** staff provide non-residential customers with tap aerator, pre-rinse spray valves, and other products at no cost.
- **Industrial, commercial, and institutional outreach and education:** in conjunction with the residential program, CRD disseminates information through print and online channels to help non-residential customers understand and reduce their water use. Recent efforts have focused on peak demand and once-through cooling.

Finally, CRD implements the following measures to benefit all types of customers:

- **Water Conservation Bylaw:** CRD implements seasonal lawn watering restrictions each year. To encourage compliance CRD also starts a "seasonal priming" communications campaign in spring to remind people that restrictions will come back in force. In in 2024 CRD modified the bylaw to address increases in instantaneous peak demand in early morning hours.
- **Water efficiency research:** CRD supports various research projects including, for example, participation in the Water Research Foundation's Residential End Uses of Water update and ongoing annual updates to the Retail Water Use Database.

The region's municipalities and retail water suppliers (including CRD itself) also have responsibilities for some key aspects of demand management. Notably, they oversee retail water and wastewater service pricing, metering and customer data collection, and managing non-revenue water.

5.0 2026 to 2035 Water Conservation Program

This section sets out the new and continuing actions that CRD and its partners will implement over the next decade to attain the objectives set out in Section 3.1. The next phase of the program places strong emphasis on helping residents become more efficient, working with businesses and institutions, and partnering with retail water suppliers. In many cases, the actions are enhancements of approaches already in use. In other cases, new programs will be developed.

The goals and actions put forward were selected through a series of project team workshops in late 2024 and 2025. These included CRD staff engaged in utility management and conservation program administration. Work was facilitated with Econics' Measures Assessment Tool. This inventories 165 water conservation measures that have been compiled based on examination of programs across North America, as well as reviews of leading best practices manuals and guidelines. This tool was used to assess CRD's current demand management programs, evaluate potential future measures, and inform the design of updated water conservation strategies.

Measures were compared qualitatively based on the following:

- financial efficiency (cost to water savings ratio),
- implementation ease,
- measurability,
- target community acceptability,
- participation rate,
- energy conservation and green house gas abatement,
- stormwater retention,
- reduced wastewater discharge,
- contribution to organizational profile,
- implementation control, and
- peaking factor reduction.

In addition, the following factors specific to CRD's situation were considered:

- program continuity (generally, it is usually more cost effective to continue an existing program that has the potential to deliver sustained future water savings rather than launching a brand-new program due to the up-front costs and risks),
- the current program budget,
- opportunities to target historically underexploited sectors or program areas (for example, the multi-unit residential sector or areas led by retail water suppliers),
- diversity of measure types (educational, incentives, regulatory, etc.) and sectors (residential, non-residential, non-revenue water),
- best practices in other North American jurisdictions.

Some options were eliminated from in-depth consideration. Notably, source substitution options, including broad scale greywater reuse and rainwater harvesting, do not form a core part of this plan. This is due to factors such as the high costs associated with installation, treatment, and maintenance. Additionally, the Greater Victoria climate poses challenges. The

region experiences long dry summers, meaning harvested rainwater is often unavailable when it is most needed.

Going forward, rainwater harvesting remains an important option outside the Greater Victoria Drinking Water Service System, particularly in supply constrained parts of the Southern Gulf Islands. For this reason, CRD continues to fund rebates for this technology in this part of the region through Transition Salt Spring. CRD will also continue to support innovative source substitution projects on a case-by-case basis, for example through its industrial/commercial/institutional programs and at discrete development areas.

Finally, the project team completed quantitative analysis to forecast program impact. This considered the baseline usage analysis as summarized in section 2.1 and the anticipated cumulative impact of the programs outlined below. This analysis informed the program targets set out in section 7.1 below.

The resulting actions are organized around the following four goals:

> **Goal 1:** Lead and support collaborative conservation best practices in water distribution systems
>
> **Goal 2:** Reduce outdoor water use and instantaneous peak demand
>
> **Goal 3:** Foster community water stewardship and encourage efficient use
>
> **Goal 4:** Improve understanding of community water use through research and monitoring

Elaboration on these goals is provided in the following pages.

Goal 1: Lead and support collaborative conservation best practices in water distribution systems

Some key aspects of demand management take place at the water distribution system level. In the Juan de Fuca Water Distribution Service, CRD itself acts as retail water supplier for all or part of six municipalities. Elsewhere in the Greater Victoria area, CRD depends on the effort of partner municipal and First Nation retail water suppliers, which are responsible for various activities that can have significant implications for demand management including management of non-revenue water, rate setting, land use development planning, and more. This presents opportunities that are typically underutilized as means to conserve water compared to the education and regulatory-based measures that CRD has focused on in recent years.

Like CRD, retail water suppliers benefit from reduced consumption. They may enjoy lower capital and operational costs for service provision. Improved non-revenue water management may lead to fewer service interruptions and unscheduled emergency callouts. Better information about consumption can also help them optimize local infrastructure and development planning.

CRD can support local demand management and data gathering efforts in various ways, for example by sharing best practices, facilitating technical communities of practice, or through more formal arrangements such as service agreements. It can also "lead by example" in the Juan de Fuca System.

Actions

Action 1.1: Establish a regional non-revenue water management community of practice

CRD will canvas interest among retail water suppliers in establishing a regional community of practice to promote more innovative non-revenue water management. For example, this may include active leak detection or pressure management. This working-level forum will share expertise, data, and best practices. It will foster regular dialogue among utility staff through workshops, technical exchanges, and joint pilot projects focused on subjects such as leak detection, meter accuracy, and system auditing. By creating a structured platform for peer learning and coordinated action, CRD will aim to build regional capacity, reduce water losses, and support consistent implementation of non-revenue water strategies across jurisdictions.

Non-Revenue Water Management: What is Best Practice?

Industry associations such as the American Water Works Association and the Alliance for Water Efficiency distribute extensive guidance, technical guidance, and training on water distribution retail best practices. This includes non-revenue water management (see, for example, AWWA, 2025), water and wastewater rate setting (see AWWA, 2017), and advanced metering infrastructure (see Alliance for Water Efficiency, 2023).

CRD can also follow the lead of other jurisdictions that have adopted innovative technology. In Canada, this includes, for example, City of Halifax's long-running and highly successful water loss control program (see Mosley, 2022) or the recently launched advanced metering infrastructure pilot project in City of Vancouver.

Action 1.2: Investigate the potential impact of conservation-oriented water services pricing in the Juan de Fuca Water System

As part of its pending retail rate review, CRD will investigate the potential impact of conservation-oriented water services pricing in the Juan de Fuca Water System. This will entail conducting a comprehensive analysis of how different rate structures may influence customer behavior, affordability for households and businesses, and long-term revenue stability. This evaluation will include reviewing consumption trends, modeling alternative pricing scenarios, and assessing equity impacts across different user groups.

CRD staff will engage with the six member municipalities in this service area and the Juan de Fuca Water Distribution Commission to ensure that any proposed changes align with other regional goals while maintaining financial resilience and service accessibility.

Action 1.3: Investigate advanced metering infrastructure in the Juan de Fuca Water System under the planned meter replacement program

CRD will investigate advanced metering infrastructure options in the Juan de Fuca Water System in the near term as part of its planned meter replacement program, aimed at

exploring the business case for modernizing service delivery over the long term. Benefits of this technology enable real-time data collection, allowing for more accurate billing, early leak detection, and improved water conservation through detailed consumption insights. By replacing aging meters with smart devices where practical, CRD will enhance operational efficiency, reduce non-revenue water losses, and empower customers with timely information to manage their usage.

Action 1.4: Collaborate with local water suppliers to promote additional water efficiency best practices

As noted above, beyond managing non-revenue water, local water suppliers are responsible for various activities that can have significant implications for demand management. This includes:

- setting rates for water services (most customers in the region are charged based on the volume they use, so will respond to rate changes by conserving to save money),
- transitioning to automated metering infrastructure,
- collecting meter data to measure water use,
- enforcing building and plumbing codes,
- most land use decisions,
- implementing efficiency practices in municipal facilities and green spaces, and
- supporting water source substitution (greywater reuse and rainwater harvesting) at the development scale.

CRD will canvas interest among the region's local water suppliers in advancing efficiency efforts across some or all these topics. Depending on the feedback received, CRD may expand the scope of the non-revenue water community of practice described under Action 1.1 or develop parallel communities of practice if more appropriate. It may also develop regional guidance or best practices, facilitate data sharing, or support innovative pilot projects on behalf of constituent municipalities and First Nations.

CRD can also share learnings from best practices implemented in the Juan de Fuca water system, including from the activities described under Action 1.2 and Action 1.3 towards building region-wide efforts in these areas.

More information on how CRD will collaborate with local water suppliers to enhance data management and water use accounting can be found below under Goal 4 in the next section.

Goal 2: Reduce outdoor water use and instantaneous peak demand

CRD was an early adopter of outdoor watering regulations and has promoted irrigation efficiency for many years through a combination of regulation and education (see Appendix 2: Existing Program Review for details). Active enforcement of the Water Conservation Bylaw is

currently limited, but residents are reminded of requirements each spring through a "seasonal priming" advertising campaign, and reported awareness of requirements is relatively high.[4] As demonstrated in Appendix 1, water use in the region goes up sharply in the summer, primarily driven by lawn and garden watering in response to low rainfall. This will only be exacerbated by climate change. As well, prevalence of outdoor irrigation systems is very high in the Capital Region. In 2017 market research, 37% of CRD residents that have a lawn or garden reported owning an in-ground irrigation system (Metroline and Econics, 2017). This is nearly double the rate under comparable national statistics - in 2015, 19% of Canadians reported having a "sprinkler system" (Statistics Canada, 2015).

The growing popularity of automatic irrigation contributes to sharp midweek spikes in demand on the hour in the early morning (particularly at 4am and 5am). This places significant pressure on disinfection effectiveness, transmission, and distribution infrastructure (e.g., transient pressures). Reducing this is a high priority. In recent years, CRD has delivered this message through the annual "Make the Switch" campaign, which encourages residents who have automatic irrigation systems to water at different times overnight.

Irrigation Bylaws: What is Best Practice?

Emerging best practice with watering bylaws in Canada is shifting towards reducing the number of days a week and times of day that people can irrigate. Notably, Metro Vancouver recently moved to "weekend morning only" watering (Metro Vancouver, 2025). Similarly, Region of Waterloo in Ontario only allows watering one day per week based on the last digit of a customer's address (Region of Waterloo, 2025). These systems are consistent with recent academic studies, which find that reducing the time windows that people can irrigate substantially boosts water savings relative to more traditional "evens and odds" systems like the one currently used by CRD (see, for example, Finley and Basu, 2020; Morkel and Nemati, 2024).

Actions

Action 2.1: Review the effectiveness of the Water Conservation Bylaw; based on results, implement new best practices appropriate for the Capital Region

CRD will continue to implement the Water Conservation Bylaw and educate customers to encourage compliance.

Quantitative analysis will be completed to estimate the impact of further enhancements to the Water Conservation Bylaw. Options to investigate include:

- reducing the number of days per week residents can water (for example, limiting to one day per week based on the last digit of house numbers);
- extending the annual schedule to start restrictions earlier in the year (e.g., at start of April) and end later (e.g., at end of October); and/or,
- new requirements tailored specifically for automatic systems (e.g., specifying different start times or different days for these systems).

[4] In 2017 market research, 78% of residents said they are aware of the CRD Water Conservation Bylaw. This is quite high given that not all residents have a garden (e.g., apartment dwellers) and that only 45% of residents that have a lawn reported watering it at all (see Metroline and Econics, 2017).

Based on the results of this investigation, CRD will determine if updates to the Bylaw are merited and implement accordingly. Updates may take inspiration from emerging national best practice (see the "Irrigation Bylaws: What is Best Practice?" text box, above) but will also ensure that potential new measures are appropriate to the unique climate, demographics, and water use culture in the Capital Region. The goals are to both reduce overall demand from irrigation and to reduce instantaneous peak demand in the early morning.

Action 2.2: Review Water Conservation Bylaw compliance and enforcement regime

In collaboration with bylaw staff, water conservation program staff will review the present approach to enforcement to determine if more active effort is required to improve compliance. This will be informed by results of updated market research (see Action 4.2, below), which will indicate current levels of community awareness and adherence to requirements. Ensuring compliance with watering hours to reduce instantaneous peak demand will be a priority. The review will also be informed by decisions about enhancements to the current bylaw system under Action 2.1.

Action 2.3: Enhance outdoor irrigation outreach including campaigns aimed at Water Conservation Bylaw compliance and at reducing peak instantaneous demand

CRD will develop new education tactics to teach residents how they can have healthy and attractive landscapes that use less water, focusing particularly on customers that have automatic irrigation systems.

This includes the annual "seasonal priming" outreach campaign that promotes compliance with the Water Conservation Bylaw. It also includes the "Make the Switch" campaign, focused on reducing instantaneous peak demands.

Planned enhancements will employ proven community-based social marketing methods. This involves understanding what prevents people from conserving water through market research, piloting targeted programs, and scaling successful initiatives across communities to promote lasting lifestyle shifts (see McKenzie-Mohr, 2011). More information on community-based social marketing and how CRD will deploy this in the future can be found under Goal 3 (Foster community water stewardship and encourage efficient use), below.

Action 2.4: Develop "Healthy Landscapes" outreach pilot project

Starting with a pilot project, CRD will develop an "healthy landscapes" education program to promote water wise gardening best practices (e.g., hydroscaping, xeroscaping, use of native plants, etc.). Depending on results, region-wide implementation may follow.

The new program will be developed with inspiration from best practices in leading North American jurisdictions, such as the long standing Healthy Landscapes Program delivered by City of Guelph or Region of Peel's Fusion Landscaping® training in Southern Ontario.

Action 2.5: Continue native plant gardening workshops

CRD will continue to provide popular and well-received native plant gardening workshops in collaboration with Swan Lake Nature Sanctuary. This program will continue at the same level of effort as in recent years, with about ten seminars offered in the spring and fall.

Goal 3: Foster community water stewardship and encourage efficient use

Balancing conservation efforts across both residential and non-residential sectors is essential to achieving sustainable water use. To be effective, this requires a coordinated approach that leverages a diverse set of policy tools—including public education campaigns, financial incentives, and regulatory measures—to influence behavior and improve efficiency. As we implement demand management programs, it is equally important to foster a broader ethic of water stewardship within the community, encouraging individuals and organizations to view water not just as a utility, but as a shared resource that demands collective responsibility and long-term care.

Residential customers continue to account for the great majority of water consumption in the region. Given the importance of this group, CRD will continue to innovate and refresh its residential education and outreach programs. Long running and successful community initiatives will continue under this Water Conservation Plan with various enhancements.

Research suggests that there are untapped water conservation opportunities in multi-unit residential developments such as apartment buildings and townhouse complexes. This sector is historically underserviced by demand management programs. Initially aiming programs at low-income households, including social housing complexes, supports both water conservation and service affordability goals.

The non-residential sector – industrial, commercial and institutional customers - accounts for over a quarter of the region's water consumption. Both local and national evidence suggests that there are economical opportunities for many of these customers to both improve water use efficiency and reduce their operating costs.

Activity under this goal will primarily focus on efficiency in the indoor setting but will also complement projects under Goal 2 (Reduce outdoor water use and instantaneous peak demand).

Actions

Action 3.1: Continue print and online education campaigns and share learning resources

CRD will continue to distribute water conservation content through a robust mix of print and digital resources including fact sheets, manuals, giveaways, and targeted materials for both residential and non-residential audiences. Content will remain accessible via the CRD website (https://www.crd.ca/environment/water-conservation). Staff will also continue to use social media to share information.

For a complete discussion of CRD's current outreach efforts, see the Existing Program Review in Appendix 2.

CRD outreach staff have noted that traditional mass media channels are not always ideal for isolating specific water using market segments, like homes with automatic irrigation systems. Future efforts will focus on more precisely defining and targeting demand management outreach to specific groups. Updated programs will employ more sophisticated outreach methods based on community-based social marketing principles (see the "Water Conservation Education: What is Best Practice?" text box, below).

Action 3.2: Attend community events to directly engage with residents

CRD staff will continue to staff booths seasonally at events such as farmers markets, community fairs, and other regional festivities. Events are designed to be interactive and include giveaways and games for children. Information on programs such as watering restrictions and leak detection is offered on request.

Going forward, event outreach will be modified to focus on attaining of more specific and measurable objectives. For example, this may include prioritising identifying booth visitors that have automatic irrigation systems, providing them with information on how to optimize irrigation scheduling, then measuring the follow up rate after the event. To do this will require enhanced training for seasonal staff and designing new survey instruments for table visitors.

Action 3.3: Promote the annual "Fix a Leak Week" campaign

Each March, CRD will continue to participate in the yearly "Fix a Leak Week" national campaign to educate homeowners and businesses about leak detection and repair. Staff will continue to distribute home conservation kits through venues such as municipal halls. This effort will continue to be supported with print and digital ads and a social media burst.

Water Conservation Education: What is Best Practice?

Community-based social marketing is a methodology for fostering sustainable behaviour change in the community. It has been adopted by leading demand management programs across Canada. This a practical approach that emphasizes personal engagement, removing barriers, and proven tools for change. This approach starts with understanding what prevents people from conserving water, then systematically addressing barriers to promote lasting lifestyle shifts. Specifically, it entails:

- market research: outreach is informed by the best available information on why residents continue to engage in specific water use behaviours, and particularly the barriers that prevent change.
- pilot projects: prior to launching large new education projects, smaller, precisely designed pilot projects are conducted to test methods; results are quantitatively measured, and the program is refined based on results.
- tools of change: emphasis is placed on employing tools proven to result in behaviour change including social norming, commitments, and prompts.

CRD can also lean on best practice guidance from industry associations. Notably, the Alliance for Water Efficiency offers various resources to share emerging best practice. For example, it shares articles, webinars, and curriculum material from some of the preeminent school-based water conservation education programs across North America.

Action 3.4: Continue to deliver "Every Drop Counts" school programs

CRD will continue to deliver school programs to promote water conservation and other sustainable behavior. The CRD Education Coordinator provides "Every Drop Counts" kits for grade two teachers, in-person sessions for grades two and five, and outreach on topics like waste management, watershed health, and climate action. Schools can also borrow a drinking water and wastewater model for classroom use and outreach events.

More detail on planned outreach program enhancements can be found in Appendix 4.

Action 3.5: Implement a multi-unit residential building water efficiency pilot project

Starting with small scale water use audit pilot projects at a small number of accounts, CRD will develop a program to encourage efficiency in multi-unit buildings.

The approach will be templated on the existing industrial/commercial/institutional Water Use Assessment Program but will also include educational elements for homeowners and tenants developed by CRD's Environmental Stewardship and Initiatives team.

Depending on audit results, target end uses may include communal irrigation systems, shared laundry facilities, leak repair, or toilet replacement in individual dwellings.

The program will initially be done through collaboration with Capital Region Housing Corporation and impact on water use will be carefully measured. Depending on results, region-wide implementation may follow. Findings will be used to guide the development of future campaigns directed at residents living in these buildings.

Action 3.6: Enhance the industrial, commercial, and institutional Water Use Assessment Program

CRD has a long running and successful suite of programs targeted at the industrial, commercial, and institutional sector. These are anchored by the Water Use Assessment Program, wherein customers receive free inspections of facilities, followed by a report that outlines cost effective ways to conserve (see Appendix 2: Existing Program Review for details).

In recent years, staff have noted several challenges with the audit program. Specifically, customers are often slow to implement recommendations. This is attributed to a variety of internal administrative and financial factors within these organizations including staff turnover, low engagement by senior leaders and financial managers, and that audit recommendations can be initially costly and complex. See Appendix 4 (Industrial, Commercial & Institutional Program Direction) for further evaluation of these challenges.

CRD will continue to provide free water use and efficiency audits to businesses and institutions but will enhance this program to improve post-audit implementation and customer satisfaction. Planned improvements include the following:

- enhance the recruitment phase before audits to better screen and qualify candidate organizations prior to program entry,
- engage a broader cohort within organizations during recruitment, including senior managers and financial administrators, to gain broader buy-in,
- trial different approaches to secure customer commitment to implementing recommendations after audit are complete,
- pilot emerging flow monitoring technologies to better understand water use and detect leaks, and
- integrate audit recommendations with participants' asset renewal plans, financial payback expectations, and sustainability drivers, potentially requiring multi-year implementation cycles and ongoing contact with participants.

More detail on planned program enhancements can be found in Appendix 4.

Action 3.7: Phase out once-through cooling systems; promote best practices in other cooling technology

Once-through cooling systems in facilities like restaurants, supermarkets, care homes, and other commercial settings use drinking water for equipment like ice machines, walk-in coolers, and wok stoves, then discharge that water directly into the sewer. While simple to install, these systems waste large volumes of water and can be very costly to operate, making them less efficient than modern alternatives like air-cooled or recirculating systems. Effective July 2028, CRD's Water Conservation Bylaw (CRD Bylaw No. 4099) will prohibit the use of water for once-through cooling. To prepare for this transition, CRD must develop a compliance and enforcement plan, improve the incentive program currently available to replace once-through cooling, and create an inventory of remaining systems across the region.

CRD will implement a series of actions to prepare for the pending once-through cooling system ban in 2028. Planned tasks include the following:

- determine the prevalence of once-through cooling systems through research, fieldwork, and engaging with refrigeration contractors; develop an accurate inventory of establishments that continue to use once-through cooling equipment;
- developing metrics and a methodology to better report water savings from replacement of once-through cooling systems;
- adjust the existing Once-Through Cooling Equipment Replacement Rebate Program to improve uptake; and,
- in collaboration with CRD Bylaw staff, develop a compliance and enforcement strategy ahead of the regulatory ban.

After work on the phase out of once-through cooling systems is approaching completion, focus can shift to related technologies such as evaporative cooling towers—another significant end use with potential for efficiency gains. These systems, common in commercial and industrial settings, offer opportunities for water savings through improved maintenance practices, system upgrades, and operational changes. By drawing on successful programs implemented in other jurisdictions and leveraging technical guidance and resources from organizations such as the Alliance for Water Efficiency (see the text box below), facility managers can reduce water use while maintaining performance.

Industrial, Commercial, and Institutional Programs: What is Best Practice?

Industrial, commercial, and institutional audit programs like CRD's remain a mainstay of most of the foremost water conservation programs across North America. In Canada, these include City of Guelph, Region of Waterloo, Region of Peel, and York Region. There are many more examples across the USA. Some leaders also offer similar audit and incentive programs to their multi-unit residential customers, including, for example, Waterloo and Guelph. CRD staff will continue learn about successful practices for these sectors through ongoing membership in forums such as the Canadian Water and Wastewater Association's Water Efficiency Committee and the Alliance for Water Efficiency.

CRD's plan to phase out once-through cooling is in step with a similar move by City of Vancouver, effective in 2020. Staff continue to engage with each other about development of their respective compliance and enforcement efforts.

Looking further ahead, the Alliance for Water Efficiency has developed tools to support efforts to promote conservation in evaporative cooling towers including Cooling Tower Estimating Model and a Cooling Tower Audit Tool. As well, a number of US jurisdictions including Los Angeles Department of Water and Power, San Francisco Public Utilities Commission, and the Chicago Metropolitan Water Reclamation District have promoted cooling tower efficiency through rebate programs, technical guidance, and water audits.

Goal 4: Improve understanding of community water use through research and monitoring

CRD conducts or supports research projects to improve water conservation program delivery and infrastructure planning broadly. This research provides insights into community consumption patterns, enables development of efficient demand management programs, and helps predict future water needs.

Actions

Action 4.1: Participate in the Residential End Uses of Water Study

CRD will continue to participate in the Water Research Foundation's Residential End Uses of Water Study update. Kicked off in 2024, this will update research completed in 1999 and 2016. The methodology for this multi-year, continent-wide project entails disaggregating information from high-frequency data loggers into end uses (toilet flushing, showering, etc.). In this round, it will study both single-family and multi-family homes.

Action 4.2: Update the CRD Residential Water Survey

Market research helps us understand how residents use water and enables more targeted outreach. This can inform decisions about how much effort to invest in initiatives such as Water Conservation Bylaw compliance and enforcement or the various other programs detailed in this plan.

CRD last completed its residential water survey in 2017. This will be updated with particular focus on outdoor water use habits. For example, the research will determine automatic

irrigation systems ownership rates including by municipality/geographic area and by key demographics (age, income, and household size). It will also improve understanding of how automatic irrigation systems are typically programmed (e.g., the schedule, who programs them, how often the program is modified, etc.).

The updated market research will also revise increasingly dated regional statistics on indoor water use behaviour and technology, attitudes towards conservation, and awareness of CRD programs.

Action 4.3: Continue annual updates to the Regional Retail Water Use Database

Local water suppliers are responsible for customer billing including collecting meter data. As such, effective water use accounting in the region requires working in partnership. This means establishing clear data specifications, protecting privacy and personal information, and ensuring data quality control and accuracy.

CRD program staff will continue to assemble and analyse meter data from retail water suppliers around the region to understand consumption trends. Planned enhancements include the following:

- collaborate with all retail water suppliers and billing software vendors to improve quality of water consumption data,
- explore opportunities to employ the use of advanced metering infrastructure and meter data logging devices (see Action 1.3, above),
- establish common "master" water use datasets and tools for operations, engineering, finance and demand management uses, and
- clarify personal data requirements to ensure protection of customer information.

More detail on these planned enhancements can be found in Appendix 5.

Action 4.4: Refine Plan Implementation Through an Adaptive Management Approach

Implementation of the CRD's 2026–2035 Water Conservation Plan will be guided by an adaptive management framework that emphasizes continuous learning and refinement. This means that program delivery will not be static; instead, actions will be adjusted as new information, monitoring results, and community feedback become available. By embedding flexibility into the plan, the CRD can ensure that conservation initiatives remain effective under changing conditions such as climate variability, population growth, and evolving infrastructure needs.

To keep the plan accountable and results-driven, progress will be reviewed at least every five years using improved quantitative performance management tools. These reviews will measure outcomes against the plan's established performance targets for water production, residential consumption, peak demand, and seasonal use. The findings will inform decisions about scaling up successful initiatives, modifying underperforming measures, or introducing new approaches. In this way, the adaptive management framework ensures that the plan remains both responsive and resilient, steadily advancing the region toward long-term water sustainability.

5.1 Water Conservation Plan Summary

Table 1, below, provides a summary of the Water Conservation Plan goals and actions.

Table 1: 2026 to 2035 Water Conservation Plan Program Summary

Goal 1: Lead and support collaborative conservation best practices in water distribution systems	
1.1	Establish a regional non-revenue water management community of practice
1.2	Investigate the potential impact of conservation-oriented water services pricing in the Juan de Fuca Water System
1.3	Investigate advanced metering infrastructure in the Juan de Fuca Water System
1.4	Collaborate with local water suppliers to promote additional water efficiency best practices
Goal 2: Reduce outdoor water use and instantaneous peak demand	
2.1	Review the effectiveness of the Water Conservation Bylaw; based on results, implement new best practices appropriate for the Capital Region
2.2	Review Water Conservation Bylaw compliance and enforcement regime
2.3	Enhance outdoor irrigation outreach including campaigns aimed at Water Conservation Bylaw compliance and at reducing peak instantaneous demand
2.4	Develop “Healthy Landscapes” outreach pilot project
2.5	Continue native plant gardening workshops
Goal 3: Foster community water stewardship and encourage efficient use	
3.1	Continue print and online education campaigns and share learning resources
3.2	Attend community events to directly engage with residents
3.3	Promote the annual “Fix a Leak Week” campaign
3.4	Continue to deliver ‘Every Drop Counts’ school programs
3.5	Implement a multi-unit residential building water efficiency pilot project
3.6	Enhance the industrial, commercial, and institutional Water Use Assessment Program
3.7	Phase out once-through cooling systems; promote best practices in other cooling technology
Goal 4: Improve understanding of community water use through research and monitoring	
4.1	Participate in the Residential End Uses of Water Study
4.2	Update the CRD Residential Water Survey
4.3	Continue annual updates to the Regional Retail Water Use Database
4.4	Refine plan implementation through an adaptive management approach

6.0 Benefits of Plan Implementation

Benefits of conservation vary from community to community depending on capital expansion plans, operating costs, energy use, the current demand profile, the water loss rate, and environmental drivers, among other factors. However, some typical environmental, financial, and community benefits CRD residents might gain from implementation of this plan include the items listed in Table 2, below.

Table 2: Benefits of Water Conservation

Community Benefits	**Financial Benefits**
• Greater resilience to prolonged drought and a changing climate • More water in reservoirs for firefighting and other emergency needs • Potential improvements to drinking water quality, especially during times of shortages • Greater equity and fairness as those who use more water pay more than those who conserve • Stronger culture of water stewardship in the community • Opportunities for individuals to reduce their ecological footprints	• Supports the Water Master Plan by offering a toolkit to help limit increases in water rates and bills • Lower operations and maintenance costs • Lower energy costs for both CRD and water customers due to reduced water pumping and heating • Reduced peak demand (the point at which water use is greatest, usually hot summer days) provides the opportunity to downsize new pipes, pumps, treatment plants and reservoirs, resulting in significant cost savings • Extended asset life due to lower wear on pumps, pipes, and treatment infrastructure • Operational efficiencies from advanced metering infrastructure, including reduced meter-reading and billing effort
Environmental Benefits	**Policy & Legislative Linkages**
• Reduced chemical use in water and wastewater treatment • Less sewage disposal to the environment • Lower energy use and greenhouse gas emissions due to reductions in water treatment and pumping • Better absorption during heavy rainfall events (for example, improved soils in water efficient gardens hold water longer) • Maintained environmental flows for streams, fish, and aquatic ecosystems	• Supports CRD priorities as set out in strategic documents including the CRD Board Priorities (2023), the Regional Growth Strategy (2018), the Regional Water Supply Strategic Plan (2025), and the Water Supply Master Plan (2022) (see Section 3) • Required for eligibility for many Provincial and Federal Government infrastructure grant programs • Contributes to meeting regulatory obligations under the BC *Water Sustainability Act*, the *Drinking Water Protection Act* and the *Environmental Management Act*

In general, water demand management strengthens operational resilience by reducing peak stresses on treatment plants, distribution networks, and storage systems. It lowers operating costs by cutting energy use, chemical consumption, and wear on infrastructure, extending asset life. It also improves service reliability, giving providers more flexibility to maintain systems, respond to emergencies, and manage supplies during drought or growth pressures.

For CRD specifically, there are potentially significant savings in staff effort currently allocated to manage impacts on supply and distribution systems during peak times and due to instantaneous peak demand. There will also be material operational savings associated with specific actions in this plan. For example, both CRD and local water suppliers will enjoy reduced effort around meter reading and billing if advanced metering infrastructure is widely implemented.

Effective implementation of this plan will deliver many benefits for the Capital Region. Demand management is a cost-effective approach to improving water systems reliability and reduces the likelihood of exceeding capacity. This includes the regional water supply, treatment, and transmission systems, regional wastewater conveyance and treatment systems, and local water distribution and wastewater collection infrastructure.

To yield such tangible benefits, water conservation measures must achieve durable and measurable reductions in demand relative to “business as usual”. For infrastructure planning purposes, CRD must continue to rely on demonstrated, actual water use trends. This points to the need for effective implementation, which is discussed in the next section.

7.0 Implementation

This section describes how the Water Conservation Plan will be implemented. It also provides a framework for monitoring, evaluation, and continuous improvement.

7.1 Water Conservation Plan Targets

CRD will pursue realistic water production and consumption targets. Four key performance targets are set out below. Additional information on how these were established can be found in Appendix 6.

Target 1: Total Water Production

Reducing the amount of water produced at CRD's water treatment facilities, measured on a per capita basis, is a key goal of this Plan.

Reduce per capita water production from treatment facilities by 1% per year to achieve a target of 300 LCD by 2035 (see Figure 12)

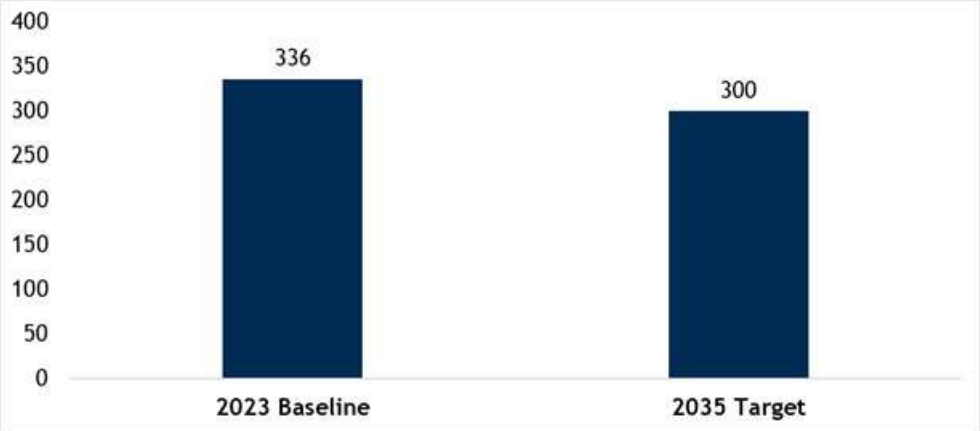


Figure 12: CRD Per Capita Water Production Target (LCD)

Target 2: Residential Consumption

Residential per capita consumption is a widely accepted standard benchmark for measuring of water efficiency program impact.

Reduce residential per capita consumption by 1.2% year-over-year to achieve a target of 200 LCD by 2035 (see Figure 13)

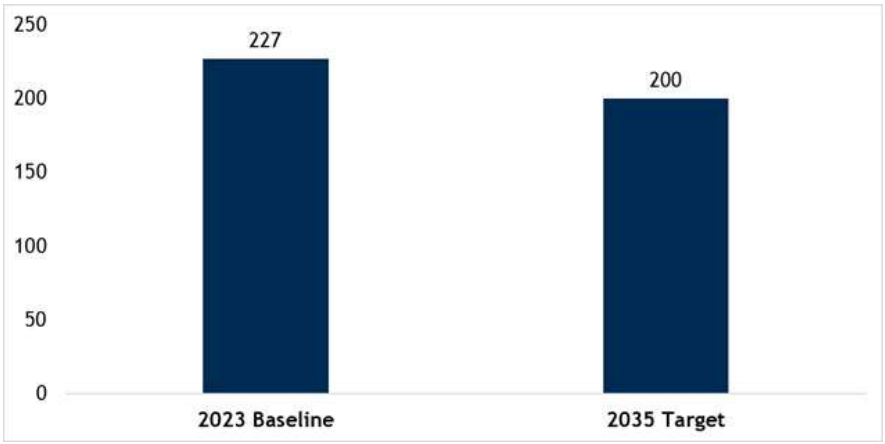


Figure 13: CRD Residential Per Capita Water Consumption Target (LCD)

Target 3: Instantaneous Peak Demand

Reducing instantaneous peak demand in the early hours of the morning, much of which is attributable to automatic irrigation systems, is a key goal of this plan.

Reduce the maximum change in instantaneous flow rate at 4:00am from 46% to 20% (see Figure 14)

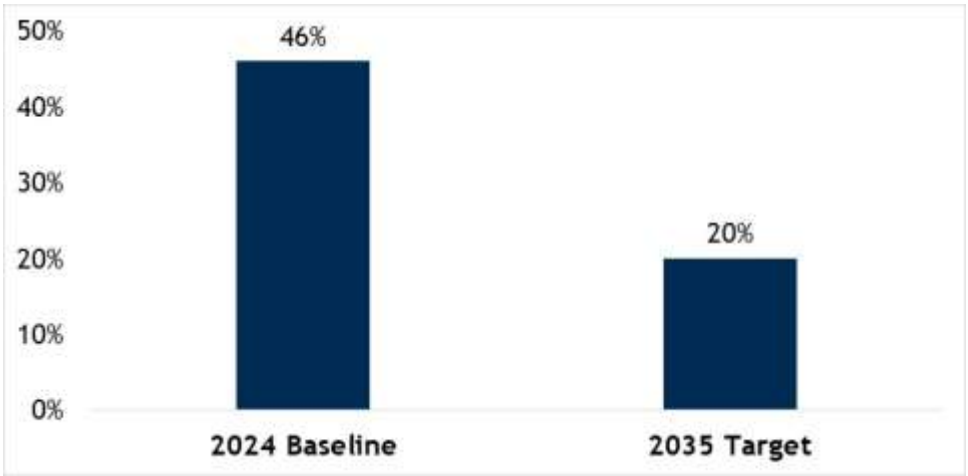


Figure 14: CRD Instantaneous Peak Demand Target at 4:00 am

Target 3 is measured as the difference from 4:00am to 4:05am and is equivalent to a reduction in the maximum rate of change in instantaneous flow in the transmission system from 9% per minute to 4% per minute. Note that this does not imply that the goal is to simply shift the peak flow from 4:00am to 4:05am but rather to reduce the peak demand generally and to spread the flow increase over a longer period (for example, by encouraging those who continue to irrigate with automatic systems to set timers to different times).

Target 4: Peak Season Demand

Controlling peak season demand, measured by change in the Maximum Day Demand (the day in a year with the highest total daily water production) is an important goal for most communities. This is particularly important locally given the Capital Region's hot, dry summers and relatively high seasonal demand.

Maintain Maximum Day Demand at 300 megalitres per day (ML/day)

7.2 Monitoring and Evaluation

Indicators from the targets set out above are summarized in Table 3. Several additional activity measures are also listed, as these have been tracked historically by staff over many years. Continuing to do so will provide additional insight into long-term program success.

Table 3: Program Indicators & Metrics

Key Performance Indicators	
Total Water Production	Per capita water production (LCD)
Residential Consumption	Residential per capita water consumption (LCD)
Instantaneous Peak Demand	Change in instantaneous peak flow
Peak Season Demand	Maximum Day Demand (MDD) in ML/day
Additional Activity Measures	
Community Events	Number of community events per year
ICI Facility Audits	• Number of facilities audited • Estimated & actual annual water savings (m^3/year)
School Outreach	Number of class presentations delivered per year

Additional diagnostic indicators for specific initiatives may be developed during program planning and implementation. For example, these may include:

- base and seasonal components for total production and residential consumption in addition to annual per capita average,
- change in residential and industrial/commercial/institutional sub-category annual retail demands,
- non-revenue water and infrastructure leakage indices in each retail water distribution system including CRD's Juan de Fuca Water System.

7.3 Implementation Schedule

A schedule for implementation is set out in Table 4 below. This may be modified as requirements are more clearly defined.

Table 4: Water Conservation Plan Implementation Schedule

		2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Goal 1: Lead and support collaborative conservation best practices in water distribution systems											
1.1	Non-revenue water community of practice*	■									
1.2	Conservation-oriented pricing study for JdF		■								
1.3	AMI investigation in JdF		■								
1.4	Additional local water supplier best practices			■							
Goal 2: Reduce outdoor water use and instantaneous peak demand											
2.1	Water Conservation Bylaw review*	■									
2.2	Water Conservation Bylaw C&E review		■								
2.3	Enhance outdoor irrigation outreach*	■									
2.4	"Healthy Landscapes" pilot project		■								
2.5	Native plant gardening workshops										
Goal 3: Foster community water stewardship and encourage efficient use											
3.1	Print and online education campaigns										
3.2	Community events										
3.3	Annual "Fix a Leak Week"										
3.4	'Every Drop Counts' school programs										
3.5	Multi-unit residential pilot project			■							
3.6	Enhance Water Use Assessment Program*	■	■								
3.7	Cooling system efficiency*										
Goal 4: Improve understanding of community water use through research and monitoring											
4.1	Residential End Uses of Water Study										
4.2	CRD Residential Water Survey*	■					■				
4.3	Regional Retail Water Use Database										
4.4	Adaptive management framework										

* Note that, by design, most actions will be initiated in the earlier years (2026 to 2028). Activities in years beyond 2028 will be directed based on results from early implementation under the adaptive management framework discussed under Action 4.4.

Legend

■	Action Initiation
	Ongoing implementation
*	Early priority

AMI: Advanced Metering Infrastructure
JdF: Juan de Fuca Water System
ICI: industrial/commercial/institutional

7.4 Priority Projects

The actions listed in Table 5 are high priority for early implementation, some of which are already underway. This is because they are likely to provide high water savings relative to cost. It is also driven by other factors such as the urgency of reducing instantaneous peak demand associated with outdoor irrigation and the pending once-through cooling system regulatory ban.

Table 5: Priority Projects for Water Conservation Plan Early Implementation

#	Action
1.1	Establish a regional non-revenue water management community of practice
2.1	Review the effectiveness of the Water Conservation Bylaw; based on results, implement new best practices appropriate for the Capital Region
2.3	Enhance outdoor irrigation outreach including campaigns aimed at Water Conservation Bylaw compliance and at reducing peak instantaneous demand
3.6	Enhance the industrial, commercial, and institutional Water Use Assessment Program
3.7	Phase out once-through cooling systems; promote best practices in other cooling technology
4.2	Update the CRD Residential Water Survey[5]

Several other actions, listed in Table 6, may also be expedited for early implementation, but this must be coordinated with operational planning in the Juan de Fuca Water System. These initiatives will deliver water savings only within that system initially but may lead to significant region-wide savings if they are also ultimately adopted by other local water suppliers.

Table 6: Priority Projects for the Juan de Fuca Water System

#	Action
1.2	Investigate the potential impact of conservation-oriented water services pricing in the Juan de Fuca Water System
1.3	Investigate advanced metering infrastructure in the Juan de Fuca Water System

7.5 Estimated Water Savings

Implementation of this water conservation plan is expected to reduce total annual water production in the Greater Victoria Drinking Water Service by 3% to 6% by 2035 compared with the status quo. It will also reduce maximum day demand (MDD) by 5% to 9% over the same period compared to status quo.

To derive these estimates, key quantified measures include:

- the non-revenue water community of practice to tighten audits and bulk metering (estimated region-wide non-revenue water reductions of 5–10%, equivalent to roughly 0.5–1.0% of annual supply and 0.3–0.6% of MDD);
- the Water Conservation Bylaw review and update, along with supporting education and compliance and enforcement activity (Actions 2.1, 2.2, 2.3), will reduce wasteful

[5] Statistically reliable information from the residential water survey about irrigation system ownership rates and barriers to behavior change is essential for designing effective outreach under Action 2.3, hence Action 4.2 appears as a priority action here.

irrigation practices (estimated to cut annual demand 1–2% and MDD 3–6%, phased in 2028–2031);
- expanded industrial, commercial and institutional and multi-unit residential water use assessments (covering ~21% of water production), adding ~5 ML/year improvements that amount to ~0.1% of annual demand by 2035);
- a regulated phase-out of once-through cooling (roughly 100 units, eliminating 70–90% of ~300 ML/year use, equal to ~0.2–0.3% of annual demand and ~0.2% of MDD, realized between 2026 and 2029).
- an ongoing education and outreach social-marketing effort (Actions 2.4, 2.5, 3.1, 3.2, 3.3, 3.4) is estimated to deliver an additional 1–2% reduction by reducing residential leakage and prompting behaviour change and fixture upgrades; attaining this result is predicated on transitioning to a community based social marketing approach as described in Appendix 3, improved performance monitoring, and increased investment in communications; half of some program savings from education measures are assumed durable (i.e., due to fixture replacements) while other savings may decay without sustained follow-up.

Research, data-collection, and monitoring actions (Actions 4.1, 4.2, 4.3) do not directly contribute to water savings, but are essential to target, measure, and sustain reductions. Similarly, this plan identifies several projects that will initially be delivered on a small scale or specifically in the Juan de Fuca system (Actions 1.2, 1.3, 1.4. 3.5). Water savings from these projects will initially be relatively small, so are not included in modelling. However, over time these could grow to significantly reduce total water production should be prove successful and scale up to region-wide delivery.

These measures, if maintained, will produce durable, long-term reductions in system losses, seasonal peaks, and overall demand.

Furter detail on how these estimates were derived can be found in Appendix 7.

7.6 Program Resourcing

With current budget allocation, staff can continue to deliver existing programs as well as complete the priority projects identified for immediate implementation in Table 5, above. Resourcing of longer-term actions will follow an adaptive management framework, building on knowledge gained from pilot projects and research, allowing actions to be adjusted based on new data, progress reviews, community feedback, and cost-benefit analyses. This framework aims to ensure the plan remains responsive, resilient, and effective in advancing long-term water sustainability.

Education efforts described throughout this plan (Actions 2.3, 2.4, 2.5, 3.1, 3.2, 3.3, 3.4) will require transitioning from the current information-intensive approach that heavily utilizes mass media to a community-based social marketing approach involving more targeted outreach and improved performance measurement (see Appendix 3 for details). This will likely require increased resourcing and increased support from CRD's Corporate Communications & Engagement Division.

7.7 Responsibilities & Governance

Implementation of this plan will be led by CRD. Retail water suppliers will be responsible for matters within their jurisdiction, notably water service pricing, customer metering, and managing non-revenue water (including system loss) within their respective distribution networks. Success will depend on the organizations working together collaboratively to implement key actions.

With respect to the organizational structure used to deliver this plan, responsibility for water demand management is currently diffused across CRD departments. Responsible areas include Corporate Communications and Engagement, Environmental Protection, and Infrastructure and Water Services. CRD will review this current structure to ensure that there is clear accountability for program outcomes and efficiency. This review will look to ensure that coordination of efforts such as outreach/education, data collection, impact measurement, and allocation or resources is optimized.

As described under Action 4.4, implementation will follow an adaptive management framework. This means learning from experience and responding as needed to fine-tune delivery. Progress towards targets set out in Section 7.1 will guide this.

Regular progress reports will be provided to the Regional Water Supply Commission. Staff may also periodically seek advice from residents and other stakeholders as appropriate, including through the Water Advisory Committee.

Improving water use data and information as recommended in this plan (see Goal 4) will enable accurate measurement of performance targets. Based on this, the Water Conservation Plan will be reviewed and updated on a 5-year cycle.

8.0 Conclusion

The CRD has a well-established regional drinking water system using a multi-barrier approach to produce a sustainable, safe supply of drinking water for our growing region. Water conservation is an integral component of using this resource wisely and responsibly.

Water demand management improves system resilience and reduces operational strain by lowering peak loads on treatment, transmission, and distribution infrastructure. For the CRD, there are potential meaningful efficiencies from reduced costs associated with peak demand management and operational gains tied to actions such as advanced metering and improved non-revenue water control. Effective implementation of the plan will strengthen reliability of both water and wastewater systems.

Given our unique bio-geoclimatic zone, the CRD had developed a Water Conservation Plan to set targets and actions and support a long-term sustainable drinking water supply. It will facilitate adaptation to future pressures from climate change and provide a range of other social, ecological and financial benefits.

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Appendix 1

Water Use Profile Methodology & Additional Analysis

Appendix 1: Water Use Profile Methodology & Additional Analysis

This appendix provides the methodology used for the water use profile analysis provided in Section 2 of the Water Conservation Plan. It also provides more detailed analysis of some aspects of water production and consumption, including some local results for Greater Victoria municipalities.

Water Use Analysis Methodology

This sub-section provides an overview of the methodology used to review the water demand and supply data received from CRD.

Data

The following data was provided to the project team by CRD:

- service population for 2016 to 2040 (recorded and projected data),
- daily production data from Japan Gulch and Charter's Creek (assumed to be Goldstream and Sooke respectively), and
- total Annual Billed Water Consumption by service area and category (2019 to 2023).

The Regional Water Supply Master Plan (Stantec, 2022), Climate Projections for the Capital Region (PCIC and CRD, 2024), and previous work by KWL on CRD demand forecasting and water use accounting were also referenced.[1]

Assumptions & Limitations

The reader should be aware of the following assumptions and limitations:

- The water profile review is based on the data provided and is intended to provide a snapshot of the water demand and supply. It is not a detailed water use accounting or forecast.
- It is assumed that the data provided is reliable. Only basic data cleansing and quality control has been completed.
- Historical water production was provided from Goldstream Treatment Plant, which services Greater Victoria, and the Sooke Treatment Plant, which services Sooke and parts of the Juan de Fuca Electoral Area.

Analysis Methodology

The following summarizes the methodology used to review the water profile of the CRD:

1. reviewed population growth for the region and municipalities,
2. reviewed billed water consumption by service area and categories in various forms (e.g. litre per capita per day (LCD), annual demand per community etc.) to identify patterns and correlate trends to possible events,
3. reviewed and calculated non-revenue water on a regional scale,
4. analyzed baseline and seasonal flows, and

[1] For full bibliographic references and web links, see Section 9 of the main report.

5. developed a simple business case analysis methodology for enhanced demand management based on potential for deferral of CRD Water Supply Master Plan (2022) projects that are triggered by capacity limitations of the existing regional water supply system (see Section 6 of the Water Conservation Plan).

Bulk Water Sales to Select Municipalities

This sub-section provides information on historical bulk water sales from the CRD to Greater Victoria municipalities. In the cases of Colwood, Landford, Highlands, Metchosin, Sooke and View Royal retail sales are used as a proxy because bulk sales information was not readily available.

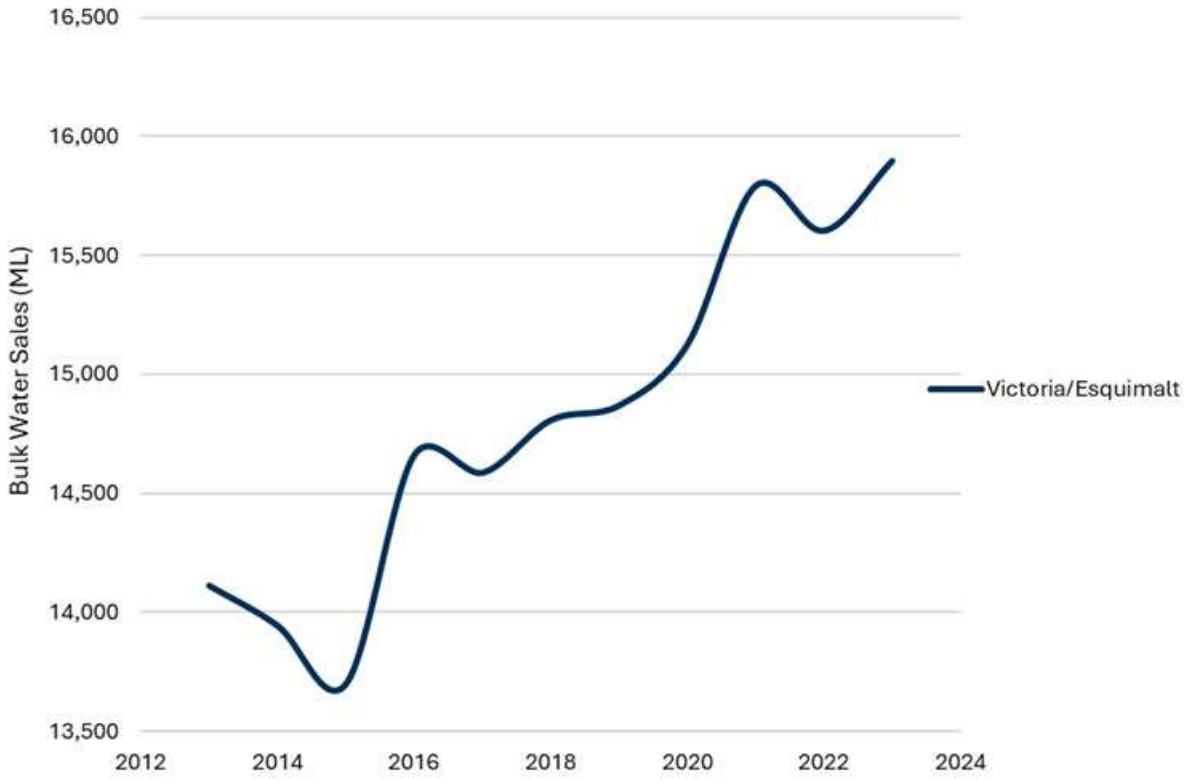


Figure A1-1: City of Victoria & Township of Esquimalt Historical Bulk Water Sales (ML/year)

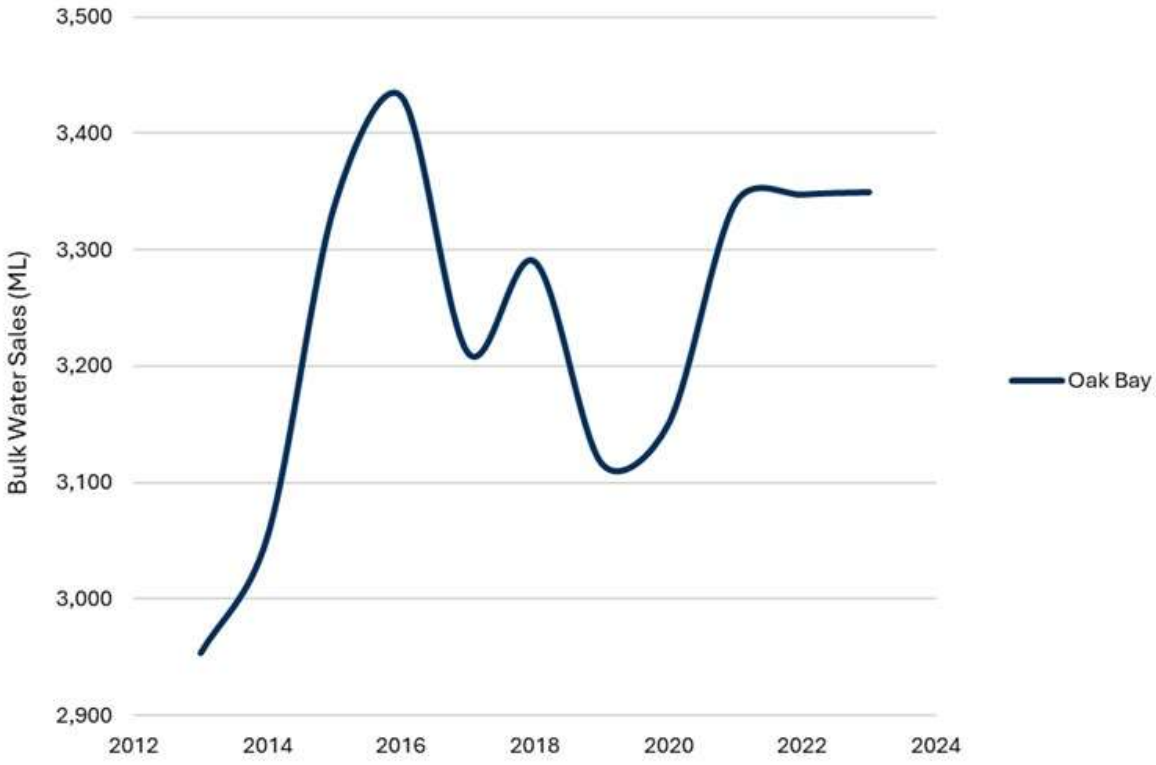


Figure A1-2: City of Oak Bay Historical Bulk Water Sales - 2013 to 2023 (ML/year)

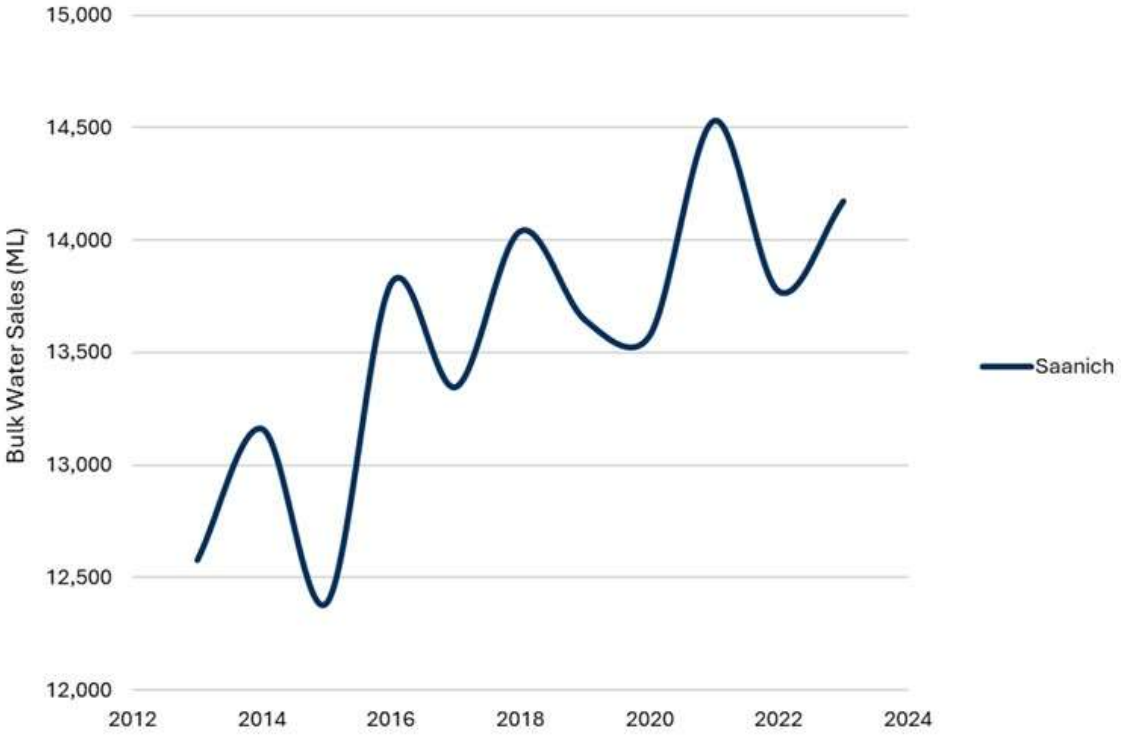


Figure A1-3: District of Saanich Historical Bulk Water Sales - 2013 to 2023 (ML/year)

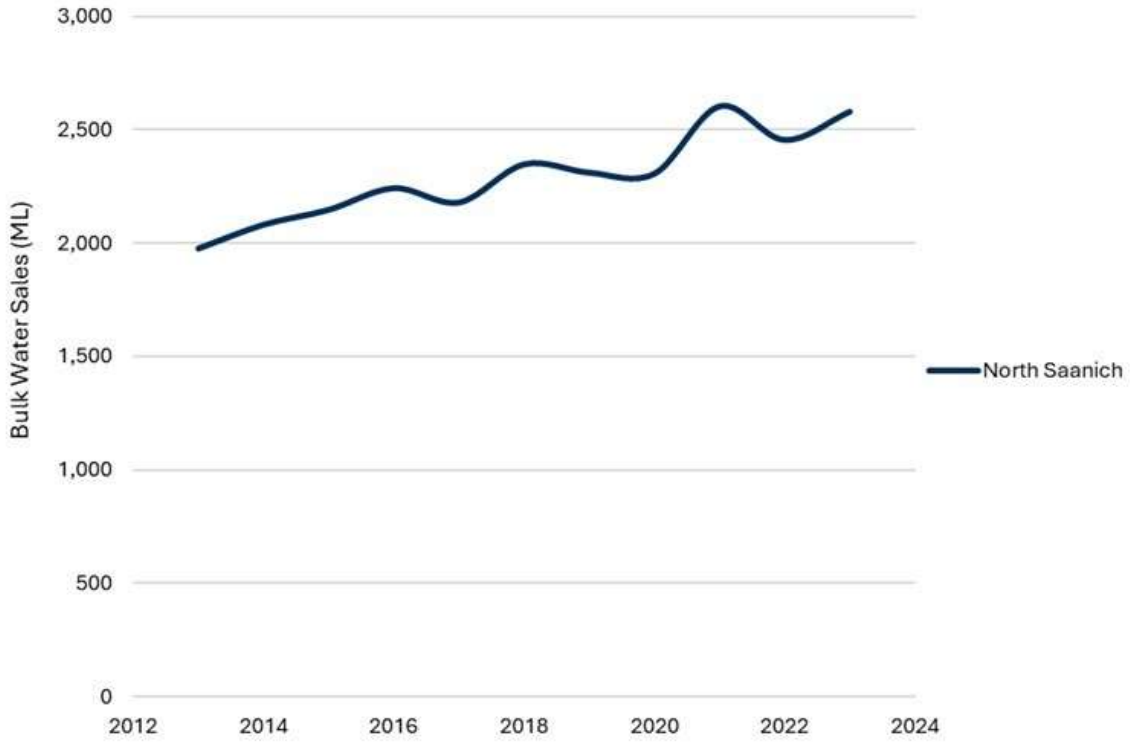


Figure A1-4: District of North Saanich Historical Bulk Water Sales - 2013 to 2023 (ML/year)

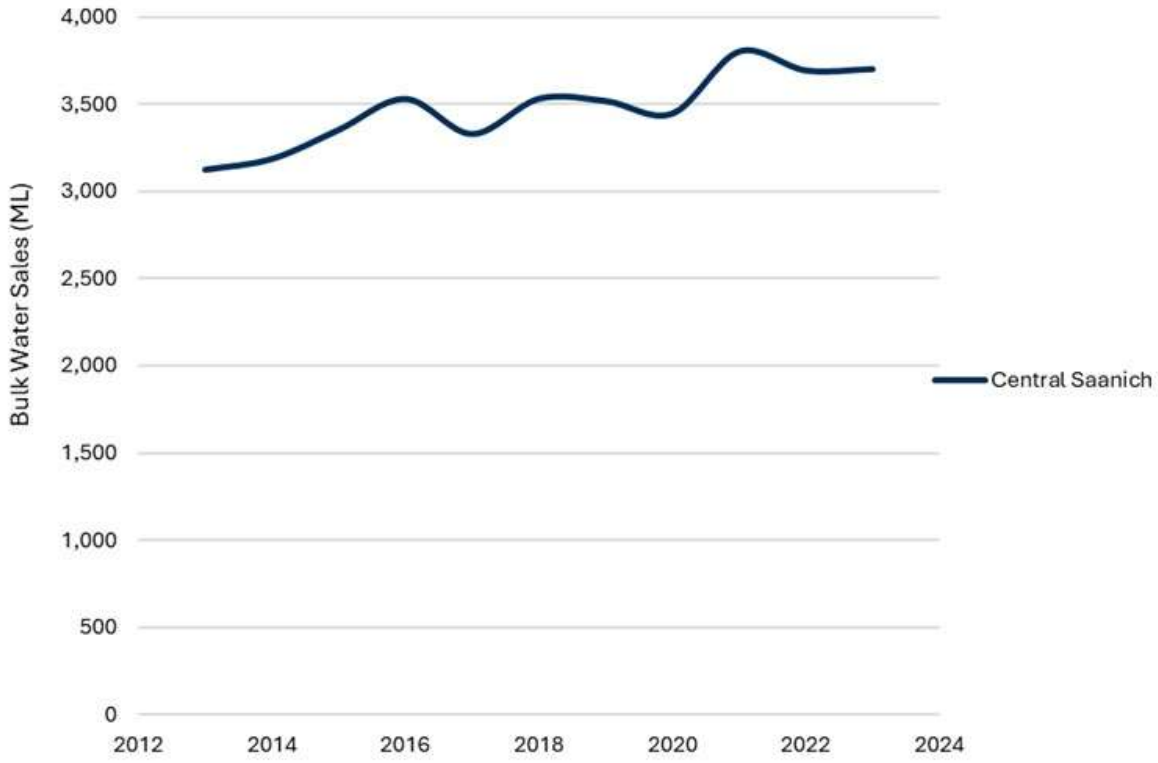


Figure A1-5: District of Central Saanich Historical Bulk Water Sales - 2013 to 2023 (ML/year)



Figure A1-6: City of Sidney Historical Bulk Water Sales - 2013 to 2023 (ML/year)

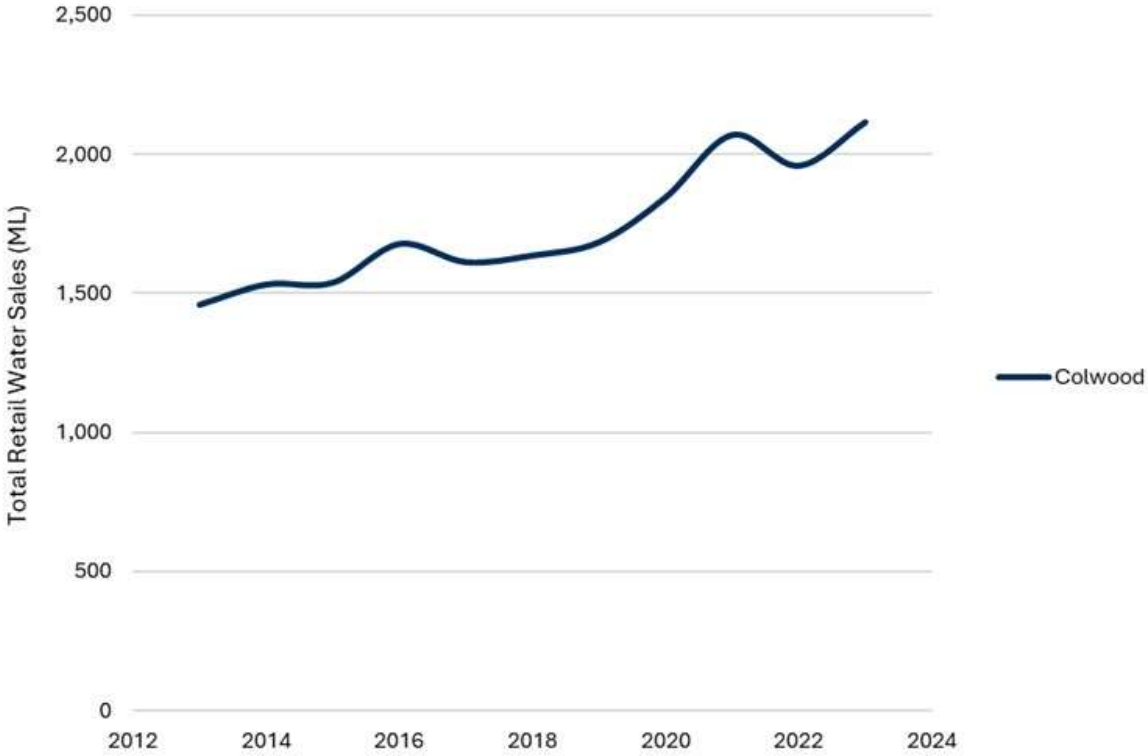


Figure A1-7: City of Colwood Historical Total Retail Water Sales – 2013 to 2023 (ML/year)

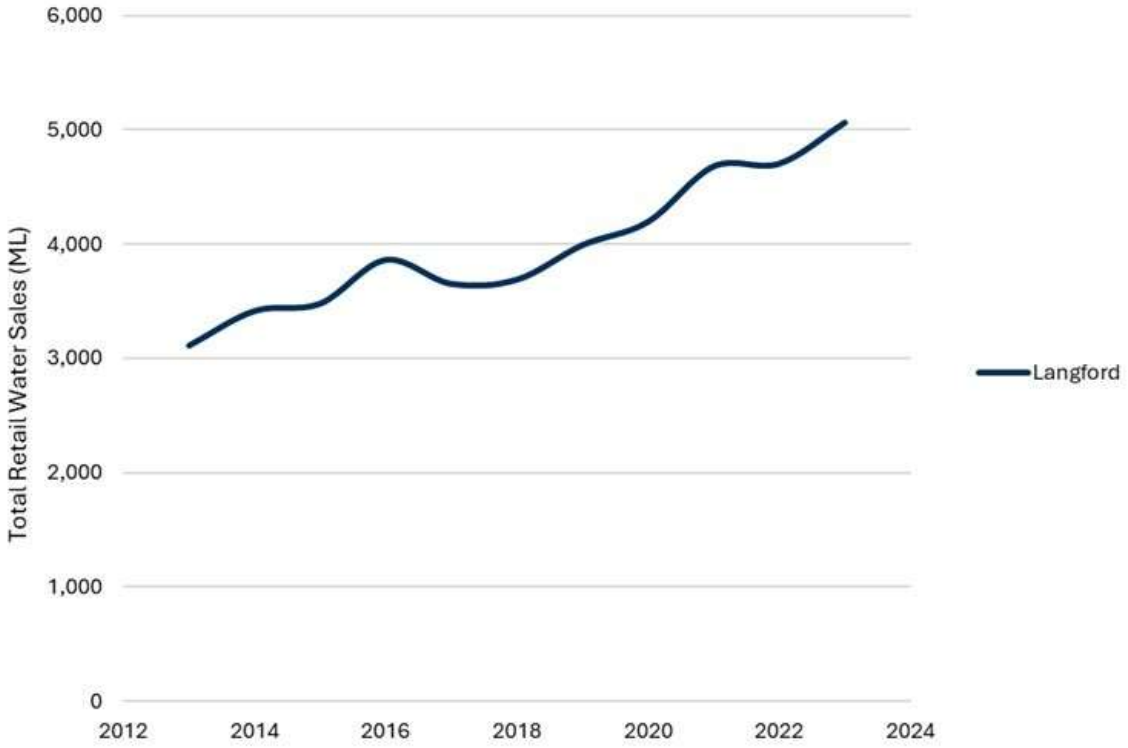


Figure A1-8: City of Langford Historical Total Retail Water Sales – 2013 to 2023 (ML/year)

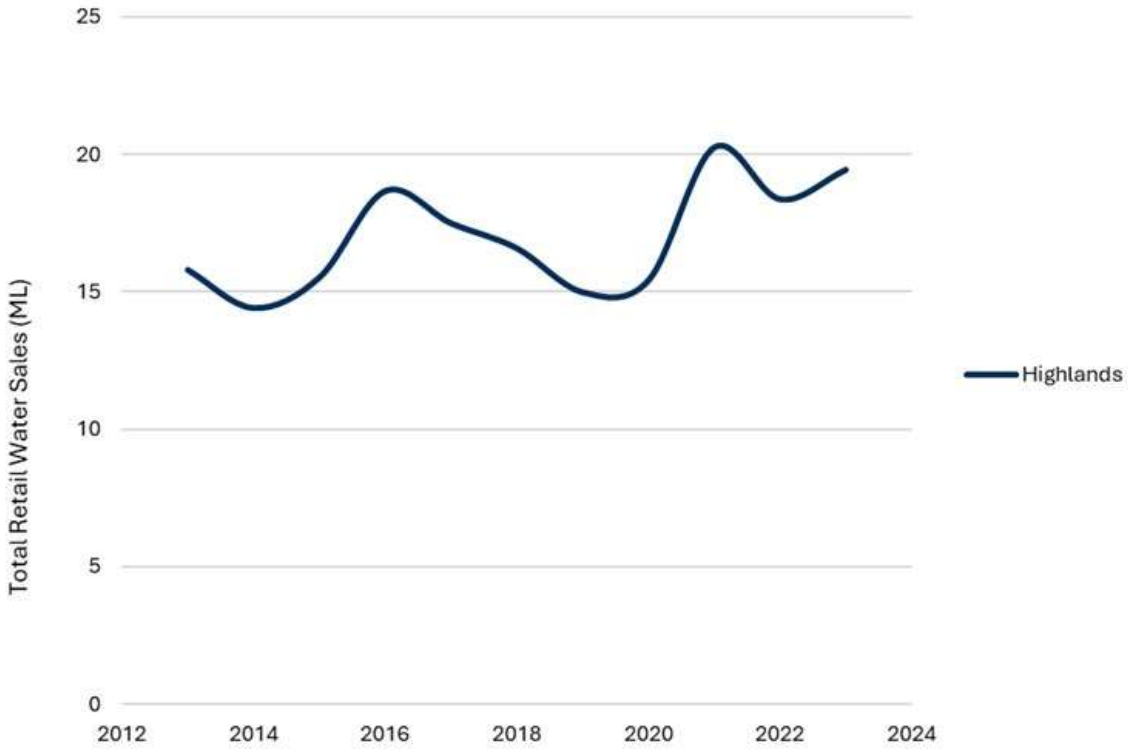


Figure A1-9: District of Highlands Historical Total Retail Water Sales – 2013 to 2023 (ML/year)

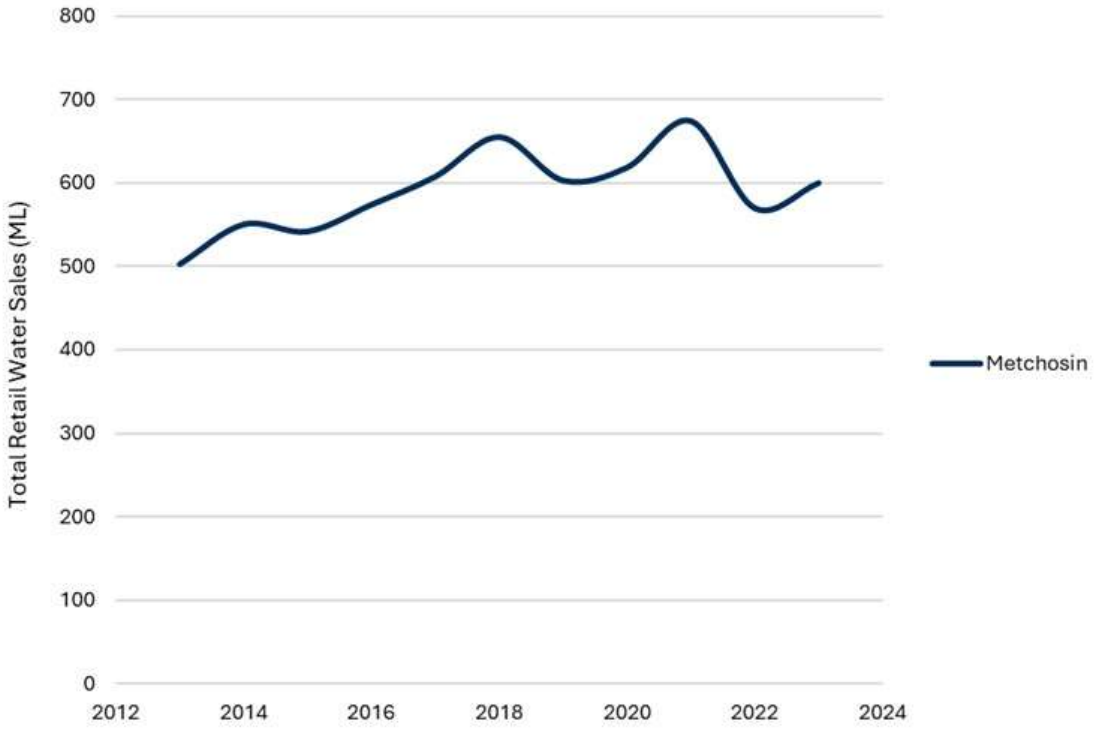


Figure A1-10: District of Metchosin Historical Total Retail Water Sales – 2013 to 2023 (ML/year)

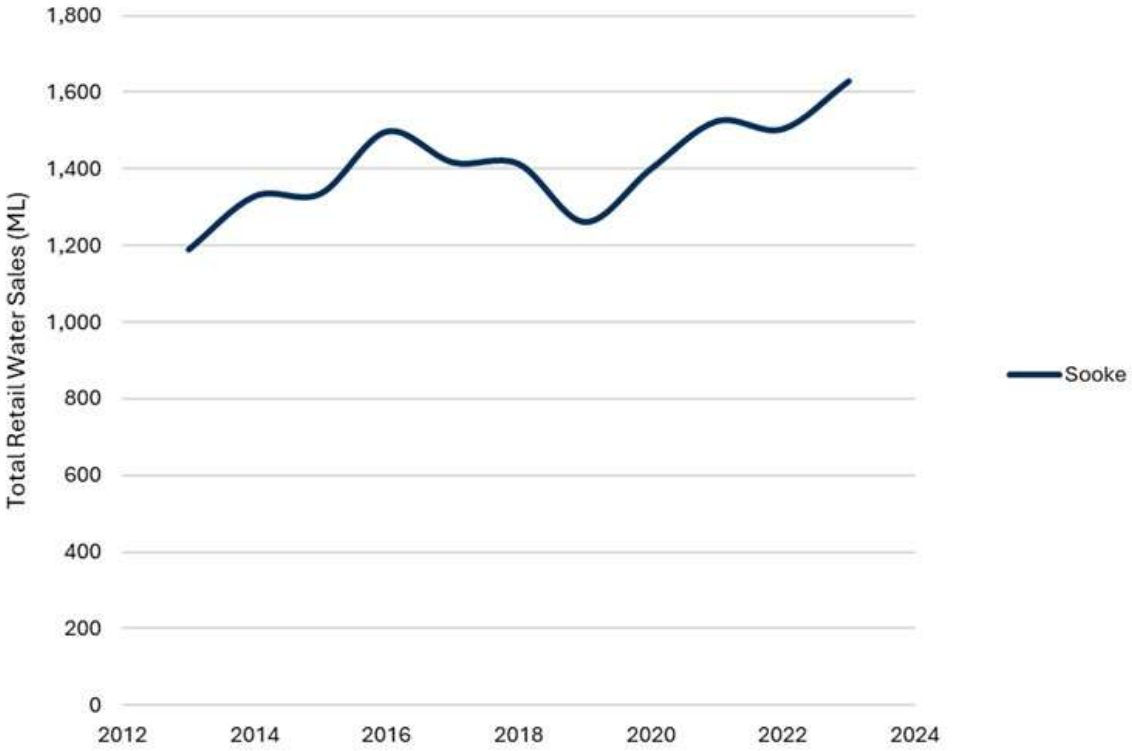


Figure A1-11: District of Sooke Historical Total Retail Water Sales – 2013 to 2023 (ML/year)

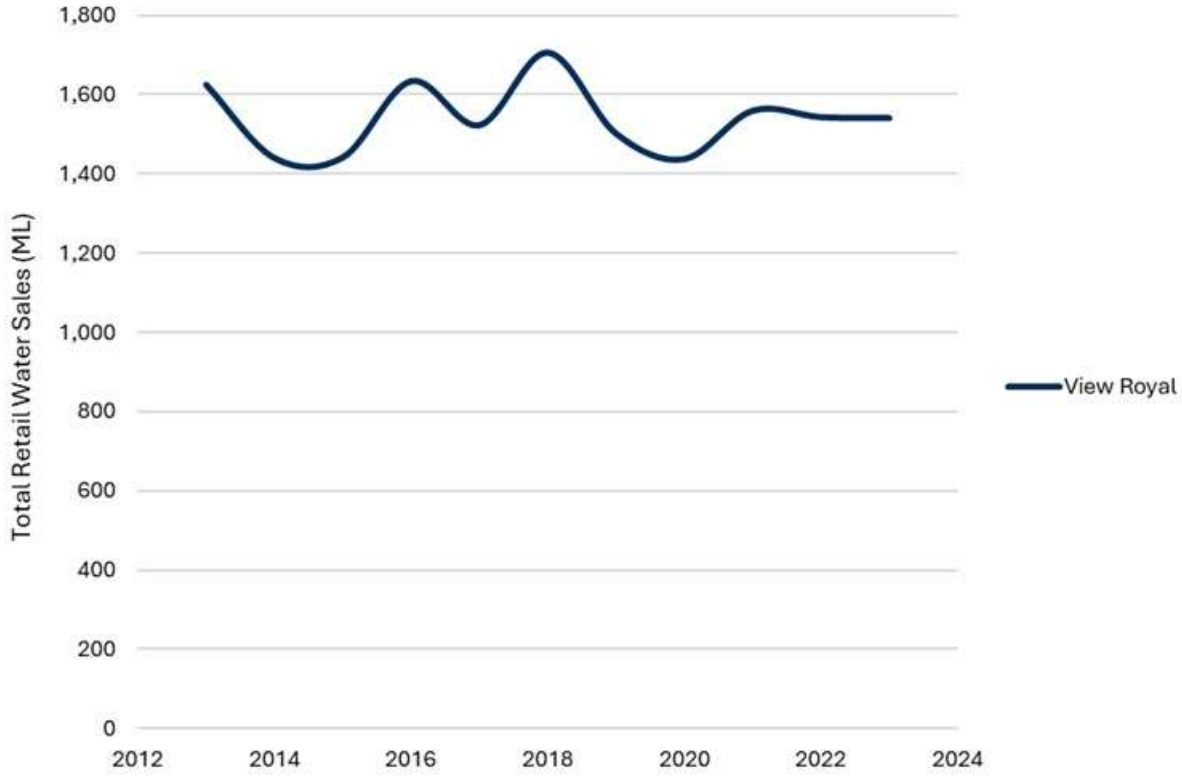


Figure A1-12: Town of View Royal Historical Total Retail Water Sales – 2013 to 2023 (ML/year)

CRD Water Production Analysis

The following figures show total water production from CRD water treatment facilities overlaid with average daily temperature for City of Victoria. Not surprisingly, the peaks and valleys of the water production data correspond with annual temperature fluctuation.

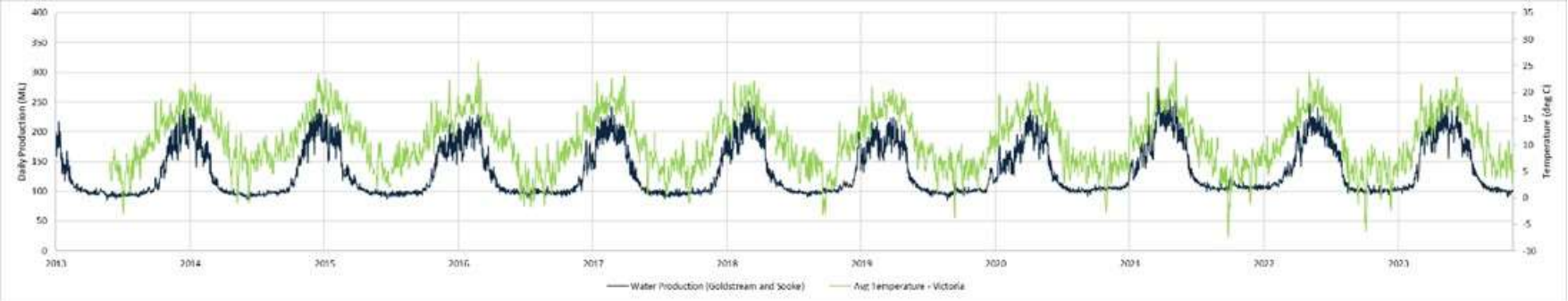


Figure A1-13: Daily Water Production & Annual Victoria Temperature (All CRD Treatment Facilities)

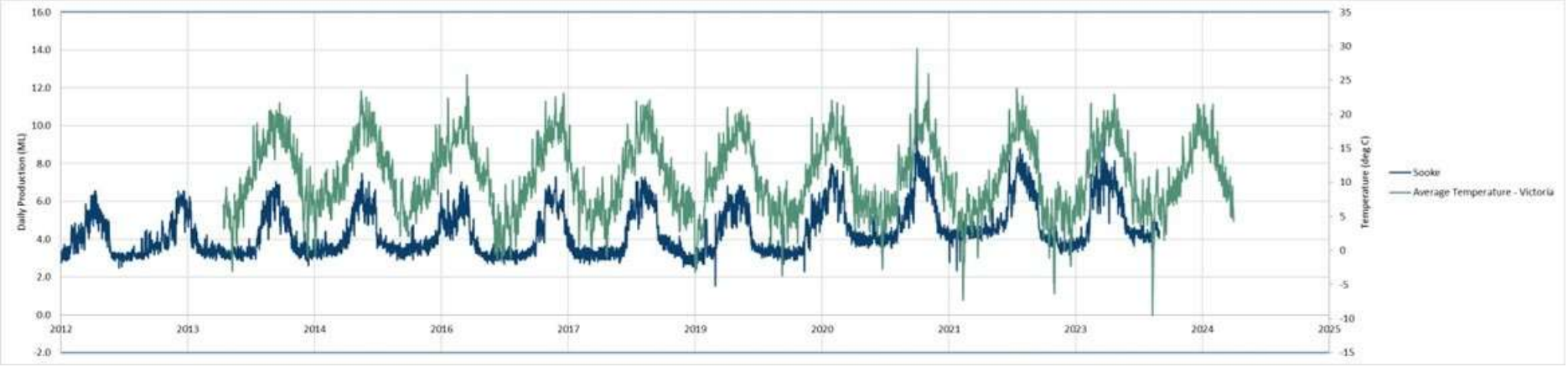


Figure A1-14: Daily Water Production & Annual Victoria Temperature (Sooke Treatment Facility)

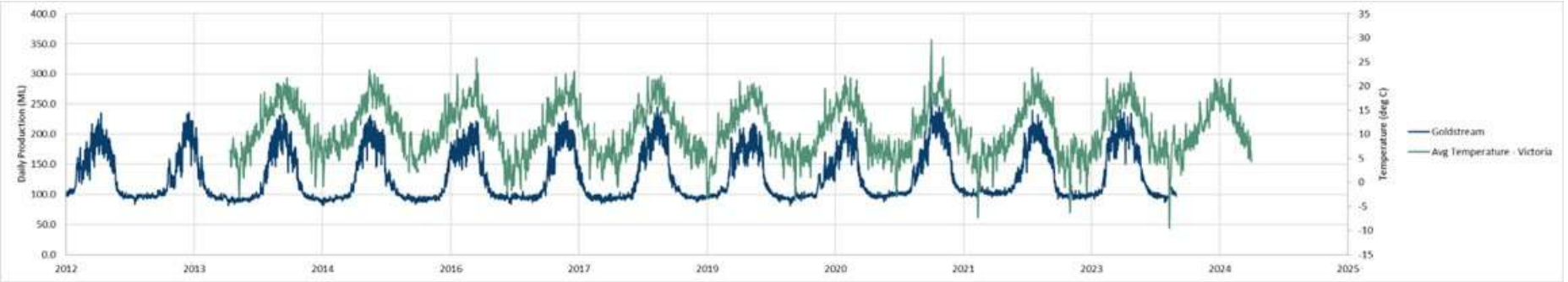


Figure A1-15: Daily Water Production & Annual Victoria Temperature (Goldstream Treatment Facility)

Appendix 2

Existing Program Review

Appendix 2: Existing Program Review

MEMO

To:	Kriti Wilson, Demand Management Coordinator, CRD
cc:	Danielle Bassett, Danielle Buckle, Marie Irwin, Jody Watson, CRD Environmental Services
From:	Kirk Stinchcombe, Managing Director, Econics
Date:	27 January 2025
Re:	Existing Program Review: Capital Regional District Water Conservation Program

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2. Water Efficiency Program Inventory 14
3. Analysis 25
4. References 29

1. Introduction

In Fall 2024, the Capital Regional District (CRD) Demand Management Program initiated development of a new Water Conservation Plan. This plan, scheduled for completion in early 2025, will set goals, data-based targets, implementation strategies, and guide community engagement. This plan is for the Greater Victoria Water Supply Service and the 13 municipalities that rely on the CRD for regional water conservation messaging.

The new plan will be based in part on various programs that are already successfully underway. It will then be refined by drawing on current best practices from Canada and around the world. As such, an obvious starting point is looking at the current program's strengths and the opportunities for improvement.

This memo, the *Existing Program Review*, will serve as an appendix to the new plan. It provides an inventory and assessment of CRD's current water efficiency efforts. The goal is to provide a foundation for evaluating how the current program might be further developed and improved going forward.

This memo has two main parts. First, it inventories key elements of the current program. Second, it looks at program strengths, opportunities, and challenges.

1.1 Limitations

The reader should be aware of several limitations. First, due to scope constraints, this work is not a formal or comprehensive audit of CRD's current water efficiency program. Rather, it is a general review informed by examination of documents, marketing collateral and other resources, as well as by a structured workshop and numerous informal discussions with staff.

Second, this summary focuses on program highlights – major initiatives, achievements and identified challenges. It should be noted that a great deal of additional water conservation work has been completed by CRD staff and partners over several decades, more than can be detailed here.

Third, no attempt is made in this memo to systematically quantify the overall impact of these programs on community water demand. Quantitative analysis on water consumption will be provided in the Water Conservation Plan itself later in the project.

2. Water Efficiency Program Inventory

In this section, CRD's water efficiency program elements are inventoried using Econics' 5E Framework (see Figure A2-1). This is simply a convenient way of organizing program components to understand how they work together as parts of a complete package. Each 5E theme deals with a different facet of water efficiency, and they complement each other. A water service provider that invests in effort under each theme is more likely to have a comprehensive approach that will achieve sustained community water use reductions. The 5Es are as follows:

1. **Education tools** involve giving information to customers to help them understand how they use water and how to make changes.
2. **Encouragement tools** provide customers with incentives with tangible value. Examples include cash rebates, home audits, low-cost access to plumbers, or giveaways such as lawn watering gauges and outdoor water saving kits.
3. **Enforcement tools** involve judicious use of regulatory instruments like watering restrictions, building and plumbing codes, and product performance standards.
4. **Economic tools** focus on providing financial incentives through effective water and wastewater pricing and similar mechanisms.
5. **Engineering approaches** focus on technology adoption, either by customers (for example, rainwater harvesting or on-site water recycling) or by the water service provider itself (for example, system loss management).



Figure A2-1: The 5E's of Demand Management

2.1 Education

Education tools provide information to residents about water efficiency through various channels "from the classroom to the family room to the boardroom". This category includes traditional education, marketing and advertising, and communication through customer service staff, elected officials, and other spokespeople.

Poorly executed community education and marketing efforts often have little or no impact on changing behavior. However, well-executed campaigns that employ carefully constructed messages, target specific behaviors, and emphasize personal contact can be tremendously successful. Outreach also lays a foundation for effective implementation of other tools.

2.1.1 Program Branding

Most aspects of the program are branded under the corporate "CRD – Making a difference…together" wordmark (see, for example, Figure A2-2). Design consistently displays the corporate white, aqua, and green color palette. In a few cases, the supporting "Every Drop Counts!" wordmark also appears, notably with collateral aimed at children.



Figure A2-2: Example of CRD Water Conservation Program Branding

Marketing collateral is generally visually compelling, consistently branded, gives appropriate acknowledgement of the sponsoring organization (i.e., CRD) through logo placement and meets contemporary design standards. This is true of both print and electronic material.

2.1.2 Print & Online Education Material

Dissemination of educational materials through both print and online channels is a significant focus for CRD's program (CRD, 2024a). There is an extensive library of resources available through the corporate website (www.crd.bc.ca/education/water-conservation). Select examples include:

- a collection of fact sheets targeted at residential customers, suitable for either print or online use on topics such as rainwater harvesting, native plants, lawn health, etc.
- an attractive and comprehensive Homeowner's Guide to Outdoor Water Use manual (CRD, 2011);
- various giveaway items for adults and children (fridge magnets, water shut off hangers, stickers, etc.);
- web page targeted at industrial, commercial, and institutional (ICI) customers with various resources including fact sheets for offices, commercial car washes and restaurants and pubs; and,
- a detailed Waterwise Irrigation Handbook (CRD, nd), currently only available electronically, which staff contemplate updating.

In addition to the website, staff also push information out through corporate social media (Facebook, Instagram, X). However, a review of these platforms indicates that water conservation faces much internal competition for space in these channels from CRD's many other programs.

2.1.3 Community Events

CRD staffs booths seasonally at events such as farmers markets, community fairs, and other regional festivities (see Figure A2-4). Typically, these are staffed by auxiliary summer staff, often students, who also provide similar support to other Environmental Services program areas. Events are designed to be interactive and include giveaways and games for children. Information on programs such as watering restrictions and leak detection is offered on request. CRD also provides unstaffed displays at retail locations such as garden centres on an ad hoc basis (see Figure A2-3).



Figure A2-3: Example Retail Display
Photo Credit: CRD



Figure A2-4: CRD Community Event Booths
Photo Credit: CRD

Figure A2-5 shows annual effort for community events, noting that this work was curtailed in 2020 and 2021 by the COVID pandemic, and has gradually ramped up since.

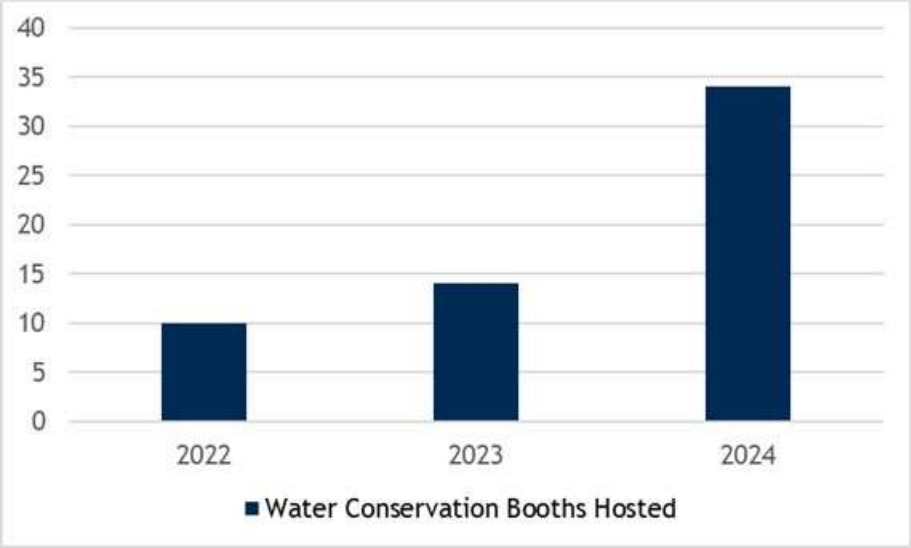


Figure A2-5 Annual Community Event Effort (2022-2024)
Source: CRD, 2024e

In addition, CRD also has five Water Stations that event organizer can use at events. Community members use these to fill up personal water bottles. For example, in the summer of 2023, these stations were deployed at 15 different events or to event organizers (CRD, 2024a). When possible, stations are accompanied by water conservation outreach materials.

CRD also provides in-person, three-hour introductory native plant gardening workshops in the spring and fall, delivered in collaboration with Swan Lake Nature Sanctuary. A virtual option is also offered in the fall. Annual effort for this program is shown in Figure A2-6. Again, effort in 2020 and 2021 was curtailed by the pandemic.

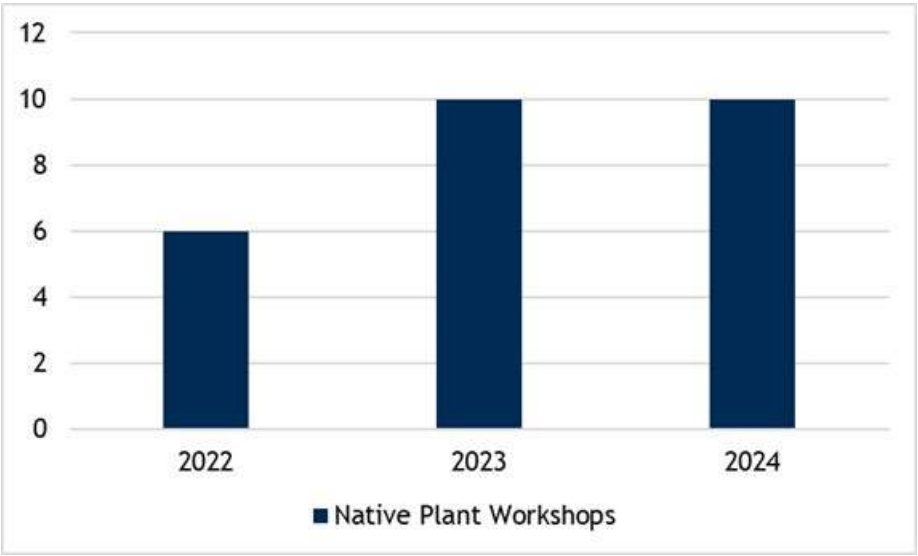


Figure A2-6: Native Plant Workshops by Year (2022-2024)
Source: CRD, 2024e

2.1.4 School Programs

School programs are delivered through CRD's Communications team, who staff an education coordinator position. They offer "Every Drop Counts" learning resource kits to grade two teachers. The kit includes lesson plans, digital resources, books, and demonstration materials. The education coordinator is also available to deliver in-person programming for grades two or five through one hour or 45-minute sessions. This person also provides outreach to schools about other environmental priorities such as solid waste management, watershed health, and climate action. As well, there is a drinking water and wastewater model that can be signed out by schools and is used at outreach events.

Annual effort for water conservation aspects of the school program is shown in Figure A2-7.

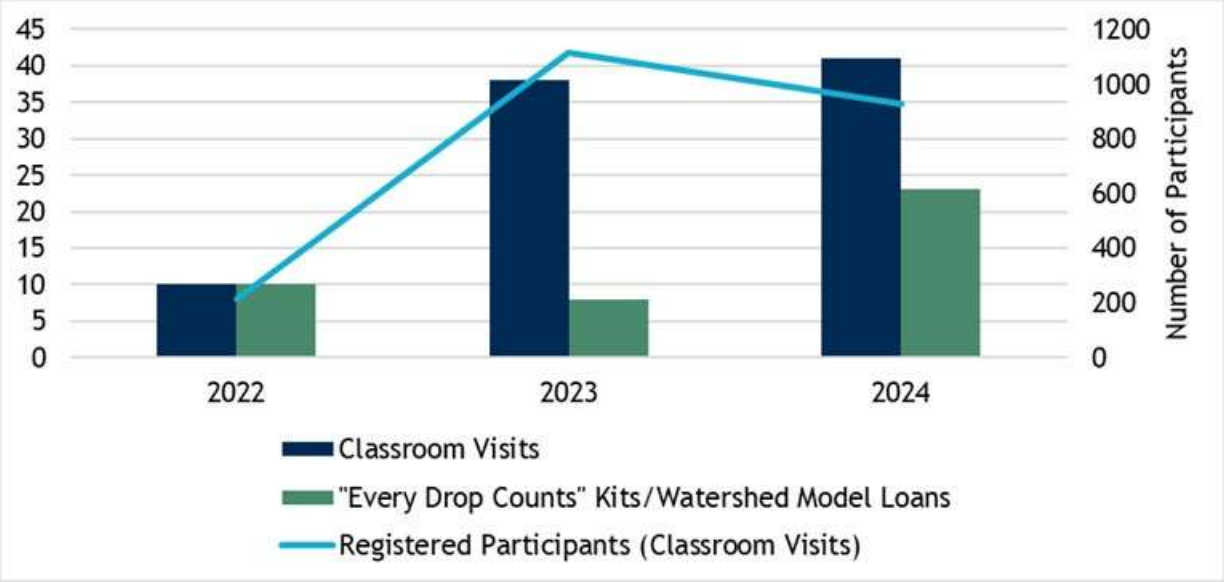


Figure A2—7: "Every Drop Counts" School Program Effort by Year (2022-2024)
Source: CRD, 2024e

2.2 Encouragement

Encouragement tools include incentives like product rebates, home audits, low-cost access to plumbers or giveaways. Incentives might be offered to customers of all kinds in both residential and non-residential settings. Research from the fields of environmental psychology and social marketing shows that such instruments can have a substantial impact on changing behavior.

2.2.1 Giveaways & Rebates

CRD offers various low-cost giveaway items to residential customers including rain gauges, toilet dye tabs, shut off hangers, tap aerators, and shower timers. More expensive items (shower heads, outdoor water savings kits) are also available but are not heavily promoted. These items are distributed mainly through the community events discussed in Section 2.1.3.

Hardware items such as tap aerators and pre-rinse spray valves are also available to ICI customers and may be promoted through an audit program (discussed in Section 2.5.1).

CRD, in partnership with North Salt Spring Waterworks District (NSSWD), also provides rebates to residents of Salt Spring Island and the Southern Gulf Islands who install rainwater harvesting systems. However, this incentive is not available to customers in the Regional Water Supply System, so is outside of the scope of the water conservation plan under development with this particular project.

2.2.2 Fix A Leak Week Kits



Each March, CRD participates in "Fix A Leak Week", an annual national campaign that educates homeowners about leak detection best practices. Staff distribute Fix a Leak kits throughout the region through venues such as municipal halls (see Figure A2-8). Residents can pick these up at no cost. Kits include toilet dye tabs, a bag to measure the flow rate of the showerhead, a new aerator for a faucet, and educational material. This effort is supported with print and digital ads and a social media burst.

Figure A2-8: Fix a Leak Week Kit & Display
Photo Credit: Victoria News

2.2.3 Once-Through Cooling Rebate Program

CRD currently offers rebates to ICI customers who swap out inefficient once-through cooling systems with new air-cooled ones, as follows:

- $600 to eliminate a mid-sized condensing unit;
- $300 to replace a mid-sized ice maker;
- up to $2,500 per account to replace equipment such as industrial air conditioners, wok stoves, coolers, and larger ice machines.

This incentive is intended to support the pending region-wide once-through cooling ban (discussed in Section 2.3.2, below). Unfortunately, to date the program is significantly underspent. Exploring options to improve uptake is a goal for the water conservation plan.

2.3 Enforcement

Enforcement tools involve judicious use of regulatory instruments such as watering restrictions, plumbing codes, and product performance standards. Regulatory approaches are often highly cost effective because they can make significant contributions to cutting demand without requiring large operational budgets for water service providers (excepting enforcement costs).

2.3.1 Water Conservation Bylaw

CRD implements seasonal lawn watering restrictions each year under its Water Conservation Bylaw (CRD, 2016). Restrictions can escalate in the event of drought or other shortages and are tied to supply conditions at the Sooke Lake Reservoir. Under ordinary conditions, "Stage 1" restrictions allow lawn watering two days per week, from 1 May to 30 September, on an "evens and odds" house number system. Residents may water in the morning or the evening. Established trees, shrubs, flowers, and vegetable gardens can be watered on any day.



Figure A2-9: Example Social Media Post to Support Watering Restrictions Compliance
Source: CRD, 2024d

The bylaw schedule was amended in April 2024 to include a wider range of lawn watering times for programmable irrigation systems. The intent is to reduce the instantaneous demands that occur on the top of the hour on watering day mornings and to spread out the demand from irrigation systems over a larger timeframe (CRD, 2024a).

CRD introduces a "seasonal priming" communications campaign each spring to remind residents that restrictions will come into effect and what their watering days are (CRD, 2024g). Channels include radio, print, online, Spotify ad placements, and social media (see, for example, Figure A2-9).

CRD's enforcement and compliance efforts focus on the latter (i.e., compliance) by raising awareness through the annual advertising campaign and other outreach. Warning letters may be issued on a complaints basis as required. Repeat offenders may be ticketed. However, this is rarely done, which is wholly appropriate if other compliance efforts prove successful, and consistent with the approach taken in most jurisdictions we work with.

The current restrictions system appears to work well. It should be noted, however, that best practice jurisdictions are moving away from this traditional "evens and odds/mornings and evenings" system to more strict requirements such as "mornings only" (e.g., Metro Vancouver) or "one day per week" (e.g., Region of Waterloo). This would also be an option

for CRD if there is sufficient organizational and political will, noting that the schedule was already modified very recently.

2.3.2 Once-Through Cooling System Ban

The CRD Board has approved an amendment to the Water Conservation Bylaw (CRD Bylaw No. 4099) to prohibit the use of water for once-through cooling within the Regional Water Supply System, effective July 2028. This ban will apply to residential, commercial, and institutional properties unless an exemption is issued.

To support this pending regulatory change, CRD provides technical resources online, has prepared four "champion stories" (case studies of businesses that have successfully retrofitted equipment; see Figure A2-10), and is supporting the rebate program outlined in Section 2.2.2, above.

Staff note that additional compliance and outreach effort will be required ahead of 2028.


Conservation Case Study

Strathcona Hotel saves dollars, gas & water

Capital Regional District |

When the Strathcona Hotel upgraded their refrigeration system to air cooled with boiler heat recovery, they achieved payback in under two years. Here is their story.

"Between 2010 and 2013 our water and gas bill increased by approximately $38,000! One significant flaw in our building was the cooling system for our refrigerators and freezers which relied on running water, and then went right down the drain (once-through cooling). For us, the solution was a closed-looped water cooling system.

In 2014 we started to build this system in our six-story building. While most cooling was needed at the lower and street level, we needed to install a cooling tower on the roof. The entire project took nine months to complete and cost approximately $750,000. Fortunately, we were able finish the project with little interruption to our business.

Now the great news: We realized an instant savings in our water consumption to the tune of about $50,000 annually and as an added bonus we received a $5,000 CRD rebate. A further "unexpected" bonus was realized in our gas consumption: we installed a suitcase-sized heat exchanger near our hot water boilers that allowed us to "dump" compressor coil heat into our hot water tanks. Now our hot water tanks only need gas to bring the water temperature up to 45°C from 32°C instead of from 8°C. The savings have been incredible, dropping our annual gas bill by about $35,000.

Together, the combined annual savings in our water and gas consumption are about $85,000 and payback took less than two years. We all know that utility costs are going nowhere but up so the sooner you invest in your property's efficiency the better off you will be."

– Grant Olson, Co-Owner & General Manager, Strathcona Hotel, Victoria, BC

Figure A2-10: Example Once-Through Cooling Conservation Case Study
Source: CRD, 2024e

2.4 Economics

Effective volume-based water and wastewater pricing are key economic tools that encourage water use efficiency through the incentive of saving money. Other economic tools include tax rebates, low interest loans, and targeted investment by public agencies.

Unlike the various other programs and incentives discussed above that are offered directly by CRD, water billing is undertaken independently by each municipality or water services retailer. CRD acts as a wholesale provider of water and wastewater services to local municipalities who then set retail service rates that account for both regional bulk water and wastewater costs and capital and operational costs incurred locally for distribution. It is these retail costs (for both water and wastewater) that residents see on water bills and respond to when making water use decisions or when thinking about purchasing efficient products.

Given this situation, detailed investigation of the water efficiency potential of conservation-oriented pricing is not part of the scope of this review. We are also unable to comment on the extent to which any water service retailer's current charges meet the long-term costs of sustainably funding their water systems.

Nevertheless, Figure A2-11 provides a snapshot of the current situation in the region. It compares residential water costs of all water service retailers in the Regional Water Supply System. Note that this shows water charges only (i.e., fixed and volume-based sewer charges are not incorporated). Where a water service retailer has a fixed charge component, this is shown on the bottom of the bar in blue, with variable charges on the top in green. The figure shows combined water and wastewater costs at different consumption levels – 15, 25, and 45 cubic meters. For reference, a family of four consuming an average of 200 liters per person per day would consume a little less than 25 cubic meters in a month.

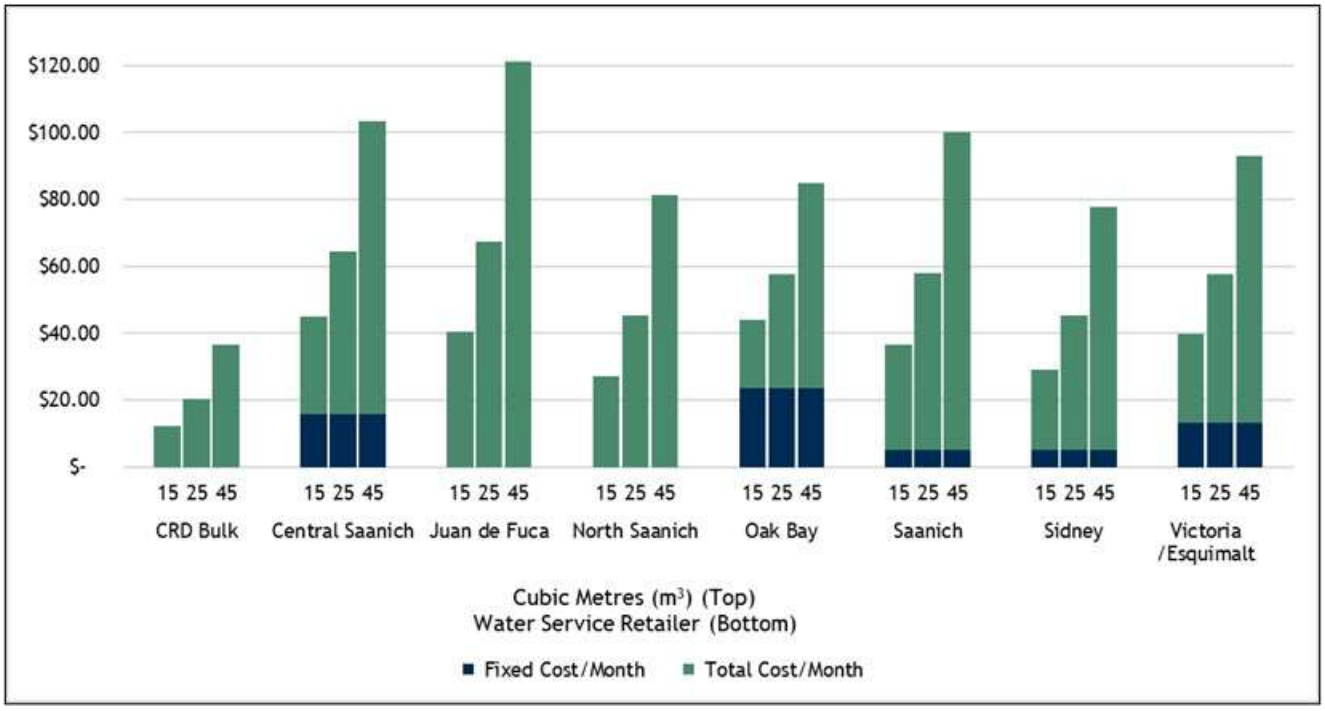


Figure A2—11: 2024 Residential Water Costs Across Water Service Retails in the CRD*
Sources: see Table 4.1 on p. 30 below

Disclaimer: Water and wastewater rates are subject to frequent changes. As well, communities rarely have similar supply availability, infrastructure composition, operating costs, or demand characteristics. Interpretation of the information in Figure 11 should therefore be viewed with the understanding that direct comparisons of water service systems are not usually possible and that there are a number of current and historical explanations for how rates are set in any one community. This community cost comparison is provided for general information purposes only and should not be relied on in isolation for making management decisions. See Section 4.1 for sources.

2.5 Engineering

Engineering approaches use emerging technology and techniques to reduce total system demand. Examples include advanced pressure and leakage management, water reuse, rainwater harvesting, smart metering, and various in-home or business technologies, sometimes involving retrofit projects for existing facilities.

2.5.1 Industrial, Commercial & Institutional Programs

ICI facilities are typically the largest individual consumers of water in any community. As such, they are an attractive target for engineering-oriented conservation programs and incentives.

The CRD offers free water use and efficiency audits to businesses. These audits help the recipients understand where water is used within their facilities and provide cost-benefit analysis of conservation measures. CRD has conducted over 40 water use audits at facilities including food services, offices, retail, schools, municipal buildings, and hospitality.

Actual audit work is outsourced to expert contractors through a competitive selection process. Program staff also follow up with representatives of facilities that have received assessments in previous years to assess progress on recommendations and support implementation.

Staff take a sector-by-sector approach to recruiting participants. For example, in 2024 the audit program is focusing effort on secondary and middle schools.

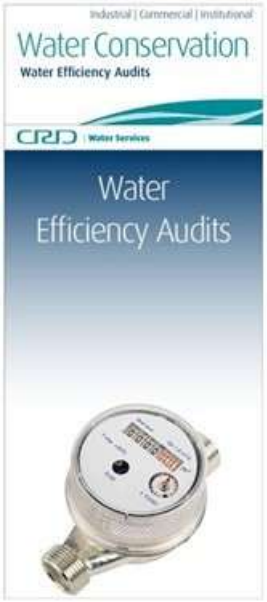


Figure A2-12: Audit Promotional Brochure
Source: CRD, 2024e

Figure A2-13 shows annual uptake for the audit program and projected water savings. CRD averages just under seven audits per year (excluding 2020), limited by budget availability. No audits were completed in 2020 due to the pandemic. Projected water savings in 2017 was significantly higher than the norm, primarily because a number of high use businesses achieved greater saving mainly due to replacement of once-through cooling systems. 2024 projected water savings estimates have not yet been completed at time of writing.

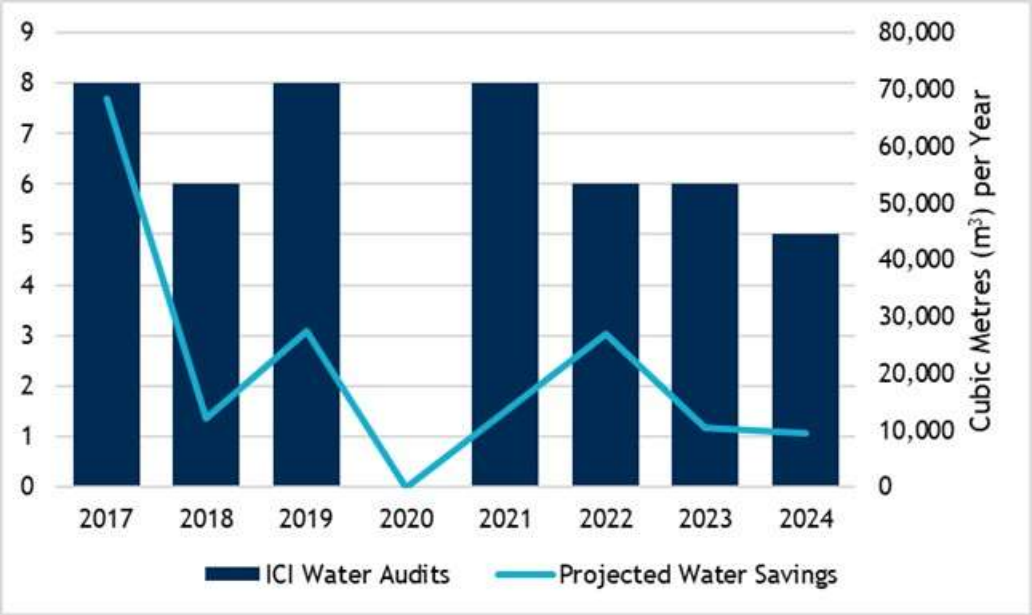


Figure A2-13: ICI Audit Program Annual Uptake & Projected Water Savings (2017-2024)
Source: CRD, 2024f

CRD also supports its ICI customers with a Commercial Aerator Replacement Program. A technician will come to any business or institution and assess faucets on all hand wash sinks. If the faucet is not operating at maximum efficiency, the aerator will be replaced with a new low flow model at no cost.

Finally, CRD continues to work toward elimination of once-through cooling in the region through the Rebate Program discussed in Section 2.2.1 and the pending regulatory ban discussed in Section 2.3.2.

2.5.2 Water Efficiency Research

CRD conducts or supports various research projects to support water efficiency programs. Some prominent recent examples include the following:

- participation in the Water Research Foundation's pending Residential End Uses of Water update;
- Water Use in the Capital Region Tourism Sector (Econics and Kerr Wood Leidal, 2022);
- Water Sub-metering to Promote Water Efficiency: A Survey of Existing Literature and Local Case Studies (Sher, 2016);
- On-Demand Hot Water Systems Research Brief (CRD, 2016b);
- Ongoing annual updates to the regional Retail Water Use database.

3. Analysis

Based on the inventory presented above, this section provides a high-level qualitative assessment of strengths, challenges, and opportunities we see in CRD's current water efficiency program. This is based on our experience working with similar programs across North America as well as best practices as outlined in key industry publications such as AWWA (2006), AWWA (2013), BC Government et. al. (2013), Maddaus (2014), and Vickers (2001).

3.1 Program Strengths

Strengths are internal characteristics of the organization that give it an advantage. CRD can count the following among these:

- By Canadian standards and taken as a whole, the current water efficiency program is robust, long running, and comprehensive, with coverage across all the 5E's of demand management.
- The program is mature with a long implementation history. Over time, elements that once made sense but no longer do have been phased out (e.g., various residential rebates). Other program elements (e.g., school programs, watering restrictions, community events) have achieved more-or-less "steady state" implementation and appear well accepted by their target markets.
- Program design and branding is clean, contemporary, and (mostly) consistent. It appears that there is good adherence to a corporate style guide. CRD as an agency is almost always clearly identified as the sponsor in brand execution. Designers have avoided the common pitfall of creating prolific and confusing sub-brands for different program areas.
- The watering restriction regime was recently reviewed and updated; each year, staff implement a predictable and extensive "seasonal priming" outreach campaign to raise awareness of restrictions. Based on market research we have conducted in CRD in the past (Econics and Metroline, 2017) and more recently elsewhere in Canada we predict relatively high resident awareness, acceptance, and compliance with requirements.
- Unlike many comparable parts of British Columbia (notably the Lower Mainland), all customers in the region are fully metered and service retailers charge for water services by volume.
- The school education program is mature and consistent with Canadian standard practice. It appears well resourced and is regularly enhanced with new elements (e.g., a recently updated watershed model).
- CRD has developed strategically important partnerships with several external organizations including local municipalities, industry partners (e.g., water audit providers) and others (e.g., local school districts, Swan Lake Nature Sanctuary). These partnerships reduce staff workload and provide a foundation for future joint initiatives.
- The ICI audit program is well established. Responsible staff have a good grasp on what works and where improvements might be merited. The pending region-wide ban on once-through cooling systems is consistent with emerging North American best practice.

3.2 Program Challenges

Challenges are either internal features that place the organization at a disadvantage or can cause difficulties. Examples in CRD's case include:

- CRD does not directly control some key aspects of holistic demand management program planning and delivery. Most notably, with the exception of communities in the Juan de Fuca Water Distribution System, local municipalities are responsible for non-revenue water management and setting water rates. As well, local municipalities have lead responsibility for most aspects of land use planning, including development approvals, building code inspections, and setting landscape bylaws. As a result, if CRD wants more active application of the many policy tools available in these areas, it must work through partnerships.
- Partially because of the limited number of tools under CRD's control (and, we suspect, partially due to budget limitations), the CRD demand management program currently focuses heavily on outreach and education. This is not necessarily a problem, and virtually all water conservation programs rely on education tools to a greater or lesser extent. However, there is strong evidence from the fields of psychology and education that, in order to measurably and materially change sustainable behaviour, community outreach programs must be very carefully designed and executed (see, for example, McKenzie-Mohr, 2011).
- Program web pages are beginning to look a bit dated relative to best practice and are not always easy to navigate.[2] Web content tends to be information intensive rather than offering a compelling user experience that will make searchers want to stay on the site. Again, research suggests that simply providing more information does not correlate with measurable behaviour change.
- The program's access to CRD corporate social media channels is limited because it competes with many other parts of the organization for space on these platforms. To illustrate, at time of writing, the most recent post directly related to water conservation that we could find on CRD's Facebook page (a post about the benefits if using native plants in gardens) was over two months' old.
- Outreach through community events (booths and tables) generally uses a passive approach that focus on distributing information through handing out print material or conversation with semi-skilled spokespeople. Best practice would see these opportunities used for more specific and measurable goals. For example, this might involve shifting to focus more on information collection (e.g., completing anonymized surveys on iPads), more systematically marketing specific programs or goals, or, within the boundaries of privacy legislation and policy, enrolling visitors on-the-spot in specific programs, then following up with them later to measure uptake and impact on behavior and water use.
- Generally, there could be more focus on measuring program impact. Where measurement is happening, it tends to focus on activities (e.g., number of events) rather than outcomes (e.g., volume of water saved). In fairness, this is a challenge we

[2] To illustrate, the top listed link for a Google search using the search terms "CRD water conservation" brings a resident to a page focused mainly on watering restrictions (www.crd.bc.ca/service/drinking-water/water-conservation). From this page, the navigation path to the water conservation parent page at www.crd.bc.ca/education/water-conservation, where many additional resources can be found, is not clearly laid out. (There is a link, but it is buried in page copy, and we suspect would be easily missed.)

see with most of the programs we have worked with. Measuring the impact of water conservation programs is challenging, and particularly so for CRD given that it does not have direct access to water meter data for most of its customers.

- Staff express frustration with some aspects of ICI-focused programs:
  - While participation in early stages of the ICI audit program is relatively healthy, there are issues with program completion by participants (i.e., actually implementing recommended retrofits and process changes). This is problematic given the up-front cost of the assessments. Again, this is a phenomenon we have seen with many of the program we have worked with that have similar offerings.
  - Uptake of the recently launched once-through cooling rebate program is well below target, which is concerning in light of the looming regulatory ban. The reasons for this are not entirely clear; however, it may be explained in part by structural challenges with the restaurant and hospitality industry that may be difficult to overcome with the current rebate design. This program is proving resource intensive relative to the water savings return.
- The regional watering restriction regime was very recently updated, so there may be little appetite to revisit this in the immediate future. Currently, CRD follows a traditional "evens & odds/mornings & evenings" approach. Best practice is shifting toward more limited watering regimes such as "mornings only" (e.g., Metro Vancouver) or "one day a week" (e.g., Region of Waterloo). Recent academic research suggests that these best practices approaches are more likely to result in material water savings (see, for example, Finley and Basu, 2020).
- Related to the point above, operational staff complain that peak demand in summer mornings is a growing concern because of operational capacity constraints. Programs that can shift some types of demand (e.g., lawn irrigation in the morning) to other times of the day will be of interest.

3.3 Program Opportunities

Opportunities are internal or external factors that might be leveraged to improve program performance. In the CRD's case, these include the following:

- With available budget from the undersubscribed once-through cooling rebate and staff interest in innovating, it may be an ideal time to pivot the ICI program. There are opportunities to target new end uses or to pilot new ways of recruiting participants to boost the chances that efficiency improvements will be fully implemented.
- Recent and upcoming research efforts (e.g., the 2022 tourism sector research, the pending WRF residential end uses of water research) can be leveraged to guide program planning based on empirical evidence.
- Expecting that education and outreach will continue to be a significant focus of the program in the future, CRD can look at best practice in other North American markets to inform website updates that offer a more compelling user experience and fresh guidance to residents.
- A compliance plan for the once-through cooling system ban has not yet been developed. There is a "clean slate" to develop a plan that will clearly communicate requirements to affected businesses and lead to higher levels of compliance.
- More effort could be directed toward working with water service retailers on best practices around less utilized demand management tools. This might include system loss management, conservation-oriented water and wastewater pricing, and water efficient land development practices.

- Related to the point above, there may be additional opportunities to work with water service retailers to reach out to high volume residential users. This could involve more sophisticated, targeted offers, particularly as automated metering infrastructure gradually becomes the norm over time.
- Within the organization, there may be opportunities to better inform staff in other areas and senior leaders about the business case for water demand management and its role in supporting the Water Master Plan.

Insights gained through this program review will be used to guide development of the new Water Conservation Plan in the next stages of the project.

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4.1 Regional Water Service Retailers Water Rates Sources

Water Service Retailer	Water Rates Information Source
Victoria/Esquimalt	https://www.victoria.ca/home-property/utilities/utility-rates-billing
Oak Bay	https://www.oakbay.ca/municipal-services/taxes-utilities/utilities/water-sewer-rates
Saanich	https://www.saanich.ca/EN/main/community/utilities-garbage/your-utility-bill/your-utility-bill/charges-explained.html
North Saanich	https://northsaanich.ca/wp-content/uploads/0118-Water-Rates-Consolidated-Bylaw-August-2023.pdf
Central Saanich	https://www.centralsaanich.ca/sites/default/files/2024-05/2175%20Fees%20and%20Charges%20Bylaw%202024.pdf
Sidney	https://www.sidney.ca/services/water-sewer-and-storm-drains/water-and-sewer-utility-charges/
Juan de Fuca System	https://www.crd.bc.ca/service/drinking-water/billing-accounts/account-balance-and-payments

Appendix 3

Residential Customer Outreach Program Direction

Appendix 3: Residential Customer Outreach Program Direction

Residential customers account for the great majority of water use in the Capital Region. Not surprisingly, much of CRD's water conservation effort is directed toward this group.

In recent years, budget allocation has focused heavily on outreach through mass media including print, radio and online platforms, as well as use of social media and staffed tables at community events. While these channels are often used by demand management programs across North America, they suffer from well-established limitations including the following:

- specific market segments (e.g., homes with scheduled irrigation systems) are not easily isolated and targeted, implying inefficient advertising spend,
- research from the fields of environmental psychology and marketing shows that providing information alone is unlikely to result in behaviour change - to achieve this, one must employ more proven outreach methods,
- the demand management program's access to CRD's social media platforms - crucial channels for reaching some audiences - is quite limited and competes with many other program areas,
- mass media advertising is ill suited to grabbing enough attention to "explain the why" of demand management – that is, to tell residents why they should be motivated to conserve or undertake other behaviour change,
- the impact that messaging through these channels makes on reducing water demand is difficult to measure directly.

Given these various challenges, program staff are highly motivated to refresh the residential outreach program and explore more innovative ways to reach target audiences.

Key Elements of Refreshed Program Direction

Below are planned elements of a refreshed direction for CRD's residential outreach programs. This direction is based on findings from two in-person workshops with responsible staff, as well as the project consulting team's experience with similar programs across Canada and elsewhere. The key elements are:

- Effort will be directed to more precisely define and direct demand management outreach at specific market segments. For example, there is currently high interest in reaching the following group, which accounts for a very small fragment of the total market, precisely defined as follows:
    - *Owners of single-family homes with automatic irrigation systems that have programmed timers, and who irrigate regularly, do not already have their system programmed to irrigate at off peak hours, and are amenable to changing this programming.*

- Outreach will be more driven by principles of community based social marketing (see McKenzie-Mohr, 2011) including the following:

    - market research: outreach will be informed by the best available information on why residents continue to engage in specific water use behaviours, and particularly the barriers that prevent people from changing.

    - pilot projects: prior to launching large new projects, smaller, precisely designed pilot projects will be conducted to test methods; results will be quantitatively measured, and the approach will be refined based on results.
    - tools of change: emphasis will be placed on employing tools proven to result in behaviour change including social norming, commitments, and prompts.

- Emphasis on two-way communication with customers will increase. This means providing more opportunities for customers to ask questions about programs, engage in conversations about why conservation is important, tell CRD about the barriers that prevent change, and measure the impact that programs have. This can be mediated through online forums, increased direct interaction, and more creative use of staffed tables at summer events.

- More attention will be devoted to measuring outcomes, particularly behaviour change and water use reductions. This will include measurement through customer meters, market research studies based on random participant selection, surveys of program participants, and new technology (e.g., flow monitoring, GIS, etc.).

- Residents often tell staff that they understand the need for various actions but need more step-by-step guidance (e.g., how to convert grass to meadow, design their own native plant garden, fix their own irrigation system, etc.). This "how to" information needs to be better incorporated into outreach collateral.

Implementation & Next Steps

Based on the key elements outlined above, next steps are as follows:

1. Staff will revise plans for the spring 2025 advertising and mass mail campaign to more precisely target homes likely to have irrigation systems. For example, this may include using a mailing list already available within CRD and/or directing mail outs to geographic areas with demographics that correlate with irrigation system ownership.

2. Staff will revise plans for staffed tables at the summer events to focus on one or a small set of specific objectives. This will require enhanced training/mentoring for seasonal staff and designing a new survey instrument for table visitors.

3. Staff will clarify how resident data can be collected and used for water conservation program delivery. For example, this may include water use information, results from surveys of program participants, and information collected at staffed event tables. Among other things, this will include clarifying requirements for setting up mailing lists or for direct outreach to residents.

4. CRD will seek in-depth training opportunities on community based social marketing including high-level training (e.g., short seminars) for managers and leaders that need familiarity with the concepts and methods.

5. Staff will investigate updating the CRD Residential Water Survey, which has not been completed since 2017, including looking into potential overlap with the survey already planned for pending participation in the Water Research Foundation Residential End Uses of Water (V3) study.

Appendix 4

Industrial, Commercial & Institutional Program Direction

Appendix 4: Industrial, Commercial & Institutional Program Direction

The non-residential sector accounts for over a quarter of the region's water consumption. Both local and national evidence suggests that there are still opportunities for many of these customers to improve their water use efficiency and reduce operational costs.

CRD has a long running and successful suite of programs targeted at industrial, commercial, and institutional customers. These are anchored by the audit program, wherein customers receive free inspections of their facilities by a contracted qualified professional, followed by a report that outlines cost effective ways to save water. Other program elements include the following:

- rebates for replacement of once-through cooling systems and a pending ban of once-through cooling systems;
- customer education and outreach to encourage reduction in peak demand, delivered in conjunction with residential programs;
- supporting demand management efforts of retail water suppliers and multi-use residential property managers;
- tap aerator and pre-rinse spray valve giveaways; and,
- leak detection and smart metering device pilot studies.

In recent years, staff have noted several challenges with the water use audit portion of the program, particularly that customers are often slow to implement audit recommendations. This is attributed to a variety of internal administrative and financial factors within participating organizations. Issues include staff turnover, low engagement by senior leaders and financial managers, and the fact that audit recommendations can sometimes be costly and complex.

Key Elements of Refreshed Water Audit Program Direction

This section lists the key elements of a refreshed direction for the industrial, commercial, and institutional audit program. This direction is based on findings from two in-person workshops with responsible CRD staff and the consulting team's experience with similar programs across Canada and elsewhere. Key elements are:

- The program will continue to be anchored by technical facility water use audits, completed by contracted professionals.

- The recruitment/engagement phase of the audit program will be enhanced to place much more emphasis on screening and qualifying candidate organizations prior to entering them into the program.

- A guiding philosophy of the enhanced program will be that, if a participant is not experiencing some kind of specific pain point related to their water, they will be unlikely to fully implement audit recommendations. Therefore, fully understanding their motives for participating is crucial, noting that motives may go beyond simply saving money.

- CRD program staff will seek to engage a broader cohort of people within candidate organizations during the recruitment phase. This should include senior managers and financial administrators, with the goal of ensuring broad buy-in to participation and post-audit implementation.

- CRD staff will pilot different approaches to securing customer commitment to implement cost effective recommendations after audits are completed. These will include better communicating the full value proposition and tying recommendations to other goals such as affordability, future liability, and business values/corporate responsibility

- Where incentives continue to be available (such as the once-through cooling retrofit rebates currently on-offer), these will be more tightly focused on motivating implementation of audit recommendations.

- Greater attention will be devoted to understanding and integrating with participant's asset renewal plans and financial payback expectations. A potential approach would be to review audit participants' capital plans with them every 5 years or so to identify projects that have high potential for improving efficiency (ideally using the water audit to quantify potential savings). This may require that implementation of audit recommendations takes place on multi-year cycles, necessitating ongoing contact and relationships with participants.

- In recent years CRD has recruited participants mainly on a sector-by-sector basis (e.g., schools in one year, hotels in another). Going forward, it will trial new recruitment methods with the goal of identifying more highly motivated participants. These may include: advertising, seeking referrals from past participants, reengaging past participants, more active recruitment of source control program customers, or using enhanced analysis of retail billing data.

- CRD will explore the benefits of using new technology like meter data logging devices and advanced metering infrastructure to provide better information about where and when water is consumed within facilities.

Implementation & Next Steps

Based on the key elements outlined above, next steps are as follows:

1. Program staff will develop a formal, written business process handbook that will include recruitment, audit, and follow up stages. Included in this will be a customer qualification screening tool designed to gauge likelihood of implementing results post audit. This document will be continuously improved based on outcomes.

2. Staff will conduct informal but well-planned trials and pilot projects to test different approaches in the following areas:
    - format of pre-audit agreements with participating organizations (ranging from formal to informal),
    - methods of engaging leaders and financial managers in participant organizations, and

- participant recruitment and selection using the methods listed above (advertising, referrals, etc.).

3. Staff will explore options for targeting and marketing currently under-subscribed once-through cooling rebates to better incentivize audit participation and implementation.

4. CRD's audit program contract will be renewed or re-issued following CRD's procurement policies and process. Contract requirements will be modified as required to reflect the changes in program direction set out here.

5. Organizationally, CRD staff will develop a plan to improve management of industrial, commercial, and institutional data including retail billing data. The goal is to improve both recruitment and measurement of program results (i.e., water savings after participation). It is noted that depends on the ability to modify service agreements with water service retailers in the region. More information on this task is provided in Appendix 5 (Water Use Data, Information, and Accounting).

Appendix 5

Water Use Data, Information & Accounting

Appendix 5: Water Use Data, Information & Accounting

CRD depends on accurate data and information to make decisions about investment and timing of demand management programs and infrastructure planning more broadly. Fortunately, it has access to very good information about how residents use water including both quantitative data from meters and from residents themselves through market research. A non-exhaustive list of current and planned information and data sources can be found in the following table:

Table A5-1: Sources of Water Use & Conservation Data and Information

Information Source	Examples
Water production data from treatment facilities	• Treatment plant master meters • Retail bulk water meters • Instantaneous water demand data
Customer consumption data	• Customer meters (provided by region water service retailers though the annual Retail Water Database) • WRF Residential End Uses of Water study (pending) • Smart home water monitoring systems (e.g., Flume) • Advanced Metering Infrastructure (AMI) data (emerging best practice) • Industrial/commercial/institutional customer end use and consumption data from the ICI audit program
Market research	• Statistically reliable market research studies based on large samples and random selection of participants • Market research data collection through programs (e.g., events, workshops)
Other	• Water audits based on American Water Works Association M36 Manual methodology • GIS studies (e.g., overlaying water consumption data with demographic and planning layers)

Because water service retailers are responsible for customer billing, including collecting meter data, effective water use accounting in the region means working in partnership. This requires establishing clear data specifications, protecting privacy and personal data, and ensuring data quality control and accuracy.

With this in mind, while preparing the Water Conservation Plan, various challenges with water information and data were identified. These include the following:

- The Retail Water Database is a fundamentally important dataset for planning and evaluating demand management strategies and progress toward overall objectives. However, the current state of the data collected annually from retailers necessitates high effort to compile and "clean" a master CRD dataset each year. This is due to data quality and consistency issues including inconsistent use of billing codes, miscoded accounts, use of different units of measure, and differing billing cycles (which makes it difficult to align consumption trends between communities). Some of these issues arise due to lack of standardization and some due to different billing systems. Solving these issues will require working collaboratively with retailers and likely formalizing best practices through updated service agreements.

- Historically, CRD regularly commissioned robust, statistically reliable market research studies on water use behaviour and attitudes; however, this has not been undertaken since 2017.
- Water service retailers regularly communicate with residents about leaks on private property as part of billing processes, but there are no formal systems in place for CRD to gain information about the extent of this or for CRD to optimally support retailers with things like leak detection and repair outreach material.
- Results from analysis of non-revenue water levels can vary due to different water use accounting practices and use of different data sets.
- Opportunities to collect market research information from residents at very low cost and effort are not capitalized on, for example through tables at community events.
- Important new technology and best practices are emerging with the development Advanced Metering Infrastructure and smart home monitoring systems, but there is no region-wide plan to ensure that this is implemented consistently or in a timely manner.

Given these various challenges, program staff are highly interested in refreshing the CRD's approach to data and information management related to water conservation.

Key Elements of Refreshed Program Direction

Below are planned elements of a refreshed direction. This direction is based on findings from several meetings with responsible staff, as well as the project consulting team's experience with similar programs across Canada and elsewhere. The key elements are:

- Collaborate with all retail water service providers and billing software vendors to improve quality and collection efficiency of retail water use data (see note 1 below).
- Explore opportunities to pilot the use of AMI and meter data logging devices for targeted program delivery and performance assessment (see note 2 below).
- Establish common "master" water use datasets and tools for operations, engineering, finance and demand management uses (see note 3 below).
- Update the CRD Residential Water Survey, a market research study with customers that was last conducted in 2017.
- Clarify privacy and personal data requirements to ensure protection of customer information and to confirm how this information can and cannot be used to support conservation program delivery.
- Complete targeted market research and other studies to support pilot project development and program enhancements discussed under other themes in this plan.
- Continue research projects already underway, notably participation in the WRF Residential End Uses of Water Study.

Notes:

1. **Collaborate with all retail water service providers and billing software vendors to improve quality and collection efficiency of retail water use data.**

   Most or all municipal retailers use one of two software products for water billing: Tempest and Vadim, both of which were developed in BC and have been acquired by CentralSquare Technologies. CRD uses SAP for utility billing for the Juan de Fuca Water Distribution System serving West Shore communities.

As CRD updates service agreements with retailers, there is an opportunity to collaboratively develop a single data standard and annual procedure for retail water use reporting, with vendor support for implementation. Key elements include:

- standardization of how BC Assessment Actual Use Codes (and ideally also North American Industry Classification System codes) are assigned to customer accounts,
- standardized property and meter location information (including Jurisdiction/Roll number and meter UTM coordinates if available),
- a consistent report structure for meter reading and billing cycle dates, and
- consistent units of consumption, standardized on cubic metres.

These measures would help to make the data ready for use in a GIS platform, and ready for the increased frequency of consumption data collection that will be enabled by Advanced Meter Infrastructure systems.

2. **Explore opportunities to pilot the use of AMI and meter data logging devices for targeted program delivery and performance assessment.**

   AMI (fixed-network radio meter reading) systems have improved in reliability and decreased in cost over the past ten years to the extent that it is likely that every retailer in the CRD will begin transitioning to this technology as aging meters are replaced over the next decade. AMI systems are generally capable of collecting and recording retail water use every hour, or even every minute.

   Early implementation of AMI presents an excellent opportunity for targeting demand measures especially for leakage management, landscape watering (including measures to manage peak demands), and targeting and monitoring industrial/commercial/ institutional facility audits. Leveraging AMI data should be explored with retailers in conjunction with the approach set out above in Note 1.

   Portable water meter data logging devices have also rapidly become affordable and accessible on the mass market in the past 10 years. The North American market leader, Flume, is a cloud-based data collection service based in California that has partnered with CRD for the current update to the Water Research Foundation's Residential End Uses of Water Study. Some competing products offer potential advantages over Flume, including local data collection that does not rely on local Wi-Fi or centralized US-based data collection. It is recommended that CRD continue evaluating these data logging technologies for industrial/commercial/institutional water audits and neighbourhood-scale targeting or piloting of residential demand management measures.

3. **Establish common "master" water use datasets and tools for operations, engineering, finance and demand management uses.**

   The collection and use of water data related to the Regional Water Supply service is generally ad-hoc and driven by individual program or project needs. Several work groups would benefit from a single "source of truth" that reconciles total supply flows, bulk sales, and retail water use data at various time scales.

Appendix 6

Water Conservation Program Targets

Appendix 6: Water Conservation Plan Targets

This appendix provides additional information on the program targets set out in Section 7 Water Conservation Plan.

Target 1: Total Water Production

Reduce per capita water production from treatment facilities by 0.9% year-over-year to achieve a target of 300 LCD by 2035

Reducing the total amount of water produced at CRD's water treatment facilities, measured on a per capita basis, is a key goal of this Plan.

This target is simple in principle to calculate and track. However, the influence of factors outside CRD's control needs careful consideration. These factors include population growth and housing form. Therefore, at a more diagnostic level, the "business as usual" scenario should be adjusted for such factors to assess the real impact of demand management programs on total demand. Based on the current regional population projection of 1.66% annual growth through 2038, and the densification rates indicated by available housing projections, a status quo annual demand of 65 gigalitres (GL/year) is projected for 2025; however, a range of 50 to 80 GL/year is plausible, and year-to-year variation due to weather and other factors must be taken into account. A 0.9% year-over-year reduction will be difficult to measure with such a high degree of uncertainty.

A practical approach would be to monitor performance against 5-year milestone targets based on more precise forecasts, using program data as supporting evidence for measuring savings. The target reduction for each 5-year period would be 0.6% below the status quo forecast, or 1.2% by 2035. A five-year forecast can be accurately calibrated against actual data for population, land use and other factors using a robust demand model, and good program and demand data.

Target 2: Residential Consumption

Reduce residential per capita consumption by 1.2% year-over-year to achieve a target of 200 LCD by 2035

Residential per capita consumption is widely considered a standard benchmark for measurement of water efficiency program impact across North America.

This target is easy to monitor using currently available retail water use data and serves as the largest component of Target 1 (representing roughly a 3% reduction from the 2050 mid-range "business as usual" forecast). The current regional average is approximately 225 LCD with 227 serving as the benchmark (the 2023 result).

It is important to recognize that average demand fluctuates from year to year due to weather, so a weather-normalized value or a trendline is a more reliable (though lagging) indicator than single-year actual demand.

This target also supports monitoring progress on the other targets.

Target 3: Instantaneous Peak Demand

Reduce the maximum change in instantaneous flow rate at 4:00am from 46% to 20%

This is measured as the difference from 4:00am to 4:05am and is equivalent to a reduction in the maximum rate of change in instantaneous flow in the transmission system from 9% per minute to 4% per minute. Note that this does not imply that the goal is to simply shift the peak flow from 4:00am to 4:05am but rather to reduce the peak demand generally and to spread the flow increase over a longer period (for example, by encouraging those who continue to irrigate with automatic systems to set timers to different times of the morning).

Reducing instantaneous peak demand in the early hours of the morning, much of which is attributable to automatic irrigation systems, is a key goal of this plan. This target has been suggested by CRD operation staff. It is also a practical target that potentially has high value in improving reliability of the supply system, reducing failure risks, and "buying time" to plan and implement appropriate capital measures to address the supply system constraints. The primary demand management objective would be to motivate retail customers to shift automatic irrigation system start times away from 4:00am and, to a lesser extent, away from 5:00am as well.

This target has the advantage of being very specific and measurable, and achievable within the first five-year planning cycle through a combination of minor amendments to the Water Conservation Bylaw and a highly targeted outreach campaign toward irrigation system maintenance contractors and home and business owners with these systems.

Target 4: Peak Season Demand

Maintain Maximum Day Demand at 300 megalitres per day (ML/day) through 2035

Controlling peak season demand, measured by change in the Maximum Day Demand (the day in a year with the highest total daily water production) is an important goal for most communities. This is particularly important locally given the Capital Region's hot, dry summers and relatively high seasonal demand.

This target represents a 5% reduction from KWL's mid-range "business as usual" demand management forecast. Factors including climate change, population growth, and rate of densification would need to be monitored on a 5-year review and planning cycle. The target may need to be adjusted if the demand management mid-range forecast proves too optimistic over time.

There are many potential strategies to influence MDD, which has already significantly decreased since the 1980s and was routinely above 300 ML/d before 2010, though it has been consistently below this level since then. CRD's immediate plans to address this are set out in the Water Conservation Plan (see Section 5, Theme 3).

Appendix 7

Impact of Water Conservation Plan on Water Production - Quantitative Analysis

Appendix 7: Impact of Water Conservation Plan on Water Production - Quantitative Analysis

This Appendix defines estimated water savings associated with implementing several key Action described in the in the Water Conservation Strategy.

If the recommended water conservation measures are implemented as described in the main report, it is estimated that annual total water demand will be reduced relative to the status quo (continuation of the current course) by approximately 3% to 5% over 10 years (i.e. by 2035). Maximum day demand is estimated to be reduced by 4% to 9% in the same timeframe. The reductions are attributed to specific program measures as shown in Table A7-1 below. Discussion of the rationale follows the table.

Table A7-1: Estimated Water Savings Under Recommended Water Efficiency Program

#	Action	Estimated Reduction	% of Total Production	Reduction of Total Production	% of MDD	Reduction of MDD
1.1	Regional non-revenue water management community of practice	5 to 10%	10.0%	0.5 to 1%	5.6%	0.3 to 0.6%
2.1, 2.2 2.3	Review & update Water Conservation Bylaw	5 to 10%	22.2%	1 to 2%	59%	3 to 6%
3.6	Water Use Assessment Program	0.4%	21.1%	0.1%	11.8%	0.05%
3.7	Phase out once-through cooling systems	70 to 90%	0.3%	0.2 to 0.3%	0.18%	0.2%
2.4, 2.5 3.1, 3.2 3.3, 3.4	Education and outreach	1-2%	90.0%	1-2%	90.0%	1% to 2%
Total Estimated 10-Year Water Savings				**3 to 5%**		**4 to 9%**

Regional Non-Revenue Water Community of Practice (Action 1.1)

Non-Revenue Water (NRW) is approximately 10% of total water production region-wide, averaging approximately 4,600 ML between 2011 and 2023; however, it has fluctuated between 1,400 and 7,300 ML/year. NRW is forecasted to increase to 5,500 ML in 2035 under a status quo scenario.

The AWWA *M36 Water Audits and Loss Control Programs* Manual of Practice (5th ed., 2020) prescribes a water balance method for estimating the minimum amount of background leakage in a water distribution system that cannot be economically reduced. It assigns a unitless Infrastructure Condition Factor (ICF) of 1.0 to this level of real loss (system leakage). Based on the regional retail data and available information about distribution system characteristics (Water demand forecast Excel spreadsheet, KWL, 2025), the current ICF values for the local water supplier (municipal and First Nations) systems connected to the Regional Water Supply (RWS) System range from 1 (Sidney) to 7 (Victoria and Esquimalt).

Although NRW for the CRD RWS, JDF and SPW systems is not reported in the retail dataset, KWL has previously estimated real losses and ICFs for each system (GVWSS Audit, 2017). Real losses in the RWS system were estimated at 235 ML, although apparent losses due to meter inaccuracies and unmetered connections to Saanich and Victoria increased the total estimate of NRW to 2,800 ML. These bulk metering deficiencies are a likely cause of the fluctuation in

NRW reported in the retail data for Victoria/Esquimalt and Saanich. Losses in the SPW and JDF West Shore systems are difficult to separate from those in the RWS system due to bulk metering deficiencies between the three CRD systems. NRW was estimated to be between 700 and 1,600 ML annually in the JDF West Shore system, and approximately 360 ML in the Sooke system.

The high degree of uncertainty and fluctuation in NRW data indicates a clear opportunity to more effectively measure real losses in Greater Victoria water systems and to pursue cost-effective measures to reduce them. The available data indicate high potential to economically reduce real losses in most of the distribution systems connected to the RWS system. It is conservatively estimated that establishing a NRW community of practice (COP) can reduce NRW by 5-10% region-wide, representing a 0.5-1% reduction in total annual supply flow and a 0.3-0.6% reduction in MDD. The COP would include staff of CRD and municipal water services and would regularly meet to coordinate system water audits, efforts to maintain and improve bulk metering, and prioritization of economical measures to reduce real losses. The work arising from the COP would be budgeted individually by water utilities under their engineering and capital programs and is therefore not included in the estimated cost of this measure. The level of effort to convene the COP meetings is estimated to be within the existing capacity of demand management program staff and program resources. It is assumed that water savings from this measure would accumulate uniformly between 2026 and 2035. Assuming the COP remains active over time and distribution system owners continue to invest in cost-effective measures to manage water losses, the savings achieved by this action will be durable indefinitely.

Water Conservation Bylaw Review and Update (Actions 2.1, 2.2, 2.3)

Seasonal water use in recent years has ranged from 12,000 to 14,000 ML annually, representing roughly 30% of total annual water use in Greater Victoria, and approximately 60% of MDD. Agricultural use is approximately 3% of seasonal demand, and indoor seasonal uses including tourism and cooling uses are a small fraction. CRD has made only minor changes to its Water Conservation Bylaw (lawn and gardening schedule restrictions) in the past 25 years. Based on Econics and KWL experience with other jurisdictions, adjusting the allowable days and times for sprinkler irrigation of lawns and gardens can substantially reduce seasonal water demand. Through a series of revisions to its Drinking Water Conservation Plan, Metro Vancouver has held its total seasonal water demand roughly constant at 50 BL and has reduced MDD from 1,800 to 1,600 on average (11%) despite 35% regional growth in the same period. Similar results have been achieved in Region of Waterloo after it transitioned to a "one day per week" schedule. These results are also supported by recent academic research (see "Irrigation Bylaws: What is Best Practice?" under Goal 2 in the main report).

Revisions to the Water Conservation Bylaw based on review and analysis of the potential impact of changes to watering restrictions on seasonal and peak demands has high potential to reduce total annual demand and MDD. This also brings the added benefit of reducing the instantaneous increase in demand associated with automatic irrigation systems simultaneously starting on watering days. It is estimated that the impacts of bylaw review and resulting amendments, supported by subsequent changes in outreach and compliance strategies (Actions 2.2 and 2.3) would reduce annual total demand by 1-2% and MDD by 3-6% gradually over three years between 2028 and 2031. These actions might be completed with current staff and program resources, but modest increases to communications and bylaw enforcement resources would increase likelihood of success. Assuming these communication and

compliance efforts are sustained over time, the savings achieved by this action will be durable indefinitely.

Water Use Assessment Program (Action 3.6)

The Industrial, Commercial and Institutional (ICI) sectors together comprise approximately 23% of total retail water consumption and 21% of total production (11,000 ML/year). The ICI water use assessment program is estimated to have generated savings of roughly 15 ML/year between 2021 and 2024 (4 ML/year for each year of program delivery on average). It is conservatively estimated that by increasing the focus on relationships, commitments and follow-up, the water use assessment program can achieve savings of 5 ML/year every year between 2026 and 2035, totalling savings of 50 ML/year by 2035 (0.1% of total annual water production and 0.05% of MDD).

This is a relatively modest volume of water savings compared to other measures assessed in this appendix. However, it is important to note that this assumes that program continues at the current relatively modest level of effort (5 to 10 audits per year). Should CRD increase resources allocated to this program (based on the improved performance monitoring described in Appendix 4), total water savings would presumably increase correspondingly.

It is assumed that half of the savings achieved by this action will be durable indefinitely (i.e. replacement of inefficient fixtures and appliances with more efficient ones) and the other half (i.e. changes in work practices) will deteriorate between five and ten years after assessments if regular follow-up contacts with assessment recipients as part of an ongoing program are discontinued.

This action can be completed with current staff and program resources, albeit at current level of effort only, again noting that any decision to increase effort should be made based on improved performance monitoring of water savings from audits facilities.

Phase out once-through cooling (Action 3.7)

Initial results from a current research project into prevalence of remaining once through cooling systems points to a rough estimate of 100 once-through cooling (OTC) systems still operating in Greater Victoria, primarily in the restaurant and food service sector. On average these systems are estimated to use 1.5 ML/year (representing a typical 12,000 BTU/h condensing unit operating 12 hours a day) for a total water use of 300 ML/year. Assuming 70-90% of OTC water use will be eliminated through regulation and effective compliance communication and enforcement, annual total water savings are estimated to be 0.2 to 0.3% of total annual production and 0.2% of MDD. Given that communications to refrigeration contractors and system owners is ongoing in 2025, and that the prohibition will take effect in 2028, is assumed that the savings will be realized between 2026 and 2029. This action can be completed with current staff and program resources. Assuming communication and compliance strategies are sustained over time, the savings achieved by this action will be durable indefinitely.

Education and Outreach (Actions 2.4, 2.5 3.1, 3.2 3.3, 3.4)

Although difficult to measure directly, it is assumed that an ongoing program of well-designed and executed community-based social marketing campaigns will reduce water demand by 1 to 2% in addition to other program measures.

Effective education and outreach are necessary to support the other measures described in this section, and most of the savings achieved through communications is included in the estimates above. However, some water savings are unrelated to the end uses of water already described (e.g., behavioural change and increased selection of high-efficiency fixtures and appliances that reduce indoor residential water demand below the status quo). The overall impact of an effective education and outreach program is a significant shift in choices made by large groups of water users who are influenced by the program.

An example pathway for achieving a 2% region-wide reduction in demand through social marketing is a sustained campaign to promptly address leaking toilet flapper valves and water service lines. Leakage is estimated to be roughly 10% of residential indoor water use in North America (see Water Research Foundation Residential End Uses of Water Studies, 1999 and 2016). Residential base demand is just under half of total annual water use in Greater Victoria, so a 20 to 40% reduction in residential leakage resulting from a targeted and sustained social marketing campaign would achieve a 1 to 2% reduction in total water demand.

It is important to note that additional savings from education and outreach beyond the status quo are predicated on transitioning to a community-based social marketing approach, and improved monitoring of performance as described in Appendix 3. Conversely, continuation of passive, information-intensive marketing campaigns primarily delivered through mass media channels is unlikely to achieve any additional water savings. Moreover, attaining the savings described here is also predicated on increased resourcing of communications staff, as described in the main report.

It is assumed that the water savings resulting from this action would be achieved gradually between 2026 and 2035 and would deteriorate to zero over ten years if the program is discontinued.

Research and Pilot Project (Actions 1.2 1.3, 1.4, 3.5, 4.1, 4.2, 4.3, 4.4)

Research, data-collection, and monitoring actions (Actions 4.1, 4.2, 4.3, 4.4) do not directly contribute to water savings, but are essential to target, measure, and sustain reductions. Similarly, this plan identifies several pilot projects that will initially be delivered on a small scale or specifically in the Juan de Fuca system (Actions 1.2, 1.3, 1.4. 3.5). Water savings from these pilots will initially be relatively small, so are not included in modelling. However, over time these could grow to significantly reduce total water production should be prove successful and scale up to region-wide delivery

The overall impact of the recommended demand management program on forecasted water demand over the next ten years is shown in the figures on the following page.

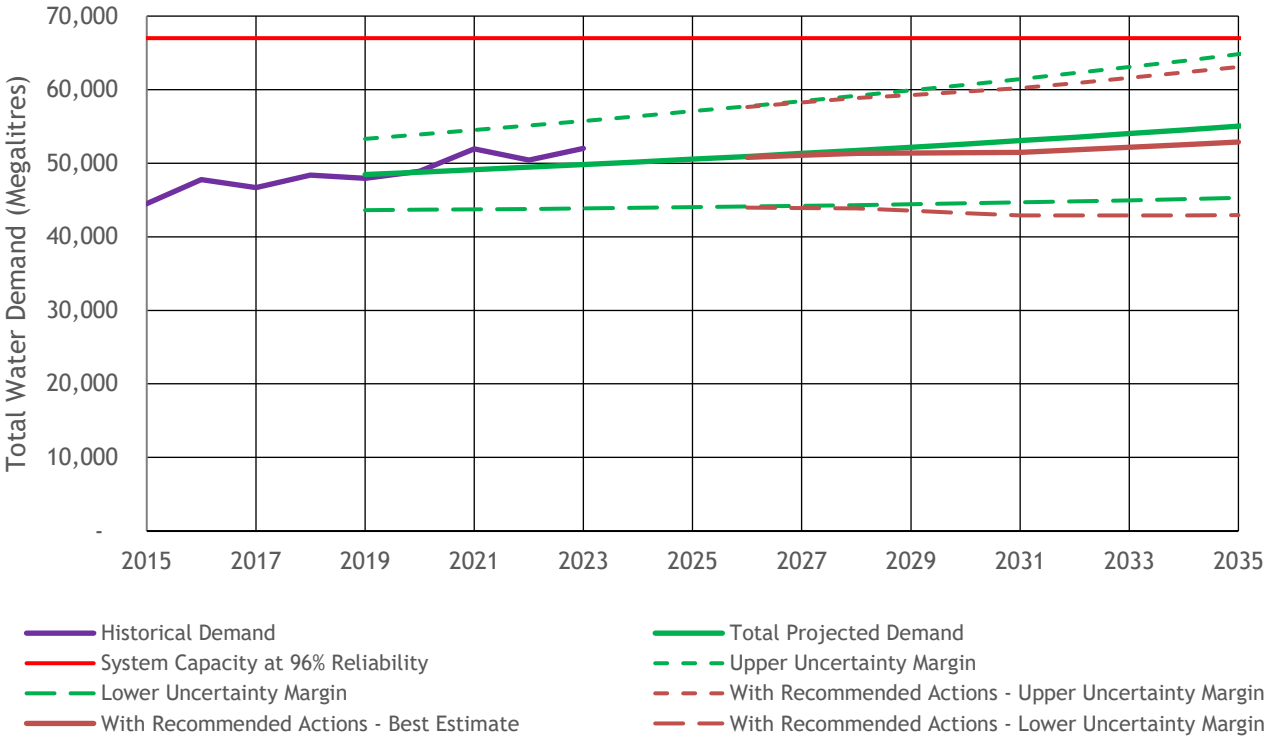


Figure A7-1: **Estimated Impact of Recommended Actions on Annual Total Demand**

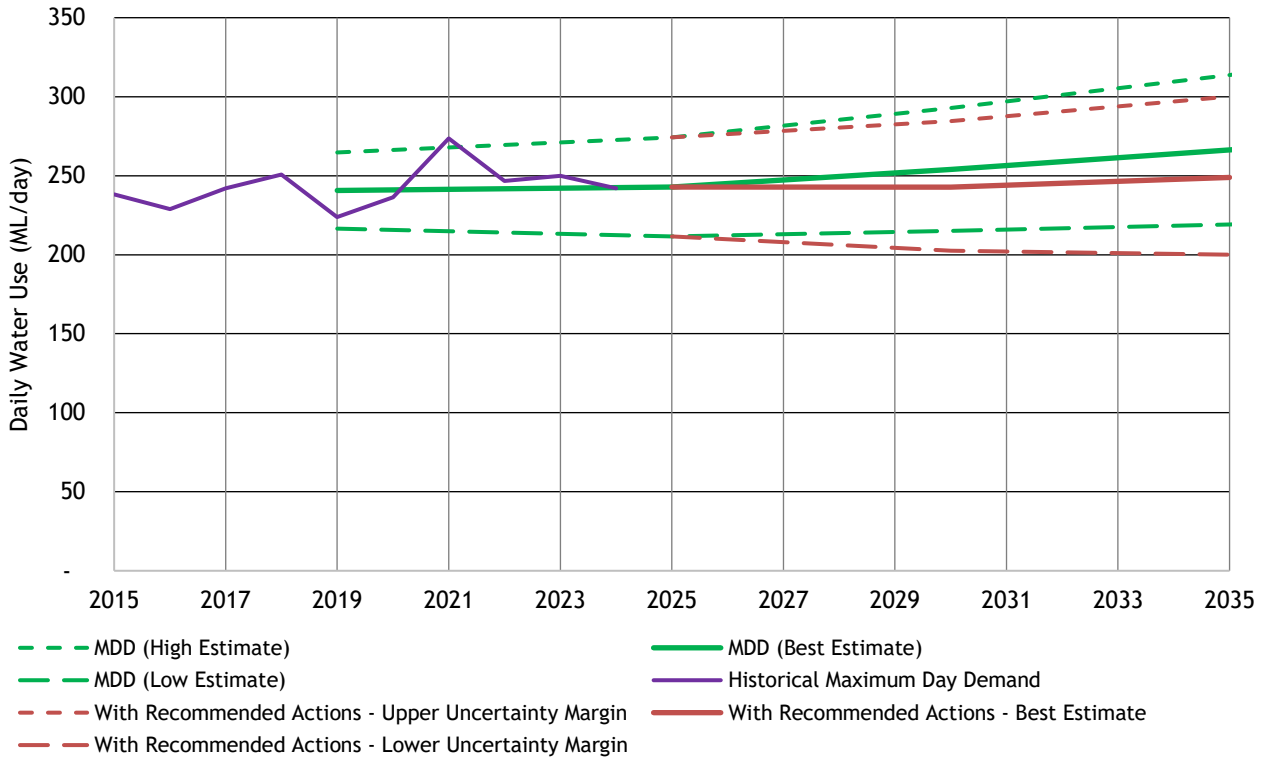


Figure A7-2: **Estimated Impact of Recommended Actions on Maximum Day Demand**

Summary of 2026-2035 Water Conservation Plan Goals, Targets and Actions

The 2026–2035 Greater Victoria Water Conservation Plan is built around four goals:

1. Lead and support collaborative water conservation best practices.
2. Reduce outdoor water use and instantaneous peak demand.
3. Foster community water stewardship and encourage efficient use.
4. Improve understanding of community water use through research and monitoring.

The following 2035 targets will be used to measure progress on the 2026–2035 Greater Victoria Water Conservation Plan implementation:

- Target 1: Total Water Production – Reduce per capita water production from treatment facilities by 0.9% year-over-year to achieve a target of 300 litres per capita per day (LCD).
- Target 2: Residential Consumption – Reduce residential per capita consumption by 1.2% year-over-year to achieve a target of 200 LCD.
- Target 3: Instantaneous Peak Demand – Reduce the maximum change in instantaneous flow rate at 4:00 am from 46% to 20%.
- Target 4: Peak Season Demand – Maintain Maximum Day Demand at 300 megalitres per day (ML/day).

The following high priority actions will be implemented first because they are likely to provide good volume of water savings relative to costs, or address more urgent operational needs:

- Establish a regional demand management community of practice with local governments in 2026.
- Review and update the Water Conservation Bylaw.
- Enhance outdoor irrigation outreach and education campaigns aimed at Water Conservation Bylaw compliance and at reducing instantaneous peak demand.
- Phase out once-through cooling systems by July 1, 2028.
- Review and maintain the industrial, commercial and institutional Water Use Assessment Program.
- Complete a CRD Residential Water Survey in 20267to inform best practices for the capital region.

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REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, MAY 27, 2026

SUBJECT **Aligning Regional Transportation and Growth Planning**

ISSUE SUMMARY

To highlight the inter-related nature of regional transportation and growth planning, and to provide context arising from ongoing regional transportation planning work in advance of forthcoming consideration of a potential update to the Capital Regional District's (CRD) Regional Growth Strategy (RGS).

BACKGROUND

The CRD's 2018 RGS and 2014 Regional Transportation Plan (RTP) together establish the long-term framework for where growth occurs and how people and goods move across the region.

Since adoption of both plans, the region has experienced significant change. Population growth, housing demand, travel patterns, climate commitments, reconciliation initiatives, infrastructure investment priorities, and provincial policy direction have evolved more rapidly than anticipated, increasingly highlighting the interconnected nature of regional growth and transportation planning.

As outlined in a prior staff report presented to the Transportation Committee in March 2026, ongoing work on regional transportation priorities, governance, and the RTP has identified growing pressure on transportation systems, the need for stronger regional coordination, and the limitations of addressing transportation challenges independently from land use and growth planning. Early findings from the RTP update reinforce the importance of aligning transportation investments with long-term growth patterns to support regional objectives related to mobility, affordability, climate action, and equity.

In parallel, the CRD has supported the Reconciliation Corridor Initiative (RCI), a First Nations-led partnership involving the Esquimalt (Kosapsum) Nation and Songhees Nation, the CRD and local governments to explore the future of the Island Rail Corridor (IRC) within the capital region. While the initiative remains in the preliminary planning stages and does not pre-determine outcomes, it illustrates how emerging regional transportation initiatives may have implications for long-term growth patterns, land use planning, and transit-supportive development. The scope of the RTP planning process has been updated to consider the role of the RCI within the regional context.

Separately, the CRD Board has previously directed staff to report back on the potential need to update the RGS. This has included the completion of a Growth and Mobility Study that has underscored the inter-related nature of regional transportation and growth planning and supports the need for alignment. A staff report responding to that direction and the outcomes is scheduled for consideration in June 2026, making it timely to share context arising from ongoing regional transportation planning work in advance of that discussion.

Transportation and Growth as a Connected System

Transportation systems and land use patterns function as an integrated system. Decisions about where and how communities grow directly influence travel demand, infrastructure costs, mode choice, transportation-related emissions, and accessibility. Transportation investments, in turn, shape development patterns, housing feasibility, and economic and social outcomes.

Early findings from the RTP update are reinforcing several system-level observations:

- Rapid growth has increased pressure on regional transportation systems, particularly in key corridors and growing communities.
- Travel time performance is closely tied to land use patterns, including density, mix of uses, and proximity to employment and services.
- Transit, rapid transit, and active transportation investments are most effective when aligned with growth patterns.
- Fragmented or misaligned planning increases long-term costs and risks, including congestion, affordability challenges, and difficulty meeting climate and safety objectives.

Despite 2024 provincial legislation (Bill 47 - Transit Oriented Areas, and Bill 44 - Small-Scale Multi-Unit Housing) strengthening land use and transportation integration, municipalities continue to advance their own development policies, leading to inconsistent regional outcomes. The RTP update identifies this as a key area where stronger regional direction and coordination of local plans within a unified regional mobility framework could significantly improve alignment and outcomes.

Relevance to Regional Growth Strategy Discussion

As work on the RTP update progresses, it is increasingly clear that many transportation outcomes in the region are shaped by long-term regional growth patterns and land use decisions that sit beyond the scope of transportation planning alone. Understanding—and potentially addressing—these issues require consideration of regional growth policy alongside transportation strategy.

Emerging work under the RTP update demonstrates that growth patterns directly influence travel demand, trip lengths, mode choice, infrastructure costs, and transportation related emissions. Dispersed or auto oriented growth increases reliance on longer vehicle trips and places sustained pressure on the road network, while more compact, mixed-use, and transit supportive development patterns improve the performance and cost-effectiveness of transit and active transportation investments.

Several consistent observations from the RTP update illustrate this relationship:

- Travel time performance is strongly influenced by land use patterns, particularly density, mix of uses, and proximity to employment and services;
- Transit, rapid transit, and active transportation investments are most effective where growth is planned and delivered together, and in supportive locations; and
- Many of the challenges related to congestion, affordability, and transportation reliability reflect cumulative land use decisions over time rather than isolated transportation system shortcomings.

The RTP update is helping to clarify both the strategic role transportation can play in supporting regional objectives and the limits of transportation-based infrastructure on its own. Addressing issues such as congestion management, affordability, climate action, safety, and equitable access increasingly depends on coordinated consideration of growth patterns alongside transportation planning and investment.

Taken together, the evolving RTP work provides important context for broader regional discussions about long-term growth, infrastructure coordination, and policy alignment across multiple areas of regional responsibility. With an updated RTP anticipated for Board consideration in 2027, its outcomes will be in place to guide and align growth considerations within a future RGS update.

ALTERNATIVES

Alternative 1
That the Transportation Committee recommend to the Capital Regional District Board:

1. That the Regional Transportation Plan (RTP) project team provide an update to the Planning and Protective Services Committee on how the ongoing RTP update relates to regional growth planning and land use integration, for context and consideration of a potential update to the Regional Growth Strategy; and
2. That this report be referred to the Planning and Protective Services Committee for information.

Alternative 2
That this report be referred back to staff for additional information based on Transportation Committee direction.

IMPLICATIONS

Alignment with Board & Corporate Priorities
This report is consistent with CRD Board Strategic Priorities and the 2023–2026 Corporate Plan by emphasizing integrated, long-term planning approaches that support regional mobility, climate action, housing affordability, reconciliation, and coordinated infrastructure investment.

Alignment with Existing Plans & Strategies
The report highlights the inter-relationship between the RTP, the RGS, and emerging regional initiatives. As regional conditions and policy environments evolve, maintaining alignment between long-range transportation planning and growth policy is increasingly important to support effective implementation and avoid unintended long-term impacts.

Reconciliation and Indigenous Relations Implications
The RCI reflects a reconciliation-based approach to regional transportation planning led by the Lekwungen Nations. While no decisions are implied or required through this report, the initiative underscores the importance of respecting Indigenous leadership, rights, and interests in future regional transportation and growth-related discussions. Concurrently with the RCI, the CRD has been engaging with First Nations regarding the ongoing RTP update and will seek to do so through a future RGS update.

Governance and Interdepartmental Coordination
This report supports coordinated governance across CRD services and committees by reinforcing the need for alignment between transportation planning, regional growth policy, and broader regional objectives. Providing shared context enables informed sequencing of policy discussions without predetermining outcomes.

Service Delivery Implications
Stronger integration between transportation planning and growth considerations supports more effective delivery of regional transportation services, including transit, active transportation, and transportation demand management initiatives, by aligning investment with long-term demand patterns.

Environmental and Climate Implications
Transportation and land use alignment is critical to reducing transportation-related greenhouse gas emissions and supporting regional climate objectives. Compact, transit-supportive growth patterns improve the effectiveness of sustainable transportation investments.

Housing and Affordability Implications
Transportation access and housing feasibility are closely linked. Coordinated planning can help reduce combined housing and transportation costs for residents, particularly in growing communities.

Social Equity and Accessibility Implications
Aligning growth with transportation investment improves access to employment, services, and education, and supports more equitable mobility outcomes across the region.

CONCLUSION

The ongoing Regional Transportation Plan update confirms that transportation outcomes are inseparable from regional growth patterns and land use decisions. The observations and emerging findings summarized in this report provide timely context that can help inform broader regional discussions about long-term growth, infrastructure coordination, and policy alignment in advance of consideration of a potential update to the RGS.

RECOMMENDATION

That the Transportation Committee recommend to the Capital Regional District Board:
1. That the Regional Transportation Plan (RTP) project team provide an update to the Planning and Protective Services Committee on how the ongoing RTP update relates to regional growth planning and land use integration, for context and consideration of a potential update to the Regional Growth Strategy; and
2. That this report be referred to the Planning and Protective Services Committee for information.

Submitted by:	Genevieve Tokgoz, P. Eng., M. Eng., Manager Transportation
Concurrence:	Patrick Klassen, MCIP, RPP, Acting General Manager, Housing, Planning and Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

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REPORT TO TRANSPORTATION COMMITTEE
MEETING OF WEDNESDAY, MAY 27, 2026

SUBJECT **Regional Trestles Renewal, Trails Widening and Lighting Project Update – May 2026**

ISSUE SUMMARY

To provide the bi-annual update on the Regional Trestles Renewal, Trails Widening and Lighting (RTWL) Project.

BACKGROUND

On August 9, 2023, the Capital Regional District (CRD) Board approved that the Regional Trestles Renewal, Trails Widening and Lighting Project (the Project) be accelerated by inclusion in the 2024-2028 Financial Plan. This included securing $53.5 million in project funds through debt, with the expectation that staff would continue to develop partnerships, pursue grant opportunities and investigate options to generate additional funds through non-tax revenue. The scope of the Project includes critical infrastructure renewal for the Selkirk, Swan Lake and Brett Avenue Trestles, and approximately six kilometers of separated use, widened pathway design with lighting on the Galloping Goose Regional Trail (GGRT) and Lochside Regional Trail (LRT). Staff were directed to report on progress with the Project through bi-annual updates.

This report outlines progress since the update received by the CRD Board on July 9, 2025.

Trestle Renewals Update

Selkirk Trestle

In December 2025, staff engaged a consulting engineering firm (Engineer) to commence detailed design for Selkirk Trestle Phase 2 work which includes widening, lighting and resurfacing of the trestle deck. In addition, in collaboration with the BC Transportation Financing Authority (BCTFA), the Engineer will progress the detailed design for the lifting portion of the trestle (the bascule). Under an agreement between the BCTFA and the CRD, BCTFA is responsible for funding any improvements related to the bascule. BCTFA is in the process of applying to Transport Canada to leave the bascule permanently in the down position. The timing of application submission and Transport Canada's decision is currently unknown. In the meantime, staff will proceed with detailed design work based on the assumption that the bascule will remain operational, while incorporating a future-proof design that allows for a non-lifting structure if approval is granted. A Project Agreement is in the process of being established between the CRD and BCTFA which outlines responsibilities for funding the design and construction of their respective portions of the structure. The Phase 2 design is currently at 30% and construction is anticipated to begin in 2027.

Swan Lake and Brett Avenue Trestles

The Swan Lake and Brett Avenue trestles are designated heritage structures under the District of Saanich Heritage Designation Bylaw No. 6664. In February 2026, staff presented conceptual

design options for the Swan Lake and Brett Avenue Trestles to the District of Saanich Heritage Foundation (SHF). For the Brett Avenue Trestle, the SHF supported Option 1 (a 20 m clear span bridge structure) and requested that heritage sympathetic style and aesthetics be incorporated into the design where possible. For Swan Lake Trestle, the SHF reviewed the option that includes a 145.8 m long, 30 span steel trestle system reflecting the layout of the current timber trestle to be constructed using a top-down method to minimize ground disturbance of culturally and environmentally sensitive areas. SHF expressed concern that this option would diminish the heritage form of the trestle and requested further development and refinement of the following three options:

- The current design.
- A design that maximally retains the existing trestle and its appearance and materiality.
- An entirely new structure.

Development of these options is currently underway, and upon completion, the refined concepts will be presented to SHF. Staff anticipate initiation of the procurement process for a consulting firm to complete detailed design for both structures later in 2026. Construction on these structures is currently scheduled to start in 2028.

Trails Widening and Lighting Update

Since July 2025, detailed design has progressed across the project footprint with the main focus being on the busiest section of GGRT from Gorge Road East to Culduthel Road (RTWL Section A Phase 1). Detailed design for this section has been completed with the construction to occur in phases. In order to commence this construction, an ‘All Ages and Abilities’ (AAA) detour will be implemented.

Detour and construction scheduling for this portion for the project has been influenced by BC Hydro’s emergency cable replacement project which is delayed from its initial expected summer completion date to late 2026. CRD staff led the coordinated design for a multi-use path (MUP) through Viaduct Park that was anticipated to be used for the RTWL Section A detour. With the delays to the BC Hydro project timeline, it is unlikely that this MUP will be available to function as a part of the RTWL detour route until late fall 2026. However, the CRD staff are coordinating with the City of Victoria, District of Saanich, and BC Hydro to confirm alternate detour alignments and timelines. In addition, infrastructure improvements along the alternative route have been presented to BC Hydro for completion. Supplementary to this, the CRD has finalized the design for neighborhood bikeway enhancements that will be required to provide an All Ages and Abilities (AAA) project detour. The infrastructure works will include installation of a temporary traffic signal at Burnside Road and Washington Avenue intersection in collaboration with the City of Victoria, and installation of a permanent traffic signal at Boleskine Road and Whittier Avenue, in partnership with the District of Saanich.

Delivery of the RTWL project alignment in Cecelia Ravine (Section A Phase 1a), from Gorge Road East to Cecelia Road, is being undertaken in collaboration with the City of Victoria’s sewer replacement project. The City of Victoria will lead the procurement of this project, with one contractor being awarded the work to complete both the sewer replacement and RTWL scopes. In addition, this project also incorporates the protection of the CRD-IWS gravity sewer main that runs adjacent to the GGRT. The construction schedule and sequencing for the project phase from Cecelia Road to Culduthel Road (Section A Phase 1b) is currently under review. Timing will be confirmed and reported in project updates but is likely to include a construction start in Fall 2026.

A map of the construction sequencing by project section is included in Appendix A and a high-level design and construction timeline for each project element is presented in the table below. Staff continue to coordinate construction schedules with third party projects happening in the Project corridor, including the Ministry of Transportation and Transit (MOTT) Tillicum Active Transportation Bridge Project, the MOTT Uptown Transit Mobility Hub as well as with BC Hydro's Victoria to Esquimalt Emergency Cable Replacement and Victoria to Saanich Cable Replacement Projects.

Project Section	Location Description	Detailed Design	Construction
Section A – GGRT – Selkirk Trestle to Culduthel Road			
Viaduct Park Multi-Use Path		IFC*	2026
Phase 1a – Gorge Road East to Cecelia Road		IFT^	2026
Phase 1b – Cecelia Road to Culduthel Road		IFT^	2026
Phase 2 – Gorge Road East to Selkirk Trestle		100%	2027
Section B – LRT – Uptown to McKenzie Ave			
Phasing to be determined		Conceptual	2028
Section C – GGRT – Uptown to Grange Rd			
Phase 1 – Tillicum Active Transportation Bridge (MOTT) to Uptown		75%	2027
Phase 2 – Tillicum Active Transportation Bridge (MOTT) to Grange		Conceptual	2027-28
Section A – Selkirk Trestle			
Phase 1 – Below deck critical repairs		COMPLETED	COMPLETED
Phase 2 – Above deck widening/resurfacing/lighting		30%	2027
Section B – Swan Lake Trestle		Conceptual	2028
Section B – Brett Ave Trestle		Conceptual	2028

* IFC – Issued for Construction
^ IFT – Issued for Tender

Trail Widening

The design aims to achieve a 6.5-metre wide separated-use facility along the Project corridor with 0.6m gravel shoulders. A graphic illustrating the design section is included in Appendix B. In certain sections full compliance may not be feasible, particularly where existing infrastructure such as underpasses impose physical constraints. In these areas, alternative design solutions and mitigation measures will be employed to maintain safety, accessibility, and overall trail functionality.

The Section A portion of the project will achieve full design width over the majority of the alignment. The main exception to this is associated with the existing underpass structure at Burnside Road where the paved width will be 5.0m. As detailed design progresses for remaining project sections, further assessment of anticipated design widths will be made and reported in project updates.

Accessibility

On September 16, 2025, members of the CRD Accessibility Advisory Committee (AAC) joined staff for an on-site visit to an accessible location of the RTWL project area. Grounded in place-based engagement, the site visit created space for participants to share insights to inform

inclusive design and strengthen collaboration between lived experience and technical expertise. The feedback received from the AAC, together with a third-party accessibility consulting design review, has informed the overall project's accessible design considerations. Further review and evaluation are being undertaken to finalize the treatment that will be utilized for mode separation. The final accessible design components are expected to be presented to the AAC in July 2026.

Communications

The Project communications and engagement plans guide engagement with interested and affected parties, and communication on project work, trail closures, and detours. The Project's quarterly newsletter, *Construction News*, launched in January of this year with a follow up edition released in April. To date, the newsletter has more than 260 subscribers. Staff continue to meet with a range of interest holders including Capital Bike, the Gorge Waterway Initiative, the Swan Lake Nature Sanctuary and the CRD Regional Transportation Advisory Committee to share project information and updates, and receive feedback. In addition, staff have provided in-person updates to community groups impacted by the upcoming RTWL construction phases including the Burnside Gorge Community Association and the residents of Waterfront Crescent.

IMPLICATIONS

Financial Implications

At this current stage of design, cost estimates remain within the original budget and the Project is considered on track for delivery within budget. Given that global volatility has the potential to influence supply chain costs and availability, staff are tracking current and trending market conditions to determine potential impacts to the Project.

With the completion of several procurements this year, staff will have updated cost information and will present an updated project budget at the next bi-annual update. Staff continue to monitor relevant grant opportunities and apply as new funding sources become available.

First Nations Reconciliation

As part of the continued Project engagement and to support required regulatory approvals, CRD staff led field visits across the Project alignment with First Nations Elders, knowledge holders, and cultural monitors in September 2025. The visits provided an opportunity to identify areas of cultural, archaeological, and environmental significance, inform project design, and strengthen collaboration by integrating Indigenous knowledge and priorities into planning and mitigation measures.

Following on from the visits, in April 2026, CRD staff held a workshop with First Nations participants to review as a collective the findings of the Project Archaeological Overview Assessment (AOA). Representatives from SȾÁUTW First Nation, Kosapsum Nation, Songhees Nation and W̱SÁNEĆ Leadership Council attended the half day session and provided feedback on the AOA findings. Based on the findings of the AOA and the feedback received, additional archaeological assessment will be undertaken in late 2026 or early 2027.

In addition, CRD staff continue to coordinate and support MOTT with consultation and engagement activities for the Project.

Service Delivery Implications

Sections of the trail will close to facilitate construction activities. During this time, temporary detours will be implemented for pedestrians and cyclists. Staff are coordinating with BC Hydro and the City of Victoria to provide coordinated communication on detour routes and durations, including advance notice to trail users.

CONCLUSION

The Regional Trestles Renewal, Trails Widening and Lighting Project has reached completion of detailed design for trail improvements along the Galloping Goose Regional Trail between Culduthel Road and Gorge Road East, with construction anticipated to commence in late summer 2026. Engagement has continued with trail user groups, First Nations, landowners, and other interest holders, and coordination with third party projects is underway to reduce disruption and optimize costs. Staff are advancing design and implementation planning across the corridor, including refinement of the Swan Lake Trestle concept and procurement of engineering services for detailed design of the Swan Lake and Brett Avenue trestles. Detailed design and detour planning for RTWL Sections B and C continue in preparation for construction in 2027 and 2028.

RECOMMENDATION

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

Submitted by:	Katherine McCann, PMP, Manager, Corporate Capital Project Delivery Services
Concurrence:	Jason Dales, B.SC., WD IV, Acting General Manager, Infrastructure and Water Services
Concurrence:	Patrick Klassen, MCIP, RPP, Acting General Manager, Housing, Planning and Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

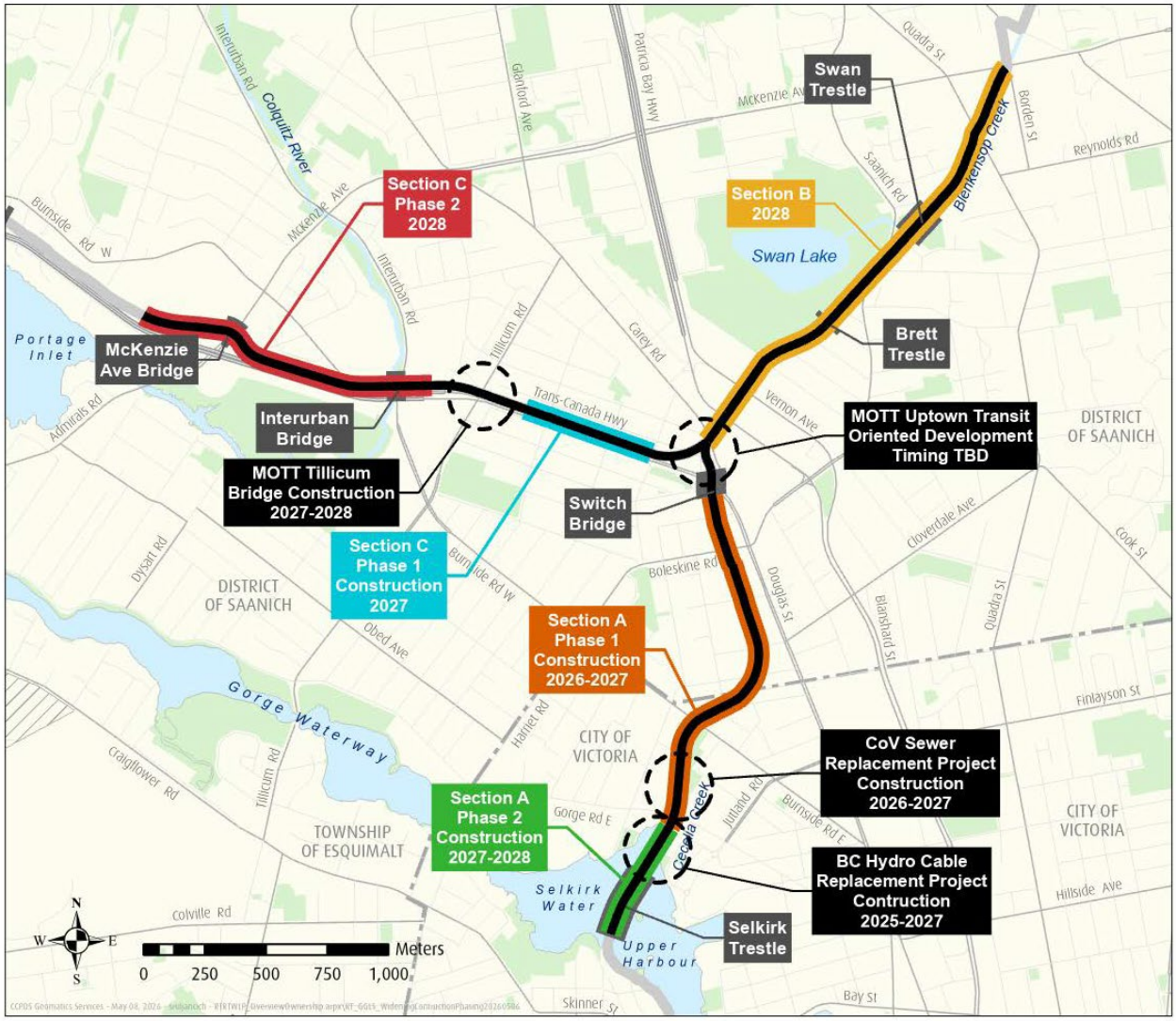
ATTACHMENT

Appendix A: Construction Project Area Map
Appendix B: Design Concept

Making a difference...together

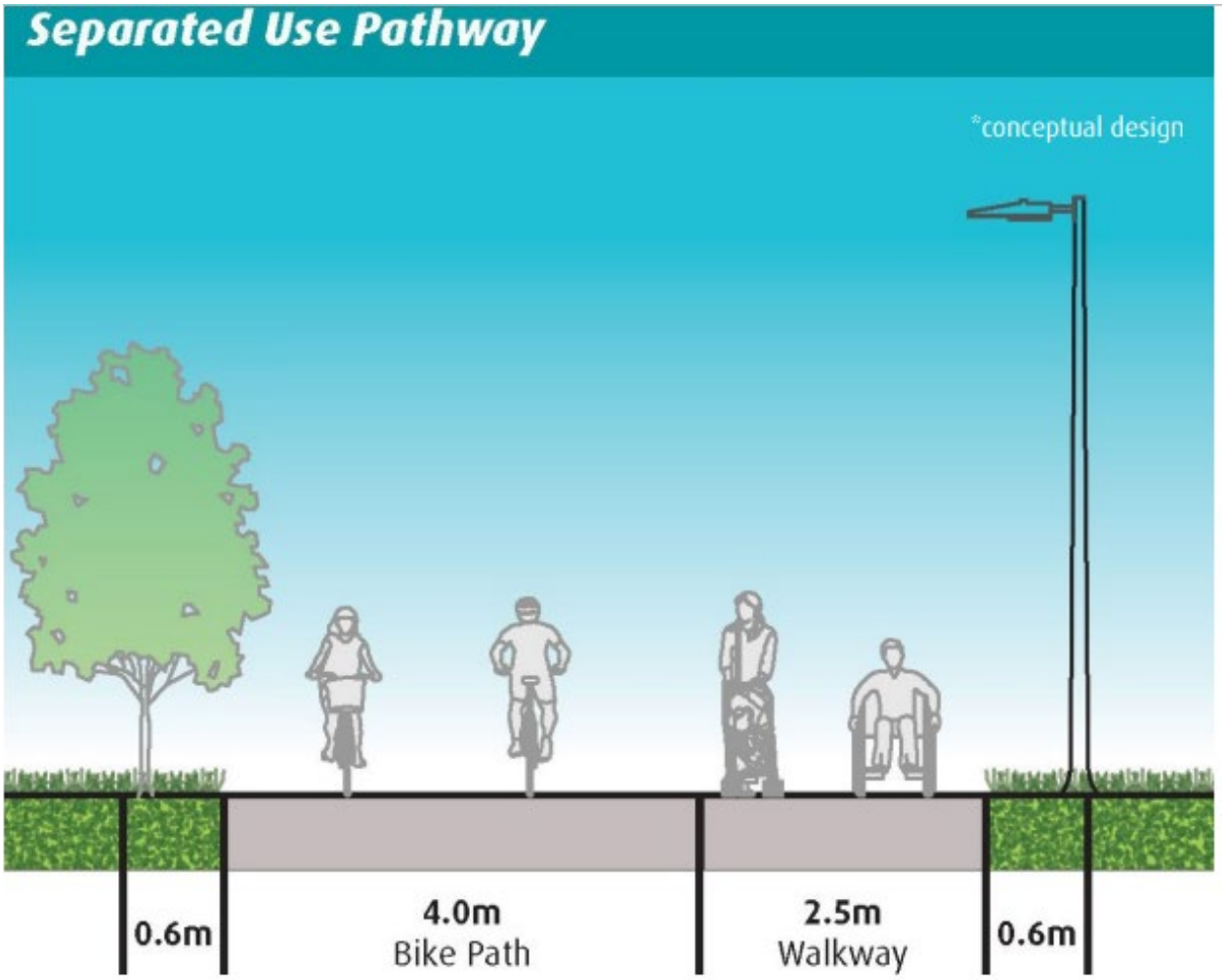
Construction Project Area Map

Construction activity is expected to begin in red highlighted areas starting in 2026.



Making a difference...together

Design Concept



From Urban Systems (2020), Regional Trails Widening and Lighting Study

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Making a difference...together

Capital Regional District Board

Chair: Director McNeil-Smith
Vice Chair: Director Little

Capital Regional Hospital District Board

Chair: Director Murdoch
Acting Chair: Director Goodmanson

Capital Region Housing Corporation Board

Chair: Director de Vries
Vice Chair: Director Caradonna

Board of Directors

Participant	Director	Alternate Director
Central Saanich	R. Windsor	S. Riddell
Colwood	D. Kobayashi	I. Ward
Esquimalt	B. Desjardins	D. Cavens
Highlands	K. Williams	K. Roessingh
JDF EA	A. Wickheim	J. Grant
Langford	S. Goodmanson	M. Wagner / K. Guiry
Langford	Alt. M. Wagner	K. Guiry
Metchosin	M. Little	J. Shukin
North Saanich	P. Jones	S. Shrivastava
Oak Bay	K. Murdoch	H. Braithwaite
Saanich	S. Brice	M. Westhaver / N. Chambers / K. Harper / T. Phelps Bondaroff
Saanich	J. Brownoff	T. Phelps Bondaroff / M. Westhaver / N. Chambers / K. Harper
Saanich	Z. de Vries	K. Harper / T. Phelps Bondaroff / M. Westhaver / N. Chambers
Saanich	D. Murdock	M. Westhaver / N. Chambers / K. Harper / T. Phelps Bondaroff
Saanich	C. Plant	N. Chambers / K. Harper / T. Phelps Bondaroff / M. Westhaver
SGI EA	P. Brent	R. Fawcett
Sidney	C. McNeil-Smith	C. Rintoul
Sooke	M. Tait	J. Bateman
SSI EA	G. Holman	E. Rook
Victoria	M. Alto	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	J. Caradonna	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	C. Coleman	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
Victoria	D. Thompson	S. Kim / M. Dell / K. Loughton / S. Hammond / M. Gardiner
View Royal	S. Tobias	J. Rogers

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Standing Committees

Core Area Liquid Waste Management

Membership consists of all 15 Board members from the seven municipal participants in the Core Area Liquid Waste Management Plan.

Chair: Director Coleman
3. Director Alto
4. Director Brice
5. Director Brownoff
6. Director Caradonna
7. Director de Vries
8. Director Desjardins
9. Director Goodmanson

Vice Chair: Director Kobayashi
10. Director K. Murdoch
11. Director D. Murdock
12. Director Plant
13. Director Thompson
14. Director Tobias
15. Alt. Director Wagner

Board Chair (ex-officio)

Electoral Areas Committee

Membership consists of all 3 Electoral Area Directors.

Chair: Director Brent
3. Director Wickheim

Vice Chair: Director Holman
Board Chair (ex-officio)

Environmental Services Committee

Chair: Director Desjardins
3. Director Brownoff
4. Director Caradonna
5. Director Holman
6. Director Kobayashi
7. Director Plant

Vice Chair: Director Tobias
8. Director Tait
9. Director Thompson
10. Director Wickheim

Board Chair (ex-officio)

Finance Committee

Chair: Director Brice
3. Director Brent
4. Director Coleman
5. Director Goodmanson
6. Director Kobayashi

Vice Chair: Director Jones
7. Director Little
8. Director Williams
9. Director Windsor

Board Chair (ex-officio)

Governance and First Nations Relations Committee

Chair: Director Little
3. Director Alto
4. Director Brent
5. Director Coleman
6. Director Desjardins
7. Director K. Murdoch

Vice Chair: Director Williams
8. Director D. Murdock
9. Director Plant
10. Director Tait

Board Chair (ex-officio)

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Hospitals and Housing Committee

Chair: Director K. Murdoch
Vice Chair: Director Caradonna

3. Director Alto
4. Director Brent
5. Director Brice
6. Director de Vries
7. Director Goodmanson
8. Director Holman
9. Director Jones

Board Chair (ex-officio)

Planning and Protective Services

Chair: Director de Vries
Vice Chair: Director Thompson

3. Director Jones
4. Director Little
5. Alt. Director Wagner
6. Director Williams
7. Director Wickheim
8. Director Windsor

Board Chair (ex-officio)

Regional Parks Committee

Chair: Director Brownoff
Vice Chair: Director Goodmanson

3. Director Coleman
4. Director Holman
5. Director Tait
6. Director Tobias
7. Alt. Director Wagner
8. Director Williams
9. Director Windsor

Board Chair (ex-officio)

Transportation Committee

Chair: Director D. Murdock
Vice Chair Director Goodmanson

3. Director Brent
4. Director Brice
5. Director Caradonna
6. Director de Vries
7. Director Desjardins
8. Director Kobayashi
9. Director Tait
10. Director Thompson
11. Alt. Director Wagner
12. Director Windsor

Board Chair (ex-officio)

Select & Sub-Committees

Accessibility Advisory Committee

Governance Committee member is appointed as liaison by Governance Committee.
Term is up to two years.

Director
Director Little

Appointments Advisory Committee

(reporting to the Governance Committee). Term is for one year.

Director Little (Chair)	Director Plant
Director Coleman	

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Royal and McPherson Theatres Services Advisory Committee

(reporting to the Finance Committee) Members appointed from each of the participants. Chair appointed by Finance Committee. Term is for one year.

Participant	Board Member
Oak Bay	Kevin Murdoch
Saanich	Susan Brice
	Colin Plant
Victoria	Jeremy Caradonna
	Krista Loughton

Solid Waste Advisory Committee

Chair shall be the Chair of the Environmental Services Committee
(reporting to the Environmental Services Committee).

Chair: Director Desjardins	Vice Chair: Elected from amongst the membership

Victoria Family Court and Youth Justice Committee

(reporting to the Governance Committee) Members appointed from each of the participants. Term is up to two years.

Participant	Member	Alternate
Central Saanich	Sarah Riddell	Resident
Colwood	Misty Olsen	Cynthia Day
Esquimalt	Ken Armour	None
Highlands	Marcie McLean	Rose Stanton
Langford	Kimberley Guiry	Mary Wagner
Metchosin	Marie-Terese Little	Jay Shukin
North Saanich	Kristine Marshall	Irene McConkey
Oak Bay	Resident	Esther Paterson
Saanich	Mena Westhaver	None
Sidney	Terri O'Keefe	Sara Duncan
Sooke	Jeff Bateman	Kevin Pearson
Victoria	Susan Kim	None
View Royal	Don Brown	None

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Other CRD Committees & Commissions

Arts Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participant	Representative	Alternate
Esquimalt	Meagan Brame	Duncan Cavens
Highlands	Karel Roessingh	None
Metchosin	Steve Gray	Jay Shukin
Oak Bay	Carrie Smart	Cairine Green
Saanich	Director Colin Plant	Nathalie Chambers
Sooke	Jeff Bateman	Kevin Pearson
Southern Gulf Islands	Director Paul Brent	None
Victoria	Director Marianne Alto (Chair)	None
View Royal	Gery Lemon	None

Climate Action Inter-Municipal Task Force

Members appointed from each of the participants. Term is for four years.

Local Government	Representative	Alternate
Central Saanich	Sarah Riddell	None
Colwood	David Grove	Cynthia Day
Esquimalt	Meagan Brame	Barabara Desjardins
Highlands	Ann Baird	None
Langford	Mary Wagner	None
Metchosin	Steve Gray	None
North Saanich	Director Peter Jones	All Councillors
Oak Bay	Andrew Appleton	Lesley Watson
Saanich	Director Judy Brownoff	None
Sidney	Steve Duck	Sara Duncan
Sooke	Tony St-Pierre	None
Victoria	Marg Gardiner	None
View Royal	Alison MacKenzie	Gery Lemon
Salt Spring Island	Director Gary Holman	None
Southern Gulf Islands	Director Paul Brent	None
Juan de Fuca	Director Al Wickheim	None

Emergency Management Committee

Board appointment of the 3 EA Directors, ELT & Senior Manager, Protective Services. Term is four years.

Electoral Areas	Representative	ELT + Management		
Juan de Fuca	Director Wickheim	Ted Robbins	Shawn Carby	Kristen Morley
Southern Gulf Islands	Director Brent (Chair)	Kevin Lorette	Luisa Jones	Stephen Henderson
Salt Spring Island	Director Holman	Nelson Chan	Alicia Fraser	

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Making a difference...together

Juan de Fuca Water Distribution Commission

Members appointed from each of the participants. Term is four years.

Participant	Commissioner	Alternate
Colwood	David Grove	Misty Olsen
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Al Wickheim	Jeri Grant
Langford	Kimberly Guiry	Keith Yacucha, Mark Morley
Langford	Mary Wagner	Keith Yacucha, Mark Morley
Metchosin	Shelly Donaldson	Steve Gray
Sooke	Kevin Pearson	None
View Royal	John Rogers	Ron Mattson

Peninsula Recreation Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participants	Commissioner	Alternate
Central Saanich	Director Ryan Windsor	Sarah Riddell
Central Saanich	Niall Paltiel	Gord Newton
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Phil DiBattista	Kristine Marshall
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Scott Garnett	Steve Duck

Regional Water Supply Commission

Members appointed from each of the participants. Term is four years.

Participant	Commissioner	Alternate
Central Saanich	Chris Graham	Zeb King
Colwood	Kim Jordison	Misty Olsen
Esquimalt	Tim Morrison	Duncan Cavens
Highlands	Gord Baird	Karel Roessingh
Juan de Fuca EA	Al Wickheim	Jeri Grant
Langford	Kimberly Guiry	Mark Morley, Keith Yacucha
	Mary Wagner	Mark Morley, Keith Yacucha
Metchosin	Steve Gray	Shelly Donaldson
North Saanich	Celia Stock	Irene McConkey
Oak Bay	Cairine Green	Esther Paterson
Saanich	Teale Phelps Bondaroff	Judy Brownoff, Colin Plant, Susan Brice
	Nathalie Chambers*	Colin Plant, Susan Brice, Judy Brownoff
	Zac de Vries*	Judy Brownoff, Colin Plant, Susan Brice
	Karen Harper*	Susan Brice, Judy Brownoff, Colin Plant
	Mena Westhaver*	Susan Brice, Judy Brownoff, Colin Plant
Sidney	Sara Duncan	Steve Duck
Sooke	Kevin Pearson	Tony St-Pierre
Victoria	Jeremy Caradonna	Matt Dell, Krista Loughton, Marg Gardiner
	Chris Coleman	Matt Dell, Krista Loughton, Marg Gardiner
	Stephen Hammond	Matt Dell, Krista Loughton, Marg Gardiner

	Susan Kim	Matt Dell, Krista Loughton, Marg Gardiner
View Royal	John Rogers	Ron Mattson

**Assignment of one additional vote*

Saanich Peninsula Wastewater Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participant	Commissioner	Alternate
Central Saanich	Director Ryan Windsor	Sarah Riddell
Central Saanich	Chris Graham	Robert Thompson
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Sanjiv Shrivastava	Jack McClintock
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Richard Novek	Steve Duck

Saanich Peninsula Water Commission

Members appointed from each of the participants. Term is four years for Directors, one year for Non-Directors.

Participant	Commissioner	Alternate
Central Saanich	Director Ryan Windsor	Sarah Riddell
Central Saanich	Chris Graham	Robert Thompson
North Saanich	Director Peter Jones	Celia Stock
North Saanich	Sanjiv Shrivastava	Jack McClintock
Sidney	Director Cliff McNeil-Smith	Chad Rintoul
Sidney	Richard Novek	Steve Duck

Salt Spring Island Local Community Commission

SSI Electoral Area Director, plus four commissioners elected by the community. Term is up to four years.

Representative
Director Gary Holman
Gayle Baker
Benjamin Corno
Earl Rook
Brian Webster

Sooke and Electoral Area Parks and Recreation Commission

Members appointed from each of the participants. Term is four years for Directors, two years for Non-Directors.

Participants	Commissioner	Alternate
Juan de Fuca	Director Wickheim	Jeri Grant
Sooke	Director Tait	Jeff Bateman
Sooke	Councillor Al Beddows	Kevin Pearson

2026 Appointments

Board and Committee Membership
Capital Regional District | 2026

Appointments to External Boards

CREST (Capital Region Emergency Service Telecommunications)

The CRD Board appoints Electoral Area Directors for shareholder votes for a four-year term. Proxies are appointed annually.

Appointed CRD Shareholder	Proxy
Director Al Wickheim	Jeri Grant
Director Gary Holman	John Wakefield
Director Paul Brent	Rob Releeder

Greater Victoria Harbour Authority Board

CRD Board Chair nominates up to three CRD Board Directors to be nominated as GVHA Director for a four-year term. Board appoints Member representative *annually.*

Member Representative (One Year Term)	Member Representative Alternate (One Year Term)	Board Nominee (Four Year Term)
Director Goodmanson	Director Plant	Director Brice

Community Liaison Committee - Greater Victoria Harbour Authority

GVHA Member Representative to be appointed.

Member Representative	Member Representative - Alternate
Director Goodmanson	Director Plant

Greater Victoria Labour Relations Association

The CRD Board appoints one Director as its representative, and one Director as alternate. Annual appointment.

Representative & AGM Delegate	Alternate
Director Coleman	Director Goodmanson

ICET – Island Coastal Economic Trust

The Board appoints either the CRD Board Chair or Director as representative. Annual appointment.

Member Representative
Director P. Brent

Island Corridor Foundation

Board appoints one Director as Local Government Designated Representative annually. Board nominates one Director for election to the Foundation Board (could be the same person as the Member Representative) at its AGM, held in May, for a two-year term.

Member Representative	Nominee
Director Alto	Director Desjardins

Municipal Finance Authority

CRD Board appoints two Directors as representatives and two Directors as alternates. Annual appointment.

Director	Alternate
Director Brent	None
Director Kobayashi	None

South Island Reconciliation Advisory Committee

(previously Te'mexw Treaty Advisory Committee)
Annual appointment.

Representative	Alternate
Director Wickheim	None

Royal and McPherson Theatres Society Board

Appointed by member Councils. Annual appointment.

Participants	Board Member	Alternate
Oak Bay	Hazel Braithwaite	Esther Peterson
Saanich	Teale Phelps Bondaroff	None
Victoria	Matt Dell	None

Vancouver Island and Coastal Communities Climate Leadership Plan (VICC-CLP) Steering Committee

Elected Official(s) to be appointed for a four-year term.

Representative	Alternate
Director Thompson	None

Vancouver Island Regional Library Board

CRD Board appoints. Only Juan de Fuca Area participates in this service function. Annual appointment.

Representative	Alternate
Director Wickheim	Jeri Grant

Making a difference...together

REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **2027-2030 CRD Board Remuneration and Travel Expense Reimbursement Policy Update**

ISSUE SUMMARY

To provide the updated CRD Board Remuneration and Travel Expense Reimbursement Policy, effective the 2027-2030 CRD Board term.

BACKGROUND

The CRD Board has approved a CRD Board Remuneration and Travel Expense Reimbursement Policy ("Policy"). This Policy applies to CRD Board Directors, Commission members, First Nations Members, and certain Board appointees to external Boards. The Policy was initially established in 2016 and is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations. As a foundation of the Policy, the remuneration philosophy established by the CRD Board is as follows:

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

2. an additional annual stipend to Electoral Area Directors to provide overall remuneration consistent with the average (median) paid to CRD member mayors, which recognizes all additional Electoral Area work including Electoral Area Commission commitments;

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

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

5. per meeting payments to Alternate Directors consistent with payments made by other Regional Districts, and to CRD Directors appointed to local and sub-regional Commissions and external Boards except where remuneration is already paid and/or not eligible; and

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

The regular review of the Policy was undertaken in early 2026 and the results of that review were presented to the CRD Board on May 13, 2026 (Appendix B). At that Board meeting, the Board moved:

> *That with the information and recommendations as provided by the consultants at the meeting of May 13, 2026, that staff be directed to update the CRD Board Remuneration and Travel Expense Policy for CRD Board consideration.*

Staff have updated the Policy with the information from the consultants to be effective starting the 2027-2030 CRD Board term (Appendix A).

In the Policy update starting in January 2027, staff are recommending that the remuneration philosophy be amended to remove the additional stipend paid the CRD Directors appointed to local and sub-regional Commissions, and rather enable Commissions to consider payment to all Commissioners from service budgets at the per meeting rate should they elect to do so and where approved by the CRD Board.

ALTERNATIVES

Alternative 1

1. That the CRD Board remuneration philosophy be revised to remove the per meeting payments to CRD Directors appointed to local and sub-regional Commissions; and
2. That that the CRD Board remuneration philosophy be revised to authorize CRD Commissions to provide per meeting payments for all Commissioners as may be approved by the Commission and the CRD Board and paid at the per meeting rate from the Commission's service budget; and
3. That the CRD Board Remuneration and Travel Expense Policy be approved effective January 1, 2027, as attached.

Alternative 2

1. That that the CRD Board remuneration philosophy be revised to authorize CRD Commissions to provide per meeting payments for all Commissioners as may be approved by the Commission and the CRD Board and paid at the per meeting rate from the Commission's service budget; and
2. That the CRD Board Remuneration and Travel Expense Policy be approved effective January 1, 2027, as attached, amended to continue to include per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external Boards except where remuneration is already paid and/or not eligible.

Alternative 3

The Capital Regional District Board approve that the CRD Board Remuneration and Travel Expense Policy be approved effective January 1, 2027, as attached, amended to continue to include per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external Boards except where remuneration is already paid and/or not eligible.

Alternative 4

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

IMPLICATIONS

Alignment with Existing Plans & Strategies
The CRD Board established a comprehensive remuneration Policy. The Policy ensures relative market consistency based on the overall remuneration philosophy. On May 13, 2026 the CRD Board approved the consultant's recommendations for remuneration effective January 1, 2027, requiring updates to the Policy.

Since the Policy was implemented, several CRD Commissions have expressed desire in considering per meeting payments recognizing the significant commitment and expectations of many Commissioners. Currently payments to commissions are permitted as follows: the Regional Water Supply Commissioners receive per meeting payments; CRD Board Directors appointed to a local or sub-regional Commission are eligible for per meeting payments; and the elected Salt Spring Island Local Community Commissioners receive annual stipends. Concern from some Commissions have been raised that this model of payment has created inconsistency.

Financial Implications
The approved implementation date for remuneration adjustments would be for the new Board term 2027-2030, starting in January 2027. Based on current level of effort, total 2027 remuneration aligned with Policy would be adjusted by approximately: $140,000 for the Board expenditure service; $50,000 for Electoral Areas; and $25,000 for the Regional Water Supply. Remuneration for the calendar years 2028-2030 would be adjusted based on the year end Victoria Consumer Price Index in accordance with Policy. Mileage and related allowances are updated annually and will continue to be incorporated into the Policy once these are determined by the Government of Canada.

Should meeting payments for Commissioners be approved, the per meeting costs at the per meeting rate would be budgeted within service budgets, with actual costs subject to the numbers of Commissioners, the number of annual meetings, and attendance.

CONCLUSION

The CRD Board has established a CRD Board Remuneration and Travel Expense Reimbursement Policy. The Policy is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations. In a review of the comparable organizations, it has been determined that adjustments to remuneration are required and that the Policy be updated accordingly to be commensurate with the 2027-2030 Board term. Staff have updated the Policy based on the direction of the CRD Board.

RECOMMENDATION

1. That the CRD Board remuneration philosophy be revised to remove the per meeting payments to CRD Directors appointed to local and sub-regional Commissions; and
2. That that the CRD Board remuneration philosophy be revised to authorize CRD Commissions to provide per meeting payments for all Commissioners as may be approved by the Commission and the CRD Board and paid at the per meeting rate from the Commission's service budget; and
3. That the CRD Board Remuneration and Travel Expense Policy be approved effective January 1, 2027, as attached.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager, People, Safety and Culture
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: CRD Board Remuneration and Travel Expense Reimbursement Policy (effective January 1, 2027) (redlined)
Appendix B: CRD Board Remuneration and Travel Expense Report, Western Compensation and Benefits Consultants, April 23, 2026

Making a difference...together

CAPITAL REGIONAL DISTRICT
BOARD POLICY

Policy Type	*Board*		
Section	*Executive Services, People, Safety & Culture (PS&C)*		
Title	**BOARD REMUNERATION AND TRAVEL EXPENSE REIMBURSEMENT**		
Adoption Date	September 9, 2015	Policy Number	BRD03
Last Amended	~~January 20~~TBD, 2026	Amended By	~~PS&C~~Board
Policy Owner	People, Safety & Culture (PS&C)		

1. POLICY:

Board of Directors Remuneration and Travel Expense Policy.

2. PURPOSE:

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

3. SCOPE:

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

4. DEFINITIONS:

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

5. PROCEDURE:

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

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

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

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

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

6. SCHEDULES:

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

7. AMENDMENTS:

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

January 20, 2026 *(Schedule 1 update)*	*Amendment 12, approved by People, Safety & Culture (eff.Jan.2026)*
TBD, 2026 *(Schedule 1 update; Schedule 2 update; Schedule 3 update)*	*Amendment 13, approved the the Board (eff. Jan.2027)*

8. REVIEWS:

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

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

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

SCHEDULE 1

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

Effective January 1, 2026
(E&OE)

		REMUNERATION	EXPENSE ALLOWANCE	TOTAL
	ANNUAL STIPENDS Paid periodically throughout the year (currently, biweekly)			
1	**CRD / CRHD Board Directors** *Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments* **where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair*	~~16,347~~18,845	~~8,174~~9,105	~~**24,521**~~**27,590**
2	**Electoral Area Directors (additional)** - **JDF Electoral Area; SGI Electoral Area** - **SSI Electoral Area**	~~31,512~~39,729 ~~24,692~~32,874	~~15,756~~19,567 ~~12,346~~16,191	~~**47,268**~~**59,295** ~~**37,038**~~**49,065**
3	**CRD Board Chair** (additional)	~~24,042~~21,120	~~12,021~~11,880	~~**36,063**~~**36,000**
4	**CRD Board Vice-Chair** (additional)	~~4,807~~5,113	~~2,404~~2,518	~~**7,211**~~**7,631**
5	**CRHD Board Chair** (additional) *(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)*	5,113~~4,807~~	2,518~~2,404~~	**7,631**~~**7,211**~~
6	**Board Standing Committee Chair, CRD Arts Commission Chair & Solid Waste Advisory Commission Chair** (additional) *(when appointed by CRD Board Chair)*	~~2,405~~2,773	~~1,202~~1,366	~~**3,607**~~**4,139**
7	**Additional Board Standing Committee(s)** (additional) *(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)*	5,113~~4,807~~	2,518~~2,404~~	**7,631**~~**7,211**~~
8	**Salt Spring Island Local Community Commissioner** *(Payable to all elected LCC commissioners, except the Electoral Area Director)*	~~8,954~~10,167	~~4,477~~5,008	~~**13,431**~~**15,175**
	PER MEETING PAYMENTS Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance **(see Footnote 2 – Eligibility Verification)**			
9	**Alternate CRD/CRHD Board Director and Acting Standing Committee Chair**	~~73~~142	~~37~~70	~~**110**~~**212**
~~10~~	~~**CRD Board Directors - Local & Sub-Regional Commission/Committee Meetings**~~ ~~Does not apply when:~~ ~~i. Commission /Committee within the responsibilities of the Electoral Area Director~~ ~~ii. Remuneration is already paid by the Commission~~ ~~iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other~~	~~73~~	~~37~~	~~**110**~~

~~11~~ 10	**First Nation Member appointees to eligible CRD Committee**	142~~73~~	70~~37~~	~~**110**~~**212**
~~12~~ 11	**CRD Board Directors – appointed by CRD to External Board** Does not apply when: i. External Board falls within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the External Board iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other	142~~73~~	70~~37~~	~~**110**~~**212**
~~13~~ 12	**CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area** Applies only when: a. Attendance at a JDFEA land use committee meeting of which the director is a member b. Attendance at any land use public hearing of the JDFEA regarding an area where the director is eligible to vote on decisions at the CRD Board Does not apply to the Electoral Area Director	142~~73~~	70~~37~~	~~**110**~~**212**
~~14~~ 13	**Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director**	142~~73~~	70~~37~~	~~**110**~~**212**
~~15~~ 14	**All Commissioners - Regional Water Supply Commission**	142~~73~~	70~~37~~	~~**110**~~**212**
15	**Commissioners – where approved by the Board and Commission**	142	70	**212**
16	**Forum of Councils – First Nations, Municipal Councilors and Directors**	142~~73~~	70~~37~~	~~**110**~~**212**
	TRAVEL EXPENSES **(see Footnote 3 regarding claim process)**			
17	**All Director, LCC Commissioner, or First Nation Member Travel - to and from meetings where the Director, LCC Commissioner or First Nation Member is a member**	$0.67	Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees	
	DIRECTOR TRAVEL Within Capital Region/Vancouver Island and Lower Mainland			
18	**Travel by Personal Automobile**	$0.67	Per kilometre	
19	**Travel by Bus, Train, Ferry, Air (economy class)**	Actual expense	Payable upon receipt	
	DIRECTOR TRAVEL Outside Capital Region/Vancouver Island and Lower Mainland			
20	**Travel by Personal Automobile**	$0.67	Per kilometre	
21	**Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)**	Actual expense	Payable upon receipt	

22	**Electoral Area Director Travel - within Electoral Area**	$0.67	For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business
23	**CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs**	$0.67	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
	MEALS		
24	**For Travel Requiring Greater-Than 24 Hours from Place of Residence**	$84.00	Per diem allowance for meals, gratuities, parking, local calls
	For Travel Requiring Less-than 24 Hours from Place of Residence		
25	- Breakfast	$18.00	See Footnote 1
26	- Lunch	$24.00	See Footnote 1
27	- Dinner	$42.00	See Footnote 1
	OTHER		
28	**Seminars, Courses, Conferences, Meetings**	Actual Cost	Registration Fees paid for single participation (Receipt required)
29	**Accommodation**	Actual Cost	Based on single occupancy
30	**Taxi Expenses**	Actual Cost	Receipts are required
31	**Long Distance Telephone Calls**	Actual Cost	Receipts are required

FOOTNOTES

(1) Meal payments will be paid as follows:

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

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

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

SCHEDULE 2

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

CRD Director Remuneration Eligibility Table

(E&OE)

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

Footnotes:

1. Within Director's core responsibilities

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

3. Eligible for per meeting payment

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

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

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

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

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

~~Director~~ Appointments to Local & Subregional Commissions	See Footnote
Accessibility Advisory Committee	7
Arts Advisory Council	7
Arts Commission	4,6
Beddis Water Service Commission	4
Cedar Lane Water Service Commission	4
Cedars of Tuam Water Service Commission	4
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Fernwood and Highland Water Local Service Commission	4
Fulford Water Service Commission	4
Galiano Island Parks and Recreation Commission	4
Ganges Sewer Local Services Commission	4
Juan de Fuca Board of Variance	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Malahat Advisory Planning Commission	4
Malahat Fire Protection and Emergency Response Service Commission	4
Maliview Sewer Local Service Commission	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Advisory Planning Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4

Footnotes:

1. Within Director's core responsibilities

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

3. Eligible for per meeting payment

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

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

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

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

Director Appointments to Local & Subregional Commissions (con't)	See Footnote
Peninsula Recreation Commission	~~3~~6
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Transportation Advisory Committee	7
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission	~~3~~6
Saanich Peninsula Water Commission	~~3~~6
Salt Spring Island Local Community Commission	1,4
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	~~3,~~4,6
Southern Gulf Islands Community Economic Sustainability Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Victoria Family Court and Youth Justice Committee	6
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Advisory Planning Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

Footnotes:

1. Within Director's core responsibilities

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

3. Eligible for per meeting payment

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

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

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

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

Regional Board Appointments to External Boards	See Footnote
Capital Region Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	6
Greater Victoria Harbour Authority Board	3,5
Greater Victoria Labour Relations Association	3
ICET – Island Costal Economic Trust Central South Island Regional Advisory Committee	6
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Pender Islands' Fire Protection Society	4
South Island Reconciliation Advisory Committee	3
Royal and McPhersion Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Sooke Historical Society	4
Vacouver Island and Costal Communities Climate Leadership Plan Steering Committee	6
Vancouver Island Regional Library Board	4

Footnotes:

1. Within Director's core responsibilities

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

3. Eligible for per meeting payment

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

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

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

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

SCHEDULE 3

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

CRD Board Remuneration Philosophy

(Effective January 1, ~~2016~~2027)

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

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

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

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

- an annual stipend to Commissioners of the Salt Spring Island Local Community Commission as a percentage of the base CRD Director annual stipend and which recognizes all responsibilities of a Commissioner; and

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

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

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

WCBC Western Compensation & Benefits Consultants
Compensation · Benefits · Executive Remuneration · Pensions · Investment · Actuarial Services

Suite 502, 595 Howe Street
Vancouver, British Columbia V6C 2T5
Tel: 604-683-9155
www.wcbc.ca

April 23, 2026

Mr. Chris Neilson
Senior Manager - People, Safety & Culture
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7

Via E-Mail [cneilson@crd.bc.ca]

Dear Chris:

We are pleased to present our conclusions, informed by the Capital Regional District's ("CRD") Board Remuneration Philosophy and based on the results of the market survey regarding remuneration for members of the CRD Board of Directors.

Background

The CRD is a regional government which serves approximately 440,000 residents from three electoral areas and 13 municipal governments throughout the Capital Region. The CRD is governed by a 24-member Board of Directors, who also serve as members of the Regional Hospital Board and the Capital Region Housing Corporation Board. The CRD Board is comprised of Municipal Directors who are appointed by their respective municipal councils, along with Directors from the electoral areas. CRD governance also includes Commissioners for a significant number of sub-regional and local area services.

The CRD Board Remuneration and Travel Expense Policy ("Policy") applies to CRD Directors and Alternates, certain Commissioners and other elected or appointed officials. The Policy specifies a review will be undertaken every three to five years to ensure remuneration remains comparable. Western Compensation & Benefits Consultants ("WCBC") was retained by the CRD to conduct the market comparison review in 2026 and ensure appropriate alignment with the philosophy statements in the Policy.

Western Compensation & Benefits Consultants

WCBC is a Canadian consulting firm founded in Vancouver over 40 years ago, serving clients across Canada and internationally. The firm provides advice on all aspects of compensation and benefits, as well as related human resources matters. WCBC's professional staff hold relevant degrees and recognized designations in areas such as human resources, compensation, group benefits, accounting, economics, and management consulting. The firm has extensive experience working with organizations in the public, private, and not-for-profit sectors, supporting the development of practical, evidence-based compensation programs. WCBC has successfully provided compensation consulting assistance to a wide range of BC regional districts, municipalities and related entities.

Work Completed

To assess whether the remuneration provided for the CRD Board of Directors aligns with the CRD Board Remuneration Philosophy, WCBC completed the following tasks.

Discussions With CRD

At the outset of the project, WCBC had discussions with CRD's Senior Manager, People, Safety & Culture. WCBC obtained and reviewed background information and documentation on CRD's current board remuneration and travel expense policy and discussed appropriate comparison organizations.

Conducted Market Survey

WCBC prepared survey materials and subsequently contacted and included the following seven regional districts and 13 member municipalities in the market survey.

Regional District	Municipality
♦ Comox Valley Regional District	♦ City of Colwood
♦ Fraser Valley Regional District	♦ City of Langford
♦ Regional District of Fraser-Fort George	♦ City of Victoria
♦ Regional District of Nanaimo	♦ District of Central Saanich
♦ Regional District of North Okanagan	♦ District of Highlands
♦ Regional District of Okanagan-Similkameen	♦ District of Metchosin
♦ Sunshine Coast Regional District	♦ District of North Saanich
	♦ District of Oak Bay
	♦ District of Sooke
	♦ District of the Corporation of Saanich
	♦ Town of Sidney
	♦ Township of Esquimalt
	♦ View Royal

Completed Analysis and Prepared Report

WCBC compared the CRD's current remuneration, expense reimbursement, and related practices to those of the survey organizations. Following a discussion with the Senior Manager, People, Safety & Culture, WCBC developed the conclusions set out herein to support alignment with the CRD Board Remuneration Philosophy.

Conclusions

The following conclusions are based on the CRD's Board Remuneration Philosophy, as established by the CRD Board. In developing the conclusions, WCBC considered the results of the market survey, the extent to which current and proposed remuneration aligns with the stated Philosophy, and where appropriate, the existing relationships between roles to ensure internal consistency. Each component of remuneration is addressed below, with reference to the relevant Philosophy provisions supporting the conclusions.

Base Director

The CRD Board Remuneration Philosophy states that a base Director annual stipend should be the average (applied as median) paid to CRD member councillors, which recognizes attendance at all CRD Board meetings and Committee of the Whole meetings plus two Standing Committee commitments.

The results of the market survey and the resulting conclusions are set out below:

	Annual Stipend Based on Philosophy		
Median Paid to CRD Member Councillors	**Remuneration**	**Expense Allowance**	**Total**
$27,590	$18,845	$9,105	$27,590

CRD's base Director's annual stipend is currently $24,521. However, in accordance with the Philosophy it should be $27,590. Therefore, a base Director's annual stipend should be increased by $3,069.

Electoral Area Directors

The CRD Board Remuneration Philosophy states that an additional annual stipend for Electoral Area Directors should provide overall remuneration consistent with the average (applied as median) paid to CRD member mayors, which recognizes all additional Electoral Area work including Electoral Area Commission commitments.

The results of the market survey and the resulting conclusions are set out below:

	Additional Annual Stipend Based on Philosophy		
Median Paid to CRD Member Mayors	**Remuneration**	**Expense Allowance**	**Total**
$59,295	$39,729	$19,567	$59,295

CRD's annual stipend for Electoral Directors (other than the SSI Electoral Area Director) is currently $47,268 and therefore it should be increased by $12,027.

CRD Board Chair

The CRD Board Remuneration Philosophy states that an additional annual stipend for the CRD Board Chair should be consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees.

The results of the market survey and the resulting conclusions are set out below:

Median Paid to Regional District Board Chairs	Additional Annual Stipend Based on Philosophy		
	Remuneration	Expense Allowance	Total
$36,000	$24,120	$11,880	$36,000

The CRD Board Chair's annual stipend is currently $36,063 and therefore it should be decreased by $63.

Other Additional Annual Stipends

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

Each additional annual stipend is discussed below.

CRD Board Vice-Chair

The results of the market survey and the resulting conclusions are set out below:

Median Paid to Regional District Board Vice-Chairs	Additional Annual Stipend Based on Philosophy		
	Remuneration	Expense Allowance	Total
$7,631	$5,113	$2,518	$7,631

The CRD Board Vice-Chair's annual stipend is currently $7,211 and therefore it should be increased by $420.

Capital Region Hospital District Chair

The CRD compensates the Capital Region Hospital District ("CRHD") Chair at the same level as the CRD Board Vice-Chair. Among the comparison regional districts, most compensate their Hospital District Chair at a level below that of the Vice-Chair, with one regional district providing higher remuneration for the role. If the median of the comparator group were used as the basis for determining remuneration, the CRHD Chair compensation would be approximately half of its current level. WCBC has considered the relationship between the

roles on the CRD Board of Directors and concluded that maintaining the remuneration provided for the CRHD Chair at the same level as the CRD Board Vice-Chair would be appropriate.

CRD Directors Appointed as Commission Chairs

The CRD provides an additional annual stipend to CRD Directors appointed as Commission Chairs when such Commission Chair appointment is made directly by the CRD Board Chair.

No direct comparisons for this role were identified among the regional districts surveyed. Accordingly, WCBC considered the existing relationship between the Commission Chairs additional annual stipend and the base Director annual stipend. At present, Commission Chairs receive an additional annual stipend that is approximately 15% lower than the base Director annual stipend.

Applying this same relationship, the resulting conclusions are set out below:

15% of Base Director Annual Stipend (based on conclusions)	Additional Annual Stipend Based on Philosophy		
	Remuneration	Expense Allowance	Total
$4,139	$2,773	$1,366	$4,139

CRD's annual stipend for Commission Chairs is currently $3,607 and therefore should be increased by $532.

Standing Committee Chairs

As discussed earlier herein, the base Director stipend covers service on up to two Standing Committees. Where the CRD Board Chair appoints a Director as a Standing Committee Chair and the Director's total committee commitments exceed two, an additional annual stipend is provided.

The CRD provides an additional stipend for Standing Committee Chairs, set at the same level as the Commission Chairs additional annual stipend, where applicable. Among the comparison regional districts, additional compensation for committee chair roles is uncommon, and where such compensation exists, it is in the form of a fee per meeting attended. If the comparison group were used as the basis for determining this additional stipend, the resulting amount would be significantly lower than the current level. WCBC has considered the relationship between roles on the CRD Board of Directors and concludes that maintaining the current approach where the Standing Committee Chair additional annual stipend aligns with the Commission Chair additional annual stipend would be appropriate.

CRD Directors Involved on More Than Two Standing Committees

Where a CRD Director's membership exceeds two Standing Committees, an additional annual stipend is provided.

The CRD provides an additional annual stipend for Standing Committee Members, set at the same level as the CRD Board Vice-Chair stipend, where applicable. There are no comparisons for this among the regional districts. WCBC has considered the relationship

between roles at the CRD Board of Directors and concludes that maintaining the current approach where the Standing Committee Member additional annual stipend aligns with the CRD Board Vice-Chair additional annual stipend would be appropriate.

Commissioners of the Salt Spring Island Local Community Commission

The CRD provides an additional stipend to members of the Salt Spring Island Local Community Commission ("LCC"). This stipend is paid to all elected LCC Commissioners, excluding Electoral Area Directors.

No direct comparators for this role were identified among the regional districts included in the market survey. Accordingly, WCBC considered the existing relationship between the LCC Commissioner additional annual stipend and the base Director annual stipend. At present, LCC Commissioners receive an annual stipend that is approximately equal to 55% of the base Director amount.

Applying this same relationship, the resulting conclusions are set out below:

55% of Base Director Annual Stipend (based on conclusions)	Additional Annual Stipend Based on Philosophy		
	Remuneration	Expense Allowance	Total
$15,175	$10,167	$5,008	$15,175

CRD's annual stipend for the Salt Spring Island Local Community Commissioners is currently $13,431 and therefore it should be increased by $1,744.

Alternate Directors

The CRD Board Remuneration Philosophy states that per meeting payments to Alternate Directors should be consistent with payments made by other Regional Districts, and to CRD Directors appointed to local and sub-regional Commissions and external Boards except where remuneration is already paid and/or not eligible.

The results of the market survey and the resulting conclusions are set out below:

Median Regional District Per Meeting Payments	Per Meeting Payment Based on Philosophy		
	Remuneration	Expense Allowance	Total
$212	$142	$70	$212

CRD's per meeting fee for Alternate Directors is currently $110 and therefore should be increased by $102.

Annual Cost-of-Living Adjustments

The CRD Board Remuneration Philosophy states that stipends are to be adjusted annually based on the Victoria Consumer Price Index (CPI). This approach is a common practice among the comparison organizations. All regional districts apply annual increases linked to CPI, and most municipalities follow a similar approach, with only a few using alternative methodologies.

Recognizing its alignment with both the CRD's stated Philosophy and prevailing market practice, WCBC recommends that CRD continue to determine annual adjustments based on CPI.

Summary of Conclusions

The following table summarizes the above conclusions.

	Remuneration	Expense Allowance	Total
Annual Stipends			
CRD/CRHD Board Directors	$18,845	$9,105	$27,590
Additional Stipends			
Electoral Area Directors	$39,729	$19,567	$59,295
CRD Board Chair	$24,120	$11,880	$36,000
CRD Board Vice-Chair	$5,113	$2,518	$7,631
CRHD Board Chair	$5,113	$2,518	$7,631
Commission Chairs	$2,773	$1,366	$4,139
Board Standing Committee Chair	$2,773	$1,366	$4,139
Additional Board Standing Committee(s)	$5,113	$2,518	$7,631
Salt Spring Island Local Community Commissioner	$10,167	$5,008	$15,175
Per Meeting Payments			
Alternate Directors	$142	$70	$212

We would be pleased to discuss this report with you.

Yours sincerely,

Barry D. Cook

Linda M. Reid

Conclusion to Board (Apr 2026).docx

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **AAP Requirements for Bylaw No. 4699 - Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026**

ISSUE SUMMARY

The CRD Board must establish the process for conducting an alternative approval process (AAP) by establishing the total number of electors, approving the deadline to receive elector responses, approving a synopsis for the bylaw, the statutory notice, and the elector response form.

BACKGROUND

At its meeting held March 11, 2026, the Capital Regional District (CRD) Board gave third reading to Bylaw No. 4699, *"Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026"* (Appendix A).

The purpose of Bylaw No. 4699 is to authorize the borrowing of thirty-four million, eight hundred and forty thousand dollars ($34,840,000), for a period not exceeding 15 years, for the purpose of capital renewal and upgrading of the wastewater treatment and conveyance system serving the Core Area and Western Communities and includes up to two million ($2,000,000) for advanced thermal detailed design.

Prior to adopting a borrowing bylaw, participating area approval is required and will be obtained for the entire Liquid Waste Management Core Area and Western Communities Service area. The alternative approval process (AAP) applies to all electors within the Liquid Waste Management Core Area and Western Communities Service area which is comprised of the following municipalities in the Capital Regional District (CRD): Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, and View Royal. While the service authority includes a partnership agreement with the Kosapsum Nation and the Songhees Nation, they do not qualify as electors in the service and cannot participate in the AAP.

The following documents have been prepared in accordance with the applicable sections of the *Local Government Act* and the *Community Charter* and must be approved by the CRD Board:

- Synopsis of Bylaw No. 4699 (Appendix B)
- Notice of AAP for Bylaw No. 4699 (Appendix C)
- Elector Response Form for Bylaw No. 4699 (Appendix D)

With an AAP, the Board may proceed with adopting the bylaw if less than 10% of electors submit a signed Elector Response Form indicating that the Board must obtain the assent of the electors by way of assent voting (referendum). The total number of electors in the Liquid Waste Management Core Area and Western Communities Service area is determined to be 252,590 of which 10% is 25,259 electors. The AAP Elector Response Form will be available when the statutory Notice of AAP is published on June 18, 2026 and the response period will close at 4:30 pm on July 31, 2026.

ALTERNATIVES

Alternative 1

1. That in accordance with section 86(3) of the *Community Charter*, the date of July 31, 2026 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4699, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4699 (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 252,590 and that 10% of that number is 25,259 electors.

Alternative 2

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

IMPLICATIONS

Communication Channels

The AAP notification for Bylaw No. 4699 will launch on June 18, 2026. The purpose of the communication approach is to inform electors about the AAP, provide information regarding the opportunity to submit response forms prior to the deadline, provide information regarding the purpose of the borrowing, and address questions that may arise during the process.

The AAP communication channels plan is attached as Appendix E. In addition, the Frequently Asked Questions related to the borrowing is attached as Appendix F.

CONCLUSION

The CRD Board had previously approved obtaining participating area approval for the entire service area by alternative approval process for Bylaw No. 4699, *"Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026"*. Prior to conducting the alternative approval process, the Board must confirm the deadline to receive elector responses as July 31, 2026, establish the number of eligible electors as 252,590 and approve the synopsis of Bylaw No. 4699 (Appendix B), Notice of Alternative Approval Process (Appendix C), and the Elector Response Form (Appendix D) in accordance with the applicable provincial legislation.

RECOMMENDATION

1. That in accordance with section 86(3) of the *Community Charter*, the date of July 31, 2026 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4699, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4699 (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 252,590 and that 10% of that number is 25,259 electors.

Submitted by:	Marlene Lagoa, MPA, Senior Manager, Legislative Services & Deputy Corporate Officer
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

ATTACHMENT(S)

Appendix A: Bylaw No. 4699 at Third Reading
Appendix B: Synopsis of Bylaw No. 4699
Appendix C: Notice of AAP for Bylaw No. 4699
Appendix D: Elector Response Form for Bylaw No. 4699
Appendix E: AAP Communication Channels for Bylaw No. 4699
Appendix F: Frequently Asked Questions – Wastewater AAP

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4699

****

A BYLAW TO AUTHORIZE THE BORROWING OF THIRTY-FOUR MILLION, EIGHT HUNDRED AND FORTY THOUSAND DOLLARS ($34,840,000) FOR WORKS RELATED TO THE LIQUID WASTE MANAGEMENT CORE AREA AND WESTERN COMMUNITIES SERVICE

****

WHEREAS:

A. By Supplementary Letters Patent, Division VII dated December 28, 1967, the Capital Regional District was granted the function of acquisition, design, construction, operation, maintenance, renewal and administration of trunk sewers and sewage disposal facilities within all member municipalities of the Regional District, except the electoral areas of Sooke and Southern Gulf Islands, converted to establishing bylaw per Bylaw No. 2312, "Liquid Waste Management Core Area and Western Communities Service Establishment Bylaw No. 1, 1995", for the collection, conveyance, treatment, and disposal of sewage within the service area;

B. The wastewater treatment and conveyance system serving the Core Area and Western Communities requires capital renewal and infrastructure upgrades, including detailed design for advanced thermal treatment ("Advanced Thermal") and for the processing of Class A biosolids materials for beneficial use (the "Capital Projects"), which may include, without limitation, planning, studies, project administration, public consultation and communications, site selection, design, land acquisition, procurement of materials and equipment, construction, and the supply and installation of all materials, equipment and components, and all other works incidental or necessary to the completion of the Capital Projects;

C. The estimated cost of the Capital Projects is the sum of Thirty-Four Million, Eight Hundred and Forty Thousand Dollars ($34,840,000.00), including Two Million ($2,000,000) for Advanced Thermal detailed design, which is the amount of debt intended to be authorized by this bylaw;

D. Pursuant to section 407 of the *Local Government Act*, participating area approval is required for this borrowing and shall be obtained by alternative approval process for the entire service area under section 345 of the *Local Government Act*;

E. The approval of the Inspector of Municipalities is required under section 403 of the *Local Government Act*; and

F. Financing is proposed to be undertaken by the Municipal Finance Authority of British Columbia pursuant to agreements between it and the Capital Regional District.

NOW THEREFORE the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the capital renewal and upgrade of the wastewater treatment and conveyance system serving the Core Area and Western Communities, which will involve planning, studies, project administration, public consultation and communications, site selection, design, land acquisition, procurement of materials and equipment, construction, and the supply and installation of all materials, equipment and components, and all other works incidental or necessary to the completion of the Capital Projects, and to do all things necessary in connection with the Capital Projects and without limiting the generality of the foregoing:

   (a) to borrow upon the credit of the Capital Regional District a sum not exceeding Thirty-Four Million, Eight Hundred and Forty Thousand Dollars ($34,840,000.00); 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 Capital Projects.

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 “Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026”.

READ A FIRST TIME THIS	11th	day of	March	2026
READ A SECOND TIME THIS	11th	day of	March	2026
READ A THIRD TIME THIS	11th	day of	March	2026
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	5th	day of	May	2026
RECEIVED PARTICIPATING AREA APPROVAL UNDER SECTION 345 OF THE *LOCAL GOVERNMENT ACT THIS*		day of		20__
ADOPTED THIS		day of		20__

CHAIR

CORPORATE OFFICER

Appendix B

Synopsis of Bylaw No. 4699, "Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026"

Bylaw No. 4699 would authorize the borrowing of Thirty-Four Million, Eight Hundred and Forty Thousand Dollars ($34,840,000), for a period not exceeding 15 years, for the purpose of capital renewal and upgrading of the wastewater treatment and conveyance system serving the Core Area and Western Communities and includes up to Two Million ($2,000,000) for advanced thermal detailed design.

Participating area approval for Bylaw No. 4699 will be obtained for the entire service area by Alternative Approval Process. The Alternative Approval Process applies to all electors within the **Liquid Waste Management Core Area and Western Communities Service area which is comprised of the following municipalities in the Capital Regional District (CRD): Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, and View Royal.**

Please note that this synopsis of Bylaw No. 4699 is not intended to be or understood as an interpretation of the bylaw. A copy of the complete bylaw and this notice may be viewed at Capital Regional District offices located at 625 Fisgard Street, Victoria, BC from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays). The bylaw may also be viewed at www.crd.ca/Wastewater-AAP.

NOTICE TO ELECTORS
WITHIN THE CAPITAL REGIONAL DISTRICT

Alternative approval process for Bylaw No. 4699 to authorize the borrowing of $34,840,000.00 for the purpose of capital renewal and upgrading of the wastewater treatment and conveyance system serving the Core Area and Western Communities.

Notice is hereby given that the Board of Directors of the Capital Regional District ("CRD") proposes to adopt Bylaw No. 4699, *"Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026".* The Core Area Wastewater Treatment Plant serves the Core Area and Western Communities of Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, and View Royal.

Bylaw No. 4699 would authorize the borrowing of Thirty-Four Million, Eight Hundred and Forty Thousand Dollars ($34,840,000), for a period not exceeding 15 years, for the purpose of capital renewal and upgrading of the wastewater treatment and conveyance system serving the Core Area and Western Communities and includes up to Two Million ($2,000,000) for advanced thermal detailed design.

Participating area approval for Bylaw No. 4699 will be obtained for the entire service area by Alternative Approval Process. The Alternative Approval Process applies to all electors within the Liquid Waste Management Core Area and Western Communities Service area which is comprised of the following municipalities in the Capital Regional District (CRD): **Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, and View Royal.**

Please note that this synopsis of Bylaw No. 4699 is not intended to be or understood as an interpretation of the bylaw. A copy of the complete bylaw and this notice may be viewed at Capital Regional District offices located at 625 Fisgard Street, Victoria, BC from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays). The bylaw may also be viewed at www.crd.ca/Wastewater-AAP.

Take further notice that the CRD may proceed with Bylaw No. 4699 unless at least 25,259 electors (constituting 10% of eligible electors) within the Liquid Waste Management Core Area and Western Communities Service area, object by signing the elector response form, that the Board must obtain the assent of the electors by way of an assent vote (referendum) before proceeding to adopt Bylaw No. 4699.

The elector response must be in the form as established by the CRD and is available from the CRD on request or from the CRD website at www.crd.ca/Wastewater-AAP. The only persons entitled to sign elector response forms are electors of the area to which the alternative approval process opportunity applies. The alternative approval process applies to the electors in the Liquid Waste Management Core Area and Western Communities Service area which is comprised of the following municipalities in the Capital Regional District (CRD): **Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, and View Royal**.

The deadline for submitting signed elector response forms, in relation to Bylaw No. 4699, to the CRD is **4:30 pm on Friday, July 31, 2026**. Forms must be received by the deadline to be counted. A copy of the elector response form may be downloaded from: www.crd.ca/Wastewater-AAP.

To obtain an elector response form, or for questions about the alternative approval process, contact Legislative Services, 625 Fisgard Street, Victoria, BC, V8W 1R7, email

legserv@crd.bc.ca, telephone 250.360.3642 or toll free 1.800.663.4425 from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays).

Questions regarding Bylaw No. 4699 may be directed to Joseph Marr, Senior Manager, Infrastructure Planning and Engineering, 250.474.9656, jmarr@crd.bc.ca, from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays) from the date of this notice until July 31, 2026.

Qualifications for Resident and Non-Resident Property Electors

***Resident Elector**:* You are entitled to submit an elector response form as a Resident Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for at least 6 months and currently reside in the Liquid Waste Management Core Area and Western Communities Service area **(i.e. Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, and View Royal)** prior to signing the elector response form.

***Non-Resident Property Elector**:* You may submit an elector response form as a Non-Resident Property Elector if you are 18 years or older on the date of submission of the elector response form, are a Canadian citizen, have resided in British Columbia for 6 months, have owned and held registered title to property in the Liquid Waste Management Core Area and Western Communities Service area **(i.e. Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, and View Royal)** for 30 days and do NOT qualify as a Resident Elector. If there is more than one registered owner of the property (either as joint tenants or tenants in common) only one individual may, with the written consent of the majority, submit an elector response form.

Elector response forms, a copy of Bylaw No. 4699, and a copy of this Notice may be inspected during regular office hours, 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays) from the date of this notice until **4:30 pm on Friday, July 31, 2026** at the following CRD locations:

- CRD Headquarters, 625 Fisgard Street, Victoria, BC
- on the CRD website: www.crd.ca/Wastewater-AAP

Given under my hand at Victoria, BC this 18th day of June 2026.

Kristen Morley
Corporate Officer

Appendix D

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ELECTOR RESPONSE FORM

Alternative Approval Process for Bylaw No. 4699

By completing this elector response form **I oppose** the Capital Regional District's intention to adopt **Bylaw No. 4699, *"Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026"*** to authorize the borrowing of up to $34,840,000 to be repaid over a period not to exceed 15 years for the purpose of the capital renewal and upgrading of the wastewater treatment and conveyance system, unless a vote is held.

Please print using BLOCK LETTERS

Full name of elector: _____
(one form per person)

Choose one (see next page for eligibility requirements):

☐ **I am a resident elector**

Residential Address: _____
Street Name Municipality/Electoral Area Postal Code

☐ I **am a non-resident property elector** in the Capital Regional District who lives in another community in **British Columbia** and owns property at the below address (see reverse for eligibility requirements):

_____
Street Name Municipality/Electoral Area Postal Code

Signature: _____
****A person must not sign more than one elector response form****

The deadline for submitting this elector response form to the **Capital Regional District** (CRD) is:
4:30 p.m. on Friday, July 31, 2026.

Address: c/o Legislative Services, CRD, 625 Fisgard Street, Victoria, BC, V8W 1R7
Phone: 250.360.3642
E-mail: LegServ@crd.bc.ca (please scan a legible signed copy as PDF)

The Capital Regional District may obtain elector approval for Bylaw No. 4699, *"Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 1, 2026"* unless at least 25,259 electors (constituting 10% of eligible electors), within the Liquid Waste Management Core Area and Western Communities Service area, sign and submit a completed copy of this elector response form to the Capital Regional District by the deadline.

Additional information can be found on the next page of this form about the subject of this alternative approval process as well as elector qualifications.

Personal information collected by this form is authorized under the *Freedom of Information and Protection of Privacy Act* sections 26(a) and 26(c) and will be used only for the purpose of conducting an alternative approval process pursuant to Section 86 of the *Community Charter*. questions about the collection and use of this information, please contact Marlene Lagoa, Deputy Corporate Officer, Capital Regional District, 625 Fisgard Street, Victoria, 250.360.3127 OR LegServ@crd.bc.ca.

Bylaw No. 4699 – AAP Information Sheet

Bylaw No. 4699 would authorize the borrowing of Thirty-Four Million, Eight Hundred and Forty Thousand Dollars ($34,840,000), for a period not exceeding 15 years, for the purpose of capital renewal and upgrading of the wastewater treatment and conveyance system serving the Core Area and Western Communities and includes up to Two Million ($2,000,000) for advanced thermal detailed design.

Participating area approval for Bylaw No. 4699 will be obtained for the entire service area by Alternative Approval Process. The Alternative Approval Process applies to all electors within the Liquid Waste Management Core Area and Western Communities Service area which is comprised of the following municipalities in the Capital Regional District (CRD): **Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, and View Royal.**

Please note that this synopsis of Bylaw No. 4699 is not intended to be or understood as an interpretation of the bylaw. A copy of the complete bylaw and this notice may be viewed at Capital Regional District offices located at 625 Fisgard Street, Victoria, BC from 8:30 am to 4:30 pm, Monday to Friday (excluding statutory holidays). The bylaw may also be viewed at www.crd.ca/Wastewater-AAP.

Additional Information About Elector Eligibility

In order to sign an elector response form, a person must either be a resident elector or a non-resident property elector.

A **resident elector** is an individual who is entitled to sign an elector response form during an AAP by virtue of living within that jurisdiction. *When signing an elector response form*, a resident elector must: • be 18 years of age or older; • be a Canadian citizen; • have been a resident of British Columbia for at least six months; • be a resident of the jurisdiction (e.g., municipality or electoral area); • live in the service area defined for the AAP **(i.e. Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, and View Royal**); and, • not be disqualified under the *Local Government Act,* or any other enactment from voting in a local election or be otherwise disqualified by law.	A **non-resident property elector*** is an individual that does not live in a jurisdiction and who is entitled to sign an elector response form during an AAP by virtue of owning property in that jurisdiction. *When signing an elector response form*, a non-resident property elector must: • be at least 18 years of age; • be a Canadian citizen; • have been a resident in British Columbia for at least six months; • be a registered owner of property in the service area defined for the AAP **(i.e. Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, and View Royal**); for at least 30 days; and, • not be disqualified under the *Local Government Act*, or any other enactment from voting in a local election or be otherwise disqualified by law.

Notes for non-resident property elector(s):

- *Section 86(7) of the Community Charter requires the elector's full name and residential address or the address of the property in relation to which the person is entitled to register as a non-resident property elector in order for this response form to be counted.*
- *Only one non-resident property elector may sign an elector response form per property, regardless of how many people own the property; and, that owner must have the written consent of a majority of the other property owner(s) to sign the response form on their behalf. Property owned in whole or in part by a corporation does not qualify under the non-resident property elector provisions.*

Appendix E

AAP Communications Channels for Bylaw No. 4699: Core Area Wastewater Treatment Plant Loan Authorization

Publisher	Channel	Region	Cost	Publish Date
Times Colonist	Print	Regional	$2,688	June 18, 25 July 11, 25
Black Press	Print (Victoria News, Goldstream Gazette, Oak Bay News, Saanich News)	Core Area	$5,163	June 24 July 6, 15, 22
CRD	CRD Website	Regional	n/a	June 18
Meta, LinkedIN	Facebook, LinkedIN	Regional	n/a	June 19 July 11 July 29
CRD	Notice Board	Fisgard Lobby	n/a	June 18
CRD	Email Public Notices (Subscribers List and GetInvolved)	Regional	n/a	Week of June 22
Total			**$7,851**	

Frequently Asked Questions

Core Area Wastewater Service

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Capital Regional District | June 2026

What is the Core Area and Western Communities Liquid Waste Management Service (the "Service")?

- The CRD's Liquid Waste Management Service takes a comprehensive approach to managing wastewater, stormwater, and other liquid wastes from the participating municipalities. The Core Area and Western Communities Liquide Waste service supports Victoria, Esquimalt, Saanich, Oak Bay, View Royal, Langford and Colwood. The service is designed to protect public health, safeguard the environment, and support the region's critical infrastructure. The service's primary function is to collect wastewater from the seven municipalities and two First Nations and carry the untreated wastewater to the McLoughlin Point Wastewater Treatment Plant where it is treated before the effluent is discharged to the marine environment. Residual solids from the McLoughlin Point Wastewater Treatment Plant are piped to the Residuals Treatment Facility at Hartland Landfill, where they are treated and turned into Class A biosolids. The service also includes operational, educational, and regulatory programs to ensure safe waste discharge and address the impacts of contaminants. This work reflects the CRD's ongoing commitment to environmental protection and community well-being.

Why is a long-term capital program for the Service needed?

- A long-term capital program helps identify, prioritize and plan the funding needed to deliver required wastewater projects. It provides a holistic five-year view of project timing, funding requirements, and delivery schedules to help projects be delivered as planned.

- While the CRD regularly undertakes system renewal and improvement work, existing loan funding has now been fully utilized. Additional funding is therefore required to support planned capital investments over the next five years.

Frequently Asked Questions

Core Area Wastewater Service

Capital Regional District | June 2026

What would the proposed borrowing authority support?

- If approved, the proposed borrowing authority would support capital renewal and upgrade projects identified in the 2026 to 2030 Financial Plan. Actual financing would only be accessed later, as needed, through subsequent Board-approved borrowing steps.

- These investments are necessary to maintain service reliability and help ensure critical wastewater infrastructure continues to operate as intended.

- Timely renewal and improvements of aging wastewater assets reduce the risk of system failures that could lead to environmental impacts, regulatory non-compliance, or costly emergency repairs.

- Proactive investment extends asset life and supports the safe, reliable collection and treatment of wastewater.

What is the total borrowing authority being proposed?

- The total Core Area Wastewater capital plan for 2026 to 2030 is $100.05 million. Of that amount, up to $59.29 million is currently planned to be funded through borrowing, subject to the required approval steps.
    - The proposed borrowing authority is split between two bylaws:
        - **Bylaw No. 4750 - $24.45 million**, for capital projects already reflected in the CRD's Liquid Waste Management Plan, which was approved by the BC Ministry of Environment
        - **Bylaw No. 4699 - $34.84 million**, for additional capital renewal and upgrade works arising since approval of the Liquid Waste Management Plan and requiring elector approval.

What projects will this funding support?

- Projects identified in the CRD's approved 2026 Financial Plan that would be supported through this funding include, but are not limited to:
    - Core Area Sewers, Manholes and Chamber Repairs & Upgrades

- Shoreline Trunk Sewer Upgrade
- Pump Station Renewal Program
- Design, site planning, and air quality modelling for introducing carbonisation technology at the Residuals Treatment Facility

Who can participate in this AAP?

- Eligible electors within the service area may participate in the AAP. This includes electors in the participating Core Area jurisdiction served by the Core Area Wastewater system which includes:
  - Victoria
  - Esquimalt
  - Saanich
  - Oak Bay
  - View Royal
  - Langford
  - Colwood

What is the expected approval timeline of the AAP?

- The anticipated timing for the Core Area Liquid Waste Service AAP is as follows:

  - March 11, 2026 – 1st, 2nd, 3rd reading of Bylaw No. 4699 by the CRD Board, with direction to proceed to an AAP
  - March 12 to May 7, 2026 – Bylaw No. 4699 receives approval of the Inspector of Municipalities
  - June 10, 2026 – AAP requirements reviewed by the CRD Board
  - June 18, 2026 – AAP response period begins
  - July 31, 2026 – AAP response period ends
  - September 9, 2026 – AAP results reported to the CRD Board and, if applicable, final adoption of Bylaw No. 4699

Frequently Asked Questions

Core Area Wastewater Service

Capital Regional District | June 2026

What if elector approval is not obtained?

- If elector approval is not obtained, meaning more than 10% of the eligible electors submit elector response forms by the AAP deadline, the CRD may either proceed to assent voting (referendum) not more than 80 days after the deadline for receiving elector response forms or reconsider the proposed bylaws and next steps.

Where can I find more information on the AAP process?

- For more information about the Alternative Approval Process (AAP), including who can participate, where to find a response form, and how forms may be submitted, please visit www.crd.ca/Wastewater-AAP

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REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **Bylaw No. 4776 - Temporary Borrowing (Lyall Harbour/Boot Cove Water) Bylaw No. 1, 2026**

ISSUE SUMMARY

Approval is requested for a temporary borrowing bylaw authorizing short-term funds for capital projects included in the approved five-year capital plan for the Lyall Harbour/Boot Cove Water Service.

BACKGROUND

On May 13, 2026, the Capital Regional District (CRD) Board adopted Bylaw No. 4678, "Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025", authorizing borrowing to fund planned capital renewal and upgrades for the Lyall Harbour/Boot Cove Water Service. A temporary borrowing bylaw is required to provide short-term financing for these capital expenditures before long-term debt is issued.

Long-term debt will be issued once the capital projects are closer to completion and the total borrowing amount is finalized. Converting temporary borrowing to long-term debt also requires Board approval. At that time, staff will bring forward a Security Issuing Bylaw for the Board's approval in advance of a regular Municipal Finance Authority (MFA) spring or fall long-term debt issuance.

The following temporary borrowing bylaw is proposed:

Service Area	Action	Purpose	Bylaw
2.640 Lyall Harbour Boot Cove Water	Temporary Borrowing Bylaw No. 4776	To authorize short-term borrowing for approved capital projects for the service.	Temporary Borrowing (Lyall Harbour/Boot Cove Water) Bylaw No. 1, 2026

ALTERNATIVES

Alternative 1

1. That Bylaw No. 4776, "Temporary Borrowing (Lyall Harbour/Boot Cove Water) Bylaw No. 1, 2026", be introduced and read a first, second and third time; and
2. That Bylaw No. 4776 be adopted.

Alternative 2

That Bylaw No. 4776 be referred back to staff for additional information.

IMPLICATIONS

The proposed temporary borrowing bylaw will give the CRD access to interim financing under the terms specified in Loan Authorization Bylaw No. 4678. Temporary borrowing will not exceed the remaining balance of the $2 million authorized by the loan authorization bylaw, after subtracting any amounts already drawn. As of July 8, 2026, no amounts have been drawn.

Borrowings will be drawn in accordance with the timing of the approved capital plan. Associated financing costs will be monthly, variable, interest-only payments. MFA's short-term borrowing rate was 2.86% as of May 13, 2026. As the rate is variable, actual interest costs will depend on the rate in effect when funds are drawn. Debt servicing costs for short-term borrowing are included in the approved financial plan.

CONCLUSION

Approval of Temporary Borrowing Bylaw No. 4776, cited as "Temporary Borrowing (Lyall Harbour/Boot Cove Water) Bylaw No. 1, 2026", is required to access interim financing for the approved capital projects. Timely access to interim financing will support completion of the planned capital work. Temporary borrowing is expected to be converted to long-term debt, up to the maximum amount authorized under Loan Authorization Bylaw No. 4678.

RECOMMENDATION

1. That Bylaw No. 4776, "Temporary Borrowing (Lyall Harbour/Boot Cove Water) Bylaw No. 1, 2026", be introduced and read a first, second and third time; and
2. That Bylaw No. 4776 be adopted.

Submitted by:	Varinia Somosan, CPA, CGA, Senior Manager, Financial Services & Deputy Chief Financial Officer
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4776: "Temporary Borrowing (Lyall Harbour/Boot Cove Water) Bylaw No. 1, 2026"

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4776

****

A BYLAW TO AUTHORIZE TEMPORARY BORROWING OF TWO MILLION DOLLARS ($2,000,000) FOR CAPITAL RENEWAL AND UPGRADE WORK FOR THE LYALL HARBOUR/BOOT COVE WATER SERVICE

****

WHEREAS:

A. It is provided by Section 409 of the *Local Government Act* that the Capital Regional District Board (the "Board") may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

B. The Board has adopted Bylaw No. 4678, cited as "Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025", in the amount of Two Million Dollars ($2,000,000); and

C. The issuance of the said Security Issuing Bylaw has been temporarily deferred.

NOW THEREFORE the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. The Regional Board is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of Two Million Dollars ($2,000,000), as the same may be required, at the prevailing interest rate.

2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chair and the Financial Administration Officer.

3. The money so borrowed shall be used solely for the purposes set out in Loan Authorization Bylaw No. 4678.

4. The proceeds from the Security Issuing bylaw, or so much thereof as may be necessary, shall be used to repay the money so borrowed.

5. This Bylaw may be cited as the "Temporary Borrowing (Lyall Harbour/Boot Cove Water) Bylaw No. 1, 2026".

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__
ADOPTED THIS	day of	20__

CHAIR

CORPORATE OFFICER

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EEI 26-32

REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **Biosolids Beneficial Use Management – May 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.

DISCUSSION

Biosolids Production

The Residuals Treatment Facility (RTF) is continuing to expand production of Class A biosolids from other sources of regional wastewater residuals. In late April, the RTF started accepting residuals from the Sooke Wastewater Treatment Plant following the earlier successful integration of residuals from the Saanich Peninsula Wastewater Treatment Plant. As commissioning is completed, wastewater residuals from both Sooke and Saanich Peninsula Wastewater Treatment Plants will be fully integrated into the regional biosolids program for beneficial use, completing the transition away from disposal at the Hartland Landfill and supporting a more coordinated regional approach to residuals management.

Biosolids Management and Beneficial Use

In May 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 Biosolids Management 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, now anticipated in mid-2026, with the objective of identifying lower cost and reliable long-term solutions. Supporting technical work has recently been completed and is being incorporated into the procurement approach.

May Operational Status of Beneficial Use Options

Beneficial Use Option	Current Availability	May 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 May.
Landscape Plant Growers (Fraser Valley, BC)	Available	Facility is currently accepting materials; staff are working to align transportation and logistics to support resumption of shipments.

Biosolids Advanced Thermal Processing – Update

Staff continue to progress work to add carbonisation equipment (advanced thermal treatment) into the CRD's wastewater treatment process to transform biosolids into biochar consistent with the Board-endorsed Long-Term Biosolids Management Strategy. The project remains on track and staff anticipate bringing forward a report to the Board in February 2027 seeking direction on a final investment decision for the project.

FINANCIAL IMPLICATIONS

The 2026 biosolids management disposal budget is $2.85 million. This current budget has been assessed as adequate to cover expenditures to date and projected remaining expenses for 2026.

CONCLUSION

Throughout May, 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 ARTS COMMISSION
MEETING OF WEDNESDAY, MAY 27, 2026

SUBJECT **Impact of View Royal Changing Participation Level from Tier 1 to Tier 2 in the Arts Development Service**

ISSUE SUMMARY

The Capital Regional District (CRD) Board has referred a motion with notice to the Arts Commission to review and provide advice to the CRD Board on the matter, along with additional information from staff on the potential process and its implications.

BACKGROUND

On March 11th, 2026, the CRD Board deliberated on a motion with notice from Director Tobias related to a letter from View Royal (Appendix A) that requested to change the participation level of View Royal in the Arts Development Service[1]. The Motion with Notice stated:

> That the Capital Regional District Board amend CRD Bylaw No. 2884 – Arts & Cultural Support Services 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.

Following discussion, the CRD Board passed a referral motion:

> 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.

The CRD Arts Development Service has always had two different levels of participation. In 2018, through amending Bylaw No. 4127, the relative amount of these levels was clarified into a Tier 1 and Tier 2 structure where Tier 2 contributes 30% of the Tier 1 level. During the deliberations and approval processes of the amending bylaw, the Arts Commission indicated that the purpose of Tier 2's lower contribution was to provide an entry level for new participants.

Currently, Tier 1 includes Esquimalt, Oak Bay, Saanich, Victoria, and View Royal, while Tier 2 includes Highlands, Metchosin, Sooke, and the Southern Gulf Islands Electoral Area.

ALTERNATIVES

Alternative 1
The Arts Commission recommends to the Capital Regional District Board that staff report back with the necessary amendments to Bylaw No. 2884, "Arts and Culture Support Services Establishment Bylaw No. 1, 2001", to change View Royal's participation from a Tier 1 to a Tier 2 membership level.

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[1] In March 2026, the Arts Commission approved a name change from "Arts and Culture Support Service" to "Arts Development Service."

Alternative 2
The Arts Commission recommends to the Capital Regional District Board that View Royal's request for a change in its membership level to Tier 2 be denied, due to financial impacts to other participants and lack of alignment with existing CRD plans and strategies.

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

IMPLICATIONS

Alignment with Board & Corporate Priorities
In the CRD Corporate Plan 2023-26, initiative 10b-1 is to "[s]cale up regional participation in the CRD Arts & Culture Support Service."[2] The proposed amending bylaw is not aligned with this initiative as it reduces the participation level of a participating jurisdiction, which would result in scaling down regional participation in the CRD Arts Development Service.

Alignment with CRD Arts & Culture Strategic Plan
Goal #1 in the 2024-27 Arts Development Service Strategic Plan is to "[s]cale up regional participation in the Arts Service to expand its scope and impact." The proposed amending bylaw is not aligned to this goal as it would downgrade the participation level of a participating jurisdiction in the Arts Service and/or reduce service levels, which, in turn, would reduce scope and impact.

Legal & Legislative Implications
If Alternative #2 is approved by the CRD Board, the proposed amending bylaw would be drafted by staff and brought back to the CRD Board for 1st, 2nd, and 3rd readings. The CRD Board has the option to approve or reject the amending bylaw at that time.

If the amending bylaw is approved by the CRD Board, it would then be sent to participating jurisdictions for council consent (or consent on behalf in the case of electoral areas) or proceed by way of alternative approval process at the option of the Board. Proceeding by council consent, at least two-thirds of the current participants (Esquimalt, Highlands, Metchosin, Oak Bay, Saanich, Sooke, Southern Gulf Islands, Victoria, and View Royal) must consent to the amending bylaw for it to advance to Inspector of Municipalities review.

Prior to adoption, establishing bylaw amendments must receive Inspector of Municipalities approval. Due to the unusual nature of this tiered structure for service contribution, and the impact this change has on cost-sharing certainty for participants, it is possible that the Inspector of Municipalities may require an alternative participating area approval method, such as a referendum.

If the proposed amending bylaw is approved by the Inspector, then the final stage would be adoption of the amending bylaw by the CRD Board. While unlikely, a regional district Board may choose not to adopt an Inspector-approved bylaw.

Should a bylaw permitting service tier changes or service withdrawal not be approved, View Royal could initiate a service review under the *Local Government Act*. Contrasted with an informal review, typically conducted by staff or consultants, a statutory review may be commenced where

[2] The Arts & Culture Support Service has been subsequently renamed the Arts Development Service.

no review has occurred in the last three years, no alternative withdrawal process is specified in the bylaw, and has default timelines for review, the option to use a Provincially-appointed facilitator, and cost-sharing provisions.

Financial Implications
The nine current participants in the Arts Service contribute as either Tier 1 (Esquimalt, Oak Bay, Saanich, Victoria, View Royal) or Tier 2 (Highlands, Metchosin, Sooke, Southern Gulf Islands) with Tier 1 apportionment based on 50% population and 50% converted assessments. Tier 2 participation is a lower level of contribution and is calculated as 30% of the Tier 1 level.

Because the cost-sharing formula is constructed in this way, if all participants were to choose to move to Tier 2, then there would be no possible comparison to a Tier 1 level. In such a scenario, all participants would contribute at the same rate, essentially a Tier 1 rate, even though they were listed in the bylaw in the Tier 2 participation group. This precedent could defeat the purpose of the tiered structure and the ability of the CRD to provide cost-sharing certainty to current and potential future participants of this service.

In Budget 2026, View Royal's portion of the requisition related to the Arts Development Service at the Tier 1 level was $131,538 or 4.2% of the total requisition of $3,134,020. Based on the current forecast for budget 2027 (from the approved financial plan for 2026-30), if View Royal's participation level was changed to Tier 2, then View Royal's portion would be approximately $41,603, a savings of $92,994 compared to the cost-sharing estimate for 2027 at Tier 1 rates.

The earliest that this change could be implemented would be for Budget 2027. The approach of staff would be to consider this change as related to a redistribution of the cost-sharing formula, not to the budget level of the service; however, the Arts Commission could recommend to the CRD Board that the budget is reduced by the difference in View Royal's contribution, or the CRD Board could decide to make this adjustment at any point in its financial planning deliberations.

If View Royal's participation level was changed from Tier 1 to Tier 2, and this change was treated as a modification to the cost-sharing formula with a stable service budget, then the other participants would pay more to offset View Royal's lower requisition amount (see Appendix C for simulation of estimated cost-sharing implications based on approved financial plan for 2026-30).

In summary, if the proposed amending bylaw were passed, then either the other existing participants would need to pay more, or the budget would need to be reduced. If the latter, then the Arts Service would need to reduce the number of grants distributed and the number of arts activities supported (i.e. smaller budget would result in lower service level).

CONCLUSION

The CRD Board charged the Arts Commission with the task of reviewing the impact of the motion with notice to downgrade View Royal's participation in the Arts Development Service from Tier 1 to Tier 2. Staff have advised that the motion with notice is not aligned to the intent of the tiered structure in the bylaw, nor to the CRD Corporate Plan initiative 10b-1 to "[s]cale up regional participation in the CRD Arts Development Service." Additionally, it could create a precedent that would contravene the service's ability to provide cost-sharing certainty to service participants.

RECOMMENDATION

The Arts Commission recommends to the Capital Regional District Board that staff report back with the necessary amendments to Bylaw No. 2884, "Arts and Culture Support Services Establishment Bylaw No. 1, 2001", to change View Royal's participation from a Tier 1 to a Tier 2 membership level.

Submitted by:	Chris Gilpin, MPA, Manager, Arts & Culture
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Letter from View Royal (15 January 2026)
Appendix B: Consolidated Bylaw No. 2884 (including changes from amending Bylaw No. 4127)
Appendix C: Simulation of Impact to Cost-Sharing

Appendix B

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BYLAW NO. 2884

CONSOLIDATED ARTS AND CULTURE SUPPORT SERVICE ESTABLISHMENT BYLAW NO. 1, 2001

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED JUNE 27, 2001
(Consolidated with Amending Bylaws 3481, 3616, 4127, 4255)

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. 2884

****

A BYLAW TO ESTABLISH THE GIVING OF

ARTS AND CULTURAL GRANTS AS A SERVICE

****

WHEREAS under section 176(1)(c) of the *Local Government Act* the Capital Regional District may provide assistance for the purpose of benefiting the community or any aspect of the community;

AND WHEREAS there is a desire on the part of the municipalities which currently participate in the Greater Victoria Inter-Municipal Committee ("IMC") to move activities of the IMC to the Capital Regional District and establish a service to carry out these same activities;

AND WHEREAS the participating municipalities of the IMC, being the City of Victoria, the District of Saanich, the District of Oak Bay and the Township of Esquimalt have established a Greater Victoria Arts Commission to provide advice on matters involving the arts within the Greater Victoria area and there is a desire to allow for the establishment of committees to provide advice to the Capital Regional District on these same matters;

AND WHEREAS the Board of the Capital Regional District considers it desirable to establish for the regional district a service to provide for the giving of assistance for the purpose of benefiting the community or an aspect of the community to be known as the "Arts and Cultural Support Service";

AND WHEREAS the Board of the Capital Regional District wishes to proceed under section 796 of the *Local Government Act* to establish the service under Division 4.1 of Part 24 of the *Local Government Act*;

AND WHEREAS the Board of the Capital Regional District has obtained the consent of the Councils of the municipalities of Victoria, Saanich, Oak Bay, Esquimalt, Highlands, Metchosin, View Royal, and Sidney; *(Bylaws 3481, 3616)*

AND WHEREAS under section 804(2)(g) of the *Local Government Act* with respect to a service established to provide assistance under section 176(1)(c) the cost of providing the service may be apportioned among the municipalities or electoral areas benefiting from the assistance, with the service area deemed to be all those areas and the Board of the Capital Regional District wishes to establish a service for the purpose of providing assistance with the cost of the service being apportioned among the municipalities or electoral areas benefiting from the assistance;

NOW THEREFORE, the Board of the Capital Regional District in open meeting assembled enacts as follows:

1. **Service**

   The service hereby established is the provision of assistance in relation to the arts and culture for the purpose of benefiting the community or an aspect of the community to be known as the "Arts and Culture Support Service".

2. **Boundaries**

   The boundaries of the service area shall be the boundaries of the municipalities of Victoria, Saanich, Oak Bay, Esquimalt, Highlands, Metchosin, View Royal, Sooke, and the Southern Gulf Islands Electoral Area. *(Bylaw 4255)*

3. **Participating Areas**

(1) The Township of Esquimalt, District of Highlands, District of Metchosin, District of Oak Bay, District of Saanich, District of Sooke, City of Victoria, Town of View Royal, and the Southern Gulf Islands Electoral Area are the participating areas for this service. (*Bylaw 4255*)

(2) In this bylaw, "**Group 1 Participating Areas**" in each year means the Township of Esquimalt, District of Oak Bay, District of Saanich, City of Victoria, and the Town of View Royal.

(3) In this bylaw, "**Group 2 Participating Areas**" in each year means the District of Highlands, District of Metchosin, District of Sooke, and the Southern Gulf Islands Electoral Area.
(*Bylaw 4255*)
(*Bylaw 4127)*

4. **Cost Recovery**

The annual cost of providing the service shall be recovered by one or more of the following:

(a) property value taxes imposed in accordance with Division 4.3 of Part 24 of the *Local Government Act;*

(b) fees and charges that may be imposed under section 797.2 of the *Local Government Act;*

(c) revenues raised by other means authorized by the *Local Government Act* or another act;

(d) revenue received by way of agreement, enterprise, gift, grant or otherwise.

5. **Maximum Requisition**

The maximum amount that may be requisitioned under sections 805 and 805.1 of the *Local Government Act* for the annual cost of the service shall be the greater of:

(a) $1,980,000; or

(b) an amount equal to the amount that could be raised by a property value tax of $0.102 per $1,000 which, when applied to the net taxable value of land and improvements of the initial Group 1 Participating Areas (Victoria, Saanich, Oak Bay and Esquimalt) within the service area, would yield a maximum amount that may be requisitioned under sections 805 and 805.1(a) for the service.

6. **Apportionment**

(1) The amount of annual costs recovered by requisition in accordance with Section 4 (a) of this bylaw, shall be apportioned among the Participating Areas by dividing the costs into two equal parts, one part to be apportioned on the basis of population and one part to be apportioned on the basis of assessments and applying the formulae in Section 6 (2) below.

(2) For the purpose of this section:

(a) **Group 1 Participants**:

(i) **Population** is the total population estimate as determined annually by the Regional Planning Services Department of the Capital Regional District, and

(ii) **Assessments** are the annual converted value of land and improvements in the Participating Areas.

(b) **Group 2 Participants**:

(i) **Population** is 30% of the population estimate as determined annually by the Regional Planning Services Department of the Capital Regional District, and

(ii) **Assessments** are 30% the converted value of land and improvements in the Participating Areas, or

(iii) A greater percentage amount if indicated in writing by a Participating Area.

(c) **Transitional provisions for Group 2 Participants:**

New Participants may withdraw from the Service within two years of joining provided that written notice that the Participant intends to withdraw is delivered to the CRD Corporate Officer on or before July 1st of the first or second year of membership to be effective as of January 1st the following year.

(*Bylaw 4127*)

7. **Voting**

On a vote of the Board of the Regional District in respect of the amount to be placed in the annual budget with respect to annual grant funding, each director representing a Group 1 Participating Area is entitled to five votes and each director representing any other participating area is entitled to one vote.

8. **Grants in Lieu of Taxes**

For the purpose of sections 807(1) to (3) of the *Local Government Act,* funds paid to the Regional District in respect of the service established by this bylaw will be held to the credit of the participant making the payment.

9. **Citation**

This Bylaw may be cited as "**Arts and Culture Support Service Establishment Bylaw No. 1, 2001".**

READ A FIRST TIME THIS	25th	day of	April	2001.
READ A SECOND TIME THIS	25th	day of	April	2001.
READ A THIRD TIME THIS	25th	day of	April	2001.
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	12th	day of	June	2001.
ADOPTED THIS	27th	day of	June	2001.

Christopher Causton
CHAIR

Carmen Thiel
SECRETARY

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS	3rd	day of	July	2001.

Appendix C

Simulation of Impact to Cost-Sharing

Scenario: View Royal Changes Participation Level in Arts Service from Tier 1 to Tier 2

	Current Requisition 2026*	Planned Requisition 2027*	Revised Requisition 2027**	Change in Cost-Sharing 2027**
Tier 1 (100%)				
Esquimalt	$ 188,238	$ 192,790	$ 198,657	$ 5,867
Oak Bay	$ 250,070	$ 256,118	$ 263,785	$ 7,667
Saanich	$ 1,318,002	$ 1,349,877	$ 1,390,771	$ 40,894
View Royal	$ 131,418	$ 134,597	-	-
Victoria	$ 1,142,103	$ 1,169,726	$ 1,205,068	$ 35,342
Tier 2 (30%)				
Highlands	$ 9,072	$ 9,292	$ 9,572	$ 280
Metchosin	$ 16,323	$ 16,718	$ 17,224	$ 506
Sooke	$ 48,572	$ 49,745	$ 51,261	$ 1,516
View Royal			$ 41,603	-$ 92,994
Southern Gulf Islands	$ 30,222	$ 30,951	$ 31,873	$ 922
Total	$ 3,134,020	$ 3,209,814	$ 3,209,814	n/a

*Based on approved Final Budget 2026-30

**Based on Scenario of Change in View Royal Participation from Tier 1 to Tier 2

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **Bylaw No. 4752: Beddis Water Service Loan Authorization Bylaw for Water Treatment Plant Capital Upgrades**

ISSUE SUMMARY

To consider Bylaw No. 4752, "Beddis Water Service Loan Authorization Bylaw No. 1, 2026", for the purpose of financing the renewal and upgrades to the Beddis Water System.

BACKGROUND

The Beddis Water Service was created in 1969 as the Beddis Waterworks District and became a Capital Regional District (CRD) service in 2004. The service provides drinking water for 128 of the 137 properties in the Beddis Service area. The water treatment plant (WTP) was built in 2010. The Beddis water system is primarily comprised of:

- WTP that draws water from Cusheon Lake. The water is treated using a rapid mix system, flocculation, dissolved air floatation and filters, then chlorination prior to being pumped, via the distribution system to reservoirs.
- Over 7,200 m of water distribution pipe
- 1 pump station/re-chlorination station
- 2 water reservoirs – one 45 m^3 (10,000 Igal) and one 76 m^3 (16,700 Igal)
- fire hydrants, standpipes, gate valves and other water service connections

Loan Authorization is required to fund the upgrades to the Beddis WTP to replace obsolete process and controls equipment as well as incorporate electrical safety upgrades to the panel.

Water Treatment Plant Supervisory Control and Data Acquisition (SCADA) Upgrades - $220,000

The main scope of work will focus on controls and automation hardware and software replacements and/or upgrades and reprogramming. The key components are defined here:

- SCADA: Hardware components (such as a server computer) to host data, a PLC (Programmable Logic Controller), a remote terminal unit and a human machine interface for operator interface.
- Programmable logic controller - hardware equipment that contains a logic program which accepts inputs and gives outputs to control equipment. Inputs can be from sensors and timers, and outputs can be to valves, switches and alarms.
- Human machine interface - allows the operator to monitor and interact with the process and equipment through the programmable logic controller. The human machine interface can be used for monitoring or can be for resetting or adjusting setpoints and operating parameters.
- Remote terminal unit – A unit that has minor control logic and output terminals to feed into a programmable logic controller.

A programmable logic controller upgrade is required to provide secure, reliable communications. The current programmable logic controller and output cards are obsolete with no available

replacements. The human machine interface will be replaced to allow more local and remote control. The upgrade will provide expansion capacity for communications to the Ganges server. The upgrade at Beddis WTP will provide improvements to control, communications and data acquisition, saving operator emergency call outs and emergency failures, resulting in a more reliable system with improved process oversight.

Electrical Upgrades - $100,000

Electrical upgrades are necessary to support the new SCADA equipment, maintain electrical code compliance and for identified occupational health and safety issues. The electrical upgrades were identified through an asset management plan review which highlighted electrical panel upgrades needed to ensure operational health and safety. In addition to safety concerns, the current system requires certain operator actions to be performed by an electrician at additional cost and time. The new design will ensure critical electrical resets will be safe for operations to action without the need for an electrician to facilitate. Efficiency will be gained from scheduling this work in parallel with the SCADA upgrades. An updated line drawing will be developed for an as-built record.

The WTP upgrade projects in total budget of $400,000 will be funded by grants ($80,000) and debt ($320,000). A borrowing bylaw authorizing up to $320,000 debt would enable the CRD to fully fund the projects and proceed with the work, including the SCADA upgrade to the water treatment plant ($220k) and electrical upgrades ($100k).

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 – Beddis Water Treatment Plant be received;
2. That Bylaw No. 4752, “Beddis Water Service Loan Authorization Bylaw No. 1, 2026” be introduced and read a first, second and third time; and
3. That Bylaw No. 4752 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. 4752) was received through a successful petition of the property owners in the Beddis Water System in February to April 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 $320,000 (attached as Appendix A).

Following adoption of Bylaw No. 4752, borrowings up to $320,000 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.

Financial Implications

The Beddis Water System Renewal and Upgrade projects with a total budget of $400,000, are funded through grants and debt. As a result, borrowing of up to $320,000 is required to complete the projects. The projects are included in the five-year financial plan (2026-2030).

For analytical purposes only, and with Municipal Finance Authority of BC's indicative interest rate of 4.02% at the time of analysis, the estimated annual debt servicing payments are approximately $40,331 with a 10-year amortization term. The total debt servicing payments over the debt term are estimated to be approximately $403,309. 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.

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.

Legal Implications

When a successful petition for borrowing has been received, participating area approval in an electoral area may be provided by the Electoral Area Director's consent, rather than undertaking another participating area approval process such as an Alternative Approval Process or referendum. Electoral Area Director consent will be obtained prior to submission of the borrowing bylaw to the Inspector of Municipalities.

CONCLUSION

Bylaw No. 4752, "Beddis Water Service Loan Authorization Bylaw No. 1, 2026", was drafted in preparation for future borrowing to enable the construction of the *Supervisory Control and Data Acquisition* upgrades project and construction of electrical safety upgrades in the service's five-year (2026-2030) capital plan. A successful petition process has been completed with the rate payers of Beddis water service 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 – Beddis Water Treatment Plant be received;
2. That Bylaw No. 4752, "Beddis Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
3. That Bylaw No. 4752 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:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

Appendix A: Certificate of Results - Beddis Petition for Borrowing
Appendix B: Bylaw No. 4752, "Beddis Water Service Loan Authorization Bylaw No. 1, 2026"

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CORPORATE OFFICER'S CERTIFICATION

BEDDIS WATER SERVICE SYSTEM PETITION RESULTS

I, Marlene Lagoa, Deputy Corporate Officer for the Capital Regional District, do hereby declare that elector assent has been obtained via petition to authorize borrowing to upgrade the Beddis Water Service System in relation to the service established under the Capital Regional District Bylaw No. 3188, "Beddis Water Service Establishment Bylaw No. 1, 2004".

Parcels	
133	Total parcels
66.5	50% requirement
68	**Petitions submitted**

Value	
$150,256,253	Total net taxable value
$75,128,127	50% requirement
$76,911,700	**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 4th day of May, 2026.

Marlene Lagoa
Deputy Corporate Officer

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4752

****

A BYLAW TO AUTHORIZE THE BORROWING OF THREE HUNDRED AND TWENTY THOUSAND DOLLARS ($320,000) FOR THE INFRASTRUCURE UPGRADES IN THE BEDDIS WATER SERVICE AREA

****

WHEREAS:

A. Under Bylaw No. 3188, "Beddis Water Service Establishment Bylaw No. 1, 2004", 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 Beddis Water Service system requires essential capital renewal and infrastructure upgrades involving planning, studies, project administration, communications, capital construction, and staff time required for design and construction of the infrastructure valued at approximately $220,000, as well as electrical panel upgrades valued at approximately $100,000;

C. The estimated cost of the works and equipment, including expenses incidental thereto to be funded from debt servicing, is the sum of Three Hundred and Twenty Thousand dollars ($320,000.00), 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 a petition of the property owners in the Beddis 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 Beddis Water Service (the "Project") which will involve the planning, studies, project administration, communications, capital construction, and staff time required for design and construction of the infrastructure valued at approximately $220,000, as well as electrical panel upgrades valued at approximately $100,000, 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 Three Hundred and Twenty Thousand dollars ($320,000.00);

    (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 10 years.

3. This Bylaw may be cited as the “Beddis 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_
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	day of	202_
ADOPTED THIS	day of	202_

CHAIR

CORPORATE OFFICER

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **Bylaw No. 4763 – A Bylaw to Amend the Fire Services Operational, Fire Prevention and Administrative Bylaw**

ISSUE SUMMARY

The purpose of this report is to seek Board approval of Bylaw No. 4763, which amends Bylaw No. 4677 in order to correct section reference numbering errors resulting from a prior clerical issue.

BACKGROUND

Bylaw No. 4677 establishes operational, fire prevention and administrative authorities for CRD Fire Services, including the designation of Fire Inspectors and Fire Investigators and the imposition of inspection and investigation charges.

During a post-adoption review, staff identified minor clerical errors related to internal section references.

Bylaw No. 4763 (Appendix A) addresses these matters. A redlined consolidation of Bylaw No. 4677 is attached as Appendix B.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4763, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No.1, 2026, Amendment Bylaw No. 1", be introduced and read a first, second, and a third time; and
2. That Bylaw No. 4763 be adopted.

Alternative 2
That this report be referred back to staff for additional information based on Electoral Areas Committee direction.

IMPLICATIONS

Financial Implications

There are no financial implications associated with the adoption of this amendment. The changes do not affect departmental budgets, fees or service levels.

CONCLUSION

Bylaw No. 4763 is a necessary administrative amendment that corrects clerical errors.

RECOMMENDATION

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

1. That Bylaw No. 4763, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No.1, 2026, Amendment Bylaw No. 1", be introduced and read a first, second, and a third time; and
2. That Bylaw No. 4763 be adopted.

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:	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. 4763 "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026, Amendment Bylaw No. 1, 2026"
Appendix B: Bylaw No. 4677 (Redlined Consolidation)

APPENDIX A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4763

****

A BYLAW TO AMEND THE FIRE SERVICES OPERATIONAL, FIRE PREVENTION AND ADMINISTRATIVE BYLAW (BYLAW NO. 4677)

****

WHEREAS:

A. Under Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026", the Regional Board established the process for designating Fire Inspectors and Fire Investigators, and for establishing and imposing charges payable for Fire Inspection and Fire Investigation services;

B. The Board wishes to amend Bylaw No. 4677 to revise section references due to a previous clerical error;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026" is hereby amended as follows:

    (a) In section 66, by replacing the reference to section 66 with section 65;
    (b) In section 67, by replacing the reference to subsection 66(c) with subsection 65(c);
    (c) By renumbering section 70 as section 71, and inserting the following as section 70:

        70. Each day that a contravention of this Bylaw continues constitutes a separate offence.

2. This Bylaw may be cited for all purposes as "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026, Amendment 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

APPENDIX B

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BYLAW NO. 4677

CRD Fire Services Operation, Fire Prevention and Administrative Bylaw No. 1, 2026

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED FEBRUARY 11, 2026
(Consolidated with Amending Bylaw 4763)

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4677

****

A BYLAW TO ADDRESS THE OPERATIONAL POWERS AND CERTAIN ADMINISTRATIVE MATTERS RELATING TO FIRE DEPARTMENTS OPERATING UNDER THE AUSPICES OF THE CAPITAL REGIONAL DISTRICT, AND TO PROVIDE FOR CERTAIN FIRE PREVENTION MATTERS

****

WHEREAS:

A. The Capital Regional District has established a number of Fire Service Areas for the purpose of providing fire suppression, fire protection, fire prevention and emergency response services;

B. the Capital Regional District either provides such services through Commission Departments or through contracts with Society Departments or Service Departments;

C. the Capital Regional District is the Authority Having Jurisdiction for CRD fire services and is responsible for meeting all statutory obligations related to those services;

D. it is necessary to grant emergency and non-emergency powers to the Departments and their respective Members, and appropriate to regulate certain aspects of organization and administration of the Commission Departments and Society Departments;

E. the Regional District is committed to engagement and consultation with Commissions and Society departments on matters affecting the administration and operation of their fire services;

F. the Regional District wishes to establish and impose charges for the provision services provided under this Bylaw in certain circumstances;

G. the *Fire Safety Act*, SBC 2016, c. 19 requires the Regional District to designate fire inspectors to conduct safety inspections, and fire investigators to conduct fire investigations in accordance with that *Act*;

H. this Bylaw is intended to support effective, safe, and accountable fire service operations while maintaining clear and consistent roles and decision-making authorities;

I. an establishing bylaw is not required in order for the Regional District to provide a service for the purpose of Fire Inspections and Fire Investigations, as each are defined in section 1 of this Bylaw;

J. the Board of the Capital Regional District wishes to designate and set out the process for designation of Fire Inspectors and Fire Investigators, and to establish and impose charges payable in respect of Fire Inspection and Fire Investigation services; and

K. it is appropriate to address certain fire prevention matters;

NOW THEREFORE, the Board of the Capital Regional District in open meeting assembled, hereby enacts as follows:

Definitions and Interpretation

1. In this Bylaw, including in its recitals, the following capitalized terms shall have the following respective meanings:

   (a) **"Apparatus"** means any vehicle, equipment (including communications equipment), machinery, devices or materials used by a Department in connection with fire suppression or dealing with an Incident and any vehicle used to transport Members or supplies;

   (b) **"Authorized Services"** means the authorized services set for each Department in accordance with section 8 of this Bylaw;

   (c) **"BCWS"** means the British Columbia Wildfire Service;

   (d) **"Board"** means the Board of Directors of the Regional District;

   (e) **"Bylaw No. 3654"** means Bylaw No. 3654, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010", as amended;

   (f) **"CAO"** means the Chief Administrative Officer of the Regional District or designate;

   (g) **"Commission"** means a commission established by the Regional District under Bylaw No. 3654, or another Bylaw of the Regional District;

   (h) **"Commission Department"** means any fire department operated by the Regional District under and in accordance with Bylaw No. 3654;

   (i) **"Departments"** means, collectively, the Commission Departments, the Society Departments and the Service Departments and "Department" means any one of them;

   (j) **"EMCR"** means the Ministry of Emergency Management and Climate Readiness or any successor thereto;

   (k) **"Fire Code"** means the most current version of the British Columbia Fire Code, adopted as regulation under the *Fire Safety Act*;

   (l) **"Fire Chief"** means the Member, appointed in accordance with this Bylaw or recognized under the relevant Service Agreement, in command of a Department;

   (m) **"Fire Commissioner"** means the fire commissioner appointed pursuant to the *Fire Safety Act*;

   (n) **"Fire Inspector"** means any individual or position designated as a fire inspector within the meaning of the Fire Safety *Act*:

      (i) by Board policy; or

      (ii) pursuant to this Bylaw;

   (o) **"Fire Investigation"** means a fire investigation contemplated by section 25 of the *Fire Safety Act*;

(p) **"Fire Investigator"** means any individual or position designated as a fire investigator within the meaning the *Fire Safety Act*:

(i) by Board policy; or

(ii) pursuant to this Bylaw;

(q) **"*Fire Safety Act*"** means the *Fire Safety Act*, SBC 2016, c. 19;

(r) **"Fire Safety Inspection"** means a fire safety inspection contemplated by section 9 of the *Fire Safety Act*;

(s) **"Fire Service Area"** means, in relation to a Department, the ordinary service jurisdiction within the Regional District of such Department, as referenced in the relevant service establishment bylaw listed in Schedule A to this Bylaw;

(t) **"General Manager"** means, the General Manager, Housing, Planning and Protective Services or such other position as may be designated from time to time by the CAO;

(u) **"Incident"** means an event or situation to which a Department has responded or would normally respond, whether alone, or in conjunction with other fire departments or emergency services;

(v) **"Incident Commander"** means the Member in charge of an Incident under the incident command system, as defined in the Regional Operational Guidelines or, in relation to a Service Department, as determined by the relevant Service Department in accordance with its incident command processes;

(w) **"Interface Fire"** means any fire in a wildland-urban interface region where residential, industrial, recreational and/or agricultural structures are located adjacent to or among combustible wildland fuels;

(x) **"Inspection and Investigation Policy for the CRD"** has the meaning given in section 19 of this Bylaw;

(y) **"Manager, Fire Services"** means the Manager, Fire Services or such other position as may be designated from time to time by the CAO;

(z) **"Members"** means a person employed, whether full-time, part-time, paid-on-call, or as a volunteer, and holding a position within a Department as an Officer or firefighter;

(aa) **"Mobile Food Vendor Premises"** has the meaning given in section 45 of this Bylaw;

(bb) **"Non-Volunteer Position"** means a position in a fire department where a person receives compensation for the performance of work on behalf of the fire department other than attendance to callouts or training;

(cc) **"OFC"** means the Office of the Fire Commissioner;

(dd) **"Officer"** means a Member who is recognized as an Officer within the relevant Department;

(ee) **"Pre-Incident Planning"** means advance planning for a Department's response to a potential Incident at a building or site in collaboration with the owner of the building including but not limited to identifying points of egress, water supplies, site- and building-specific risks, and other factors relevant to an emergency response at such location;

(ff) **"Provincial Training Standards"** means the most current training standards for fire services personnel established from time to time by the Fire Commissioner under the *Fire Safety Act*;

(gg) **"Public Building"** has the meaning ascribed thereto in the *Fire Safety Act*;

(hh) **"Regional District"** means the Capital Regional District;

(ii) **"Regional Operational Guidelines"** means operating guidelines for Commission Departments and Society Departments developed by the Manager, Fire Services in consultation with the relevant Fire Chiefs in accordance with this Bylaw;

(jj) **"Senior Manager"** means the Senior Manager, Protective Services or such other position as may be designated from time to time by the CAO;

(kk) **"Service Level"** means the Service Level set for each Department in accordance with section 8 of this Bylaw;

(ll) **"Service Agreement"** means, in relation to each Society Department and Service Department, the service agreement entered into between the relevant society or local government and the Regional District, pursuant to which the Regional District has contracted such society or local government to provide fire protection, fire prevention and other emergency response services in the relevant Fire Service Area;

(mm) **"Service Department"** means the fire department of another local government with which the Regional District has entered into a Service Agreement to provide fire protection, fire prevention and emergency response services in a Fire Service Area; and "Service Departments" means all such fire departments;

(nn) **"Society Department"** means a fire department operated by a society with which the Regional District has entered into a Service Agreement to provide fire protection, fire prevention and/or emergency response services in a Fire Service Area; and "Society Departments" means all such fire departments;

(oo) **"Staff"** means the Regional District employees assigned by the applicable General Manager to oversee and supervise the operational, maintenance, and regulatory functions of the applicable fire services, in accordance with applicable laws and Regional District policies and procedures.

2. References in this Bylaw to statutes, regulations, bylaws or policies, and to positions, titles or ministries, include the same as they may be amended, supplemented or replaced from time to time. A reference to a statute includes any regulations made thereunder.

3. This Bylaw does not contemplate or extend in its purpose, to any of the following:

(a) the protection of any person from economic loss;

(b) a guarantee or warranty by the Regional District or any of the service providers or agents, as to the service level expectations of any of the Departments operating pursuant to this Bylaw; or

(c) providing to any person a warranty with respect to the services authorized by this Bylaw or with respect to the certainty of timely responses to Incidents. Each of the Commission Departments and Society Departments is staffed principally by volunteers or paid-on-call Members, and the response to any given Incident may be affected by the availability, turnout and timing of response by Members. The Service Agreements with the Service

Departments contain or may contain limitations on the response obligations of the respective Departments covered by those agreements.

4. For certainty, each Member of a Commission Department is a "local public officer" of the Regional District within the meaning of section 738 of the *Local Government Act*.

5. The Fire Code is hereby adopted and made part of this Bylaw and may be enforced as part of this Bylaw within the Fire Service Areas.

6. The following schedules are incorporated into and form a part of this Bylaw:

   (a) Schedule A: List of Departments and Corresponding Fire Service Areas;

   (b) Schedule B: Fees and Charges for Fire Safety Inspections and Fire Investigations;

   (c) Schedule C: Fire Service Levels and Authorized Services.

Application

7. This Bylaw will apply to:

   (a) each Commission Department established and operated by the Regional District and to the Members of each such Department;

   (b) subject to the express terms of the relevant Service Agreements or any limitations set out herein, to the Society Departments and their Members;

   (c) only as expressly provided in this Bylaw, to the Service Departments and their respective Members;

   (d) if the Board has designated a member of an Improvement District Fire Department as a Fire Inspector or Fire Investigator, to the provision of Fire Inspections and Fire Investigations by that Department; and

   (e) persons and properties within the Fire Service Areas and, with respect to Fire Investigations and Fire Investigations only, within all of the electoral areas of the Capital Regional District.

Service Levels and Authorized Services

8. The Service Level and Authorized Services for each Commission Department and Society Department will be set from time to time by the Board by amending Schedule C of this Bylaw, based on the recommendation of the Manager, Fire Services. The Manager, Fire Services will make service level recommendations based on consultation with a Commission and the Fire Chief for a service area in accordance with Provincial Training Standards and will make recommendations for Authorized Services based off of the Regional Operational Guidelines. The Service Level and Authorized Services of each Service Department will be the level and authorized services set by the local government that has established, and which operates such Service Department. Notwithstanding any declared Service Level or Authorized Services, in relation to any particular Incident the relevant Department will only provide services at the level consistent, and the type or kind authorized with the qualifications and training of the Members responding to such Incident.

Manager, Fire Services

9. The CAO may, from time to time, appoint a Manager, Fire Services, subject to budgetary approval by the Board. Where no Manager, Fire Services has been appointed, a reference in this Bylaw to the "Manager, Fire Services" shall be read as "Senior Manager".

10. The responsibilities of the Manager, Fire Services include the following:

    (a) overseeing:

        (i) the development and implementation of Commission Department and Society Department training programs that meet or exceed the Provincial Training Standards,

        (ii) the training of the Members of Commission Departments and Society Departments for their various roles, including their role as Fire Inspectors and Fire Investigators,

        (iii) appropriate training record maintenance by the Commission Departments and Society Departments, and

        (iv) the Commission Departments' and Society Departments' implementation of required WorkSafe BC processes, including the regular operation of joint committees;

    (b) developing, revising and maintaining consistent Regional Operational Guidelines and policies for Commission Departments and Society Departments, which guidelines shall cover or address all required provincial standards relating to the operation of a fire department, including the requirements of this Bylaw, WorkSafe BC requirements and the Provincial Training Standards; and

    (c) exercising such other powers, or fulfilling such other responsibilities, as may be set out in this Bylaw, the job description applicable to the Manager, Fire Services, or any other relevant Regional District bylaw or Board policy.

11. The Manager, Fire Services may exercise the authorities of a Fire Chief as set out in section 33 of this Bylaw in the Fire Service Areas and may exercise the authority of the Board under section 14 of the *Fire Safety Act* within the electoral areas of the Regional District.

12. The Manager, Fire Services is hereby designated as a Fire Investigator and a Fire Inspector within the meaning of the *Fire Safety Act* subject to the individual fulfilling that role or position meeting the training and qualification requirements for a Fire Inspector and/or Fire Investigator under the *Fire Safety Act.*

13. The Manager, Fire Services will be responsible for conducting, or causing to be conducted, Fire Investigations within the Fire Service Areas, and in the other parts of the Regional District's electoral areas not included within a Fire Service Area, and reporting same to the OFC in accordance with the *Fire Safety Act*.

14. The Manager, Fire Services will be responsible for conducting, or causing to be conducted, Fire Safety Inspections, within the Fire Service Areas, and in the other parts of the Regional District's electoral areas not included within a Fire Service Area.

15. The Manager, Fire Services will consult with the Fire Chiefs in relation to the implementation or material revision of any policies affecting one or more Commission Departments or Society

Departments, including Apparatus procurement, qualifications and standards for Officers (including Fire Chiefs), budgets, training, and Regional Operational Guidelines.

16. The Manager, Fire Services is authorized to provide advice and make recommendations to other officers and employees of the Regional District, the Board and, subject to any applicable Regional District policies and procedures, to the public, in relation to:

    (a) improving or revising the operations, jurisdiction or services offered by all or any of the Departments;

    (b) the availability of adequate water supply and pressure;

    (c) the procurement and maintenance of fire protection equipment and Apparatus;

    (d) the enforcement of measures for the prevention or suppression of fire and the protection of life and property;

    (e) life safety or rescue equipment;

    (f) the development, implementation and operation of a fire inspection system in any part of the Regional District; and

    (g) fire prevention generally, including public education.

Staff

17. In relation to Commission Departments, Staff responsibilities are set out in Bylaw No. 3654.

Fire Inspectors and Fire Investigators

18. The Board will designate, by resolution of the Board, individuals or positions within a Commission Department, Society Department or a Service Department as a Fire Inspector and/or Fire Investigator for those Department's respective Fire Service Areas.

19. A Fire Inspector may only conduct a Fire Inspection in accordance with the Inspection and Investigation Policy for the CRD as may be set by the General Manager, Housing, Planning and Protective Services from time to time and may exercise the powers of a Fire Inspector as provided in, and subject to, the *Fire Safety Act*, and, in relation to Commission Departments and Society Departments, any Regional Operational Guidelines.

20. A Fire Investigator may only conduct a Fire Investigation in accordance with the Inspection and Investigation Policy for the CRD and may exercise the powers of a Fire Investigator as provided in, and subject to, the *Fire Safety Act*, and, in relation to Commission Departments and Society Departments, any Regional Operational Guidelines.

21. Where a Fire Inspector has conducted a Fire Safety Inspection, whether within or outside of an existing Fire Service Area, the Regional District may recover the full cost of undertaking such Fire Safety Inspection from the owner or occupier of the premises or the property, by levying a charge as set out in Schedule B.

22. Where a Fire Investigator has conducted a Fire Investigation in relation to premises, property or a vehicle, whether located within or outside of an existing Fire Service Area, the Regional District may recover the full cost of undertaking such Fire Investigation from the owner or occupier of the premises, the property or vehicle, by levying a charge as set out in Schedule B.

Fire Chiefs and Non-Volunteer positions – Commission Department and Society Department

23. Each of the existing Fire Chiefs of the Commission Departments, as at the date of this Bylaw, is hereby ratified and confirmed as a Fire Chief for the purposes of this Bylaw.

24. The Senior Manager and Manager, Fire Services will establish and update, from time to time, the minimum qualification and training requirements for the position of Fire Chief, and non-volunteer positions, for Commission Departments and, subject to the terms of the relevant Service Agreement, each Society Department. Such qualification and training requirements will be developed and updated in consultation with the Commission Departments and Society Departments.

25. In relation to Fire Chief and Non-Volunteer Position vacancies in Commission Departments, the Manager, Fire Services will, in consultation with the relevant Commission in accordance with the Capital Regional District Recruitment and Retention Policy, conduct assessments of applicants for any open position before making a recommendation to the CAO.

26. Fire Chiefs and Non-Volunteer Positions of the Commission Departments will be appointed by the CAO on the recommendation of the Manager, Fire Services. Such recommendation shall consider the advice of the relevant Commission, consistent with CRD recruitment and Human Resources policies. The final appointment decision remains the responsibility of the CRD.

27. The CAO, subject to any Regional District policies relating to personnel management, may remove any Fire Chief, Officer or Member of a Commission Department.

28. A Fire Chief of a Commission Department is responsible for the day-to-day operations of his or her Department, including:

    (a) all emergency operations;

    (b) preparing the annual budget for the Department in collaboration with the Manager, Fire Services;

    (c) advising the Commission through the Manager of Fire Services on matters relating to the operation, maintenance, and strategic development of the services provided by the Department and the Department; and

    (d) providing regular reports to the Manager, Fire Services on the operation of his or her Department.

29. A Fire Chief of a Commission Department or a Society Department, or his or her designate, shall forward requests for goods or services required by his or her Department, to the Manager, Fire Services for approval prior to ordering such goods or services; provided that the Fire Chief may authorize any single budgeted expenditure up to, but not exceeding, $10,000 for goods or services required by his or her Department.

30. A Fire Chief of a Commission Department and, subject to the relevant Service Agreement, a Fire Chief of a Society Department, is authorized:

    (a) to enforce Regional Operational Guidelines for the proper and efficient administration and operation of his or her Department and enforce such additional rules, policies and guidelines as are not inconsistent with the Regional Operational Guidelines; and

(b) to collect and disseminate information regarding fires and fire hazards in the Fire Service Area in which his or her Department is located and to promote fire prevention and fire safety.

31. A Fire Chief of a Commission Department or a Society Department will oversee the Members of the relevant Department and the training of those Members in accordance with the Provincial Training Standards so that they are able to fulfill their respective roles, including acting as Officers and for any roles to which they are assigned at or in relation to an Incident. A Fire Chief of a Commission Department or a Society Department is responsible for maintenance of training records for all Members under his or her command including the recording of the Members' training in the relevant Department's records management system or, where relevant, within any centralized records management system operated by the Regional District and made available to the Commission Departments and Society Departments.

32. The Fire Chief of a Commission Department may appoint or remove Officers and appoint or remove Members of the relevant Commission Department, subject to any standards, requirements or processes established by the Manager, Fire Services under this Bylaw, and any Regional District policies relating to the management of personnel.

Operational Powers

33. A Fire Chief and (except as provided) any Member, or other person authorized by the Fire Chief to act on behalf of the Fire Chief, may exercise one or more of the following powers:

(a) enter onto property and inspect premises for compliance with this Bylaw and for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;

(b) if property is endangered by debris caused by lumbering, land clearing or industrial operation, require the person who is carrying on or who has carried on the operation, or the owner or occupier of the land on which the debris exists, to dispose of the debris, and undertake any other actions for the purpose of removing or reducing the danger as is necessary or advisable in the circumstances;

(c) in relation to an Incident (including during any related overhaul, clean up or Fire Investigation):

(i) to take measures considered necessary to prevent and suppress fires or mitigate an Incident, including but not limited to the demolition or removal of buildings, structures and other materials to prevent the spread of fire, mitigate risk or protect persons or property in connection with an Incident;

(ii) to enter, at any time, premises, property, structures or things where the Incident is occurring or has been reported, and to cause any Member or Apparatus of a Department to enter as he or she deems necessary or advisable, in order to combat, control or deal with the Incident;

(iii) to enter, pass through or over, or station on, buildings or property proximate to the Incident, and to cause any Member or Apparatus of a Department to enter, pass through or over, or station on buildings or property proximate to the Incident, where he or she deems it necessary or advisable to gain access to the Incident or to protect any person or property;

(iv) to exercise control over access to, and to evacuate, areas proximate to or affected by an Incident (including public property, private property, buildings, streets and highways), including managing vehicular and pedestrian traffic, as he or she deems necessary or advisable to prevent interference with the Department's response, or the response of other emergency services, to the Incident and/or to reduce the risk to life or property; and

(v) to take such other actions as may be necessary to: suppress a fire or mitigate an Incident; ensure the safety of Members, other emergency responders and the public; and prevent or reduce damage to property;

(d) to enter a Public Building, or other property, structures, or storage areas, at any reasonable time, for the purposes of conducting Pre-Incident Planning;

(e) to enforce this Bylaw and any other Regional District bylaws, rules, orders and regulations relating to the prevention and suppression of fires and protection of life and property in emergency situations; and

(f) in relation to non-emergency matters, to enter onto property or premises in accordance with section 284 of the *Local Government Act* or, if exercising a power under the *Fire Safety Act*, enter onto property or premises as provided in the *Fire Safety Act*.

34. For certainty, the Fire Chief and/or Incident Commander may, in his or her sole discretion, restrict or terminate emergency response activities in any circumstances where the Incident is considered to exceed the training or capabilities of the responding Members, or Apparatus available to them.

Authorized Services

35. Each Commission Department, and, subject to the relevant Service Agreement, each Society Department, is only authorized to provide or undertake services set out within that Department's Authorized Services and Service Level as shown in Schedule C.

36. Notwithstanding section 35 of this Bylaw, a Commission Department or Society Department will only provide those services for which its Members are trained and equipped in accordance with Provincial Training Standards and the Regional Operational Guidelines.

37. Service Departments are authorized to provide the fire protection, fire prevention and emergency response services set out in the relevant Service Agreement.

Commission Department and Society Department Jurisdiction and Mutual Aid

38. The jurisdiction of each Commission Department and Society Department shall be the relevant Fire Service Area specified in the service establishment bylaw identified in Schedule A in relation to such Department. Each Service Department is authorized to respond into the relevant Fire Service Area set out in its Service Agreement and, for certainty, may respond into portions of the Regional District proximate to such Fire Service Area where an Incident threatens or affects the Fire Service Area.

39. A Commission Department or a Society Department may respond to an Incident outside of its ordinary Fire Service Area in the following circumstances:

(a) if authorized to respond by EMCR and given a task number for such response, or in accordance with an agreement with or procedures established by BCWS or any other provincial or federal emergency agency recognized by the Regional Operational Guidelines;

(b) to provide fire suppression where a wildfire or an Interface Fire imminently threatens any part of the relevant Commission Department's Fire Service Area, in accordance with any agreements or procedures of BCWS or EMCR;

(c) in accordance with the terms of a mutual aid or automatic aid agreement with a municipality within the Regional District, or a mutual aid agreement with another regional district, First Nation, municipality or the Province;

(d) in accordance with the terms of any service agreement with another local government, regional district, federal government, or First Nation;

(e) in connection with an order made pursuant to the *Emergency and Disaster Management Act*, SBC 2023, c.37 and the associated regulations and the respective declaration of a state of local emergency or Provincial emergency; and

(f) if authorized to respond by the CAO or designate.

40. A Fire Chief of a Commission Department or Society Department, or his or her designate, may, in his or her sole discretion, refuse to respond to calls to Incidents described in subsections 39(a) through (f) of this Bylaw inclusive; provided that any refusal of a mutual or automatic aid request shall be in accordance with the terms of the relevant aid agreement.

41. Where there is no mutual or automatic aid agreement between the relevant Departments, a Commission Department or a Society Department may respond outside of its ordinary Fire Service Area in support of another Commission Department or Society Department (the "**Requesting Department**"):

(a) at the request of the Fire Chief or designate of the Requesting Department; or

(b) at the direction of the Manager, Fire Services.

42. Where a Department (the "**Responding Department**") has received a request for assistance under section 41:

(a) the Fire Chief or designate of the Responding Department may, in his or her discretion, refuse the request for assistance, provided that this refusal is immediately communicated to the Requesting Department through the Regional District's dispatch provider;

(b) the Fire Chief or designate the Responding Department may, in his or her discretion, but subject to the Department's Service Level and Authorized Services, determine the nature and extent of any assistance that will be provided; and

(c) Incident responses will be managed in accordance with the Regional Operational Guidelines, including use of the incident command system described therein.

43. The Manager, Fire Services shall be advised as soon as possible of all responses by Departments described in section 39 or section 41 or of a decision to refuse such a call in accordance with either section 40 or subsection 43(a). Where required, the Manager, Fire

Services will communicate with other Departments or mutual aid partners with respect to either providing support or heightened coverage as a result of a mutual aid request or response by a Commission Department or Society Department outside of its Fire Service Area.

44. Where another local government's fire department (the "**Outside Responding Department**") provides emergency response services within a Fire Service Area or other part of the Regional District under a mutual aid or automatic aid agreement, the Outside Responding Department, in relation to any particular Incident:

    (a) is authorized to exercise the powers and authorities specified in the relevant mutual aid or automatic aid agreement, as the case may be; or

    (b) where the relevant mutual aid or automatic aid agreement does not expressly address the issue of powers and authority, is entitled to exercise the same powers and authority as the Outside Responding Department has within its own jurisdiction.

Inspections of Mobile Food Vendors Premises

45. For the purposes of this Bylaw, a "Mobile Food Vendor Premises" means a vehicle, trailer, cart, bicycle, or other conveyance used to prepare and sell food and beverages.

46. The Manager, Fire Services, as Fire Inspector, may conduct a Fire Safety Inspection of a Mobile Food Vendor Premises operating anywhere within the electoral areas of the Regional District.

47. A Fire Inspector within a Department may conduct a Fire Safety Inspection of a Mobile Food Vendor Premises operating within that Department's Fire Service Area.

48. A Mobile Food Vendor Premises shall meet the following requirements, as applicable:

    (a) there must be installed or available fire protection equipment, including fire extinguishers, appropriate to the type of cooking being undertaken;

    (b) all commercial cooking units must be installed, certified and maintained in accordance with the requirements of the Safety Standards Act and regulations;

    (c) any propane cylinders must be stored in a safe fashion, away from cooking and heat devices;

    (d) any tents or awnings in use must be kept clean and free from grease build-up or other flammable residues, and conform to the flame resistance requirements CAN/ULC S-109: Standard Method for Flame Tests of Flame-Resistant Fabrics and Films, which conformance shall be identified by a manufacturer's label on such tent or awning; and

    (e) the siting of the Mobile Food Vendor Premises, clearances, and other matters related to fire safety that may be set by a Fire Inspector must be met at all times.

49. Where a Fire Inspector has conducted a Fire Safety Inspection of a Mobile Food Vendor Premises, whether within or outside of an existing Fire Service Area, the Regional District may recover the full cost of undertaking such Fire Safety Inspection in accordance with section 21 of this Bylaw.

Fire Safety Plans

50. Where an owner of any building or property within a Fire Service Area is required by the Fire Code to develop and maintain a fire safety plan (a "Fire Safety Plan"), a copy of such Fire Safety Plan, and any updates thereto, shall be submitted to the relevant Department for review in accordance with the Fire Code. The Manager, Fire Services may prescribe the form in which any Fire Safety Plan is to be submitted, including that the Fire Safety Plan must be submitted in a specified electronic format.

51. The Fire Safety Plan will be reviewed not less than annually by the owner of the building or property and updated if required. The Fire Safety Plan must be updated and a new Fire Safety Plan submitted to the relevant Department for review at any time that there has been any change to a building or property, or any change to the use thereof, that makes the existing Fire Safety Plan inaccurate or obsolete.

52. Notwithstanding any review of Fire Safety Plan by a Department, the owner of the building or property in respect of which such Fire Safety Plan is submitted remains solely responsible and therefore the Regional District shall not be liable for any defect in any Fire Safety Plan, or for any loss, damage, costs or injuries arising in connection therewith.

53. The Regional District may recover the full cost of undertaking a review of a Fire Safety Plan from the owner of the building or property, by charging a fee as provided in Schedule B.

Vacant Premises

54. For the purposes of this Bylaw, "Vacant Premises" includes a lot, building or other structure in respect of which one or more utility services have been intentionally discontinued (other than temporarily in connection with maintenance, repair or upgrading), such that the condition of the premises is not suitable for regular human habitation or other occupancy, or which is uninhabited for a continuous period of more than 30 days.

55. The owner of Vacant Premises must ensure that at all times:

    (a) the Vacant Premises are free from litter and debris, or accumulations of combustible or flammable materials;

    (b) all openings in the Vacant Premises are securely closed and fastened in a manner to prevent the entry of unauthorized persons; and

    (c) any sprinkler systems or fire alarm systems required by the Fire Code, remain operational.

56. Where the owner of Vacant Premises fails to maintain such Vacant Premises as required by section 56:

    (a) the Fire Chief of the Fire Service Area in which such Vacant Premises are located may send a notice to the owner requiring that such Vacant Premises be brought into compliance with this Bylaw; or

(b) the Manager, Fire Services may send a notice to the owner of Vacant Premises, whether located within a Fire Service Area or not, requiring that such Vacant Premises be brought into compliance with this Bylaw.

57. Where the owner of Vacant Premises fails to bring such Vacant Premises into compliance with this Bylaw by the time specified in the notice under section 56, the Manager, Fire Services or relevant Fire Chief may cause such Vacant Premises to be brought into compliance with this Bylaw by Regional District employees, agents or contractors, at the cost and expense of the owner.

Damaged Buildings

58. The owner of a building or other structure that has been damaged due to fire, explosion or similar event must immediately act to ensure that the damaged building or structure is guarded, or that all openings and points of entry into the damaged building or structure are kept securely closed and fastened in a manner so as to prevent the entry of unauthorized persons. If the owner fails to provide the necessary security to the damaged building within two hours following an incident:

(a) in relation to a damaged building within a Fire Service Area, the relevant Fire Chief may cause the work to be carried out at the cost and expense of the owner; or

(b) whether the damaged building is located within a Fire Service Area or not, the Manager, Fire Services may cause the work to be carried out at the cost and expense of the owner.

Cost Recovery

59. In addition to any other provision of this bylaw that entitles the Regional District to charge for provision of services, the Regional District may charge for and recover its costs from the owner of any property or building, or the operator of a vehicle, in relation to the following:

(a) the cost of hiring any specialized equipment or personnel to manage an Incident, including post-Incident clean up;

(b) the provision by a Department or Manager, Fire Services of any services or responses outside of a Fire Service Area; and

(c) in connection with an Incident involving hazardous materials or dangerous goods, the cost of any decontamination, repair or replacement of a Department's apparatus or equipment.

60. In order to recover service costs, the Regional District may add an administrative fee equal to 15% of the costs being recovered, for any amount that is charged under section 59.

Orders

61. Where a Fire Inspector has conducted a Fire Safety Inspection of any premises or property, the Fire Inspector may issue an order in connection with any deficiencies discovered, as provided for in, and in the manner and form contemplated by, the *Fire Safety Act*. The Fire Inspector, if an individual other than the Manager, Fire Services, will confirm the contents of any such order with the Manager, Fire Services before the order is issued. The Manager, Fire

Services will file with the OFC a summary of all orders issued under this section 62 on a monthly basis, or such other time specified by the OFC, in the form required by the OFC.

62. Where the Manager, Fire Services, or person designated by the Manager, Fire Services, has conducted an inspection of premises or property exercising the special fire protection powers under the *Local Government Act*, or a Fire Chief or designate has undertaken such an inspection exercising the powers under subsection 33(a) of this Bylaw, the Manager, Fire Services or designate, or the Fire Chief or designate (as the case may be) may issue an order in connection with any deficiencies discovered. Any order issued under this section 63 will be in substantially the same form as the orders prescribed under *Fire Safety Act*.

63. Where a person to whom an order issued as contemplated by section 62 of this Bylaw fails to abide by such order, or fails to take the actions required by the order within the timeframe stipulated in the order, the Manager, Fire Services or person designated by the Manager, Fire Services:

    (a) may take such corrective actions as are required to bring the premises into compliance as required by the order, and to retain third parties, as required, to undertake the necessary work; and

    (b) may charge the cost of any such corrective action to the owner of the premises or property.

64. Without limiting the right of the Regional District to take such other enforcement actions as it deems appropriate or necessary:

    (a) any costs incurred by the Regional District under section 62 in relation to securing a premise pursuant to section 16 of the *Fire Safety Act* may be recovered in the manner provided by section 18 of the *Fire Safety Act*; and

    (b) any costs incurred by the Regional District under section 63 in relation to orders issued pursuant to the *Local Government Act*, or any other costs or charges that may be levied pursuant to this Bylaw, may be recovered, to the extent applicable, by the Regional District in the manner provided by section 399 of the *Local Government Act*.

Other

65. No person shall:

    (a) impede, hinder or obstruct any Member at an Incident and every person in the proximity of an Incident shall comply with orders or directions of a Member responding to the Incident;

    (b) during an Incident, obstruct or otherwise interfere with access roads or other approaches to the Incident, or with access to fire hydrants, reservoirs or bodies of water required for fire suppression purposes;

    (c) damage, destroy, obstruct, impede or hinder the operation of any Apparatus, or, unless authorized by the Fire Chief, Incident Commander or other Officer, travel across a fire hose;

    (d) refuse to permit any Member to enter into or upon premises or property in relation to which an alarm or other request for assistance has been received, or in or upon which

a Member has reasonable grounds to believe that an Incident has occurred or may occur;

(e) interfere with any Member or refuse to permit any Member to enter into or upon premises or a fire scene to determine the cause and origin of a fire or the cause of activation of a fire alarm system; and

(f) except as authorized by the Fire Chief, an Officer or an Incident Commander:

(i) enter any building, structure, vehicle or area involved in or threatened by an Incident; or
(ii) refuse to move from such a building, structure, vehicle or area when directed to do so by a peace officer or Member.

66. Any person who violates any provision of section 65 may, in addition to any other penalty, be removed from the scene of an Incident by a peace officer or the Fire Chief, an Officer or Incident Commander (or their designate).

(Bylaw No. 4763)

67. Any person who damages Apparatus in contravention of subsection 65(c), in addition to any other penalty, shall be liable for the cost of repairing or replacing the Apparatus.

(Bylaw No. 4763)

68. No person shall falsely represent himself or herself as a Member of a Department, or wear or display any Commission Department or Society Department uniform, badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

69. Any person who violates any provision of this Bylaw, shall be guilty of an offence and shall be liable upon summary conviction therefor to a penalty of, at minimum, Five Thousand dollars ($5,000), for every such violation, which penalty and cost shall be recoverable and enforceable upon summary conviction in the manner provided by the Offence Act (B.C.).

70. Each day that a contravention of this Bylaw continues constitutes a separate offence.

(Bylaw No. 4763)

71. This Bylaw may be cited as the “Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026”.

READ A FIRST TIME THIS	11th	day of	February	2026
READ A SECOND TIME THIS	11th	day of	February	2026
READ A THIRD TIME THIS	11th	day of	February	2026
ADOPTED THIS	11th	day of	February	2026

CHAIR

CORPORATE OFFICER

Schedule A

Departments and Fire Service Areas

The following is a list of the Departments established by or contracted to the Regional District, the Fire Service Areas in which they respond and the relevant service establishment bylaws:

Department	**Fire Service Area and Establishment Bylaw**
East Sooke Volunteer Fire Department	**3390** - East Sooke Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 2006
Galiano Island Volunteer Fire Department	**1852** - North Galiano Island Fire Protection and Emergency Response Service Establishment By-law No. 1, 1990 **2148** - South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993
Malahat Volunteer Fire Department	**2731** - Malahat Fire Protection Local Service Establishment Bylaw No. 1, 1999
Otter Point Volunteer Fire Department	**2042 -** Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992
Pender Island Volunteer Fire Department	**2050** - Pender Islands Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1992
Port Renfrew Volunteer Fire Department	**1753** - Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989
Saanich Fire Department	**2506 -** Durrance Road Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1997
Saturna Island Volunteer Fire Department	**2165** -Saturna Island Fire Protection and Emergency Response Local Service Contribution Establishment Bylaw No. 1, 1993
Shirley Volunteer Fire Department	**1927** - Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991
Willis Point Volunteer Fire Department	**1951** -Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991

Schedule B

Fees and Charges

Fire Safety Inspections and Fire Investigations

1. The following fees and charges may be levied against the owner or occupier of premises or property whether located within or outside of a Fire Service Area in connection with a Fire Safety Inspection undertaken as provided in this Bylaw and the *Fire Safety Act*:

   a. For Fire Safety Inspections that were requested by the owner or occupier of the premises or property:

Description	Amount
Fire Inspection – Minimum Fee	$95
Fire Inspection – Regular Working hours pro-rated in 15-minute intervals	$115
Fire Inspection – After hours pro-rated in 15-minute intervals	$165
Comfort Letter, per building, first hour	$120
Comfort Letter, per building, subsequent hours pro-rated in 15-minute intervals	$115

   b. For Fire Safety Inspections that were conducted based off a complaint by a member of the public:

Description	Amount
First hour (including travel time to and from the premises or property for one Inspector)	No Charge
Second and subsequent re-inspections per hour in a calendar year	$115

   c. For Fire Safety Inspections that were believed advisable by the Fire Inspector, without receiving a complaint:

Description	Amount
First hour (including travel time to and from the premises or property for one Inspector)	No Charge
Second and subsequent re-inspections per hour in a calendar year	$115

d. The following fees and charges may be levied against the owner of premises or property, or the owner of any vehicle or thing, whether located within or outside of a Fire Service Area in connection with a Fire Investigation undertaken as provided in this Bylaw and the *Fire Safety Act*:

Description	Amount
First hour (including travel time to and from the premises or property for one Department Vehicle)	No Charge
Each hour after the first hour	$160

Fire Safety Plans

Description	Amount
Initial Review (flat rate) per plan	$150
Subsequent review for compliance	$100 per hour

Damage, Destruction, or Demolition of a Building

Description	Amount
Damage, Destruction, or Demolition of a Building	Hourly rate of Equipment and staffing costs of each Member for actual time Member and Equipment attend at the site, plus any out-of-pocket expenses incurred by the Regional District to complete the work
Post-Incident Fire Watch	
Securing Fire Damaged or Vacant Building	

Schedule C

Service Levels and Authorized Services

1. The Service Level and Authorized Services in columns B and C of the table below, respectively, are the set Service Level and Authorized Services for the corresponding Department set out in column A of the table below.

A - Department	Declared Service Level	Authorized Services
East Sooke Volunteer Fire Department	Interior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Galiano Island Volunteer Fire Department	Interior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Otter Point Volunteer Fire Department	Interior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Pender Island Volunteer Fire Department	Full Service	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – High Angle – Operations Confined Space – Operations
Port Renfrew Volunteer Fire Department	Exterior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Awareness
Saturna Island Volunteer Fire Department	Exterior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Shirley Volunteer Fire Department	Interior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Operations
Willis Point Volunteer Fire Department	Exterior	Medical – Per BC EHS Operational Response Plan Vehicle and Machinery Extrication Rescue – Low Slope - Awareness

Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **Bylaw No. 4758 – A Bylaw to Amend Fire Regulation Bylaw (Bylaw No. 4489)**

ISSUE SUMMARY

The purpose of this bylaw amendment is to remove provisions now addressed under another bylaw and to clarify setback measurement terminology related to open burning.

BACKGROUND

Bylaw No. 4489, "Fire Regulation Bylaw No. 2, 2022", was adopted by the Capital Regional District (CRD) Board to regulate fire prevention and forest protection activities within the Juan de Fuca and Southern Gulf Islands Electoral Areas where local fire services are operated.

Since adoption, related regulatory frameworks have evolved, resulting in some duplication between Bylaw No. 4489 and other CRD bylaws. In addition, operational review identified an opportunity to improve clarity within the bylaw by explicitly referencing 'property lines' when prescribing setback distances for open fires, ensuring consistent interpretation, and application by residents, enforcement officers, and fire service personnel.

Bylaw No. 4758 proposes the following amendments to CRD's Fire Regulation Bylaw:

- Removal of sections 4.1, 4.2, and 4.3, as these provisions are now regulated under Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026"; and
- Clarification of setback language in sections 5.2.2(a) and 5.2.4(a) by inserting the term "property line".

These changes are administrative and clarifying in nature, and do not introduce new fire restrictions or expand regulatory authority. Instead, they reduce duplication, improve consistency across bylaws, and provide clearer guidance to property owners regarding open fire requirements. The amendments support effective enforcement and compliance by reducing ambiguity and ensuring that setback measurements are clearly defined. The amended Bylaw No. 4758 is attached as Appendix A and the redlined consolidation of Bylaw No. 4489 is attached as Appendix B.

ALTERNATIVES

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

1. That Bylaw No. 4758, "Fire Regulation Bylaw No. 2, 2022, Amendment Bylaw No. 1, 2026," be introduced and read a first, second, and third time; and
2. That Bylaw No. 4758 be adopted.

Alternative 2
That this report be referred back to staff for additional information based on Electoral Areas Committee direction.

IMPLICATIONS

Financial Implications

There are no financial implications associated with the adoption of this amendment. The changes do not affect departmental budgets, fees, or service levels.

Service Delivery Implications

There are no changes to fire service delivery or response operations as a result of this amendment. The updates support clearer enforcement and public understanding of existing regulations.

CONCLUSION

Bylaw No. 4758 is an administrative amendment that removes duplicative provisions and clarifies setback terminology within CRD's Fire Regulation Bylaw. Adoption of the amendment will improve clarity, support consistent enforcement, and ensure alignment with other CRD regulatory frameworks without impacting service levels or stakeholders.

RECOMMENDATION

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

1. That Bylaw No. 4758, "Fire Regulation Bylaw No. 2, 2022, Amendment Bylaw No. 1, 2026," be introduced and read a first, second, and third time; and
2. That Bylaw No. 4758 be adopted.

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:	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. 4758, "Fire Regulation Bylaw No. 2, 2022, Amendment Bylaw No. 1, 2026"
Appendix B: Bylaw No. 4489 (Redlined Consolidation)

APPENDIX A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4758

****

A BYLAW TO AMEND FIRE REGULATION BYLAW NO. 2, 2022 (BYLAW NO. 4489)

****

WHEREAS:

A. Under Bylaw No. 4489, "Fire Regulation Bylaw No. 2, 2022", the Regional Board enacted a revised bylaw to regulate fire prevention and forest protection in the Juan de Fuca and Southern Gulf Islands Electoral Areas where local fire services are operated;

B. The Board wishes to amend Bylaw No. 4489 to remove a section now covered in another bylaw, and to add the term 'Property Line' when prescribing setback distances from an open fire;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 4489, "Fire Regulation Bylaw No. 2, 2022", is hereby amended as follows:

   (a) By deleting sections 4.1, 4.2, and 4.3 in their entirety, and renumbering the remaining sections.

   (b) In section 5.2.2(a), 'Category 2 Open Fires', by inserting the words "property line" preceding the word "building".

   (c) In section 5.2.4(a), 'Category 3 Open Fires – Exemption from the Open Burning Smoke Control Regulation', by inserting the words "property line" preceding the word "building".

2. This Bylaw may be cited for all purposes as "Fire Regulation Bylaw No. 2, 2022, Amendment 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

APPENDIX B

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BYLAW NO. 4489

A BYLAW TO REGULATE OPEN BURNING WITHIN JUAN DE FUCA ELECTORAL AREA AND SOUTHERN GULF ISLANDS ELECTORAL AREA

Consolidated for Public Convenience
(This Bylaw is for reference purposes only)

ORIGINALLY ADOPTED

(Consolidated with Amending Bylaws 4758)

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. 4489

****

A BYLAW TO REGULATE OPEN BURNING WITHIN JUAN DE FUCA ELECTORAL AREA AND SOUTHERN GULF ISLANDS ELECTORAL AREA

****

WHEREAS:

A. By Bylaw No. 3452, "Fire Regulation Bylaw No. 1, 2007", the Capital Regional District continued a program of fire regulation in the district pursuant to its powers under the *Local Government Act*; and

B. The Capital Regional District Board wishes to enact a revised bylaw that relates to the lighting, fuelling and use of open fires for fire prevention and forest protection in the Juan de Fuca and Southern Gulf Islands Electoral Areas where local fire services are operated;

NOW THEREFORE the Regional Board of the Capital Regional District in open meeting assembled enacts as follows:

PART I – DEFINITIONS:

1. In this Bylaw:

   a. "*BC Wildfire Act*" or "*Wildfire Act*" refers to the *Wildfire Act*, SBC 2004, c 31 as amended.

   b. "BC Wildfire Regulation" refers to *Wildfire Regulation*, BC Reg 38/2005, as amended and enacted under the *Wildfire Act*, SBC 2004, c 31.

   c. "BC Wildfire Service" means that part of the government of British Columbia that is mandated to administer the *BC Wildfire Act* and BC Wildfire Regulation.

   d. "Campfire" is defined by the BC Wildfire Regulation as amended from time to time.

   e. "Category 2 Open Fire" is defined by the BC Wildfire Regulation as amended from time to time.

   f. "Category 3 Open Fire" is defined by the BC Wildfire Regulation as amended from time to time.

   g. "Coastal Fire Centre – South Island" means fire centre created by the BC Wildfire Service to administer the *BC Wildfire Act* and BC Wildfire Regulation within the Regional District.

   h. "Commercial Incinerator" means any device constructed or erected, designed and used for the destruction by fire of industrial, commercial or institutional waste materials, but does not include any crematorium operated in accordance with the *Cremation, Interment and Funeral Services Act*, SBC 2004, c.35.

i. “Demolition Waste” means any waste resulting from or produced by the complete or partial destruction or tearing down of any structure other than material prohibited in the *Open Burning Smoke Control Regulation*.

j. “Domestic Waste” means food waste and household materials targeted for disposal, other than paper or cardboard.

k. “Domestic Incinerator” means any metal or masonry container, including a burn barrel, fitted with a metal screen or grill of not more than 9.5 millimetres (3/8") mesh to restrict any sparks or flying debris and used to serve any dwelling unit occupied by a single family or any two-family dwelling.

l. “Fire Chief” means the Fire Chief for the applicable Service Area or the Fire Chief’s designate.

m. “Fire Chief’s Designate” means a member of the fire department designated by the Fire Chief and acting on the authority of the Fire Chief in the absence of, or as directed by, the Fire Chief.

n. “Fire Danger Rating” for a Service Area is as defined by the Coastal Fire Centre – South Island from time to time.

o. “Fire Department” means the volunteer fire department established for a Service Area by bylaw of the Regional District or by agreement between the Regional District and a duly incorporated society that by contract provides fire service within a Service Area.

p. “Fire Fighting Hand Tool” means a shovel, axe, Pulaski, hand tank pump or fire extinguisher.

q. “Fuel Break” means a barrier or a change in fuel type or condition, or a strip of land that has been modified or cleared to prevent fire spread.

r. “Incinerator” includes a Commercial Incinerator and a Domestic Incinerator.

s. “Industrial activity” is as defined by the *BC Wildfire Act* as amended from time to time.

t. "Mill waste" includes bark, chips, sawdust and any other discarded wood products piled for uses other than residential gardens, parks, trails and playgrounds.

u. “Open Burning” and “Open Fire” have the same meaning, referring to any outdoor burning, of any material that is not contained within a building or certified Incinerator, and without limitation includes a Category 2 Open Fire, a Category 3 Open Fire, and a Campfire.

v. “Open Burning Smoke Control Regulation” means the *Open Burning Smoke Control Regulation*, BC Reg 152/2019, as amended, under the *Environmental Management Act*.

w. “Regional District" means the Capital Regional District.

x. "Service Area" means a fire protection and suppression service area within the Regional District established under the *Local Government Act*.

y. "Solid Fuel Burning Appliance" means an appliance installed outside of a dwelling unit that burns solid fuel and is used for cooking or heating purposes. These appliances include, but are not limited to, barbecues, chimineas, pizza ovens, hot tubs, food smokers, or any other devices, that burn solid fuel in an outdoor environment.

z. "Utility" means the works or facilities for the provision of a service provided by a public authority, a public utility or a similar person, such as water, electricity, natural gas, septic, transportation or communication.

aa. "Waste" means as defined by the *Environmental Management Act* as amended from time to time.

1.2 Except as otherwise defined in this Bylaw, words and phrases herein are to be interpreted consistently with the *Community Charter*, the *Local Government Act*, the *Open Burning Smoke Control Regulation* and the *Fire Services Act* or *Fire Safety Act*, as the context and circumstances may require.

PART II - APPLICATION

2. This Bylaw applies within Service Areas of the Regional District.

PART III – SEVERABILITY

3. If any section, subsection, paragraph, clause, word or phrase in this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion is severed and the remainder of this Bylaw remains valid and effective.

PART IV - GENERAL REGULATIONS

(*Bylaw 4758)*

General Regulations on Open Fires

4.1 A person must not ignite, burn or continue to burn an Open Fire except in accordance with this Bylaw, the *Open Burning Smoke Control Regulation*, and the *Wildfire Act* and *Regulation*. Where a provision of any such enactments is stricter than that of another, the stricter provision applies.

4.2 a) No person shall ignite, burn or continue to burn an Open Fire of any kind while a prohibition on Open Fires or the category of Open Fire ordered by the Province or by the Fire Chief or other Officer of the Fire Department for the Service Area is in effect.

b) No person shall ignite, burn or continue to burn an Open Fire without a valid and continuing permit issued by the Fire Chief or the Fire Chief's Designate.

c) A person must comply with the terms of any permit and any direction by the Fire Chief written on or further to the permit, or any further restriction on the fire imposed under section 7 of this Bylaw.

d) If a permit is cancelled, expires, or is not complied with, a person must not ignite, burn, or continue to burn an Open Fire and must extinguish such Open Fire forthwith.

e) Prior to igniting an Open Fire, undertaking an Industrial Activity, using a Solid Fuel Appliance or igniting a fire in an Incinerator, the person must determine whether there are any restrictions or prohibitions issued under section 7 of this Bylaw.

Permit Requirements for the Categories of Open Fires

4.3 a) A Campfire does not require a permit, unless a Fire Chief or Fire Chief's designate invokes a permit requirement.

b) A Category 2 Open Fire requires a permit, unless a Fire Chief or Fire Chief's designate rescinds the permit requirement.

c) A Category 3 Open Fire requires a permit year round.

Fire Safety and Supervision

4.4 Every person who ignites, burns or uses an Open Fire must ensure all of the following requirements are met:

(a) the person must comply with any and all requirements of this Bylaw that pertain to the Open Fire;

(b) the person must comply with any and all requirements contained in any permit issued for the Open Fire under this Bylaw;

(c) the person must comply with any further restrictions on Open Fires and the relevant category of Open Fire issued by the Fire Chief;

(d) the person must ensure that the fire is authorized or permitted by the land owner, and if the person is not the owner of the land where the fire is to occur, the person must provide proof to the Fire Chief's satisfaction of the land owner's consent;

(e) the person must maintain an adequate Fuel Break around the burn area of sufficient size to ensure that the Open Fire originating in the burn area does not escape the burn area;

(f) the person must ensure that the fire is watched and patrolled by a competent person to prevent fire spread or escape;

(g) the person must ensure that the person watching the fire has a Fire Fighting Tool, ready access to water, and a container carrying at least 8 litres of water;

(h) the person must ensure that before leaving the area, the fire is completely extinguished; and

(i) if the fire spreads beyond the burn area or otherwise becomes out of control, the person must immediately report the fire to the Fire Department; attempt to control the spread and to extinguish the fire, and comply with all directions of the Fire Chief.

Prohibited Materials

4.5 No person shall ignite or burn, or cause, allow or suffer to be burned or used as fuel, any of the following material, whether in an Open Fire or in an Incinerator or other container:

(a) rubber, tires, plastic materials, or polystyrene foam;

(b) fiberglass or other fibre-reinforced materials;

(c) asphalt or asphalt products or tar paper;

(d) construction materials, drywall or demolition waste;

(e) carpets, furniture, appliances or domestic waste;

(f) railway ties;

(g) treated lumber or wood products;

(h) manure, animal carcasses or waste from animal slaughtering;

(i) paint, varnish, used oil, or fuel or lubricant containers;

(j) batteries or electrical wire; or

(k) biomedical or other hazardous waste.

Compliance with Orders

4.6 A person who has been ordered or directed by the Fire Chief or the Fire Chief's Designate to reduce, suspend or cease activity under this Bylaw must immediately do so, and in a safe manner carry out all measures and comply with all conditions and restrictions for ceasing or resuming the activity as directed by the Fire Chief or the Fire Chief's Designate.

PART V – ADDITIONAL REGULATIONS FOR CATEGORIES OF OPEN FIRES, SOLID FUEL APPLIANCES, INCINERATORS, INDUSTRIAL ACTIVITIES AND MILL WASTE

Campfires

5.1 In addition to complying with the general regulations on Open Fires contained in this Bylaw, a person who lights, ignites or maintains a Campfire must ensure the Campfire burns material in one pile no larger than 0.5 m in height and 0.5 m in width.

5.2 A person must not light, ignite or maintain a Campfire:

(a) within 7.5 metres of any building, structure, fence, property line;

(b) within 3 metres of any driftwood, dry vegetation, grass or any other combustible material;

(c) to dispose of Domestic Waste; or

(d) if a Campfire prohibition has been established by the Fire Chief or the Fire Chief's Designate.

Category 2 Open Fires

5.2.2 In addition to complying with the general regulations on Open Fires contained in this Bylaw, no person shall conduct a Category 2 Open Fire:

(a) within 10 metres of any property line, building, structure, fence, tree or hedge; *(Bylaw 4758)*

(b) that is fuelled by green debris or leaves;

(c) for more than 4 consecutive days; or

(d) by adding additional materials to a fire within two (2) hours of sunset of each day of the fire.

Category 3 Open Fires

5.2.3 For certainty before lighting, igniting or maintaining a Category 3 Open Fire, a person must comply with the general regulations on Open Fires contained in this Bylaw.

Category 3 Open Fires – Exemption from the Open Burning Smoke Control Regulation

5.2.4 Where a Category 3 Open Fire is for burning vegetative debris less than 10 cm in diameter as defined in section 5(a) of the *Open Burning Smoke Control Regulation*, no person shall conduct such open fire:

(a) within 15 metres of any property line, building, structure, fence, tree or hedge; *(Bylaw 4758)*

(b) that is fuelled by green debris or leaves;

(c) for more than 4 consecutive days; or

(d) by adding additional materials to a fire within two (2) hours of sunset of each day of the fire.

Solid Fuel Appliances

5.3 Before installing, erecting, or operating a Solid Fuel Burning Appliance, a person must first obtain a permit issued by the Fire Chief or Fire Chief's Designate, and must pay the applicable fees, if any.

5.4 A person shall only install, erect or operate a Solid Fuel Burning Appliance in accordance with any:

(a) permit requirements; or

(b) additional restrictions or prohibitions pertaining to the installation and operation of Solid Fuel Appliances issued by a Fire Chief or Fire Chief's Designate.

Incinerators

5.5 Before installing, erecting or operating an Incinerator, or lighting, igniting or maintaining any fire in an Incinerator, a person must first obtain a permit issued by the Fire Chief or Fire Chief's Designate, and must pay the applicable fees, if any.

5.6 A person shall only install, erect or operate a Commercial or Domestic Incinerator in accordance with any:

(a) permit requirements; or

(b) additional restrictions or prohibitions pertaining to the installation and operation of Incinerators.

5.7 The owner of an Incinerator shall ensure that:

(a) the Incinerator is maintained in a condition that provides for the proper combustion of any material burned;

(b) while it is in use a competent person continuously supervises any burning and ensures sufficient fire extinguishing equipment necessary for fire control is available;

(c) a Domestic Incinerator is located at least:
   i. 1.5 metres from any combustibles such as grass, shrubbery or wooden fencing; and
   ii. 7.6 metres from any building or fuel storage area;

(d) a Commercial Incinerator is located at least:
   i. 3 metres from any combustibles such as grass, shrubbery or wooden fencing; and
   ii. 10 metres from any building or fuel storage area.

Industrial Activities

5.8 Where the Fire Chief or Officer of the Fire Department has prohibited or restricted an Industrial Activity, no person shall initiate or continue such activity.

Mill Waste

5.9 Where any person deposits any mill waste, he or she shall ensure that:

(a) the Fire Chief is notified at least forty-eight (48) hours before the deposit;

(b) no deposit has a depth greater than 3 metres; and

(c) within one week, cover material at least 305 millimetres in thickness is applied to any deposit unless otherwise approved by the Fire Chief.

PART VI - EXEMPTION

6.1 This Bylaw does not apply to:

(a) a fire used for the training of firefighters;

(b) a burn carried out by or under the direction of the Wildfire Service (British Columbia) pursuant to the *Wildfire Act*; or

(c) a burn authorized by the Fire Chief to reduce fuel build-up or decrease a fire hazard.

6.2 As an exception to the permit requirements contained in sections 5.2.2 [*Category 2 Open Fires*], 5.3 [*Solid Fuel Burning Appliances*], 5.5 [*Incinerators*], and 5.8 [*Industrial Activities*], a Fire Chief or Fire Chief's Designate can institute, rescind, or re-institute a permit requirement for one or more of such fire types, within all or a portion of the service area that the Fire Chief or Fire Chief's Designate has responsibility for.

6.3 In relation to sections 4.6(a) and 5.1 [*Campfires*], a Fire Chief or Fire Chief's Designate may institute or rescind a permit requirement for campfires in all or part of a portion of the service area that the Fire Chief or Fire Chief's Designate has responsibility for, where, in their opinion, institution of permit requirements are necessary but a ban is not yet appropriate.

6.4 (a) When a permit requirement is rescinded, existing permits continue in force and the holder of such a permit is expected to comply with such existing permits and conditions on them, unless they receive written authorization from the Fire Chief or the Fire Chief's Designate cancelling their existing permit and confirming no permit is needed for their activity.

(b) When a permit requirement is required, existing activities conducted or currently in-progress without a permit require a permit to continue.

PART VII - POWERS OF THE FIRE CHIEF AND OFFICERS

7.1 The Fire Chief for each Service Area is authorized to administer and enforce this Bylaw within that Service Area.

7.2 The Fire Chief or Officer of the Fire Department may:

(a) enter on property and inspect premises to ascertain whether the provisions of this Bylaw are being met;

(b) take measures to prevent or suppress the spread of Open Fires;

(c) issue orders directing the owners or occupiers of premises to bring Open Fires into compliance with this Bylaw or with a permit under this Bylaw;

(d) issue permits for Open Fires, Solid Fuel Appliances and Incinerators under this Bylaw, and impose such conditions, restrictions and requirements as the Fire Chief or Fire Chief's Designate deems to be warranted to avoid the creation of a hazard or nuisance, due to weather, wind or other circumstance related to Fire Safety;

(e) In writing, refuse to issue a permit for an Open Fire, Solid Fuel Appliance or Incinerator if in the opinion of the Fire Chief or Fire Chief's Designate the proposed activity is likely to create a hazard or nuisance because of adverse weather, wind or other circumstance;

(f) suspend or cancel a permit, and impose conditions on resuming activity that was suspended, if:

i. the Fire Chief or Fire Chief's Designate believes the permitted activity cannot be carried out safely or without creating a nuisance due to changes in weather, wind or other circumstances related to fire safety changing since permit issuance, or is not being carried out safely or in accordance with permit conditions, an order under paragraph (c), a provision of this Bylaw, or another applicable enactment; or

ii. the Fire Chief or Fire Chief's Designate has received a complaint by a person in relation to the emission of smoke, sparks, ash, soot, cinders or fumes, and considers that fire extinction or control measures are warranted to address a nuisance or undue irritation or annoyance to other persons;

(g) impose additional conditions or restrictions on any permit or class of permits if in the opinion of the Fire Chief or Fire Chief's Designate weather, wind or other circumstances related to fire safety have changed since the issuance of the permit, and the conditions or restrictions are required to address the changed circumstances;

(h) authorize an Open Fire to reduce fuel build-up or decrease a fire hazard;

(i) restrict or prohibit any Open Fire, and impose a ban on all Open Fires for a period of time (including Open Fires for which permits have been issued), if the Fire Chief considers the Fire Danger Rating warrants the restriction, prohibition or ban;

(j) restrict or prohibit any Industrial Activity, if the Fire Chief considers the restriction or prohibition is necessary due to weather, wind or other circumstance related to fire safety;

(k) where, in the opinion of the Fire Chief, an Incinerator or Solid Fuel Appliance is likely to create or become a fire hazard due to damage, deterioration, lack of maintenance, construction or location, or due to adverse, weather, wind or other circumstance related to fire safety, the Fire Chief may order the owner of the Incinerator or Solid Fuel Appliance to:

i. alter, renovate, repair or relocate the Incinerator or Solid Fuel Appliance, or

ii. discontinue its use.

This section 7.2(k) applies regardless of whether a permit has been issued for the Incinerator or Solid Fuel Appliance.

7.3 A person must not obstruct, prevent or interfere with the Fire Chief or Fire Chief's Designate acting under the authority of the Fire Chief from conducting an inspection pursuant to this Bylaw.

PART VIII – OFFENCE AND PENALTY

8.1 A person who:

(a) contravenes this Bylaw;

(b) causes or allows any act or thing to be done in contravention of this Bylaw; or

(c) fails or neglects to do anything required under this Bylaw;

commits an offence, and where the offence is a continuing one, each day that the offence continues amounts to a separate offence.

8.2 Any person who violates any provision of this Bylaw shall be liable, upon summary conviction, to a fine of not less than $50.00 and not greater than $2,000.00, and such other amounts as may be ordered by the court for the costs of investigation and prosecution, and to compensate the District or another person for damages or loss sustained resulting from the commission of the offence.

8.3 The Fire Chief, a bylaw enforcement officer, a peace officer, and a police officer as an agent of the Regional District are authorized to enter onto and into property for the purposes established by sections 284 and 419 of the *Local Government Act* in accordance with the provisions of section 16 of the *Community Charter* or other conditions of entry, if any, set out in the *Local Government Act*, *Community Charter* or another enactment.

8.4 If a Fire Chief finds that any provision of this Bylaw has been contravened or has not been complied with, or has been complied with improperly or only in part, or that conditions exist in or upon a building or property to which the bylaw applies and which, in his opinion, constitutes a fire hazard or otherwise constitutes a hazard to life or property the Fire Chief may:

(a) make to the owner or occupier of the building or property such recommendations as deemed as necessary to correct the contravention or to ensure compliance with this Bylaw or to remove the hazards referred to in the Bylaw or,

(b) make orders with respect to any of the matters referred to in this Bylaw in accordance with the *Local Government Act* or, where applicable, the *Fire Services Act*.

8.5 An order made under this Bylaw shall be in writing and shall be directed to the owner, occupier or lessee of the building or property in respect of which the order is made or to both.

8.6 An order made under this Bylaw shall be served by:

(a) delivering it or causing it to be delivered to the person to whom it is directed, or

(b) sending the order by return registered mail to the last known property owner.

8.7 Where an owner or occupier is in default of an order made pursuant to this Bylaw, the Regional District, by its workers or others, may enter the property and effect such work as required in the order at the expense of the owner or occupier so defaulting in accordance with section 418 of the *Local Government Act*, and any charges so incurred and remaining unpaid on December 31 of that year shall be added to and form part of the taxes payable on the real property as taxes in arrears.

PART IX – NO LIABILITY

9.1 This Bylaw shall not create a duty of the Regional District, its officers, employees or persons acting on its behalf pursuant to this Bylaw, including Fire Chiefs and Fire Chief's Designates, concerning enforcement or failure to enforce any matter contained in this Bylaw.

9.2 No act, error, omission or other neglect of the Regional District in relation to any matter contained in this Bylaw shall give rise to a cause of action or liability to any person.

PART X REPEAL AND CITATION

10.1 Effective April 1, 2023, Bylaw No. 3452, "Fire Regulation Bylaw No. 1, 2007", is repealed.

10.2 Effective April 1, 2023, this Bylaw No. 4489 comes into force.

10.3 This Bylaw may be cited for all purposes as "Fire Regulation Bylaw No. 2, 2022".

READ A FIRST TIME THIS	14th	day of	December,	2022
READ A SECOND TIME THIS	14th	day of	December,	2022
READ A THIRD TIME THIS	14th	day of	December,	2022
ADOPTED THIS	14th	day of	December,	2022

CHAIR

CORPORATE OFFICER

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REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **Bylaw Nos. 4755 and 4756 – Proposed Amendments to Bylaw No. 1857 "Capital Regional District Ticket Information Authorization Bylaw, 1990" and Bylaw No. 4683 "Bylaw Notice Enforcement Bylaw No. 1, 2025" – Fire Services**

ISSUE SUMMARY

The purpose of this report is to amend Capital Regional District (CRD) Bylaw Nos. 1857 and 4683 to authorize enforcement of CRD Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026", by means of Municipal Ticket Information and Bylaw Notice, and to establish applicable penalty amounts.

BACKGROUND

CRD Bylaw No. 4677 is a bylaw to address the operational powers and certain administrative matters relating to fire departments operating under the auspices of the CRD, and to provide for certain fire prevention matters.

The bylaw establishes the authority, structure and operational framework for CRD fire departments, including provisions respecting command authority, emergency response powers, training requirements, administration and general operational governance. It also sets out fire prevention measures intended to protect life, property and the environment within participating service areas.

The bylaw provides authority for fire officials to carry out inspections, issue orders, require compliance with fire safety requirements, and take necessary action to prevent or respond to fire hazards and emergencies. These provisions support the CRD's statutory mandate to provide fire protection services and ensure public safety within established fire protection service areas.

While Bylaw No. 4677 establishes regulatory requirements and enforcement authority, effective implementation requires the ability to address non-compliance in a timely, proportionate and efficient manner. Currently, certain contraventions of Bylaw No. 4677 are not designated for enforcement by Municipal Ticket Information or by Bylaw Notice. As a result, enforcement options are limited to voluntary compliance measures or more formal court proceedings.

To provide enforcement staff with graduated compliance tools, it is proposed that specified contraventions of Bylaw No. 4677 be designated as offences enforceable by Municipal Ticket Information under the *Offence Act* (Appendix A) and as contraventions enforceable by Bylaw Notice under the *Local Government Bylaw Notice Enforcement Act* (Appendix C). These mechanisms allow for the issuance of tickets with prescribed fine or penalty amounts, supporting consistent, fair and efficient enforcement while reducing reliance on court-based proceedings. A redlined consolidation of Bylaw No. 1857 is attached as Appendix B and a redlined consolidation of Bylaw No. 4683 is attached as Appendix D.

Providing both enforcement options will enable a proportionate response to fire prevention and operational violations and strengthen the CRD's ability to ensure compliance with fire safety requirements in the interest of public safety.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4755, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 88, 2026", be introduced and read a first, second, and third time;
2. That Bylaw No. 4755 be adopted;
3. That Bylaw No. 4756, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 2, 2026", be introduced and read a first, second, and third time; and
4. That Bylaw No. 4756 be adopted.

Alternative 2
That Bylaw No. 4755 and Bylaw No. 4756 not proceed.

IMPLICATIONS

Financial Implications
Enforcement costs are accommodated within the Fire Inspection and Investigation Service and the existing Bylaw Enforcement budget. Revenue from fines and penalties is expected to offset a portion of enforcement costs but is not intended to generate net revenue.

CONCLUSION

Amending Bylaw No. 1857 and 4683 will provide appropriate enforcement mechanisms to support compliance with Bylaw No. 4677 and align it with other enforceable CRD regulatory bylaws.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4755, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 88, 2026", be introduced and read a first, second, and third time;
2. That Bylaw No. 4755 be adopted;
3. That Bylaw No. 4756, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 2, 2026", be introduced and read a first, second, and third time; and
4. That Bylaw No. 4756 be adopted.

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:	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. 4755, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 88, 2026"
Appendix B: Bylaw No. 1857 (Redlined Consolidation)
Appendix C: Bylaw No. 4756, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 2, 2026"
Appendix D: Bylaw No. 4683 (Redlined Consolidation)

APPENDIX A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4755

****

A BYLAW TO AMEND CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990 (BYLAW NO. 1857)

****

WHEREAS:

A. Under Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026", the Regional Board designated and set out the process for designation of Fire Inspectors and Fire Investigators, and established and imposed charges payable in respect of Fire Inspection and Fire Investigation services;

B. The Board wishes to amend Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", to designate bylaw enforcement officers and permit enforcement of certain contraventions of Bylaw No. 4677 by means of a ticket in the form prescribed for the purpose of Division 3 of Part 8 of the *Community Charter,* and to establish fine rates;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990" is hereby amended as follows:

    (a) In Schedule 1, by adding item 41 as follows:

41. Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026	Bylaw Enforcement Officer Fire Chief Fire Inspector Peace Officer RCMP Officer

    (b) By adding Schedule 41 attached as Appendix "1" to this Bylaw.

2. This Bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 88, 2026".

READ A FIRST TIME THIS	day of	20__
READ A SECOND TIME THIS	day of	20__
READ A THIRD TIME THIS	day of	20__
ADOPTED THIS	day of	20__

CHAIR

CORPORATE OFFICER

APPENDIX "1"

SCHEDULE 41 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT FIRE SERVICES OPERATION, FIRE PREVENTION AND ADMINISTRATIVE BYLAW NO. 1, 2026

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Failure to comply with Mobile Food Vendor fire safety requirements	48(a)	$200
Failure to review or update/submit Fire Safety Plan	51	$200
Vacant premises not maintained as required	55(a)	$200
Failure to secure Vacant Premises	55(b)	$200
Sprinkler or fire alarm system not operational	55(c)	$200
Failure to comply with Vacant Premises notice	57	$200
Failure to secure fire-damaged building within required time	58	$200
Failure to comply with Order issued under this Bylaw	63	$200
Failure to comply with direction of a Member at an Incident	65(a)	$200
Obstruct access to hydrant, reservoir, or water source	65(b)	$200
Damage or obstruct fire apparatus or hose	65(c)	$200
Refuse entry to a Member responding to an Incident	65(d)	$500
Interfere with a fire scene investigation	65(e)	$500
Entered Incident scene without authorization	65(f)(i)	$200
Failure to leave Incident scene when directed	65(f)(ii)	$200
Damage apparatus	67	$200
Falsely represent oneself as Member	68	$500

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BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED February 27, 1991

(Consolidated with Amending Bylaws 1999, 2055, 2130, 2163, 2219, 2225, 2281, 2293, 2359, 2372, 2411, 2509, 2511, 2565, 2658, 2669, 2698, 2713, 2722, 2806, 2863, 2879, 2898, 2987, 3020, 3062, 3111, 3140, 3195, 3264, 3287, 3379, 3385, 3393, 3418, 3442, 3453, 3555, 3609, 3650, 3683, 3701, 3703, 3773, 3796, 3818, 3880, 3899, 3909, 4003, 4027, 4051, 4094, 4098, 4160, 4169, 4184, 4220, 4226, 4287, 4309, 4343, 4358, 4397, 4401, 4433, 4434, 4443, 4499, 4531, 4553, 4554, 4567, 4611, 4646, 4653, 4654, 4672, 4673, 4675, 4703, & 4755)

CAPITAL REGIONAL DISTRICT

BYLAW NO. 1857

****

CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990

****

WHEREAS:

A. Pursuant to Section 266.1 of the *Local Government Act* and Section 264(1)(a) of the *Community Charter*, the Regional Board may, by bylaw, designate those bylaws for which the municipal ticket information may be used as a means of bylaw enforcement;
(Bylaws 2879, 3264)

B. Pursuant to Section 264(1)(b) of the *Community Charter*, the Regional Board may, by bylaw, designate a person who comes within a class of persons, as a bylaw enforcement officer;
(Bylaws 2879, 3264)

C. Pursuant to Section 264(1)(c) of the *Community Charter*, the Regional Board may, by bylaw, authorize the use of any word or expression on a municipal ticket information to designate an offence against a bylaw;
(Bylaws 2879, 3264)

D. The Regional Board deems it expedient to authorize the use of the municipal ticket information for the enforcement of certain bylaws, to designate persons as bylaw enforcement officers, to authorize the use of certain words or expressions to designate certain bylaw offences and to set certain fine amounts.
(Bylaw 3264)

NOW, THEREFORE, the Regional Board of the Capital Regional District, in open meeting assembled, ENACTS AS FOLLOWS:

1. The bylaws listed in Column 1 of Schedule 1 to this Bylaw as amended from time to time, may be enforced by means of a ticket in the form prescribed for the purpose of Division 3 of Part 8 of the *Community Charter*.
(Bylaws 2879, 3264, 4703)

2. The persons appointed to the job positions or titles listed in Column 2 of Schedule 1 to this bylaw are designated as bylaw enforcement officers pursuant to Section 264(1)(b) of the *Community Charter* for the purpose of enforcing the bylaws listed in the Column opposite the respective job positions.
(Bylaws 2879, 3264)

3. The words or expressions set forth in Column 1 of Schedules 2 to 40 to this Bylaw designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
(Bylaws 1999, 2130, 2219, 2293, 2722, 2806, 3264, 3379, 3418, 3453, 3703, 4003, 4094, 4169, 4397, 4611, 4646, 4653, 4654, 4672, 4673, 4675, 4703, 4755)

4. The amounts appearing in Column 3 of Schedules 2 to 40 to this Bylaw are fines set pursuant to Section 265 of the *Community Charter* for the corresponding offences designated in Column 1.

(Bylaws 1999, 2130, 2219, 2293, 2722, 2806, 2879, 3264, 3379, 3418, 3453, 3703, 4003, 4094, 4169, 4397, 4611, 4646, 4653, 4654, 4672, 4673, 4675, 4703, 4755)

5. This Bylaw may be cited as "Capital Regional District Ticket Information Authorization Bylaw, 1990."

6. This Bylaw shall take effect upon the date of its adoption.

READ A FIRST TIME THIS	10th	day of	October	1990
READ A SECOND TIME THIS	10th	day of	October	1990
READ A THIRD TIME THIS	9th	day of	January	1991

FINES APPROVED BY THE CHIEF JUDGE OF THE PROVINCIAL COURT ON THE 5th day of February, 1991

His Hon. Chief Judge William J. Diebolt

RECONSIDERED, FINALLY PASSED AND ADOPTED THIS 27th day of February, 1991

F. Leonard
CHAIRPERSON

W. M Jordan
SECRETARY

SCHEDULE 1 TO BYLAW NO. 1857

	DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER	*(Amending Bylaw No.)*
2.	Malahat Land Use Bylaw, 1981, Bylaw No. 980	Bylaw Enforcement Officer	***(Bylaws 4401, 4703)***
3.	Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040	Bylaw Enforcement Officer	***(Bylaws 2225, 4401, 4703)***
4.	Unsightly Premises Bylaw No.1, 1991	Bylaw Enforcement Officer	***(Bylaws 2055, 4703)***
5.	Building Regulation Bylaw No. 5, 2010	Bylaw Enforcement Officer Senior Building Inspector	***(Bylaws 3020, 4401, 4703)***
6.	Amusement Machine and Games Room Regulation Bylaw 1983	Bylaw Enforcement Officer RCMP Officer	
7.	Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025	Bylaw Enforcement Officer	***(Bylaws 4672, 4703)***
8.	Water Distribution Local Service Conditions, Fees and Charges Bylaw, No. 1, 2013	Bylaw Enforcement Officer Cross-Connection Control Officer Fire Chief Peace Officer Police Officer	***(Bylaws 4401, 4653, 4703)***
9.	Animal Regulation and Impounding Bylaw No. 1, 1986	Animal Control Officer Bylaw Enforcement Officer	***(Bylaw 4703)***
10.	Noise Suppression Bylaw (Southern Gulf Islands) No. 1, 2006	Bylaw Enforcement Officer RCMP Officer	***(Bylaws 3379, 4703)***
11.	Noise Suppression Bylaw (Juan de Fuca) No. 1, 2007	Bylaw Enforcement Officer RCMP Officer	***(Bylaws 3442, 4703)***
12.	Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006	Bylaw Enforcement Officer RCMP Officer	***(Bylaws 3385, 4703)***
13.	Capital Regional District Idling Control Bylaw No.1, 2008	Bylaw Enforcement Officer Environmental Health Officer	***(Bylaws 3442, 3609, 4703)***
14.	Water Regulations Bylaw, No. 1, 1990	Bylaw Enforcement Officer Fire Chief Peace Officer Police Officer	***(Bylaws 3379, 4654, 4703)***
15.	Langford Sign Bylaw 1987	Bylaw Enforcement Officer	
16.	Capital Regional District Clean Air Bylaw No. 1, 2014	Bylaw Enforcement Officer Environmental Health Officer Public Health Educator Tobacco Enforcement Officer	***(Bylaws 1999, 2509, 2658, 2698, 4169, 4703)***

17.	Food Handler Bylaw No. 1, 1991	Director, Health Protection and Environmental Programs Environmental Health Officer Environmental Health Educator	***(Bylaw 1999)***
18.	Capital Regional District Parks Regulation Bylaw No. 1, 2018	Animal Control Officer Bylaw Enforcement Officer Park Officer Police Officer RCMP Officer Watershed Security Officer	***(Bylaws 2130, 2219, 2722, 3683, 4226, 4703)***
19.	Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013	Bylaw Enforcement Officer	***(Bylaws 2163, 2359, 3140, 3899, 4703)***
20.	Capital Regional District Electoral Area Water Conservation Bylaw No. 1, 2023	Bylaw Enforcement Officer Municipal Police Officer Peace Officer	***(Bylaws 2293, 4434, 4554, 4703)***
21.	Capital Regional District Sewer Use Bylaw No. 5, 2001	Bylaw Enforcement Officer Sewage Control Manager Sewage Control Officer	***(Bylaws 2669, 2863, 2987, 4703)***
22.	Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000	Bylaw Enforcement Officer Ports Manager RCMP Officer Wharfinger	***(Bylaws 2898, 3287,3650)***
23.	Community Parks Regulations (Juan de Fuca and Salt Spring Island Electoral Areas) Bylaw No. 1, 2012	Animal Control Officer Bylaw Enforcement Officer Park Officer RCMP Officer	***(Bylaws 2411, 3796, 4703)***
24.	Salt Spring Island Liquid Waste Sewer, and Water Fees and Charges Bylaw No. 1, 2012	Bylaw Enforcement Officer	***(Bylaw 2669, 4287, 4703)***
25.	Capital Regional District Septage Disposal Bylaw No. 2, 2000	Bylaw Enforcement Officer Sewage Control Officer Sewage Control Manager	***(Bylaws 2669, 2863, 4703)***
26.	Capital Regional District Water Conservation Bylaw No. 1, 2016	Bylaw Enforcement Officer	***(Bylaws 2669, 2683, 4703)***
27.	Water Supply Area Regulations Bylaw No. 1, 2000	Animal Control Officer Bylaw Enforcement Officer Conservation Officer Park Officer Peace Officer Watershed Security Officer	***(Bylaws 2806, 4703)***
28.	Civic Addressing Bylaw (Salt Spring Island Electoral Area) No. 1, 2017	Bylaw Enforcement Officer	***(Bylaws 3195, 4160)***

29.	Civic Addressing Bylaw (Juan de Fuca Electoral Area) No. 1, 2017	Bylaw Enforcement Officer	***(Bylaws 3195, 4160)***
30.	Intentionally deleted – reserved for future use		***(Bylaws 3195, 3796)***
31.	Capital Regional District Composting Facilities Regulation Bylaw No. 1, 2004	Bylaw Enforcement Officer	***(Bylaw 3418)***
32.	Salt Spring Island Transfer Station Regulation Bylaw No. 1, 2001	Bylaw Enforcement Officer	***(Bylaw 3418)***
33.	Fire Regulation Bylaw No. 2, 2022	Bylaw Enforcement Officer Fire Chief Peace Officer RCMP Officer	***(Bylaws 3453, 4499, 4703)***
34.	Onsite Sewage System Maintenance Bylaw, 2007	Bylaw Enforcement Officer	***(Bylaws 3703, 4703)***
35.	Capital Regional District Tanning Facility Regulation Bylaw No. 1, 2010	Bylaw Enforcement Officer Environmental Health Officer	***(Bylaw 3818)***
36.	Capital Regional District Cross Connection Control Bylaw No. 1, 2008	Bylaw Enforcement Officer Cross Connection Control Inspector Cross Connection Control Officer	***(Bylaws 4094, 4703)***
37.	Civic Addressing Bylaw (Southern Gulf Islands Electoral Area) No. 1, 2017	Bylaw Enforcement Officer	***(Bylaw 4160)***
38.	Community Parks Regulations (Pender Islands) Bylaw No. 1, 1987	Animal Control Officer Bylaw Enforcement Officer Fire Chief Municipal Police Officer Park Officer Peace Officer RCMP Officer	***(Bylaws 4309, 4397)***
39.	Saanich Peninsula Stormwater Source Control Bylaw, No. 1, 2017	Bylaw Enforcement Officer Stormwater Control Manager Stormwater Control Officer	***(Bylaw 4397, 4703)***
40.	Electric Vehicle Charging and Fees Bylaw No. 1, 2024	Bylaw Enforcement Officer Park Officer	***(Bylaw 4611)***
41.	Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026	Bylaw Enforcement Officer Fire Chief Fire Inspector Peace Officer RCMP Officer	***(Bylaw 4755)***

SCHEDULE 2 TO BYLAW NO. 1857

(Bylaw 4401, 4703)

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Contrary land, building or structure use	1.3.01	$200.00
Altering non-conforming building	1.3.02	$200.00
Principal/accessory building within setbacks	2.1.02(1)	$200.00
Swimming pool in front yard or contrary to setbacks	2.1.02(2)	$200.00
Building within flood control setback	2.1.05(1)(a)(i)-(v)	$200.00
Building within flood control setback	2.1.05(1)(b)(i)-(v)	$200.00
Accessory building without principal building	2.1.06(1)(a)	$200.00
Accessory building as dwelling	2.1.06(1)(c)	$250.00
Accessory building contrary to front yard setback	2.1.06(1)(d)	$200.00
Accessory building contrary setback to principal building	2.1.06(1)(e)	$200.00
Satellite dish contrary to height	2.1.06(1)(f)	$200.00
Accessory building exceed height	2.1.06(2)(a)	$200.00
Accessory building exceeds floor area	2.1.06(2)(b)	$200.00
Accessory building contrary side and rear setback	2.1.06(2)(c)	$200.00
Accessory building contrary to corner lot side setback	2.1.06(2)(d)(i)	$200.00
Accessory building contrary to corner lot rear setback	2.1.06(2)(d)(ii)	$200.00
Accessory building flanking street setback	2.1.06(3)(a)	$200.00
Accessory building setback rear lot line	2.1.06(3)(b)	$200.00
Home based business alters appearance	2.1.07(1)	$250.00
Home based business – Excess non-resident employee	2.1.07(2)	$250.00
Home based business – Excess Area	2.1.07(3)	$250.00
Home based business – non-conforming sign	2.1.07(4)	$250.00
Home based business – Not contained	2.1.07(5)	$250.00
Home based business creates nuisance	2.1.07(6)	$250.00
Dog kennel accessory building setback	2.1.07(8)	$250.00

SCHEDULE 2 TO BYLAW NO. 1857

(Bylaw 4401, 4703)

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Contrary to permitted uses	2.1.09(1)	$250.00
Excess unenclosed unlicensed vehicle/RV	2.1.09(2)(a)	$250.00
Unenclosed vehicle parts	2.1.09(2)(b)	$250.00
Illegally sited vehicles	2.1.09(2)(c)	$250.00
Unlicensed vehicle/parts on vacant lot	2.1.09(2)(d)	$250.00
Obstruct visibility at intersections	2.1.12	$250.00
Temporary building exceed duration	2.1.13	$250.00
Secondary suite not permitted	2.1.16(1)	$200.00
Secondary suite not permitted	2.1.16(2)	$200.00
Secondary suite exceeds habitable area	2.1.16(3)	$200.00
Secondary suite exceeds floor area	2.1.16(4)	$200.00
Excess secondary suites	2.1.16(5)	$200.00
Not owner occupied	2.1.16(6)	$200.00
Boarders/lodgers not permitted	2.1.16(7)	$200.00
No building permit secondary suite	2.1.16(8)	$200.00
Secondary suite insufficient parking	2.1.16(9)	$200.00
Secondary suite not permitted	2.1.16(11)	$200.00
Detached suite not permitted	2.1.17(1)	$200.00
Excess detached or secondary suite	2.1.17(2)	$200.00
No building permit detached suite	2.1.17(4)	$200.00
Detached suite non-conforming floor area	2.1.17(6)	$200.00
Detached suite exceed maximum height	2.1.17(7)	$200.00
Detached suite does not meet setbacks	2.1.17(8)	$200.00
Detached suite insufficient parking	2.1.17(9)	$200.00

SCHEDULE 2 TO BYLAW NO. 1857

(Bylaw 4401, 4703)

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Not owner occupied	2.1.17(12)	$200.00
Boarders/lodgers not permitted	2.1.17(13)	$200.00
Bed and breakfast not permitted	2.1.17(14)	$200.00
Secondary suite not permitted	2.1.17(15)	$200.00
Bed and breakfast alters appearance	2.1.18(1)	$200.00
Bed and breakfast exceeds regulations	2.1.18(2)	$200.00
Bed and breakfast insufficient parking	2.1.18(3)	$200.00
Bed and breakfast units (3)/person (10) exceeded	2.1.18(6)	$200.00
Bed and breakfast units (4)/person (12) exceeded	2.1.18(7)	$200.00
Bed and breakfast only allows breakfast meals	2.1.18(8)	$200.00
Bed and breakfast exceeds vehicular traffic allowance	2.1.18(9)	$200.00
Bed and breakfast unenclosed storage	2.1.18(10)	$200.00
Bed and breakfast accessory setbacks not met	2.1.18(11)	$200.00
Bed and breakfast floor area exceeded	2.1.18(12)	$200.00
Bed and breakfast unpermitted cooking facilities	2.1.18(13)	$200.00
Bed and breakfast not permitted	2.1.18(14)	$200.00

SCHEDULE 3 TO BYLAW NO. 1857

(Bylaws 2225, 4401, 4703)

JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Unlawful accessory building	Part 1, 4.01(1)(a)	$200.00
Accessory building as dwelling	Part 1, 4.01(1)(c)	$250.00
Accessory building occupied no permits	Part 1, 4.01(2)(b)(i)	$200.00
Home based business alters appearance	Part 1, 4.06(1)(a)	$250.00
Home based business creates nuisance	Part 1, 4.06(1)(d)	$250.00
Home based business – insufficient parking	Part 1, 4.06(1)(f)	$200.00
Home based business – unlawful traffic/parking	Part 1, 4.06(1)(h)	$250.00
Home based business – not contained	Part 1, 4.06(2)(a)(ii)	$250.00
Home based business – excessive area	Part 1, 4.06(2)(c)	$200.00
Home based business – excess non-resident employee	Part 1, 4.06(2)(e)	$200.00
Home based business – unlawful storage	Part 1, 4.06(2)(f)	$250.00
Bed and breakfast – exceed 3 B&B units or 10 persons	Part 1, 4.06(3)(b)(i)	$200.00
Bed and breakfast – exceed 4 B&B units or 12 persons	Part 1, 4.06(3)(b)(ii)	$200.00
Bed and breakfast – excess meals served	Part 1, 4.06(3)(c)	$200.00
Bed and breakfast – unlawful traffic	Part 1, 4.06(3)(d)	$200.00
Bed and breakfast – unlawful storage	Part 1, 4.06(3)(e)	$250.00
Bed and breakfast – exceed setback requirements	Part 1, 4.06(3)(f)	$200.00
Bed and breakfast – exceed lawful floor area	Part 1, 4.06(3)(g)	$200.00
Unlawful home industry	Part 1, 4.06(4)(a)	$300.00
Home industry – excess non-resident employee	Part 1, 4.06(4)(b)	$200.00
Home industry in setback/not screened	Part 1, 4.06(4)(c)	$250.00
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)	$200.00
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(a)	$250.00

SCHEDULE 3 TO BYLAW NO. 1857

(Bylaws 2225, 4401, 4703)

JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(b)	$250.00
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(ii)	$250.00
Home industry – portable sawmill in setback	Part 1, 4.06(4)(d)(iii)	$200.00
Home industry – material storage in setback	Part 1, 4.06(4)(d)(iv)	$250.00
Home industry – unscreened material storage	Part 1, 4.06(4)(d)(iv)	$250.00
Home industry – exceeds authorized area	Part 1, 4.06(4)(e)	$200.00
Home industry – unscreened materials storage	Part 1, 4.06(4)(f)	$250.00
Home industry – parking prohibited commercial vehicle	Part 1, 4.06(4)(g)	$200.00
Garbage container in setback	Part 1, 4.07(3)	$200.00
Contrary to permitted uses	Part 1, 4.09(1)	$250.00
Excess unenclosed unlicensed vehicle/RV	Part 1, 4.09(2)(a)	$250.00
Unenclosed vehicle parts	Part 1, 4.09(2)(b)	$250.00
Illegally sited vehicles	Part 1, 4.09(2)(c)	$250.00
Unlicensed vehicle/parts on vacant lot	Part 1, 4.09(2)(d)	$250.00
Unenclosed unsightly material	Part 1, 4.09(2)(e)	$250.00
Recycle depot – unenclosed storage	Part 1, 4.11	$200.00
Obstructed visibility	Part 1, 4.16	$200.00
Exceed allowed fence height	Part 1, 4.17(2)(a)	$200.00
Exceed allowed fence height	Part 1, 4.17(2)(b)	$200.00
Exceed allowed fence height	Part 1, 4.17(2)(c)	$200.00
Exceed allowed fence height	Part 1, 4.17(3)(a)	$200.00
Exceed allowed fence height	Part 1, 4.17(3)(b)	$200.00
Prohibited animals	Part 1, 4.18(1)	$200.00

SCHEDULE 3 TO BYLAW NO. 1857

(Bylaws 2225, 4401, 4703)

JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Excess rabbits	Part 1, 4.18(2)	$200.00
Secondary suite not permitted	Part 1, 4.19(1)(a)	$200.00
Excess secondary or detached suite	Part 1, 4.19(1)(e)	$200.00
Not owner occupied	Part 1, 4.19(1)(f)	$200.00
Boarders/lodgers not permitted	Part 1, 4.19(1)(g)	$200.00
No building permit secondary suite	Part 1, 4.19(2)	$200.00
Secondary suite insufficient parking	Part 1, 4.19(3)	$200.00
Secondary suite not permitted	Part 1, 4.19(4)	$200.00
Unpermitted detached suite	Part 1, 4.20(a)	$200.00
Excess detached or secondary suite	Part 1, 4.20(b)	$200.00
No building permit detached suite	Part 1, 4.20(d)	$200.00
Detached suite no parking	Part 1, 4.20(i)	$200.00
Not owner occupied	Part 1, 4.20(l)	$200.00
Boarders/lodgers not permitted	Part 1, 4.20(m)	$200.00
Illegal bed and breakfast	Part 1, 4.20(n)	$200.00
Detached suite not permitted	Part 1, 4.20(o)	$200.00
Zone A excess RVs	Part 2, 2.01(i)	$200.00
Zone A-1 excess RVs	Part 2, 2A.02(i)	$200.00
Zone AG excess RVs	Part 2, 4.01(g)	$200.00
Zone AG-1 excess RVs	Part 2, 4C.02(f)	$200.00
Zone RR-WI excess RVs	Part 2, 4D.02(d)	$200.00
Zone RR-2 excess RVs	Part 2, 6.01(i)	$200.00
Zone RR-2A excess RVs	Part 2, 6A.01(e)	$200.00
Zone WT-1 excess RVs	Part 2, 6B.01(e)	$200.00

SCHEDULE 3 TO BYLAW NO. 1857

(Bylaws 2225, 4401, 4703)

JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Zone WT-2 excess RVs	Part 2, 6C.01(e)	$200.00
Zone WT-3 excess RVs	Part 2, 6D.01(e)	$200.00
Zone RR-6 excess RVs	Part 2, 10.01(i)	$200.00
Parking not provided	Part 3, 1.0	$200.00
Visitor parking requirement	Part 3, 9.0	$200.00
Handicapped parking requirement	Part 3, 10.0(1)-(5)	$200.00
Non-permitted sign	Part 4, 1.01(1)	$200.00
Prohibited sign	Part 4, 1.02(a)-(e)	$200.00
No sign permit	Part 4, 1.05(1)	$200.00
Poorly maintained sign	Part 4, 1.09	$200.00
Sign affecting visibility	Part 4, 1.10	$200.00

SCHEDULE 4 TO BYLAW NO. 1857

(Bylaws 2055, 4027, 4703)

UNSIGHTLY PREMISES BYLAW NO. 1, 1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Accumulated debris	2(1)	$200.00
Littering	2(2)	$200.00
Unsightly property	2(3)	$200.00
Graffiti	2(4)	$200.00
Property not cleaned	3	$200.00

SCHEDULE 5 TO BYLAW NO. 1857

(Bylaw 3020, 4401, 4703)

BUILDING REGULATION BYLAW NO. 5, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain building permit	3.1.1	$250.00
Fail to obtain demolition/deconstruction permit	3.1.2	$250.00
Occupy without occupancy certificate	3.1.3	$250.00
Tamper with posted notice/permit/certificate	3.1.4	$250.00
Build contrary to approved plans	3.1.5	$250.00
Obstruct entry of authorized building official	3.1.6	$250.00
Continue work on structure after order	3.1.7	$400.00
Construct contrary to building regulations	3.1.8	$250.00

SCHEDULE 6 TO BYLAW NO. 1857

AMUSEMENT MACHINE AND GAMES ROOM REGULATION BYLAW, 1983

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Underage employee	3(a)	$100.00
Violate hours of operation	4(b)	$100.00
Excess amusement machines	5	$100.00
Minor on premises	6(a)	$100.00
Permit minor on premises	6(b)	$100.00
Child under 15 on premises during prohibited hours	6(d)	$100.00

SCHEDULE 7 TO BYLAW NO. 1857

(Bylaw 4401, 4672, 4703)

JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 2, 2025

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT*
Deposit or cause, permit or allow deposit of soil without permit	8 (a)	$750.00	$550.00
Deposit or cause, permit or allow deposit greater than 20,000 m^3 of soil	8 (b)	$1,000.00	$750.00
Deposit or cause, permit or allow deposit of unsuitable material	8 (c)	$1,000.00	$750.00
Remove/deposit soil in or around a watercourse	8 (d)	$1,000.00	$750.00
Unlawful removal/deposit of soil on ALR land	8 (e)	$1,000.00	$750.00
Deposit contrary to a permit	8 (f)	$1,000.00	$750.00
Remove soil on a holiday	11 (a)(i)	$500.00	
Remove soil outside permitted hours	11 (a)(ii) or 11(b)(i)	$500.00	
Removal of soil without development permit	11 (c)	$1,000.00	$750.00
Removal of soil not in compliance with development permit	11 (d)	$750.00	$550.00
Removal of soil without sediment control	11 (e)	$750.00	$550.00
Removal of soil without deposit permit	11 (f)	$500.00	
Removal of soil without Ministry of Transportation and Transit approval	11 (g)	$250.00	
Soil or other material on public highway right-of-way	11 (h)	$250.00	
Deposit soil on a holiday	12 (a)(i)	$250.00	
Deposit soil outside permitted hours	12 (a)(ii) or 12 (b)(i)	$250.00	
Deposit of soil without development permit	12 (c)	$500.00	
Deposit of soil not in compliance with development permit	12 (d)	$500.00	
Deposit of soil without sediment control	12 (e)	$500.00	
Deposit activity obstructs, impairs or impedes drainage	12 (f)	$1,000.00	$750.00

SCHEDULE 7 TO BYLAW NO. 1857

(Bylaw 4401, 4672, 4703)

JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 2, 2025

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT*
facility or watercourse			
Deposit of soil on or to create an over-steepened fill slope	12 (g) or 12 (g)(i)	$500.00	
Insufficient drainage	12 (h)	$500.00	
Increased drainage over adjacent property	12 (i)	$500.00	
Soil deposited over well/water source/sewage disposal system	12 (j)	$750.00	$550.00
Deposit of soil without Ministry of Transportation and Transit approval	12 (k)	$250.00	
Soil or other material within public highway right-of-way	12 (l)	$250.00	
Soil deposited over statutory right-of-way	12 (m)	$500.00	
Deposit of Soil without Type ‘A’ Permit	21	$500.00	
Deposit of Soil without Type ‘B’ Permit	23	$750.00	$550.00
Deposit of Soil without Type ‘C’ Permit	24	$1,000.00	$750.00
Deposit of Soil without Type ‘D’ Permit	26	$1,250.00	$1,000.00
Failure to keep soil deposit logbook	31 (a)	$500.00	
Failure to produce soil deposit logbook upon request	31 (b)	$500.00	
Incomplete soil deposit logbook	31 (c)	$250.00	
Failure to post soil deposit permit/sign	31 (d)	$250.00	
Failure to clean road	31 (e)	$250.00	
Failure to comply with deposit cessation order	31 (h)	$1,000.00	$750.00
Failure to produce soil deposit records	39	$250.00	
Failure to identify and mark the soil deposit extents	39	$250.00	

****Early Payment: Fine if Paid on or Before the 30th day from the date on which the ticket is served.***

SCHEDULE 8 TO BYLAW NO. 1857

(Bylaw 4653, 4703)

WATER DISTRIBUTION LOCAL SERVICE CONDITIONS, FEES AND CHARGES BYLAW NO. 1, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Service connection without application/approval	6.4	$200.00
Connect to waterworks without authorization	6.5	$200.00
Install booster pump without approval	8.5	$200.00
Unauthorized use of fire connection	14.2	$500.00
Install shut off valve or outlet to service connection	29.2	$200.00
Interfere with water meters	31.1	$500.00
Failure to maintain access to water meter	32.1	$200.00
Failure to act as directed	34.2	$200.00
Use hydrant or standpipe without authorization	37.1	$500.00
Connect to or use water with authorization	69.4	$200.00
Connect multiple units without authorization	70.1	$200.00
Operate, maintain, repair without authorization	79.2	$200.00
Connect or alter without authorization	80.1	$500.00
Operation of valve or curb stop without authorization	80.2	$200.00
Connect apparatus, fitting or fixture causing damage or disturbance	90.1	$200.00
Damage waterworks or service connection	102.1	$500.00
Obstruction of an authorized agent	104.2	$500.00

SCHEDULE 9 TO BYLAW NO. 1857

(Bylaws 3111, 3195, 3909, 4703)

ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
No kennel licence	2(1)(a)	$200.00
Harbouring dogs in excess of kennel licence	2(1)(b)	$200.00
Operating kennel contrary to zoning	2(2)(a)	$200.00
Failure of kennel to provide adequate fencing	2(2)(c)	$200.00
No licence	3	$200.00
No licence on dog	7	$200.00
Unauthorized removal of licence tag	10	$200.00
Failure to display dangerous dog sign	14(c)	$200.00
Animal at large	24(1)	$200.00
Uncontrolled dangerous dog	24(2)	$500.00
Obstructing Animal Control Officer	24(3)	$500.00
Bitch in heat unenclosed	25	$200.00
Noisy dog	26(1)	$200.00
Noisy animal	26(2)	$200.00
Animal on beach	29	$200.00
Fail to provide water or food	27(1)(a)	$200.00
Fail to provide sanitary receptable	27(1)(b)	$200.00
Fail to provide sufficient exercise	27(1)(c)	$200.00
Fail to provide veterinarian care	27(1)(d)	$200.00
Fail to provide adequate shelter	27(2)	$200.00
Animal tied to fixed object by neck	27(3)	$200.00
Animal tied to fixed object for extended period	27(4)	$200.00
Animal kept in confined space without ventilation	27(5)	$200.00
Fail to adequately confine animal in vehicle	27(6)	$200.00

SCHEDULE 10 TO BYLAW NO. 1857

(Bylaws 2565, 3379, 4703)

NOISE SUPPRESSION BYLAW (SOUTHERN GULF ISLANDS) NO. 1, 2006

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Noise which disturbs	2	$200.00
Loading/unloading noise	3(1)	$200.00
Construction noise	3(2)	$200.00
Amplified music – outdoors	3(3)	$200.00
Amplified music – indoors	3(4)	$200.00
Vehicle noise	3(5)	$200.00
Firearms noise	3(6)	$200.00

SCHEDULE 11 TO BYLAW NO. 1857

(Bylaws 2225, 3418, 3442, 3701, 4703)

NOISE SUPPRESSION BYLAW (JUAN DE FUCA) NO. 1, 2007

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Noise which disturbs	2	$200.00
Loading/unloading noise	3.1	$200.00
Construction noise	3.2	$200.00
Construction noise on Sundays or holidays	3.3	$200.00
Leaf blower noise	3.4	$200.00
Amplified music – outdoors	3.5	$200.00
Amplified music – indoors	3.6	$200.00
Noisy vehicle	3.7	$200.00
Noise from firearms	3.8	$200.00
Noise from electrical equipment	3.9	$200.00

SCHEDULE 12 TO BYLAW NO. 1857

(Bylaws 2225, 3385, 3418, 4703)

NOISE SUPPRESSION BYLAW (SALT SPRING ISLAND) NO. 1, 2006

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Noise which disturbs	2	$200.00
Loading/unloading noise	3(1)	$200.00
Construction noise	3(2)	$200.00
Amplified music – outdoors	3(3)	$200.00
Amplified music – indoors	3(4)	$200.00
Vehicle noise	3(5)	$200.00
Firearms noise	3(6)	$200.00

SCHEDULE 13 TO BYLAW NO. 1857

(Bylaws 2565, 3442, 3609, 4703)

CAPITAL REGIONAL DISTRICT IDLING CONTROL BYLAW NO. 1, 2008

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Idle in excess of three minutes	2	$200.00

SCHEDULE 14 TO BYLAW NO. 1857

(Bylaw 4654, 4703)

WATER REGULATIONS BYLAW NO. 1, 1990

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Unauthorized connection to waterworks	4	$200.00
Unauthorized use of water supplied by waterworks	5(a)	$200.00
Failure to follow board direction pertaining to water use	5(b)	$200.00
Tamper, operate, or remove Water connections or fixtures	6(a)	$500.00
Damage or alter water connections or fixtures	6(b)	$500.00
Unauthorized use of fire connections, hydrants or standpipes	7	$500.00
Waste of water	8	$200.00
Obstruction of fire connections, hydrants or standpipes	9(a)	$500.00
Failure to pay fees associated with removal of obstruction	9(b)	$500.00
Unauthorized connection of multiple units to a single service connection	16	$200.00
Unauthorized installation of Service Connection	19	$200.00
Failure to pay turn-on or turn-off fee	22(b)	$250.00
Unauthorized turn-on or turn-off of water supply	22(c)	$500.00
Connection of an independent water supply to CRD service connection	25	$500.00
Failure to comply with section 27	27	$500.00
Obstruct access	9	$250.00

SCHEDULE 15 TO BYLAW NO. 1857

LANGFORD SIGN BYLAW, 1987

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Non-conforming sign	3(2)(a)	$100.00
Abandoned sign	3(3)(a)	$100.00
Billboard sign	3(3)(b)	$100.00
Moving sign	3(3)(c)	$100.00
Roof sign	3(3)(d)	$100.00
No permit	3(6)(a)	$100.00
Obstructs view	3(12)	$100.00

SCHEDULE 16 TO BYLAW NO. 1857

(Bylaws 2509, 2658, 2698, 3555, 4169, 4703)

CAPITAL REGIONAL DISTRICT CLEAN AIR BYLAW NO. 1, 2014

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Smoking in a park	2(1)(a)	$200.00
Smoking in a designated public space	2(1)(b)	$200.00
Smoking in a school yard	2(1)(c)	$200.00
Smoking in a building	2(1)(d)	$200.00
Smoking in a business place (food or beverage)	2(1)(e)	$200.00
Smoking in a vehicle	2(1)(f)	$200.00
Smoking in 7m buffer zone of doorway, window or intake	2(1)(g)	$200.00
Smoking in 7m buffer zone of a bus stop	2(1)(h)	$200.00
Permitting smoking in a building	2(2)(a)	$500.00
Permitting smoking in a business place (food or beverage)	2(2)(b)	$500.00
Permitting smoking in a vehicle	2(2)(c)	$500.00
Failing to display sign in the prescribed form	3(1), 3(2), 4(1)	$300.00
Removing or defacing a sign	4(3)	$500.00

SCHEDULE 17 TO BYLAW NO. 1857

(Bylaw 1999)

FOOD HANDLERS BYLAW NO. 1, 1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Uncertified supervisor	2	$200.00
Certificate not posted	3	$100.00

SCHEDULE 18 TO BYLAW NO. 1857

(Bylaws 2130, 2722, 3683, 3773, 3880, 4184, 4226, 4433, 4443, 4703)

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Obstruction of Park or Peace Officer	4(1)	$500.00
Failure to obey sign or posted notice	4(3)	$100.00
Possession or consumption of liquor	4(4)	$200.00
Urinate or defecate in public	4(5)	$200.00
Breach of curfew	4(6)	$200.00
Undue noise	4(8)	$200.00
Disruptive use of machinery or cycle – peace	4(9)(a)	$200.00
Disruptive use of machinery or cycle – wildlife	4(9)(b)	$200.00
Disruptive use of machinery or cycle	4(9)(c)	$200.00
Disturb the peace	4(11)	$200.00
Enter park within eviction period	4(12)	$300.00
Unauthorized use of aircraft	4(13)	$200.00
Cause disturbance between 10 pm and 7 am	6(1)(b)	$200.00
No camping	6(4)	$200.00
Fail to register	6(5)	$200.00
Damage or remove any natural park feature	7(1)(a)	$300.00
Build or alter any trail	7(1)(b)	$300.00
Destroy or damage park infrastructure	7(1)(c)	$200.00
Build, place, or install structure or facility	7(1)(d)	$300.00
Deposit plant or animal material	7(1)(e)	$200.00
Hunt or molest wildlife	7(1)(f)	$200.00
Feed wildlife or leave attractant	7(1)(g)	$200.00
Contaminate park or waterway	7(1)(h)	$300.00

SCHEDULE 18 TO BYLAW NO. 1857

(Bylaws 2130, 2722, 3683, 3773, 3880, 4184, 4226, 4433, 4443, 4703)

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Littering	7(3)	$200.00
Illegal dumping	7(4)	$300.00
Illegal fire	7(5)	$300.00
Unattended fire	7(6)	$200.00
Smoke in park	7(8)	$200.00
Cut or remove tree	7(9)	$500.00
No cycling	7(10)	$200.00
Travel off designated trail	7(11)	$200.00
In the drinking water protection zone	7(12)	$200.00
Dog not under control	8(1)(a)	$200.00
Dog off leash	8(1)(b)	$200.00
Dog on beach or picnic area	8(1)(c)	$200.00
Dog faeces not removed	8(1)(d)	$200.00
Dog disturbing people or wildlife	8(1)(f)	$300.00
Domestic animal not under control	8(5)	$200.00
Horse in prohibited area	8(7)	$200.00
Possess or discharge firearm or explosive	9(1)	$200.00
Vehicle off road	10(1)	$300.00
Illegal parking	10(3)	$50.00
Off-road vehicle use in park	10(9)	$300.00
Commercial activity without permit	11(1)(b)	$400.00
Special use event without permit	12(1)(a)	$200.00

SCHEDULE 18 TO BYLAW NO. 1857

(Bylaws 2130, 2722, 3683, 3773, 3880, 4184, 4226, 4433, 4443, 4703)

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Failure to produce permit	12(1)(b)	$200.00
Breach of park use permit	12(9)	$300.00

SCHEDULE 19 TO BYLAW NO. 1857

(Bylaws 2163, 2281, 2359, 3140, 3899, 4003, 4567, 4646, 4675, 4703)

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT*
Disobey site regulations	2.1	$200.00	
Fail to follow site regulations	2.2	$500.00	
Non-district waste	2.3	$500.00	$375.00
Deposit prohibited waste	2.5	$500.00	
Deposit hazardous waste	2.8	$500.00	
Improper disposal asbestos	2.11	$1000.00	
Deposit controlled waste	2.12	$500.00	
Deposit recyclable material	2.14	$500.00	$375.00
Improper deposit mandatory recyclable	2.15	$200.00	
Improper deposit voluntary recyclable	2.16	$200.00	
Improper deposit weeds	2.18	$200.00	
Deposit EPR material	2.19	$500.00	
Improper deposit EPR material	2.20	$200.00	
Deposit HHW by commercial hauler	2.21	$200.00	
Deposit HHW	2.22	$200.00	
Improper deposit of HHW	2.23	$200.00	
Deposit contaminated demo waste	2.25	$300.00	
Improper deposit sorted demo waste	2.26	$200.00	
Improper deposit kitchen scraps	2.27	$200.00	
Fail to separate waste	2.28(a)	$500.00	$375.00
Fail to separate waste (walking floor trailer)	2.28(b)	$1000.00	$750.00
Fail to pay fee	3.1	$300.00	
Deposit while charge unpaid	3.2(b)	$200.00	

SCHEDULE 19 TO BYLAW NO. 1857

(Bylaws 2163, 2281, 2359, 3140, 3899, 4003, 4567, 4646, 4675, 4703)

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT*
Uncovered/unsecured load	Sch. B, Reg. 2.1	$200.00	
Load not ready for disposal	Sch. B, Reg. 2.3	$200.00	
Drive off designated roads	Sch. B, Reg. 3.1	$200.00	
Fail to obey signs	Sch. B, Reg. 3.2	$200.00	
Fail to follow directions	Sch. B, Reg. 3.3	$200.00	
Scavenging	Sch. B, Reg. 3.5	$200.00	
Loitering on site	Sch. B, Reg. 3.6	$200.00	
Vehicle washing	Sch. B, Reg. 3.7	$200.00	
Disorderly conduct	Sch. B, Reg. 3.8	$300.00	
Overweight vehicle	Sch. B, Reg. 3.9	$200.00	
Children at site	Sch. B, Reg. 4.2	$100.00	
Pets at site	Sch. B, Reg. 4.3	$100.00	
Smoking at disposal site	Sch. B, Reg. 4.4	$200.00	
Use electronic device while driving	Sch. B, Reg. 4.7	$200.00	
No protective equipment	Sch. B, Reg. 4.8	$200.00	
Unauthorized videotaping or photography on site	Sch. B, Reg. 3.12	$200.00	

**Early Payment: Fine if Paid on or Before the 30th day from the date on which the ticket is served.*

SCHEDULE 20 TO BYLAW NO. 1857

(Bylaws 2293, 4434, 4554, 4673, 4703)

CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Hinder/prevent inspection	3	$500.00
Wasting water	7(3)	$200.00
Wasting water during stage 2	7(3)	$300.00
Wasting water during stage 3	7(3)	$400.00
Use water contrary to bylaw	7(4)	$200.00
Stage 1 – water lawn contrary to days/times	Sch. A 1(1)(a)	$200.00
Stage 1 – water contrary to restrictions	Sch. A 1(1)(b)	$200.00
Stage 1 – operate public spray park contrary to restrictions	Sch. A 1(1)(c)	$200.00
Stage 1 – public authority watering contrary to days/times	Sch. A 1(2)(b)	$200.00
Stage 1 – watering golf courses contrary to restrictions	Sch. A 1(2)(c)	$200.00
Stage 2 – water lawn contrary to days/times	Sch. A 2(1)(a)	$250.00
Stage 2 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A 2(1)(b)(i)	$250.00
Stage 2 – use motion-activated sprinkler device	Sch. A 2(1)(b)(ii)	$250.00
Stage 2 – water cemetery lawn	Sch. A 2(1)(b)(iii)	$250.00
Stage 2 – operate public spray park contrary to restrictions	Sch. A 2(1)(c)	$250.00
Stage 2 – fill ornamental fountain	Sch. A 2(1)(d)(i)	$250.00
Stage 2 – operate ornamental fountain	Sch. A 2(1)(d)(ii)	$250.00
Stage 2 – water contrary to restrictions	Sch. A 2(1)(e)	$250.00
Stage 2 – public authority watering contrary to days/times	Sch. A 2(2)(b)	$250.00
Stage 2 – watering golf courses contrary to restrictions	Sch. A 2(2)(c)	$250.00
Stage 3 – water lawn, turf, or boulevard	Sch. A 3(1)(a)(i)	$400.00
Stage 3 – fill pool, hot tub, or garden pond	Sch. A 3(1)(a)(ii)	$400.00
Stage 3 – operate a public spray park	Sch. A 3(1)(a)(iii)	$400.00

SCHEDULE 20 TO BYLAW NO. 1857

(Bylaws 2293, 4434, 4554, 4673, 4703)

CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Stage 3 – operate or fill ornamental fountain	Sch. A 3(1)(a)(iv)	$400.00
Stage 3 – wash vehicle or boat with water	Sch. A 3(1)(a)(v)	$400.00
Stage 3 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A 3(1)(a)(vi)	$400.00
Stage 3 – use motion-activated sprinkler device	Sch. A 3(1)(a)(vii)	$400.00
Stage 3 – leave water service turned on	Sch. A 3(1)(a)(viii)	$400.00
Stage 3 – water contrary to restrictions	Sch. A 3(1)(b)	$400.00
Stage 3 – watering golf courses contrary to days/times	Sch. A 3(2)(a)	$400.00
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A 3(2)(b)	$400.00
Stage 4 – use of water while prohibited (outdoor)	Sch. A 4(1)(a)	$500.00
Stage 4 – indoor use contrary to restrictions (residential)	Sch. A 4(1)(b)	$500.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge prohibited waste	2.1 (a)	$1,000.00
Discharge restricted waste	2.1(b)	$500.00
High volume discharge	2.1(c)	$200.00
Discharge without a permit and contrary to code of practice	2.1(d)	$200.00
Unauthorized discharge of excess uncontaminated water	2.1(e)	$200.00
Unauthorized discharge of septage	2.3	$500.00
Unauthorized discharge of trucked liquid waste	2.4	$500.00
Discharge to dilute non-domestic waste	2.5	$500.00
Fail to provide spill containment	2.8(a)	$200.00
Fail to post name and phone number as required	2.8(b)	$200.00
Unauthorized discharge of recreational vehicle waste	2.9	$750.00
Unauthorized discharge of carpet cleaner waste	2.10	$750.00
Unauthorized discharge of ship and boat waste	2.11	$750.00
Unauthorized discharge of kitchen equipment cleaning waste	2.12	$500.00
Fail to adjust Ph	2.13(a)	$500.00
Fail to maintain complete records	2.13(b)	$200.00
Fail to apply for permit	3.3	$250.00
Fail to comply with permit terms or conditions	3.6	$1,000.00
Fail to comply with authorization terms or conditions	3.7	$500.00
Bypass waste control works	5.2	$500.00
Fail to maintain complete records, monitoring	6.1(a)	$200.00
Fail to maintain complete records, administration	6.1(b)	$200.00
Fail to report unlawful discharge to a manager or officer	7.1(a)	$250.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to report unlawful discharge to owner	7.1(b)	$250.00
Fail to provide information to manager on premises	7.2(a)	$250.00
Fail to provide information to on location	7.2(b)	$250.00
Fail to provide information to on contact person	7.2(c)	$250.00
Fail to provide information to on time, date and duration	7.2(d)	$250.00
Fail to provide information to on type	7.2(e)	$250.00
Fail to provide information to on volume	7.2(f)	$250.00
Fail to provide information to on corrective action	7.2(g)	$250.00
Fail to confine unlawful discharge	7.3(a)	$500.00
Fail to dispose of substance properly	7.3(b)	$500.00
Fail to give 90 days notice of new activity	7.4(a)	$250.00
Fail to give 90 days notice of activity change	7.4(b)	$250.00
Inaccessible monitoring point	9.6	$250.00
Hinder/prevent inspection	13.1	$500.00
Discharge of restricted waste	Sch. I, 2.1(a)	$200.00
Discharge of prohibited waste	Sch. I, 2.1(b)	$200.00
Discharge of excess uncontaminated water	Sch. I, 2.1(c)	$200.00
Discharge of stormwater to sewer	Sch. I, 2.1(d)	$200.00
Fail to install grease interceptor	Sch. I, 2.2	$500.00
Fail to maintain grease interceptor	Sch. I, 2.3	$200.00
Installation of unapproved treatment works	Sch. I, 2.4	$250.00
Alternate treatment works non-compliant with permit or authorization	Sch. I, 2.5	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to clean out grease interceptor	Sch. I, 2.6	$200.00
Accumulation of excess grease or solids	Sch. I, 2.7	$200.00
Disposal of oil and grease to sewer	Sch. I, 2.8	$200.00
Use of agents facilitating bypass of grease	Sch. I, 2.9	$200.00
Fail to connect fixture to grease interceptor, sink	Sch. I, 2.10(a)	$200.00
Fail to connect fixture to grease interceptor, exhaust hood	Sch. I, 2.10(b)	$200.00
Fail to connect fixture to grease interceptor, drain	Sch. I, 2.10(c)	$200.00
Fail to connect fixture to grease interceptor, compactor	Sch. I, 2.10(d)	$200.00
Fail to connect fixture to grease interceptor, dishwasher	Sch. I, 2.10(e)	$200.00
Fail to connect fixture to grease interceptor, grease bearing fixture	Sch. I, 2.10(f)	$200.00
Fail to install works preventing discharge of rainwater to sewer	Sch. I, 2.11	$200.00
Connection of a toilet or urinal	Sch. I, 2.12(a)	$200.00
Connection of a hand sink	Sch. I, 2.12(b)	$200.00
Connection of a mop sink	Sch. I, 2.12(c)	$200.00
Connection of fixture discharging solids	Sch. I, 2.12(d)	$200.00
Connection of drain receiving uncontaminated water	Sch. I, 2.12(e)	$200.00
Unapproved grease interceptor rating greater than 100gpm	Sch. I, 2.13	$200.00
Unapproved grease interceptor rating less than 100gpm	Sch. I, 2.14	$200.00
Unapproved grease interceptor design and installation	Sch. I, 2.15	$200.00
Fail to install flow control device	Sch. I, 2.20	$200.00
Fail to properly size or install flow control device	Sch. I, 2.21(a)	$200.00
Flow control cannot be verified	Sch. I, 2.21(b)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to install correct flow control device	Sch. I, 2.21(c)	$200.00
Inaccessible grease interceptor	Sch. I, 2.22	$200.00
Grease interceptor installed in confined space	Sch. I, 2.23	$200.00
Fail to correctly install monitoring point, as required	Sch. I, 2.24(a)	$200.00
Improper monitoring point	Sch. I, 2.24(b)	$200.00
Inaccessible monitoring point	Sch. I, 2.24(c)	$200.00
Fail to remove cover of grease interceptor	Sch. I, 2.26	$200.00
Improper connection of food grinder	Sch. I, 2.27	$200.00
Fail to install solids interceptor	Sch. I, 2.28	$200.00
Fail to maintain solids separator	Sch. I, 2.29	$200.00
Fail to keep operation manual	Sch. I, 3.1	$200.00
Fail to keep records available for inspection	Sch. I, 3.2	$200.00
Fail to maintain complete records, date	Sch. I, 3.2(a)	$200.00
Fail to maintain complete records, maintenance	Sch. I, 3.2(b)	$200.00
Fail to maintain complete records, material removed	Sch. I, 3.2(c)	$200.00
Fail to maintain complete records, location of disposal	Sch. I, 3.2(d)	$200.00
Fail to retain records, maintenance and disposal	Sch. I, 3.3	$200.00
Fail to retain records, installed grease interceptor	Sch. I, 3.4	$200.00
Fail to maintain records, electronic records	Sch. I, 3.5	$200.00
Fail to maintain records, self-clean	Sch. I, 3.6	$200.00
Discharge prohibited waste	Sch. J, 2.1(a)	$200.00
Discharge restricted waste	Sch. J, 2.1(b)	$200.00
Discharge excessive tetrachloroethylene	Sch. J, 2.1(c)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge residue	Sch. J, 2.1(d)	$200.00
Discharge of excess uncontaminated water	Sch. J, 2.1(e)	$200.00
Unauthorized discharge of stormwater	Sch. J, 2.2	$200.00
Fail to manage wastewater off-site	Sch. J, 2.3	$250.00
Fail to install second separator	Sch. J, 2.4(a)	$500.00
Fail to install filter	Sch. J, 2.4(b)	$500.00
Fail to install alarm	Sch. J, 2.4(c)	$500.00
Fail to install second filter	Sch. J, 2.4(d)	$500.00
Fail to install works in correct order	Sch. J, 2.5	$200.00
Treatment works not accessible	Sch. J, 2.6	$200.00
Treatment works location, confined space	Sch. J, 2.7	$200.00
Fail to maintain machines	Sch. J, 2.8	$200.00
Fail to replace filter before expiry date	Sch. J, 2.9(a)	$200.00
Fail to replace filter after alarm	Sch. J, 2.9(b)	$200.00
Fail to replace filter after elevated concentration	Sch. J, 2.9(c)	$200.00
Fail to correctly install monitoring point	Sch. J, 2.10(a)	$200.00
Inaccessible monitoring point	Sch. J, 2.10(b)	$200.00
Fail to protect sewer against spills	Sch. J, 3.1	$200.00
Fail to install spill containment system	Sch. J, 3.2	$200.00
Undersized containment	Sch. J, 3.3	$200.00
Open drains in containment	Sch. J, 3.4	$200.00
Fail to block drains in contamination area	Sch. J, 3.5	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge untested stormwater from containment	Sch. J, 3.6	$200.00
Fail to prepare spill response plan	Sch. J, 4.1	$200.00
Fail to prepare spill response plan within 30 days	Sch. J, 4.2	$200.00
Fail to post spill response plan	Sch. J, 4.3	$200.00
Fail to stock spill response materials	Sch. J, 4.4	$200.00
Fail to include plugs	Sch. J, 4.5	$200.00
Fail to follow spill response plan	Sch. J, 4.6	$200.00
Fail to maintain complete records, date	Sch. J, 5.1(a)	$200.00
Fail to maintain complete records, inspection	Sch. J, 5.1(b)	$200.00
Fail to maintain complete records, carbon replaced	Sch. J, 5.1(c)	$200.00
Fail to maintain complete records, material removed	Sch. J, 5.1(d)	$200.00
Fail to maintain disposal records	Sch. J, 5.2	$200.00
Fail to retain records	Sch. J, 5.3	$200.00
Fail to retain operation manual	Sch. J, 5.4	$200.00
Discharge excess contaminants, silver	Sch. K, 2.1(a)	$200.00
Discharge of prohibited waste	Sch. K, 2.1(b)	$200.00
Fail to manage waste off-site	Sch. K, 2.2(a)	$200.00
Fail to treat wastes	Sch. K, 2.2(b)	$500.00
Fail to install and maintain equipment	Sch. K, 2.3	$200.00
Fail to use metering pump	Sch. K, 2.4	$200.00
Fail to calibrate metering pump	Sch. K, 2.5	$200.00
Fail to properly locate recovery system as required	Sch. K, 2.6	$200.00
Fail to install spill containment or cap drains	Sch. K, 2.7	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to test effluent	Sch. K, 2.8	$200.00
Fail to install flow meter	Sch. K, 2.9(a)	$200.00
Fail to test discharge	Sch. K, 2.9(b)	$200.00
Fail to replace silver recovery cartridge as recommended	Sch. K, 2.10(a)	$200.00
Fail to replace silver recovery cartridge at 80% capacity	Sch. K, 2.10(b)	$200.00
Fail to replace silver recovery cartridge over 1000 mg/L	Sch. K, 2.10(c)	$200.00
Fail to replace silver recovery cartridge for excess silver	Sch. K, 2.10(d)	$200.00
Fail to replace both silver recovery cartridges	Sch. K, 2.11	$200.00
Treatment works not accessible	Sch. K, 2.14	$200.00
Treatment works location, confined space	Sch. K, 2.15	$200.00
Improper outlet location	Sch. K, 2.16(a)	$200.00
Monitoring point not accessible	Sch. K, 2.16(b)	$200.00
Fail to keep maintenance manual	Sch. K, 3.1	$200.00
Fail to maintain complete records, serial number	Sch. K, 3.2(a)	$200.00
Fail to maintain complete records, date	Sch. K, 3.2(b)	$200.00
Fail to maintain complete records, expiry date	Sch. K, 3.2(c)	$200.00
Fail to maintain complete records, capacity	Sch. K, 3.2(d)	$200.00
Fail to maintain complete records, calibrator	Sch. K, 3.2(e)	$200.00
Fail to maintain complete records, tests	Sch. K, 3.2(f)	$200.00
Fail to maintain complete records, repair/replacement	Sch. K, 3.2(g)	$200.00
Fail to maintain complete records on electrolytic unit	Sch. K, 3.3(a)	$200.00
Fail to record date of silver removal	Sch. K, 3.3(b)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to record maintenance/repair information	Sch. K, 3.3(c)	$200.00
Fail to maintain disposal records, company name	Sch. K, 3.4(a)	$200.00
Fail to maintain disposal records, material type	Sch. K, 3.4(b)	$200.00
Fail to maintain disposal records, material quantity	Sch. K, 3.4(c)	$200.00
Fail to maintain disposal records, transfer date	Sch. K, 3.4(d)	$200.00
Fail to retain records	Sch. K, 3.5	$200.00
Discharge prohibited waste	Sch. L, 2.1(a)	$200.00
Discharge restricted waste	Sch. L, 2.1(b)	$200.00
Discharge of wastewater, elevated mercury concentration	Sch. L, 2.1(c)	$200.00
Fail to manage wastewater off-site	Sch. L, 2.3(a)	$250.00
Fail to treat wastewater prior to sewer discharge	Sch. L, 2.3(b)	$250.00
Amalgam separator not certified	Sch. L, 2.4	$200.00
Fail to correctly install and maintain amalgam separator	Sch. L, 2.5	$200.00
Fail to install proper flow control	Sch. L, 2.6(a)	$200.00
Fail to install flow control, water supply line	Sch. L, 2.6(b)	$200.00
Fail to install flow control, specified flow rate	Sch. L, 2.7	$200.00
Improper storage of collecting containers	Sch. L, 2.8	$200.00
Fail to install spill containment	Sch. L, 2.9	$200.00
Fail to replace collecting container, expiry date	Sch. L, 2.10(a)	$200.00
Fail to replace collecting container, warning level	Sch. L, 2.10(b)	$200.00
Fail to replace collecting container, elevated mercury	Sch. L, 2.10(c)	$200.00
Improper disposal to sewer	Sch. L, 2.11	$200.00
Inaccessible amalgam separator	Sch. L, 2.12	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Amalgam separator installed in confined space	Sch. L, 2.13	$200.00
Fait to correctly install monitoring point	Sch. L, 2.14(a)	$200.00
Fail to include total flow	Sch. L, 2.14(b)	$200.00
Inaccessible monitoring point	Sch. L, 2.14(c)	$200.00
Fail to keep maintenance manual	Sch. L, 3.1	$200.00
Fail to post ISO standard test report	Sch. L, 3.2	$200.00
Fail to maintain complete records, date of install	Sch. L, 3.3(a)	$200.00
Fail to maintain complete records, serial number	Sch. L, 3.3(b)	$200.00
Fail to maintain complete records, maximum flow rate	Sch. L, 3.3(c)	$200.00
Fail to maintain complete records, date of inspection	Sch. L, 3.3(d)	$200.00
Fail to maintain complete records, description of problems	Sch. L, 3.3(e)	$200.00
Fail to maintain complete records, service provider	Sch. L, 3.3(f)	$200.00
Fail to maintain complete records, dates of waste pick-up	Sch. L, 3.3(g)	$200.00
Fail to retain records, five years	Sch. L, 3.4	$200.00
Discharge prohibited waste	Sch. M, 2.1(a)	$200.00
Discharge restricted waste	Sch. M, 2.1(b)	$200.00
Discharge excess oil and grease	Sch. M, 2.1(c)	$200.00
Discharge excess uncontaminated water	Sch. M, 2.1(d)	$200.00
Discharge fuel-water	Sch. M, 2.1(e)	$200.00
Discharge from parts washer	Sch. M, 2.1(f)	$200.00
Discharge from oily rag washing	Sch. M, 2.1(g)	$200.00
Discharge from engine washing	Sch. M, 2.1(h)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Unauthorized discharge of stormwater	Sch. M, 2.2	$200.00
Unauthorized discharge of groundwater	Sch. M, 2.3	$200.00
Fail to install treatment works	Sch. M, 2.4	$200.00
Fail to install properly sized separator	Sch. M, 2.6	$200.00
Fail to treat discharge	Sch. M, 2.7	$200.00
Unauthorized discharge to treatment works	Sch. M, 2.8	$200.00
Use of chemical agents	Sch. M, 2.9	$200.00
Fail to correctly install monitoring point	Sch. M, 2.10(a)	$200.00
Improper monitoring point	Sch. M, 2.10(b)	$200.00
Inaccessible treatment works	Sch. M, 2.11	$200.00
Accumulation of excessive oil and grease	Sch. M, 2.12	$200.00
Accumulation of excessive solids	Sch. M, 2.13	$200.00
Fail to inspect separator	Sch. M, 2.14	$200.00
Fail to clean separator	Sch. M, 2.15	$200.00
Fail to conduct annual cleaning	Sch. M, 2.16	$200.00
Fail to provide spill containment, used batteries	Sch. M, 3.1(a)	$200.00
Fail to provide spill containment, used solvents	Sch. M, 3.1(b)	$200.00
Fail to provide spill containment, fuel tanks	Sch. M, 3.1(c)	$200.00
Fail to provide spill containment, prohibited waste	Sch. M, 3.1(d)	$200.00
Fail to supervise discharge	Sch. M, 3.2	$200.00
Fail to prepare spill response plan	Sch. M, 4.1	$200.00
Fail to prepare spill response plan within 30 days	Sch. M, 4.2	$200.00
Fail to post spill response plan	Sch. M, 4.3	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to follow spill response plan	Sch. M, 4.4	$200.00
Fail to inspect following spill	Sch. M, 4.5	$200.00
Fail to remove spilled materials	Sch. M, 4.6	$200.00
Fail to stock spill response materials	Sch. M, 4.7	$200.00
Fail to maintain complete records, date of inspection	Sch. M, 5.1(a)	$200.00
Fail to maintain complete records, maintenance	Sch. M, 5.1(b)	$200.00
Fail to maintain complete records, material depth	Sch. M, 5.1(c)	$200.00
Fail to maintain complete records, quantity removed	Sch. M, 5.1(d)	$200.00
Fail to maintain complete records, service provider	Sch. M, 5.1(e)	$200.00
Fail to maintain design information	Sch. M, 5.2	$200.00
Fail to maintain record of waste disposal, name	Sch. M, 5.4(a)	$200.00
Fail to maintain record of waste disposal, type of waste	Sch. M, 5.4(b)	$200.00
Fail to maintain record of waste disposal, amount	Sch. M, 5.4(c)	$200.00
Fail to maintain record of waste disposal, date of transfer	Sch. M, 5.4(d)	$200.00
Fail to retain records	Sch. M, 5.5	$200.00
Discharge prohibited waste	Sch. N, 2.1(a)	$200.00
Discharge restricted waste	Sch. N, 2.1(b)	$200.00
Discharge of excess uncontaminated water	Sch. N, 2.1(c)	$200.00
Discharge from engine washing	Sch. N, 2.1(d)	$200.00
Discharge of trucked liquid waste	Sch. N, 2.1(e)	$200.00
Discharge of carpet cleaning waste	Sch. N, 2.1(f)	$200.00
Discharge of recreational vehicle waste	Sch. N, 2.1(g)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge from oily rag washing	Sch. N, 2.1(h)	$200.00
Unauthorized discharge of stormwater	Sch. N, 2.2	$200.00
Unauthorized discharge of groundwater	Sch. N, 2.3	$200.00
Discharge untreated waste into sewer	Sch. N, 2.4	$500.00
Fail to install treatment works	Sch. N, 2.6	$500.00
Fail to install properly designed and sized interceptor	Sch. N, 2.7(a)	$200.00
Fail to install properly designed three chamber interceptor	Sch. N, 2.7(b)	$200.00
Fail to treat discharge	Sch. N, 2.8	$200.00
Unauthorized discharge to treatment works	Sch. N, 2.9	$200.00
Use of chemical agents	Sch. N, 2.10	$200.00
Fail to correctly install monitoring point	Sch. N, 2.11(a)	$200.00
Improper monitoring point	Sch. N, 2.11(b)	$200.00
Inaccessible treatment works	Sch. N, 2.12	$200.00
Accumulation of excessive oil and grease in treatment works	Sch. N, 2.13	$200.00
Accumulation of excessive solids in treatment works	Sch. N, 2.14	$200.00
Fail to inspect treatment works	Sch. N, 2.15	$200.00
Fail to clean treatment works	Sch. N, 2.16	$200.00
Fail to conduct required cleaning of treatment works	Sch. N, 2.17	$200.00
Fail to display signs	Sch. N, 2.18	$200.00
Engine washing	Sch. N, 2.19	$200.00
Fail to prepare spill response plan	Sch. N, 3.1	$200.00
Fail to prepare spill response plan within 30 days	Sch. N, 3.2	$200.00
Fail to post spill response plan	Sch. N, 3.3	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to follow spill response plan	Sch. N, 3.4	$200.00
Fail to inspect treatment works following spill	Sch. N, 3.5	$200.00
Fail to remove spilled materials	Sch. N, 3.6	$200.00
Fail to stock materials	Sch. N, 3.7	$200.00
Fail to maintain complete records, date of inspections	Sch. N, 4.1(a)	$200.00
Fail to maintain complete records, maintenance	Sch. N, 4.1(b)	$200.00
Fail to maintain complete records, material depth	Sch. N, 4.1(c)	$200.00
Fail to maintain complete records, quantity removed	Sch. N, 4.1(d)	$200.00
Fail to maintain complete records, service provider	Sch. N, 4.1(e)	$200.00
Fail to maintain design information	Sch. N, 4.2	$200.00
Fail to maintain record of waste disposal, name	Sch. N, 4.4(a)	$200.00
Fail to maintain record of waste disposal, type of waste	Sch. N, 4.4(b)	$200.00
Fail to maintain record of waste disposal, amount	Sch. N, 4.4(c)	$200.00
Fail to maintain record of waste disposal, date of transfer	Sch. N, 4.4(d)	$200.00
Fail to retain records	Sch. N, 4.5	$200.00
Discharge prohibited waste	Sch. O, 2.1(a)	$200.00
Discharge hazardous waste	Sch. O, 2.1(b)	$200.00
Discharge restricted waste	Sch. O, 2.1(c)	$200.00
Discharge stormwater	Sch. O, 2.1(d)	$200.00
Discharge of excess uncontaminated water	Sch. O, 2.1(e)	$200.00
Discharge excess total suspended solids	Sch. O, 2.1(f)	$200.00
Fail to treat waste	Sch. O, 2.2(b)	$500.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to visually inspect	Sch. O, 2.3(a)	$200.00
Fail to maintain screen	Sch. O, 2.3(b)	$200.00
Discharge unscreened waste	Sch. O, 2.4	$200.00
Fail to install spill containment	Sch. O, 2.5	$200.00
Fail to inspect equipment for leaks, hoses	Sch. O, 2.7(a)	$200.00
Fail to inspect filter gaskets	Sch. O, 2.7(b)	$200.00
Fail to inspect pumps	Sch. O, 2.7(c)	$200.00
Fail to inspect holding tanks	Sch. O, 2.7(d)	$200.00
Fail to prevent discharge to sewer	Sch. O, 2.8(a)	$200.00
Fail to repair leak within 72 hours	Sch. O, 2.8(b)	$200.00
Fail to keep records, inspection	Sch. O, 3.1(a)	$200.00
Fail to keep records, leaks	Sch. O, 3.1(b)	$200.00
Fail to keep records, screen replacement	Sch. O, 3.1(c)	$200.00
Fail to keep records, maintenance	Sch. O, 3.1(d)	$200.00
Fail to retain records	Sch. O, 3.2	$200.00
Discharge prohibited waste, excess contaminants, water	Sch. P, 2.1	$200.00
Fail to neutralize pH waste	Sch. P, 2.2	$200.00
Fail to remove solids	Sch. P, 2.3	$500.00
Fail to filter waste	Sch. P, 2.4(b)	$500.00
Fail to correctly install sampling tee	Sch. P, 2.7(a)	$200.00
Improper sampling tee	Sch. P, 2.7(b)	$200.00
Inaccessible sampling tee	Sch. P, 2.9	$200.00
Fail to keep records, mash tun	Sch. P, 3.1(a)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to keep records, kettle wash	Sch. P, 3.1(b)	$200.00
Fail to keep records, back flush	Sch. P, 3.1(c)	$200.00
Fail to keep records, yeast residue	Sch. P, 3.1(d)	$200.00
Fail to keep records, location of sampling tee	Sch. P, 3.1(e)	$200.00
Fail to keep records, pH adjustment	Sch. P, 3.1(f)	$200.00
Fail to keep records, date of testing	Sch. P, 3.1(g)	$200.00
Fail to retain records	Sch. P, 3.2	$200.00
Discharge prohibited waste	Sch. Q, 2.1(a)	$200.00
Discharge hazardous waste	Sch. Q, 2.1(b)	$200.00
Discharge restricted waste	Sch. Q, 2.1(c)	$200.00
Discharge solvent rinse	Sch. Q, 2.1(d)	$200.00
Discharge inks	Sch. Q, 2.1(e)	$200.00
Discharge etching solution	Sch. Q, 2.1(f)	$200.00
Discharge cleaning solvents	Sch. Q, 2.1(g)	$200.00
Discharge of excess uncontaminated water	Sch. Q, 2.1(h)	$200.00
Unauthorized discharge of stormwater	Sch. Q, 2.2	$200.00
Fail to install trade waste interceptor	Sch. Q, 2.3	$500.00
Fail to install works	Sch. Q, 2.4	$500.00
Fail to install and calibrate metering pump	Sch. Q, 2.6	$200.00
Fail to replace treatment works as recommended	Sch. Q, 2.8(a)	$200.00
Fail to replace treatment works at 80% capacity	Sch. Q, 2.8(b)	$200.00
Fail to replace treatment works total oil and grease at breakthrough	Sch. Q, 2.8(c)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to replace treatment works at breakthrough of oil and grease	Sch. Q, 2.8(d)	$200.00
Fail to properly size trade waste interceptor	Sch. Q, 2.11	$200.00
Bypass of treatment equipment	Sch. Q, 2.12	$200.00
Fail to divert domestic waste	Sch. Q, 2.13	$200.00
Use of chemical agents	Sch. Q, 2.15	$200.00
Fail to correctly install monitoring point	Sch. Q, 2.16(a)	$200.00
Inaccessible monitoring point	Sch. Q, 2.16(b)	$200.00
Inaccessible treatment works	Sch. Q, 2.17	$200.00
Accumulation of floating material	Sch. Q, 2.18	$200.00
Accumulation of excessive solids	Sch. Q, 2.19	$200.00
Fail to inspect trade waste interceptor	Sch. Q, 2.20	$200.00
Fail to maintain trade waste interceptor	Sch. Q, 2.21	$200.00
Fail to clean trade waste interceptor	Sch. Q, 2.22	$200.00
Fail to provide spill containment for solvents	Sch. Q, 3.1(a)	$200.00
Fail to provide spill containment for waste solvents	Sch. Q, 3.1(b)	$200.00
Fail to prepare spill response plan	Sch. Q, 4.1	$200.00
Fail to prepare spill response plan within 60 days	Sch. Q, 4.2	$200.00
Fail to follow spill response plan	Sch. Q, 4.3	$200.00
Fail to inspect following spill	Sch. Q, 4.4	$200.00
Fail to remove spilled materials	Sch. Q, 4.5	$200.00
Fail to stock materials	Sch. Q, 4.6	$200.00
Fail to maintain complete records, inspections	Sch. Q, 5.1(a)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to maintain complete records, maintenance	Sch. Q, 5.1(b)	$200.00
Fail to maintain complete records, material removed	Sch. Q, 5.1(c)	$200.00
Fail to maintain complete records, service provider	Sch. Q, 5.1(d)	$200.00
Fail to keep equipment records, installation date	Sch. Q, 5.2(a)	$200.00
Fail to keep equipment records, serial numbers	Sch. Q, 5.2(b)	$200.00
Fail to keep equipment records, expiry date	Sch. Q, 5.2(c)	$200.00
Fail to keep equipment records, capacity	Sch. Q, 5.2(d)	$200.00
Fail to keep equipment records, calibration dates	Sch. Q, 5.2(e)	$200.00
Fail to keep equipment records, problems	Sch. Q, 5.2(f)	$200.00
Fail to maintain design information	Sch. Q, 5.3	$200.00
Fail to maintain spill response plan	Sch. Q, 5.4	$200.00
Fail to maintain record of waste disposal, name	Sch. Q, 5.5(a)	$200.00
Fail to maintain record of waste disposal, type of waste	Sch. Q, 5.5(b)	$200.00
Fail to maintain record of waste disposal, amount	Sch. Q, 5.5(c)	$200.00
Fail to maintain record of waste disposal, date of transfer	Sch. Q, 5.5(d)	$200.00
Fail to retain records	Sch. Q, 5.6	$200.00
Discharge prohibited waste	Sch. S, 2.1(a)	$200.00
Discharge restricted waste	Sch. S, 2.1(b)	$200.00
Discharge waste containing mercury	Sch. S, 2.1(c)	$200.00
Discharge waste containing PCBs	Sch. S, 2.1(d)	$200.00
Discharge waste containing dioxin TEQ	Sch. S, 2.1(e)	$200.00
Discharge waste containing halogenated solvents	Sch. S, 2.1(f)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge waste containing chlorinated phenols	Sch. S, 2.1(g)	$200.00
Discharge waste containing pesticides	Sch. S, 2.1(h)	$200.00
Discharge excess seawater	Sch. S, 2.1(i)	$200.00
Discharge of excess uncontaminated water	Sch. S, 2.1(j)	$200.00
Unauthorized discharge of stormwater	Sch. S, 2.2	$200.00
Fail to correctly install monitoring point	Sch. S, 2.4	$200.00
Fail to install monitoring point following improvement, lab	Sch. S, 2.5(a)	$200.00
Fail to install monitoring point following improvement, plumbing	Sch. S, 2.5(b)	$200.00
Fail to install monitoring point after exceeding criteria	Sch. S, 2.5(c)	$200.00
Fail to use proper methods	Sch. S, 2.6	$200.00
Fail to install spill containment	Sch. S, 3.1	$200.00
Discharge unauthorized waste	Sch. S, 3.2	$200.00
Fail to prepare spill response plan	Sch. S, 4.1	$200.00
Fail to prepare spill response plan within 30 days	Sch. S, 4.2	$200.00
Fail to post spill response plan	Sch. S, 4.3	$100.00
Fail to maintain spill response equipment	Sch. S, 4.4	$200.00
Fail to carry out spill response plan	Sch. S, 4.5	$200.00
Fail to remove spilled materials	Sch. S, 4.6	$200.00
Fail to keep records, name	Sch. S, 5.1(a)	$200.00
Fail to keep records, type of waste	Sch. S, 5.1(b)	$200.00
Fail to keep records, amount	Sch. S, 5.1(c)	$200.00
Fail to keep records, date of transfer	Sch. S, 5.1(d)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to list procedures	Sch. S, 5.2	$200.00
Fail to maintain inventory	Sch. S, 5.3	$200.00
Fail to maintain written procedures	Sch. S, 5.4	$200.00
Fail to maintain test records	Sch. S, 5.5	$200.00
Fail to retain records	Sch. S, 5.6	$200.00

SCHEDULE 22 TO BYLAW NO. 1857

(Bylaws 2372, 2863, 2898, 3650, 4703)

CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obey order to leave dock	3	$200.00
Hinder authorized personnel	4	$200.00
Interfere with lawful use of dock	7	$200.00
Disorderly behaviour	8	$200.00
Noise which disturbs	9	$200.00
Possession of open liquor	10	$200.00
Unlawful sign	11	$200.00
Cause damage to dock	12	$200.00
Damage CRD sign	13	$200.00
Littering	14	$200.00
Unlawful storage	15	$200.00
Unattended vessel in loading zone	16	$200.00
Vessel in loading zone more than 15 minutes	17	$200.00
Unlawful mooring in airport zone	18	$200.00
Failure to vacate airport zone	19	$200.00
Unlawful driving on dock	20(1)	$200.00
Unattended vehicle on dock	21	$200.00
Unattended vehicle on dock	22	$200.00
Unauthorized business on dock	24	$200.00
Unauthorized structure on dock	25(4)	$200.00
Fail to pay moorage fees	25(6)	$200.00
Fail to obtain licence	26	$200.00
Lingering while unloading dangerous goods	27	$200.00

SCHEDULE 22 TO BYLAW NO. 1857

(Bylaws 2372, 2863, 2898, 3650, 4703)

CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obey order to alter position	30	$200.00
Fail to obey order not to moor	31	$200.00
Abandon vessel at dock	33	$200.00
Obstruct movement of other vessels	36	$200.00
Crossing dock with moorage lines	37	$200.00
Use dock for major repairs	38(1)	$200.00
Impede use of dock	38(2)	$200.00
Disobey order of Ports Manager/Wharfinger	49(2)(a)	$200.00
Disobey posted sign	49(2)(b)	$200.00

SCHEDULE 23 TO BYLAW NO. 1857

(Bylaws 2411, 2511, 3796, 4703)

COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS) BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Obstruction of Park or Peace Officer	4(1)	$500.00
Failure to obey sign or posted notice	4(3), 12(1)	$200.00
Possession or Consumption of alcohol	4(4)	$200.00
Urinate or defecate in public	4(5)	$200.00
In park when closed	4(6)	$200.00
Undue noise	4(8)(9)	$200.00
Disorderly or dangerous conduct	4(11)	$200.00
Illegal camping	6(1)	$200.00
Destroying or damaging park features or property	7(1)	$300.00
Littering	7(3)	$200.00
Illegal dumping	7(4)	$300.00
Illegal fire	7(5)	$200.00
Unattended fire or camp stove	7(6)	$200.00
Illegal deposit of burning substance	7(7)	$200.00
Illegal smoking	7(8)	$200.00
Cut or remove tree	7(9)	$500.00
Illegal cycling	7(10)	$200.00
Domestic animal not under control	8(1)(a)	$200.00
Dog faeces not removed	8(4)	$200.00
Possess or discharge firearm	9(1)	$200.00
Possess or discharge fireworks	9(2)	$200.00
Possess or discharge slingshot	9(3)	$200.00
Possess or discharge bow or crossbow	9(4)	$200.00

SCHEDULE 23 TO BYLAW NO. 1857

(Bylaws 2411, 2511, 3796, 4703)

COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS) BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Vehicle off road	10(1)	$200.00
Illegal parking	10(3)	$50.00
Commercial activity without permit	11(1)	$400.00
Interference in lawful use of property	12(2)	$200.00
Special use event without a permit	14(1)	$200.00
Failure to comply with terms of a permit	14(9)	$300.00

SCHEDULE 24 TO BYLAW NO. 1857

(Bylaws 2372, 2669, 4287, 4703)

SALT SPRING ISLAND LIQUID WASTE, SEWER, AND WATER FEES AND CHARGES BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge at locations other than liquid waste facility	Sch. C, Sec 5(a)	$200.00
Fail to obtain access permit	Sch. C, Sec 6(a)	$200.00
Fail to use designated intake	Sch. C, Sec 6(c)	$200.00
Fail to deposit manifest or incorrect manifest	Sch. C, Sec 6(d)	$200.00
Unauthorized Parking	Sch. C, Sec 6(k)	$50.00
Fail to have compatible connection devices	Sch. C, Sec 6(f)	$200.00
Fail to contain load	Sch. C, Sec 6(g)	$200.00
Fail to discontinue discharge or spill	Sch. C, Sec 6(i)	$200.00
Fail to contain loads or spillage in transit	Sch. C, Sec 6(j)	$200.00
Misuse water supply	Sch. C, Sec 6(l)	$200.00
Fail to designate discharge on manifest	Sch. C, Sec 6(m)	$200.00
Fail to comply with all posted speed limits	Sch. C, Sec 6(n)	$200.00
Accessing facility after hours	Sch. C, Sec 6(o)	$200.00
Fail to record information/use flow meter	Sch. C, Sec 6(p)	$200.00

SCHEDULE 25 TO BYLAW NO. 1857

(Bylaws 2669, 2863, 4703)

CAPITAL REGIONAL DISTRICT SEPTAGE DISPOSAL BYLAW NO. 2, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge at other than disposal facility	2.1	$200.00
Fail to provide information	2.7(b)	$200.00
Fail to contain load	2.7(c)	$200.00
Fail to discontinue discharge	2.8	$200.00
Fail to provide information	2.9	$200.00
Fail to clean equipment	2.10	$200.00
Discharge without permit	3.1	$200.00
Unlisted vehicle	3.2	$200.00
Fail to display company name as required	3.4	$200.00
Fail to allow entry	4.1	$200.00
Fail to allow sampling	5.1	$200.00
Using unauthorized sampling and analysis methods	5.3	$200.00
Fail to use independent agency/authorized laboratory	5.4	$200.00
Hinder/prevent inspection	8.1	$200.00

SCHEDULE 26 TO BYLAW NO. 1857

(Bylaws 2669, 2713, 2879, 3062, 4098, 4358, 4553, 4703)

CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Hinder/prevent inspection	3	$500.00
Wasting water during Stage 1	7(3)	$200.00
Wasting water during Stage 2	7(3)	$300.00
Wasting water during Stage 3	7(3)	$400.00
Water contrary to restriction	7(4)	$200.00
Use water for once-through cooling	7(5)	$400.00
Stage 1 – water lawn contrary to even-numbered address dates/times	Sch. A1(1)(a)(i)	$200.00
Stage 1 – water lawn contrary to odd-numbered address dates/times	Sch. A1(1)(a)(ii)	$200.00
Stage 1 – water play field contrary to dates/times	Sch. A1(1)(a)(iv)	$200.00
Stage 1 – operate public spray park contrary to restrictions	Sch. A1(1)(c)	$200.00
Stage 1 – public authority watering contrary to dates/times	Sch. A1(2)(b)	$200.00
Stage 1 – watering golf courses contrary to dates/times	Sch. A1(2)(c)	$200.00
Stage 2 – water lawn contrary to even-numbered address dates/times	Sch. A2(1)(a)(i)	$250.00
Stage 2 – water lawn contrary to odd-numbered address dates/times	Sch. A2(1)(a)(ii)	$250.00
Stage 2 – wash sidewalks/driveways /exterior surfaces	Sch. A2(1)(b)(i)	$250.00
Stage 2 – use motion-activated sprinkler device	Sch. A2(1)(b)(ii)	$250.00
Stage 2 – water cemetery lawn	Sch. A2(1)(b)(iii)	$250.00
Stage 2 – operate public spray park contrary to restrictions	Sch. A2(1)(c)	$250.00
Stage 2 – fill ornamental fountain	Sch. A2(1)(d)(i)	$250.00
Stage 2 – operate ornamental fountain	Sch. A2(1)(d)(ii)	$250.00
Stage 2 – water playing field contrary to dates/times	Sch. A2(1)(d)(iii)	$250.00

SCHEDULE 26 TO BYLAW NO. 1857

(Bylaws 2669, 2713, 2879, 3062, 4098, 4358, 4553, 4703)

CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Stage 2 - Public authority watering contrary to dates/times	Sch. A2(2)(b)	$250.00
Stage 2 – watering golf courses contrary to dates/times	Sch. A2(2)(c)	$250.00
Stage 3 – water lawn or boulevard	Sch. A3(1)(a)(i)	$400.00
Stage 3 – fill pool, hot tub, or garden pond	Sch. A3(1)(a)(ii)	$400.00
Stage 3 – operate a public spray park	Sch. A3(1)(a)(iii)	$400.00
Stage 3 – fill/operate ornamental fountain	Sch. A3(1)(a)(iv)	$400.00
Stage 3 – wash vehicle/boat	Sch. A3(1)(a)(v)	$400.00
Stage 3 – wash sidewalks/driveways /exterior surfaces	Sch. A3(1)(a)(vi)	$400.00
Stage 3 – use motion-activated sprinkler device	Sch. A3(1)(a)(vii)	$400.00
Stage 3 – public authority watering contrary to dates/times	Sch. A3(1)(b)	$400.00
Stage 3 – watering golf courses contrary to dates/times	Sch. A3(2)(a)	$400.00
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A3(2)(b)	$400.00
Stage 4 – outdoor use of water while prohibited	Sch. A4(1)(a)	$500.00
Stage 4 – indoor use of water contrary to restrictions	Sch. A4(1)(b)	$500.00

SCHEDULE 27 TO BYLAW NO. 1857

(Bylaws 2806, 4051, 4703)

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Unauthorized entry on water supply area lands	9	$300.00
Obstruct persons or traffic	10	$200.00
Disorderly behavior	11	$200.00
Unlawful use of liquor	12	$200.00
Fail to obey sign	14	$200.00
Damage to property/natural feature in water supply area	15	$300.00
Foul water supply area lands/water bodies	16	$200.00
Remove posted notices	17	$200.00
Interfere with wildlife	18	$200.00
Deposit garbage	19	$200.00
Introduce alien or weed species	20	$200.00
Introduce organic material without authorization	21	$200.00
Damage tree	24	$200.00
Cut down tree	24	$500.00
Unauthorized cycling	25	$200.00
Unauthorized camping	26	$200.00
Prohibited storage	27	$200.00
Prohibited animal	28	$200.00
Unauthorized hunting, carry or discharge of firearm, crossbow or bow	29	$200.00
Unauthorized operation of aircraft	30	$200.00
Unauthorized operation of vessel or watercraft	31	$200.00
Unauthorized fishing	32	$200.00
Driving off road	33(1)	$200.00

SCHEDULE 27 TO BYLAW NO. 1857

(Bylaws 2806, 4051, 4703)

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Driving contrary to posted signs or traffic control devices	35(2)	$200.00
Unlawful sign	36	$200.00
Prohibited public address system	37	$200.00
Prohibited temporary structure	38	$200.00
Prohibited permanent structure	39	$200.00
Entry into closed area	43	$200.00
Prohibited activity	44	$200.00

SCHEDULE 28 TO BYLAW NO. 1857

(Bylaws 3195, 4160)

CIVIC ADDRESSING BYLAW (SALT SPRING ISLAND ELECTORAL AREA) NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain or display civic address for a new building	4.2	$100.00
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	$50.00
Alter or change civic address without permission	7.2	$50.00

SCHEDULE 29 TO BYLAW NO. 1857

(Bylaws 3195, 4160)

CIVIC ADDRESSING BYLAW (JUAN DE FUCA ELECTORAL AREA) NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain or display civic address for a new building	4.2	$100.00
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	$50.00
Alter or change civic address without permission	7.2	$50.00

SCHEDULE 30 TO BYLAW NO. 1857

(Bylaws 3195, 3796)

Intentionally deleted.

SCHEDULE 31 TO BYLAW NO. 1857

(Bylaw 3418)

CAPITAL REGIONAL DISTRICT COMPOSTING FACILITIES REGULATION BYLAW NO. 1, 2004

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain recycler licence	3.1	$500.00
Operating without recycler licence	3.2	$500.00
Store materials improperly	5.1	$500.00
Fail to operate according to regulations	5.2	$500.00
Fail to operate to control nuisances	6.1	$500.00
Creating or discharging leachate	6.2	$500.00
Fail to operate in accordance with licence	6.5	$200.00
Hinder inspection	11.1	$250.00
Exceed storage limits	Sch. B1	$200.00
Fail to pay licence application fee	Sch. C1.1(a)	$200.00
Fail to pay licence renewal fee	Sch. C1.2(a)	$200.00
Fail to pay licence amendment fee	Sch. C1.3(a)	$200.00
Fail to pay licence administration fee	Sch. C1.4(a)	$200.00
Fail to pay provisional licence fee	Sch. C1.5(a)	$200.00
Handle restricted organic matter improperly	Sch. D1.1	$200.00
Cure restricted organic matter improperly	Sch. D1.2	$200.00
Fail to use impermeable surface	Sch. D1.3	$500.00
Receive unauthorized material	Sch. D1.4	$500.00
Exceed combined storage limits	Sch. D2.2	$200.00
Fail to report beginning of operation	Sch. D3.1	$200.00

SCHEDULE 32 TO BYLAW NO. 1857

(Bylaw 3418)

SALT SPRING ISLAND TRANSFER STATION REGULATION BYLAW NO. 1, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain operator licence	2(a)	$500.00
Hinder inspection	10(a)	$250.00
Fail to pay licence fee	Sch. C1.1(a)	$200.00
Fail to pay licence renewal fee	Sch. C1.2(a)	$200.00
Fail to pay licence amendment fee	Sch. C1.3(a)	$200.00
Fail to pay licence administration fee	Sch. C1.4(a)	$200.00
Fail to use impermeable surface	Sch. D(a)(i)	$500.00
Store waste improperly/class 1 station	Sch. D(a)(ii)	$200.00
Store fibre improperly/class 1 station	Sch. D(a)(iii)	$200.00
Store waste improperly/class 2 station	Sch. D(b)(i)	$200.00
Store fibre improperly/class 2 station	Sch. D(b)(ii)	$200.00
Fail to prohibit public access	Sch. D(b)(iii)	$200.00
Fail to maintain facility	Sch. D(c)	$200.00
Receive unauthorized materials	Sch. D(d)	$500.00
Detectable odour beyond site boundary	Sch. D(e)	$500.00
Fail to submit odour management plan	Sch. D(f)	$200.00
Discharge leachate	Sch. D(g)	$500.00
Deposit garbage	Sch. D(h)	$200.00
Exceed storage limit	Sch. D(i)	$200.00

SCHEDULE 33 TO BYLAW NO. 1857

(Bylaws 3453, 4499, 4703)

FIRE REGULATION BYLAW NO. 2, 2022

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Hinder officer	4.1(a)	$300.00
Cross fire line	4.1(b)	$200.00
Drive over hose or equipment	4.1(c)	$500.00
Obstruct hydrant	4.1(d)	$200.00
Damage fire department property	4.1(e)	$300.00
Fail to remove fire hazard	4.2	$200.00
Fail to properly secure unoccupied building	4.3	$200.00
Open fire while prohibited	4.5(a)	$200.00
Open fire without permit	4.5(b)	$200.00
Breach permit conditions	4.5(c)	$200.00
Cat 3 fire without permit	4.6(c)	$300.00
Fail to maintain fuel break	4.7(e)	$200.00
Fail to monitor fire	4.7(f)	$200.00
Inadequate equipment	4.7(g)	$200.00
Failure to extinguish an open fire	4.7(h)	$300.00
Failure to notify fire department	4.7(i)	$300.00
Burn prohibited material	4.8	$500.00
Non-compliance order	4.9	$300.00
Improper campfire – size	5.1	$200.00
Improper campfire – structure	5.2(a)	$200.00
Improper campfire – combustible material	5.2(b)	$200.00
Improper campfire – domestic waste	5.2(c)	$200.00
Improper Cat 2 fire – location	5.2.2(a)	$250.00
Improper Cat 2 fire – green debris	5.2.2(b)	$250.00

SCHEDULE 33 TO BYLAW NO. 1857

(Bylaws 3453, 4499, 4703)

FIRE REGULATION BYLAW NO. 2, 2022

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Improper Cat 2 fire – duration	5.2.2(c)	$250.00
Improper Cat 2 fire – materials	5.2.2(d)	$250.00
Improper Cat 3 fire – location	5.2.4(a)	$300.00
Improper Cat 3 fire – green debris	5.2.4(b)	$300.00
Improper Cat 3 fire – duration	5.2.4(c)	$300.00
Improper Cat 3 fire – materials	5.2.4(d)	$300.00
Appliance without permit	5.3	$200.00
Appliance contrary to permit	5.4	$200.00
Incinerator without a permit	5.5	$200.00
Incinerator contrary to permit	5.6	$200.00
Incinerator – unmaintained	5.7(a)	$200.00
Incinerator – supervision	5.7(b)	$200.00
Incinerator – location	5.7(c)	$200.00
Commercial incinerator – location	5.7(d)	$200.00
Industrial activity contrary to notice	5.8	$300.00
Mill waste – failure to notify	5.9(a)	$200.00
Mill waste – depth	5.9(b)	$200.00
Mill waste – cover	5.9(c)	$200.00

SCHEDULE 34 TO BYLAW NO. 1857

(Bylaw 3703, 4703)

ONSITE SEWAGE SYSTEM MAINTENANCE BYLAW, 2007

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to pump out type 1 system before December 31, 2010	3.1(a)	$200.00
Fail to pump out type 1	3.1(b)	$200.00
Fail to maintain type 2 or type 3 system	3.2	$300.00
Fail to retain and provide records	3.3	$200.00

SCHEDULE 35 TO BYLAW NO. 1857

(Bylaw 3818)

CAPITAL REGIONAL DISTRICT TANNING FACILITY REGULATION BYLAW NO. 1, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to comply with bylaw regulations	2.(2)(a)	$500.00
Non-compliant tanning equipment	2.(2)(b)	$500.00
Fail to allow entry for inspection	3.(1)	$500.00
Fail to provide adequate washing water	4.(1)	$500.00
Fail to maintain clean premises	4.(2)	$500.00
Fail to display warning signs	5.(1)(a)	$500.00
Fail to display proper sign	5.(1)(b)	$500.00
Fail to provide protective eye wear	5.(2)(a)	$500.00
Allowing customer to not wear protective eye wear	5.(2)(b)	$500.00
Improperly designed tanning equipment	5.(3)(a)	$500.00
Allowing self-service tanning equipment	5.(3)(b)	$500.00
Fail to maintain tanning equipment	5.(3)(c)	$500.00
Fail to sanitize eye wear	5.(4)(a)	$500.00
Fail to sanitize tanning equipment	5.(4)(b)	$500.00
Allowing customer to sanitize equipment	5.(4)(c)	$500.00
Fail to provide information to customers	5.(5)(a)	$500.00
Allow minor to use tanning equipment	6.(1)	$500.00
Fail to check age identification	6.(2)	$500.00

SCHEDULE 36 TO BYLAW NO. 1857

(Bylaws 4094, 4343, 4703)

CAPITAL REGIONAL DISTRICT CROSS CONNECTION CONTROL BYLAW NO. 1, 2008

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to report discovered cross connection	6.1	$250.00
Fail to report backflow preventer test results	7.2	$250.00
Fail to notify customer of test failure	7.3	$250.00
Fail to notify of repair or replacement	7.4	$500.00
Fail to display proof of testing	7.5	$200.00
Fail to maintain file of test results	7.6	$200.00
Fail to provide premises isolation for new moderate hazard	12.3	$500.00
Fail to provide premises isolation for new minor hazard	12.4	$500.00
Fail to provide premises isolation for existing moderate hazard	13.2(a) or (b)	$500.00
Fail to provide premises isolation for existing minor hazard	13.3(a) or (b)	$500.00
Inadequate or expired credentials	26.1(a), (b) or (c)	$250.00
Fail to register as certified tester	26.2	$250.00
Fail to maintain testing equipment	26.3	$250.00
Fail to calibrate testing equipment	26.4 or 26.5	$250.00
Fail to register as survey specialist	27.1	$250.00

SCHEDULE 37 TO BYLAW NO. 1857

(Bylaw 4160)

CIVIC ADDRESSING BYLAW (SOUTHERN GULF ISLANDS ELECTORAL AREA) NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain or display civic address for a new building	4.2	$100.00
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	$50.00
Alter or change civic address without permission	7.2	$50.00

SCHEDULE 38 TO BYLAW NO. 1857

(Bylaw 4309)

COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Damage or remove tree or plant	2(1)(a)	$500.00
Destroying or damaging park property	2(1)(b)	$300.00
Foul or pollute water	2(1)(c)	$300.00
Failure to obey sign or posted notice	2(2)	$200.00
Illegal dumping	2(2)	$300.00
Commercial activity without permit	2(3)	$400.00
Illegal fire	2(5)	$500.00
Unlawful BBQ/stove	2(6)	$500.00
Deposit burning substance	2(7)	$500.00
Playing game contrary to rules or in unsafe manner	2(8)	$50.00
Domestic animal not under control	2(9)	$200.00
Disorderly or offensive conduct	2(10)	$200.00
No camping	2(11)	$200.00
Unlawful parking	2(12)	$50.00
Advertising without approval	2(14)	$200.00
Vehicle off road	2(15)	$200.00
Speeding animal or vehicle	2(16)(a)	$200.00
Vehicle nuisance	2(16)(b)	$200.00
Failure to obey traffic direction	2(16)(c)	$200.00
Horse or vehicle use contrary to sign or notice	2(16)(d)	$200.00
Advertising without approval	2(16)(e)	$200.00
Vehicle without reflectors (11 pm to 6 am)	2(16)(f)	$50.00
In park when closed	2(17)	$200.00
Event without permit or failure to comply with terms of permit	2(18)	$200.00

SCHEDULE 38 TO BYLAW NO. 1857

(Bylaw 4309)

COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Consumption of alcohol	2(19)	$200.00
Irresponsible minor	2(20)	$200.00
Use of court or field improperly	3(1)	$200.00
Damage to park grounds	3(2)	$200.00
Tournament or series without permission	3(3)	$200.00
Failure to obey officer directions	3(7)	$200.00
Obstruction	9	$500.00

SCHEDULE 39 TO BYLAW NO. 1857

(Bylaw 4397)

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge of domestic waste	2.1(a)	$1000.00
Discharge of business waste	2.1(b)	$1000.00
Discharge of prohibited waste	2.1(c)	$1000.00
Fail to operate in accordance with applicable code of practice	3.1	$750.00
Fail to prepare spill response plan within 180 days	4.1	$500.00
Fail to prepare spill response plan within 90 days	4.2	$500.00
Fail to specify response for containment and cleanup	4.3(a)	$250.00
Fail to define roles and responsibilities of operations personnel	4.3(b)	$250.00
Fail to include contact names and telephone numbers	4.3(c)	$250.00
Fail to provide checklist of spill response equipment and supplies	4.3(d)	$250.00
Fail to stock and maintain spill response equipment and supplies	4.4	$250.00
Spill response plan not readily accessible for inspection	4.5	$250.00
Fail to implement provisions of spill response plan	4.6	$250.00
Fail to prevent or discontinue spill to municipal drainage system	4.7	$750.00
Fail to inspect treatment works for spilled material within four hours	4.8	$250.00
Fail to clean out treatment works within 24 hours after spill	4.9	$500.00
Fail to record date of spill	5.1(a)	$150.00
Fail to record type of material spilled	5.1(b)	$150.00
Fail to record quantity of material spilled	5.1(c)	$150.00
Fail to record spill response action	5.1(d)	$150.00
Fail to maintain complete records, date of inspection or maintenance	5.2(a)	$250.00

SCHEDULE 39 TO BYLAW NO. 1857

(Bylaw 4397)

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to maintain complete records, maintenance conducted	5.2(b)	$250.00
Fail to maintain complete records, material removed	5.2(c)	$250.00
Fail to maintain complete records, name and address of disposal company	5.2(d)	$250.00
Fail to maintain complete records, names of personnel	5.2(e)	$250.00
Fail to retain records for inspection by manager or officer	5.3	$250.00
Hinder/prevent inspection	9.1	$500.00
Fail to take immediate steps to cease discharge of prohibited waste	Sch. C, 2.2	$250.00
Accumulation of excessive oil and grease	Sch. C, 2.3(a)	$250.00
Accumulation of excessive solids	Sch. C, 2.3(b)	$250.00
Fail to measure accumulated solids and oils works	Sch. C, 2.3(c)	$250.00
Fails to maintain storm rehabilitation unit	Sch. C, 2.3(d)	$250.00
Discharge of accumulated materials to municipal drainage system	Sch. C, 2.4	$250.00
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. C, 2.5	$250.00
Fail to correctly install sampling point	Sch. C, 2.6(a)	$250.00
Inaccessible sampling point	Sch. C, 2.6(b)	$250.00
Fail to maintain design information of treatment works	Sch. C, 2.7	$250.00
Fail to indicate sampling point, point of connection	Sch. C, 2.8	$250.00
Fail to prepare spill response plan within 180 days	Sch. C, 3.1	$250.00
Fail to prepare spill response plan within 90 days	Sch. C, 3.2	$250.00
Fail to specify response for containment and cleanup	Sch. C, 3.3(a)	$250.00
Fail to define roles and responsibilities of operations personnel	Sch. C, 3.3(b)	$250.00

SCHEDULE 39 TO BYLAW NO. 1857

(Bylaw 4397)

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to include contact names and telephone numbers	Sch. C, 3.3(c)	$250.00
Fail to provide checklist of spill response equipment and supplies	Sch. C, 3.3(d)	$250.00
Fail to stock and maintain spill response equipment and supplies	Sch. C, 3.4	$250.00
Spill response plan not accessible for inspection	Sch. C, 3.5	$250.00
Fail to implement provisions of spill response plan	Sch. C, 3.6	$250.00
Fail to prevent or discontinue spill to municipal drainage system	Sch. C, 3.7	$250.00
Fail to inspect treatment works for spilled material within four hours	Sch. C, 3.8	$250.00
Fail to clean out treatment works after spill within 24 hours	Sch. C, 3.9	$250.00
Fail to record date of spill	Sch. C, 4.1(a)	$150.00
Fail to record type of material spilled	Sch. C, 4.1(b)	$150.00
Fail to record quantity of material spilled	Sch. C, 4.1(c)	$150.00
Fail to record spill response action	Sch. C, 4.1(d)	$150.00
Fail to maintain complete records, date of inspection or maintenance	Sch. C, 4.2(a)	$150.00
Fail to maintain complete records, maintenance conducted	Sch. C, 4.2(b)	$150.00
Fail to maintain complete records, material removed	Sch. C, 4.2(c)	$150.00
Fail to maintain complete records, name and address of disposal company	Sch. C, 4.2(d)	$150.00
Fail to maintain complete records, names of personnel	Sch. C, 4.2(e)	$150.00
Fail to retain records for inspection by manager or officer	Sch. C, 4.3	$250.00
Discharge of water from spill containment	Sch. D, 2.2(a)	$250.00
Discharge of untreated wash and rinse water	Sch. D, 2.2(b)	$250.00
Discharge of fluids and fuels from vehicles, machinery, or	Sch. D, 2.2(c)	$250.00

SCHEDULE 39 TO BYLAW NO. 1857

(Bylaw 4397)

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
equipment		
Discharge of water from fuel storage tank	Sch. D, 2.2(d)	$250.00
Discharge of rinse water, solvent wash	Sch. D, 2.2(e)	$250.00
Fail to take immediate steps to cease discharge of prohibited waste	Sch. D, 2.3	$250.00
Accumulation of excessive oil and grease	Sch. D, 2.4(a)	$250.00
Accumulation of excessive solids	Sch. D, 2.4(b)	$250.00
Fail to measure accumulated solids and oils works	Sch. D, 2.4(c)	$250.00
Fail to maintain stormwater rehabilitation unit at prescribed intervals	Sch. D, 2.4(d)	$250.00
Discharge of accumulated materials to municipal drainage system	Sch. D, 2.5	$250.00
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. D, 2.6	$250.00
Fail to correctly install sampling point	Sch. D, 2.7(a)	$250.00
Inaccessible sampling point	Sch. D, 2.7(b)	$250.00
Fail to maintain design information of treatment works	Sch. D, 2.8	$250.00
Fail to indicate sampling point, point of connection	Sch. D, 2.9	$250.00
Fail to install spill containment, hazardous materials	Sch. D, 3.1	$250.00
Fail to prepare spill response plan within 180 days	Sch. D, 4.1	$250.00
Fail to prepare spill response plan within 90 days	Sch. D, 4.2	$250.00
Fail to specify response for containment and cleanup	Sch. D, 4.3(a)	$250.00
Fail to define roles and responsibilities of operations personnel	Sch. D, 4.3(b)	$250.00
Fail to include contact names and telephone numbers	Sch. D, 4.3(b)	$250.00
Fail to provide checklist of spill response equipment and supplies	Sch. D, 4.3(c)	$250.00

SCHEDULE 39 TO BYLAW NO. 1857

(Bylaw 4397)

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to stock and maintain spill response equipment and supplies	Sch. D, 4.3(d)	$250.00
Spill response plan not accessible for inspection	Sch. D, 4.4	$250.00
Fail to implement provisions of spill response plan	Sch. D, 4.5	$250.00
Fail to prevent or discontinue spill to municipal drainage system	Sch. D, 4.6	$250.00
Fail to inspect treatment works for spilled material within four hours	Sch. D, 4.7	$250.00
Fail to clean out treatment works after spill within 24 hours	Sch. D, 4.8	$250.00
Fail to record date of spill	Sch. D, 4.9	$250.00
Fail to record type of material spilled	Sch. D, 5.1(a)	$150.00
Fail to record quantity of material spilled	Sch. D, 5.1(b)	$150.00
Fail to record spill response action	Sch. D, 5.1(c)	$150.00
Fail to maintain complete records, date of inspection or maintenance	Sch. D, 5.1(d)	$150.00
Fail to maintain complete records, maintenance conducted	Sch. D, 5.2(a)	$150.00
Fail to maintain complete records, material removed	Sch. D, 5.2(b)	$150.00
Fail to maintain complete records, name and address of disposal company	Sch. D, 5.2(c)	$150.00
Fail to maintain complete records, names of personnel	Sch. D, 5.2(d)	$150.00
Fail to retain records for inspection by manager or officer	Sch. D, 5.3	$250.00

SCHEDULE 40 TO BYLAW NO. 1857

(Bylaw 4611, 4611)

ELECTRIC VEHICLE CHARGING AND FEES BYLAW NO. 1, 2024

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Non-electric vehicle	2(a)	$100.00
Not actively charging	2(a)	$100.00
Disobey sign	2(b)	$100.00
Fail to pay charging fee	2(c)	$100.00

SCHEDULE 41 TO BYLAW NO. 1857

(Bylaw 4755)

CAPITAL REGIONAL DISTRICT FIRE SERVICES OPERATION, FIRE PREVENTION AND ADMINISTRATIVE BYLAW NO. 1, 2026

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Failure to comply with Mobile Food Vendor fire safety requirements	48(a)	$200
Failure to review or update/submit Fire Safety Plan	51	$200
Vacant premises not maintained as required	55(a)	$200
Failure to secure Vacant Premises	55(b)	$200
Sprinkler or fire alarm system not operational	55(c)	$200
Failure to comply with Vacant Premises notice	57	$200
Failure to secure fire-damaged building within required time	58	$200
Failure to comply with Order issued under this Bylaw	63	$200
Failure to comply with direction of a Member at an Incident	65(a)	$200
Obstruct access to hydrant, reservoir, or water source	65(b)	$200
Damage or obstruct fire apparatus or hose	65(c)	$200
Refuse entry to a Member responding to an Incident	65(d)	$500
Interfere with a fire scene investigation	65(e)	$500
Entered Incident scene without authorization	65(f)(i)	$200
Failure to leave Incident scene when directed	65(f)(ii)	$200
Damage apparatus	67	$200
Falsely represent oneself as Member	68	$500

APPENDIX C

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4756

****

A BYLAW TO AMEND BYLAW NOTICE ENFORCEMENT BYLAW NO. 1, 2025 (BYLAW NO. 4683)

****

WHEREAS:

A. Under Bylaw No. 4677, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026", the Regional Board designated and set out the process for designation of Fire Inspectors and Fire Investigators, and established and imposed charges payable in respect of Fire Inspection and Fire Investigation services;

B. The Board wishes to amend Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025", to permit enforcement of certain contraventions of Bylaw No. 4677 by means of a bylaw notice in accordance with the *Local Government Bylaw Notice Enforcement Act* (Sections 4 and 6), and to establish penalty amounts in respect of such contraventions;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025" is hereby amended as follows:

   (a) In Appendix 1, by adding item 41 as follows:

"41. Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026	Bylaw Enforcement Officer Fire Chief Fire Inspector Peace Officer RCMP Officer

   (b) By adding Appendix 41 to Schedule A, attached as Appendix "1" to this Bylaw.

2. This Bylaw may be cited for all purposes as "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 2, 2026".

READ A FIRST TIME THIS	day of	20_
READ A SECOND TIME THIS	day of	20_
READ A THIRD TIME THIS	day of	20_
ADOPTED THIS	day of	20_

CHAIR

CORPORATE OFFICER

APPENDIX "1"

APPENDIX 41 TO BYLAW NO. 4683

DESIGNATED BYLAW CONTRAVENTIONS AND PENALTIES

CAPITAL REGIONAL DISTRICT FIRE SERVICES OPERATION, FIRE PREVENTION AND ADMINISTRATIVE BYLAW NO. 1, 2026

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Failure to comply with Mobile Food Vendor fire safety requirements	48(a)	$200.00	$150.00	$250.00	No
Failure to review or update/submit Fire Safety Plan	51	$200.00	$150.00	$250.00	No
Vacant premises not maintained as required	55(a)	$200.00	$150.00	$250.00	No
Failure to secure Vacant Premises	55(b)	$200.00	$150.00	$250.00	No
Sprinkler or fire alarm system not operational	55(c)	$200.00	$150.00	$250.00	No
Failure to comply with Vacant Premises notice	57	$200.00	$150.00	$250.00	No
Failure to secure fire-damaged building within required time	58	$200.00	$150.00	$250.00	No
Failure to comply with Order issued under this Bylaw	63	$200.00	$150.00	$250.00	No
Failure to comply with direction of a Member at an Incident	65(a)	$200.00	$150.00	$250.00	No
Obstruct access to hydrant, reservoir, or water source	65(b)	$200.00	$150.00	$250.00	No
Damage or obstruct fire apparatus or hose	65(c)	$200.00	$150.00	$250.00	No
Refuse entry to a Member responding to an Incident	65(d)	$500.00	$375.00	$500.00	No
Interfere with a fire scene investigation	65(e)	$500.00	$375.00	$500.00	No
Entered Incident scene without authorization	65(f)(i)	$200.00	$150.00	$250.00	No
Failure to leave Incident scene when directed	65(f)(ii)	$200.00	$150.00	$250.00	No
Damage apparatus	67	$200.00	$150.00	$250.00	No
Falsely represent oneself as Member	68	$500.00	$375.00	$500.00	No

APPENDIX D

Making a difference...together

BYLAW NO. 4683

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1, 2025

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED February 12, 2025

(Consolidated with Amending Bylaw 4756)

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4683

****

A BYLAW RESPECTING THE ENFORCEMENT OF BYLAW NOTICES

****

WHEREAS pursuant to the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c 60 and regulations thereto, a local government may, by bylaw;

A. Designate bylaw contraventions that may be dealt with by Bylaw Notice;

B. Establish the amount of penalty for a contravention referred to in paragraph A;

C. Establish the period for paying or disputing a Bylaw Notice; and

D. Establish a Bylaw Notice dispute adjudication system to resolve disputes in relation to Bylaw Notices.

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. DEFINITIONS AND INTERPRETATION

In this Bylaw,

a) **"*Act*"** means the *Local Government Bylaw Notice Enforcement Act*;

b) **"CRD"** means the Capital Regional District;

c) **"Registry"** means the Bylaw Notice Dispute Adjudication Registry;

d) a reference to a person designated as a screening officer or bylaw enforcement officer by virtue of their appointed position includes a person appointed to a similar position with substantially the same duties and functions.

2. TERMS

The terms in this Bylaw have the same meaning as the terms defined in the *Act*.

3. BYLAW CONTRAVENTIONS

The bylaws and bylaw contraventions designated in Schedule "A" attached hereto and forming part of this bylaw, may be dealt with by Bylaw Notice.

4. PENALTY

The penalty for a contravention referred to in Section 3 is as follows:

a) subject to paragraphs 4 (b) and (c), is the Penalty amount set out in the "Fine Amount" column of the *Appendices* of Schedule "A"; ***(4756)***

b) if received by the CRD within 14 days after the person received or is presumed to have received the Bylaw Notice, is the Early Payment Penalty set out in the "Early Payment" column of the *Appendices* of Schedule "A"; ***(4756)***

c) if received by the CRD more than 28 days after the person received or is presumed to have received the Bylaw Notice, is subject to the late payment surcharge set out in the "Late Payment" column of the *Appendices* of Schedule "A", in addition to the Penalty amount under paragraph 4 (a). ***(4756)***

5. PERIOD FOR PAYING OR DISPUTING NOTICE

a) A person who receives a Bylaw Notice must, within 14 days of the date on which the person received or is presumed to have received the Bylaw Notice:

i. pay the penalty; or
ii. request dispute adjudication;

by filling in the appropriate portion of the Bylaw Notice indicating either a payment or a dispute and delivering it by the methods detailed on the Bylaw Notice.

b) A person may pay the indicated penalty after 14 days of receiving or being presumed to have received the Bylaw Notice, subject to the applicable late payment surcharge for late payment in accordance with Section 4 (c) of this Bylaw, but no person may dispute the Bylaw Notice after fourteen (14) days of receiving or being presumed to have received the Bylaw Notice.

c) Where a Bylaw Notice was delivered other than in person, and the person to whom a notice under section 24(1) of the *Act* is sent advises the CRD in accordance with the 21 day time limit in section 25 of the *Act* that they did not receive a copy of the Bylaw Notice, the time limits for responding to a Bylaw Notice under Sections 4, 5, and 6 of this Bylaw do not begin to run until the Bylaw Notice is re-issued and delivered to them in accordance with the *Act*.

6. BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY

a) The Registry is established as a bylaw notice dispute adjudication system in accordance with the *Act* to resolve disputes in relation to bylaw notices.

b) The civic address of the Registry is unit 212-2780 Veterans Memorial Parkway, Langford, BC V9B 3S6.

c) Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this Bylaw, must pay the CRD an additional administration fee of twenty-five (25) dollars for the purpose of the CRD recovering the costs of the adjudication system.

7. SCREENING OFFICERS

a) The position of Screening Officer is established.

b) The persons holding the following positions are designated classes of persons that are appointed as Screening Officers:

i. Senior Manager, Protective Services
ii. Manager, Bylaw Enforcement and Animal Care
iii. Senior Bylaw Enforcement Officer
iv. Senior Administrative Officer (Bylaw)

8. POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS

a) The powers, duties and functions of Screening Officers are as set out in the *Act*, and include the following:

i. Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw notice adjudication system and the fee or fees payable in relation to the bylaw notice dispute adjudication process.

ii. To communicate with any or all the following for the purposes of performing their functions under the *Act*:

1) the person against whom a contravention is alleged or their representative;
2) the bylaw enforcement officer issuing the bylaw notice;
3) the complainant or their representative;
4) CRD staff and records regarding the disputant's history of bylaw compliance.

iii. To prepare and enter into compliance agreements under the *Act* with persons who dispute bylaw notices, including the establishment of terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with this Bylaw.

iv. To provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in each of the Schedules to this Bylaw; and

v. To cancel bylaw notices in accordance with the *Act* or CRD policies and guidelines.

b) The maximum duration of a compliance agreement is one year.

c) The bylaw contraventions in relation to which a Screening Officer may enter into a compliance agreement are listed in the “Compliance Agreement Available” column in Schedule “A”.

d) Where a compliance agreement is entered into, the penalty payable for the offence shall be reduced to one half of the “Fine Amount” for the offence as listed in each of the Schedules to this Bylaw.

9. BYLAW ENFORCEMENT OFFICERS

Designated bylaw enforcement officers for the purposes of this Bylaw and the *Act* are those persons listed under “Designated Bylaw Enforcement Officer” in Schedule “A”.

10. FORM OF BYLAW NOTICE

The CRD may, from time to time, provide for the form or forms of the bylaw notice, provided the bylaw notice complies with Section 4 of the *Act*.

11. SCHEDULES

a) Schedule A, Designated Bylaws and Bylaw Enforcement Officers; and Designated Bylaw Contraventions and Penalties;

are attached and form part of the bylaw.

12. SEVERABILITY

If any provision of this Bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the Bylaw and such invalidity shall not affect the validity of the remaining portions of this Bylaw. This Bylaw shall take effect upon the date of its adoption.

13. CITATION

This Bylaw may be cited for all purposes as “Bylaw Enforcement Notice Bylaw No. 1, 2025”.

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER

Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025
Designated Bylaws and Bylaw Enforcement Officers

APPENDIX 1 TO BYLAW NO. 4683

APPENDIX	DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER	*(Amending Bylaw No.)*
2.	**Malahat Land Use Bylaw, 1981, Bylaw No. 980**	Bylaw Enforcement Officer	
3.	**Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040**	Bylaw Enforcement Officer	
4.	**Unsightly Premises By-law No. 1, 1991**	Bylaw Enforcement Officer	
5.	**Building Regulation Bylaw No. 5, 2010**	Bylaw Enforcement Officer Building Inspector	
6.	**Amusement Machine and Games Room Regulation By-law, 1983**	Bylaw Enforcement Officer Royal Canadian Mounted Police Officer	
7.	**Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025**	Bylaw Enforcement Officer	
8.	**Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013**	Bylaw Enforcement Officer Fire Chief Police Officer Cross-Connection Control Officer Peace Officer	
9.	**Animal Regulation and Impounding By-law No. 1, 1986**	Bylaw Enforcement Officer Animal Control Officer Assistant Animal Control Officer	
10.	**Noise Suppression Bylaw (Southern Gulf Islands) No. 1, 2006**	Bylaw Enforcement Officer Royal Canadian Mounted Police Officer	
11.	**Noise Suppression Bylaw (Juan de Fuca) No. 1, 2007**	Bylaw Enforcement Officer Royal Canadian Mounted Police Officer	
12.	**Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006**	Bylaw Enforcement Officer Royal Canadian Mounted Police Officer	
13.	**Capital Regional District Idling Control Bylaw No. 1, 2008**	Bylaw Enforcement Officer Environmental Health Officer	
14.	**Water Regulations Bylaw No. 1, 1990**	Bylaw Enforcement Officer Fire Chief Police Officer Peace Officer	

APPENDIX 1 TO BYLAW NO. 4683

APPENDIX	DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER	*(Amending Bylaw No.)*
15.	**Langford Sign Bylaw 1987**	Bylaw Enforcement Officer	
16.	**Capital Regional District Clean Air Bylaw No. 1, 2014**	Environmental Health Officer Public Health Educator Tobacco Enforcement Officer Bylaw Enforcement Officer	
17.	**Food Handler Bylaw No. 1, 1991**	Director, Health Protection and Environmental Programs Environmental Health Officer Environmental Health Educator	
18.	**Capital Regional District Parks Regulation Bylaw No. 1, 2018**	Park Officer Members of Municipal Police Forces Members of the RCMP Animal Control Officer Bylaw Enforcement Officer Watershed Security Officer	
19.	**Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013**	Bylaw Enforcement Officer	
20.	**Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023**	Bylaw Enforcement Officer Police Officer Peace Officer	
21.	**Capital Regional District Sewer Use Bylaw No. 5, 2001**	Bylaw Enforcement Officer Municipal Sewage Control Officer Sewage Control Manager	
22.	**Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000**	Bylaw Enforcement Officer Ports Manager Wharfinger RCMP Officer	
23.	**Community Parks Regulations (Juan de Fuca and Salt Spring Island Electoral Areas) Bylaw No. 1, 2012**	Park Officer RCMP Officer Bylaw Enforcement Officer Animal Control Officer	
24.	**Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012**	Bylaw Enforcement Officer	
25.	**Capital Regional District Septage Disposal Bylaw No. 2, 2000**	Bylaw Enforcement Officer	

APPENDIX 1 TO BYLAW NO. 4683

APPENDIX	DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER	*(Amending Bylaw No.)*
		Municipal Sewage Control Officer Deputy Sewage Control Manager	
26.	**Capital Regional District Water Conservation Bylaw No. 1, 2016**	Bylaw Enforcement Officer Municipal Bylaw Enforcement Officer	
27.	**Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000**	Animal Control Officer Bylaw Enforcement Officer Conservation Officer Parks Officer Peace Officer Watershed Security Officer	
28.	**Civic Addressing Bylaw (Salt Spring Island Electoral Area) No. 1, 2016**	Bylaw Enforcement Officer	
29.	**Civic Addressing Bylaw (Juan de Fuca Electoral Area) No. 1, 2016**	Bylaw Enforcement Officer	
30.	**Intentionally deleted – reserved for future use**		
31.	**Capital Regional District Composting Facilities Regulation Bylaw No. 1, 2004**	Bylaw Enforcement Officer	
32.	**Salt Spring Island Transfer Station Regulation Bylaw No. 1, 2001**	Bylaw Enforcement Officer	
33.	**Fire Regulation Bylaw No. 2, 2022**	Fire Chief Bylaw Enforcement Officer Royal Canadian Mounted Police Officer Peace Officer	
34.	**Onsite Sewage System Maintenance Bylaw, 2007**	Bylaw Enforcement Officer	
35.	**Capital Regional District Tanning Facility Regulation Bylaw No. 1, 2010**	Bylaw Enforcement Officer Environmental Health Officer	
36.	**Capital Regional District Cross Connection Control Bylaw No. 1, 2008**	Bylaw Enforcement Officer Cross Connection Control Officer Cross Connection Control Inspector	
37.	**Civic Addressing Bylaw (Southern Gulf Islands Electoral Area) No. 1, 2016**	Bylaw Enforcement Officer	

APPENDIX 1 TO BYLAW NO. 4683

APPENDIX	DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER	*(Amending Bylaw No.)*
38.	**Community Parks Regulations (Pender Islands) Bylaw No. 1, 1987**	Park Officer Peace Officer Members of the RCMP Members of Municipal Police Forces Animal Control Officer Bylaw Enforcement Officer Fire Chief	
39.	**Saanich Peninsula Stormwater Source Control Bylaw No. 1, 2017**	Bylaw Enforcement Officer Municipal Stormwater Control Officer Stormwater Control Manager	
40.	**Electric Vehicle Charging and Fees Bylaw No. 1, 2024**	Bylaw Enforcement Officer Park Officer	
41.	Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026	Bylaw Enforcement Officer Fire Chief Fire Inspector Peace Officer RCMP Officer	

Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025
Designated Bylaw Contraventions and Penalties

APPENDIX 2 TO BYLAW NO. 4683

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Contrary land, building or structure use	1.3.01	$200.00	$150.00	$250.00	No
Altering non-conforming building	1.3.02	$200.00	$150.00	$250.00	No
Principal/accessory building within setbacks	2.1.02(1)	$200.00	$150.00	$250.00	No
Swimming pool in front yard or contrary to setbacks	2.1.02(2)	$200.00	$150.00	$250.00	No
Building within flood control setback	2.1.05(1)(a)(i)-(v)	$200.00	$150.00	$250.00	No
Building within flood control setback	2.1.05(1)(b)(i)-(v)	$200.00	$150.00	$250.00	No
Accessory building without principal building	2.1.06(1)(a)	$200.00	$150.00	$250.00	No
Accessory building as dwelling	2.1.06(1)(c)	$200.00	$150.00	$250.00	No
Accessory building contrary to front yard setback	2.1.06(1)(d)	$200.00	$150.00	$250.00	No
Accessory building contrary setback to principal building	2.1.06(1)(e)	$200.00	$150.00	$250.00	No
Satellite dish contrary to height	2.1.06(1)(f)	$200.00	$150.00	$250.00	No
Accessory building exceed height	2.1.06(2)(a)	$200.00	$150.00	$250.00	No
Accessory building exceeds floor area	2.1.06(2)(b)	$200.00	$150.00	$250.00	No
Accessory building contrary side and rear setback	2.1.06(2)(c)	$200.00	$150.00	$250.00	No
Accessory building contrary to corner lot side setback	2.1.06(2)(d)(i)	$200.00	$150.00	$250.00	No
Accessory building contrary to corner lot rear setback	2.1.06(2)(d)(ii)	$200.00	$150.00	$250.00	No
Accessory building flanking street setback	2.1.06(3)(a)	$200.00	$150.00	$250.00	No

Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025
Designated Bylaw Contraventions and Penalties

APPENDIX 2 TO BYLAW NO. 4683

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Accessory building setback rear lot line	2.1.06(3)(b)	$200.00	$150.00	$250.00	No
Home based business alters appearance	2.1.07(1)	$200.00	$150.00	$250.00	No
Home based business – Excess non-resident employee	2.1.07(2)	$200.00	$150.00	$250.00	No
Home based business – Excess Area	2.1.07(3)	$200.00	$150.00	$250.00	No
Home based business – non-conforming sign	2.1.07(4)	$200.00	$150.00	$250.00	No
Home based business – Not contained	2.1.07(5)	$200.00	$150.00	$250.00	No
Home based business creates nuisance	2.1.07(6)	$200.00	$150.00	$250.00	No
Dog kennel accessory building setback	2.1.07(8)	$200.00	$150.00	$250.00	No
Contrary to permitted uses	2.1.09(1)	$200.00	$150.00	$250.00	No
Excess unenclosed unlicensed vehicle/RV	2.1.09(2)(a)	$200.00	$150.00	$250.00	No
Unenclosed vehicle parts	2.1.09(2)(b)	$200.00	$150.00	$250.00	No
Illegally sited vehicles	2.1.09(2)(c)	$200.00	$150.00	$250.00	No
Unlicensed vehicle/parts on vacant lot	2.1.09(2)(d)	$200.00	$150.00	$250.00	No
Obstruct visibility at intersections	2.1.12	$200.00	$150.00	$250.00	No
Temporary building exceed duration	2.1.13	$200.00	$150.00	$250.00	No
Secondary suite not permitted	2.1.16(1)	$200.00	$150.00	$250.00	No
Secondary suite not permitted	2.1.16(2)	$200.00	$150.00	$250.00	No

Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025
Designated Bylaw Contraventions and Penalties

APPENDIX 2 TO BYLAW NO. 4683

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Secondary suite exceeds habitable area	2.1.16(3)	$200.00	$150.00	$250.00	No
Secondary suite exceeds floor area	2.1.16(4)	$200.00	$150.00	$250.00	No
Excess secondary suites	2.1.16(5)	$200.00	$150.00	$250.00	No
Not owner occupied	2.1.16(6)	$200.00	$150.00	$250.00	No
Boarders/lodgers not permitted	2.1.16(7)	$200.00	$150.00	$250.00	No
No building permit secondary suite	2.1.16(8)	$200.00	$150.00	$250.00	No
Secondary suite insufficient parking	2.1.16(9)	$200.00	$150.00	$250.00	No
Secondary suite not permitted	2.1.16(11)	$200.00	$150.00	$250.00	No
Detached suite not permitted	2.1.17(1)	$200.00	$150.00	$250.00	No
Excess detached or secondary suite	2.1.17(2)	$200.00	$150.00	$250.00	No
No building permit detached suite	2.1.17(4)	$200.00	$150.00	$250.00	No
Detached suite non-conforming floor area	2.1.17(6)	$200.00	$150.00	$250.00	No
Detached suite exceed maximum height	2.1.17(7)	$200.00	$150.00	$250.00	No
Detached suite does not meet setbacks	2.1.17(8)	$200.00	$150.00	$250.00	No
Detached suite insufficient parking	2.1.17(9)	$200.00	$150.00	$250.00	No
Not owner occupied	2.1.17(12)	$200.00	$150.00	$250.00	No
Boarders/lodgers not permitted	2.1.17(13)	$200.00	$150.00	$250.00	No
Bed and breakfast not permitted	2.1.17(14)	$200.00	$150.00	$250.00	No
Secondary suite not permitted	2.1.17(15)	$200.00	$150.00	$250.00	No
Bed and breakfast alters appearance	2.1.18(1)	$200.00	$150.00	$250.00	No

Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025
Designated Bylaw Contraventions and Penalties

APPENDIX 2 TO BYLAW NO. 4683

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Bed and breakfast exceeds regulations	2.1.18(2)	$200.00	$150.00	$250.00	No
Bed and breakfast insufficient parking	2.1.18(3)	$200.00	$150.00	$250.00	No
Bed and breakfast units (3)/person (10) exceeded	2.1.18(6)	$200.00	$150.00	$250.00	No
Bed and breakfast units (4)/person (12) exceeded	2.1.18(7)	$200.00	$150.00	$250.00	No
Bed and breakfast only allows breakfast meals	2.1.18(8)	$200.00	$150.00	$250.00	No
Bed and breakfast exceeds vehicular traffic allowance	2.1.18(9)	$200.00	$150.00	$250.00	No
Bed and breakfast unenclosed storage	2.1.18(10)	$200.00	$150.00	$250.00	No
Bed and breakfast accessory setbacks not met	2.1.18(11)	$200.00	$150.00	$250.00	No
Bed and breakfast floor area exceeded	2.1.18(12)	$200.00	$150.00	$250.00	No
Bed and breakfast unpermitted cooking facilities	2.1.18(13)	$200.00	$150.00	$250.00	No
Bed and breakfast not permitted	2.1.18(14)	$200.00	$150.00	$250.00	No

APPENDIX 3 TO BYLAW NO. 4683

JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unlawful accessory building	Part 1, 4.01(1)(a)	$200.00	$150.00	$250.00	No
Accessory building as dwelling	Part 1, 4.01(1)(c)	$200.00	$150.00	$250.00	No
Accessory building occupied no permits	Part 1, 4.01(2)(b)(i)	$200.00	$150.00	$250.00	No
Home based business alters appearance	Part 1, 4.06(1)(a)	$200.00	$150.00	$250.00	No
Home based business creates nuisance	Part 1, 4.06(1)(d)	$200.00	$150.00	$250.00	No
Home based business – insufficient parking	Part 1, 4.06(1)(f)	$200.00	$150.00	$250.00	No
Home based business – unlawful traffic/parking	Part 1, 4.06(1)(h)	$200.00	$150.00	$250.00	No
Home based business – not contained	Part 1, 4.06(2)(a)(ii)	$200.00	$150.00	$250.00	No
Home based business – excessive area	Part 1, 4.06(2)(c)	$200.00	$150.00	$250.00	No
Home based business – excess non-resident employee	Part 1, 4.06(2)(e)	$200.00	$150.00	$250.00	No
Home based business – unlawful storage	Part 1, 4.06(2)(f)	$200.00	$150.00	$250.00	No
Bed and breakfast – exceed 3 B&B units or 10 persons	Part 1, 4.06(3)(b)(i)	$200.00	$150.00	$250.00	No
Bed and breakfast – exceed 4 B&B units or 12 persons	Part 1, 4.06(3)(b)(ii)	$200.00	$150.00	$250.00	No
Bed and breakfast – excess meals served	Part 1, 4.06(3)(c)	$200.00	$150.00	$250.00	No
Bed and breakfast – unlawful traffic	Part 1, 4.06(3)(d)	$200.00	$150.00	$250.00	No
Bed and breakfast – unlawful storage	Part 1, 4.06(3)(e)	$200.00	$150.00	$250.00	No
Bed and breakfast – exceed setback requirements	Part 1, 4.06(3)(f)	$200.00	$150.00	$250.00	No

APPENDIX 3 TO BYLAW NO. 4683

JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Bed and breakfast – exceed lawful floor area	Part 1, 4.06(3)(g)	$200.00	$150.00	$250.00	No
Unlawful home industry	Part 1, 4.06(4)(a)	$200.00	$150.00	$250.00	No
Home industry – excess non-resident employee	Part 1, 4.06(4)(b)	$200.00	$150.00	$250.00	No
Home industry in setback/not screened	Part 1, 4.06(4)(c)	$200.00	$150.00	$250.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)	$200.00	$150.00	$250.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(a)	$200.00	$150.00	$250.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(b)	$200.00	$150.00	$250.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(ii)	$200.00	$150.00	$250.00	No
Home industry – portable sawmill in setback	Part 1, 4.06(4)(d)(iii)	$200.00	$150.00	$250.00	No
Home industry – material storage in setback	Part 1, 4.06(4)(d)(iv)	$200.00	$150.00	$250.00	No
Home industry – unscreened material storage	Part 1, 4.06(4)(d)(iv)	$200.00	$150.00	$250.00	No
Home industry – exceeds authorized area	Part 1, 4.06(4)(e)	$200.00	$150.00	$250.00	No
Home industry – unscreened materials storage	Part 1, 4.06(4)(f)	$200.00	$150.00	$250.00	No
Home industry – parking prohibited commercial vehicle	Part 1, 4.06(4)(g)	$200.00	$150.00	$250.00	No
Garbage container in setback	Part 1, 4.07(3)	$200.00	$150.00	$250.00	No
Contrary to permitted uses	Part 1, 4.09(1)	$200.00	$150.00	$250.00	No
Excess unenclosed unlicensed vehicle/RV	Part 1, 4.09(2)(a)	$200.00	$150.00	$250.00	No

APPENDIX 3 TO BYLAW NO. 4683

JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unenclosed vehicle parts	Part 1, 4.09(2)(b)	$200.00	$150.00	$250.00	No
Illegally sited vehicles	Part 1, 4.09(2)(c)	$200.00	$150.00	$250.00	No
Unlicensed vehicle/parts on vacant lot	Part 1, 4.09(2)(d)	$200.00	$150.00	$250.00	No
Unenclosed unsightly material	Part 1, 4.09(2)(e)	$200.00	$150.00	$250.00	No
Recycle depot – unenclosed storage	Part 1, 4.11	$200.00	$150.00	$250.00	No
Obstructed visibility	Part 1, 4.16	$200.00	$150.00	$250.00	No
Exceed allowed fence height	Part 1, 4.17(2)(a)	$200.00	$150.00	$250.00	No
Exceed allowed fence height	Part 1, 4.17(2)(b)	$200.00	$150.00	$250.00	No
Exceed allowed fence height	Part 1, 4.17(2)(c)	$200.00	$150.00	$250.00	No
Exceed allowed fence height	Part 1, 4.17(3)(a)	$200.00	$150.00	$250.00	No
Exceed allowed fence height	Part 1, 4.17(3)(b)	$200.00	$150.00	$250.00	No
Prohibited animals	Part 1, 4.18(1)	$200.00	$150.00	$250.00	No
Excess rabbits	Part 1, 4.18(2)	$200.00	$150.00	$250.00	No
Secondary suite not permitted	Part 1, 4.19(1)(a)	$200.00	$150.00	$250.00	No
Excess secondary or detached suite	Part 1, 4.19(1)(e)	$200.00	$150.00	$250.00	No
Not owner occupied	Part 1, 4.19(1)(f)	$200.00	$150.00	$250.00	No
Boarders/lodgers not permitted	Part 1, 4.19(1)(g)	$200.00	$150.00	$250.00	No
No building permit secondary suite	Part 1, 4.19(2)	$200.00	$150.00	$250.00	No
Secondary suite insufficient parking	Part 1, 4.19(3)	$200.00	$150.00	$250.00	No
Secondary suite not permitted	Part 1, 4.19(4)	$200.00	$150.00	$250.00	No

APPENDIX 3 TO BYLAW NO. 4683

JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unpermitted detached suite	Part 1, 4.20(a)	$200.00	$150.00	$250.00	No
Excess detached or secondary suite	Part 1, 4.20(b)	$200.00	$150.00	$250.00	No
No building permit detached suite	Part 1, 4.20(d)	$200.00	$150.00	$250.00	No
Detached suite no parking	Part 1, 4.20(i)	$200.00	$150.00	$250.00	No
Not owner occupied	Part 1, 4.20(l)	$200.00	$150.00	$250.00	No
Boarders/lodgers not permitted	Part 1, 4.20(m)	$200.00	$150.00	$250.00	No
Illegal bed and breakfast	Part 1, 4.20(n)	$200.00	$150.00	$250.00	No
Detached suite not permitted	Part 1, 4.20(o)	$200.00	$150.00	$250.00	No
Zone A excess RVs	Part 2, 2.01(i)	$200.00	$150.00	$250.00	No
Zone A-1 excess RVs	Part 2, 2A.02(i)	$200.00	$150.00	$250.00	No
Zone AG excess RVs	Part 2, 4.01(g)	$200.00	$150.00	$250.00	No
Zone AG-1 excess RVs	Part 2, 4C.02(f)	$200.00	$150.00	$250.00	No
Zone RR-WI excess RVs	Part 2, 4D.02(d)	$200.00	$150.00	$250.00	No
Zone RR-2 excess RVs	Part 2, 6.01(i)	$200.00	$150.00	$250.00	No
Zone RR-2A excess RVs	Part 2, 6A.01(e)	$200.00	$150.00	$250.00	No
Zone WT-1 excess RVs	Part 2, 6B.01(e)	$200.00	$150.00	$250.00	No
Zone WT-2 excess RVs	Part 2, 6C.01(e)	$200.00	$150.00	$250.00	No
Zone WT-3 excess RVs	Part 2, 6D.01(e)	$200.00	$150.00	$250.00	No
Zone RR-6 excess RVs	Part 2, 10.01(i)	$200.00	$150.00	$250.00	No
Parking not provided	Part 3, 1.0	$200.00	$150.00	$250.00	No
Visitor parking requirement	Part 3, 9.0	$200.00	$150.00	$250.00	No
Handicapped parking requirement	Part 3, 10.0(1)-(5)	$200.00	$150.00	$250.00	No
Non-permitted sign	Part 4, 1.01(1)	$200.00	$150.00	$250.00	No

APPENDIX 3 TO BYLAW NO. 4683

JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Prohibited sign	Part 4, 1.02(a)-(e)	$200.00	$150.00	$250.00	No
No sign permit	Part 4, 1.05(1)	$200.00	$150.00	$250.00	No
Poorly maintained sign	Part 4, 1.09	$200.00	$150.00	$250.00	No
Sign affecting visibility	Part 4, 1.10	$200.00	$150.00	$250.00	No

APPENDIX 4 TO BYLAW NO. 4683

UNSIGHTLY PREMISES BYLAW NO. 1, 1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Accumulated debris	2(1)	$250.00	$187.50	$312.50	Yes
Littering	2(2)	$250.00	$187.50	$312.50	Yes
Unsightly property	2(3)	$250.00	$187.50	$312.50	Yes
Graffiti	2(4)	$250.00	$187.50	$312.50	Yes
Property not cleaned	3	$250.00	$187.50	$312.50	Yes

APPENDIX 5 TO BYLAW NO. 4683

BUILDING REGULATION BYLAW NO. 5, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain building permit	3.1.1	$250.00	$187.50	$312.50	No
Fail to obtain demolition/deconstruction permit	3.1.2	$250.00	$187.50	$312.50	No
Occupy without occupancy certificate	3.1.3	$250.00	$187.50	$312.50	No
Tamper with posted notice/permit/certificate	3.1.4	$250.00	$187.50	$312.50	No
Build contrary to approved plans	3.1.5	$250.00	$187.50	$312.50	No
Obstruct entry of authorized building official	3.1.6	$250.00	$187.50	$312.50	No
Continue work on structure after order	3.1.7	$400.00	$300.00	$500.00	No
Construct contrary to building regulations	3.1.8	$250.00	$187.50	$312.50	No

APPENDIX 6 TO BYLAW NO. 4683

AMUSEMENT MACHINE AND GAMES ROOM REGULATION BYLAW, 1983

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Underage employee	3(a)	$100.00	$75.00	$125.00	No
Violate hours of operation	4(b)	$100.00	$75.00	$125.00	No
Excess amusement machines	5	$100.00	$75.00	$125.00	No
Minor on premises	6(a)	$100.00	$75.00	$125.00	No
Permit minor on premises	6(b)	$100.00	$75.00	$125.00	No
Child under 15 on premises during prohibited hours	6(d)	$100.00	$75.00	$125.00	No

APPENDIX 7 TO BYLAW NO. 4683

JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 1, 2015, BYLAW NO. 3941

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Removal of soil without permit	7(a)	$400.00	$300.00	$500.00	No
Deposit soil without permit	7(b)	$400.00	$300.00	$500.00	No
Remove/deposit soil in or about a watercourse	7(d)	$500.00	$375.00	$500.00	No
Unlawful removal/deposit of soil ALR land	7(e)	$500.00	$375.00	$500.00	No
Failure to provide site profile/waiver	8.3	$200.00	$150.00	$250.00	No
Remove or deposit soil on Sunday or holiday	12.2(a)	$200.00	$150.00	$250.00	No
Remove/deposit soil outside permitted hours	12.2(b)	$200.00	$150.00	$250.00	No
Remove/deposit soil in contravention of permit	12.3	$400.00	$300.00	$500.00	No
Failure to post permit/sign	12.5	$200.00	$150.00	$250.00	No
Failure to maintain road	12.6	$200.00	$150.00	$250.00	No

APPENDIX 8 TO BYLAW NO. 4683

WATER DISTRIBUTION LOCAL SERVICE CONDITIONS, FEES AND CHARGES BYLAW NO. 1, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Service connection without application/approval	6.4	$200.00	$150.00	$250.00	No
Connect to waterworks without authorization	6.5	$200.00	$150.00	$250.00	No
Install booster pump without approval	8.5	$200.00	$150.00	$250.00	No
Unauthorized use of fire connection	14.2	$500.00	$375.00	$500.00	No
Install shut off valve or outlet to service connection	29.2	$200.00	$150.00	$250.00	No
Interfere with water meters	31.1	$500.00	$375.00	$500.00	No
Failure to maintain access to water meter	32.1	$200.00	$150.00	$250.00	No
Failure to act as directed	34.2	$200.00	$150.00	$250.00	No
Use hydrant or standpipe without authorization	37.1	$500.00	$375.00	$500.00	No
Connect to or use water with authorization	69.4	$200.00	$150.00	$250.00	No
Connect multiple units without authorization	70.1	$200.00	$150.00	$250.00	No
Operate, maintain, repair without authorization	79.2	$200.00	$150.00	$250.00	No
Connect or alter without authorization	80.1	$500.00	$375.00	$500.00	No
Operation of valve or curb stop without authorization	80.2	$200.00	$150.00	$250.00	No
Connect apparatus, fitting or fixture causing damage or disturbance	90.1	$200.00	$150.00	$250.00	No
Damage waterworks or service connection	102.1	$500.00	$375.00	$500.00	No
Obstruction of an authorized agent	104.2	$400.00	$300.00	$500.00	No

APPENDIX 9 TO BYLAW NO. 4683

ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
No kennel licence	2(1)(a)	$200.00	$150.00	$250.00	No
Harbouring dogs in excess of kennel licence	2(1)(b)	$200.00	$150.00	$250.00	No
Operating kennel contrary to zoning	2(2)(a)	$200.00	$150.00	$250.00	No
Failure of kennel to provide adequate fencing	2(2)(c)	$200.00	$150.00	$250.00	No
No licence	3	$200.00	$150.00	$250.00	No
No licence on dog	7	$200.00	$150.00	$250.00	No
Unauthorized removal of licence tag	10	$200.00	$150.00	$250.00	No
Failure to display dangerous dog sign	14(c)	$200.00	$150.00	$250.00	No
Animal at large	24(1)	$200.00	$150.00	$250.00	No
Uncontrolled dangerous dog	24(2)	$500.00	$375.00	$500.00	No
Obstructing Animal Control Officer	24(3)	$500.00	$375.00	$500.00	No
Bitch in heat unenclosed	25	$200.00	$150.00	$250.00	No
Noisy dog	26(1)	$200.00	$150.00	$250.00	No
Noisy animal	26(2)	$200.00	$150.00	$250.00	No
Animal on beach	29	$200.00	$150.00	$250.00	No
Fail to provide water or food	27(1)(a)	$200.00	$150.00	$250.00	No
Fail to provide sanitary receptable	27(1)(b)	$200.00	$150.00	$250.00	No
Fail to provide sufficient exercise	27(1)(c)	$200.00	$150.00	$250.00	No
Fail to provide veterinarian care	27(1)(d)	$200.00	$150.00	$250.00	No
Fail to provide adequate shelter	27(2)	$200.00	$150.00	$250.00	No
Animal tied to fixed object by neck	27(3)	$200.00	$150.00	$250.00	No
Animal tied to fixed object for extended period	27(4)	$200.00	$150.00	$250.00	No

APPENDIX 9 TO BYLAW NO. 4683

ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Animal kept in confined space without ventilation	27(5)	$200.00	$150.00	$250.00	No
Fail to adequately confine animal in vehicle	27(6)	$200.00	$150.00	$250.00	No

APPENDIX 10 TO BYLAW NO. 4683

NOISE SUPPRESSION BYLAW (SOUTHERN GULF ISLANDS) NO. 1, 2006

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Noise which disturbs	2	$200.00	$150.00	$250.00	No
Loading/unloading noise	3(1)	$200.00	$150.00	$250.00	No
Construction noise	3(2)	$200.00	$150.00	$250.00	No
Amplified music – outdoors	3(3)	$200.00	$150.00	$250.00	No
Amplified music – indoors	3(4)	$200.00	$150.00	$250.00	No
Vehicle noise	3(5)	$200.00	$150.00	$250.00	No
Firearms noise	3(6)	$200.00	$150.00	$250.00	No

APPENDIX 11 TO BYLAW NO. 4683

NOISE SUPPRESSION BYLAW (JUAN DE FUCA) NO. 1, 2007

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Noise which disturbs	2	$200.00	$150.00	$250.00	No
Loading/unloading noise	3.1	$200.00	$150.00	$250.00	No
Construction noise	3.2	$200.00	$150.00	$250.00	No
Construction noise on Sundays or holidays	3.3	$200.00	$150.00	$250.00	No
Leaf blower noise	3.4	$200.00	$150.00	$250.00	No
Amplified music – outdoors	3.5	$200.00	$150.00	$250.00	No
Amplified music – indoors	3.6	$200.00	$150.00	$250.00	No
Noisy vehicle	3.7	$200.00	$150.00	$250.00	No
Noise from firearms	3.8	$200.00	$150.00	$250.00	No
Noise from electrical equipment	3.9	$200.00	$150.00	$250.00	No

APPENDIX 12 TO BYLAW NO. 4683

NOISE SUPPRESSION BYLAW (SALT SPRING ISLAND) NO. 1, 2006

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Noise which disturbs	2	$200.00	$150.00	$250.00	No
Loading/unloading noise	3(1)	$200.00	$150.00	$250.00	No
Construction noise	3(2)	$200.00	$150.00	$250.00	No
Amplified music – outdoors	3(3)	$200.00	$150.00	$250.00	No
Amplified music – indoors	3(4)	$200.00	$150.00	$250.00	No
Vehicle noise	3(5)	$200.00	$150.00	$250.00	No
Firearms noise	3(6)	$200.00	$150.00	$250.00	No

APPENDIX 13 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT IDLING CONTROL BYLAW NO. 1, 2008

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Idle in excess of three minutes	2	$200.00	$150.00	$250.00	No

APPENDIX 14 TO BYLAW NO. 4683

WATER REGULATIONS BYLAW NO. 1, 1990

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unauthorized connection to waterworks	4	$200.00	$150.00	$250.00	No
Unauthorized use of water supplied by waterworks	5(a)	$200.00	$150.00	$250.00	No
Failure to follow board direction pertaining to water use	5(b)	$200.00	$150.00	$250.00	No
Tamper, operate, or remove Water connections or fixtures	6(a)	$500.00	$375.00	$500.00	No
Damage or alter water connections or fixtures	6(b)	$500.00	$375.00	$500.00	No
Unauthorized use of fire connections, hydrants or standpipes	7	$500.00	$375.00	$500.00	
Waste of water	8	$200.00	$150.00	$250.00	No
Failure to pay fees associated with removal of obstruction	9(b)	$500.00	$375.00	$500.00	No
Unauthorized connection of multiple units to a single service connection	16	$200.00	$150.00	$250.00	No
Unauthorized installation of Service Connection	19	$200.00	$150.00	$250.00	No
Failure to pay turn-on or turn-off fee	22(b)	$250.00	$187.50	$312.50	No
Unauthorized turn-on or turn-off of water supply	22(c)	$500.00	$375.00	$500.00	No
Connection of an independent water supply to CRD service connection	25	$500.00	$375.00	$500.00	No
Failure to comply with section 27	27	$500.00	$375.00	$500.00	No
Obstruction of access to personnel in the performance of their duties	9	$250.00	$187.50	$312.50	No

APPENDIX 15 TO BYLAW NO. 4683

LANGFORD SIGN BYLAW, 1987

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Non-conforming sign	3(2)(a)	$100.00	$75.00	$125.00	No
Abandoned sign	3(3)(a)	$100.00	$75.00	$125.00	No
Billboard sign	3(3)(b)	$100.00	$75.00	$125.00	No
Moving sign	3(3)(c)	$100.00	$75.00	$125.00	No
Roof sign	3(3)(d)	$100.00	$75.00	$125.00	No
No permit	3(6)(a)	$100.00	$75.00	$125.00	No
Obstructs view	3(12)	$100.00	$75.00	$125.00	No

APPENDIX 16 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT CLEAN AIR BYLAW NO. 1, 2014

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Smoking in a park	2(1)(a)	$200.00	$150.00	$250.00	No
Smoking in a designated public space	2(1)(b)	$200.00	$150.00	$250.00	No
Smoking in a school yard	2(1)(c)	$200.00	$150.00	$250.00	No
Smoking in a building	2(1)(d)	$200.00	$150.00	$250.00	No
Smoking in a business place (food or beverage)	2(1)(e)	$200.00	$150.00	$250.00	No
Smoking in a vehicle	2(1)(f)	$200.00	$150.00	$250.00	No
Smoking in 7m buffer zone of doorway, window or intake	2(1)(g)	$200.00	$150.00	$250.00	No
Smoking in 7m buffer zone of a bus stop	2(1)(h)	$200.00	$150.00	$250.00	No
Permitting smoking in a building	2(2)(a)	$500.00	$375.00	$500.00	No
Permitting smoking in a business place (food or beverage)	2(2)(b)	$500.00	$375.00	$500.00	No
Permitting smoking in a vehicle	2(2)(c)	$500.00	$375.00	$500.00	No
Failing to display sign in the prescribed form	3(1), 3(2), 4(1)	$300.00	$225.00	$375.00	No
Removing or defacing a sign	4(3)	$500.00	$375.00	$500.00	No

APPENDIX 17 TO BYLAW NO. 4683

FOOD HANDLERS BYLAW NO. 1, 1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Uncertified supervisor	2	$200.00	$150.00	$250.00	No
Certificate not posted	3	$100.00	$75.00	$125.00	No

APPENDIX 18 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Obstruction of Park or Peace Officer	4(1)	$500.00	$375.00	$500.00	No
Failure to obey sign or posted notice	4(3)	$100.00	$75.00	$125.00	No
Possession or consumption of liquor	4(4)	$200.00	$150.00	$250.00	No
Urinate or defecate in public	4(5)	$200.00	$150.00	$250.00	No
Breach of curfew	4(6)	$200.00	$150.00	$250.00	No
Undue noise	4(8)	$200.00	$150.00	$250.00	No
Disruptive use of machinery or cycle – peace	4(9)(a)	$200.00	$150.00	$250.00	No
Disruptive use of machinery or cycle – wildlife	4(9)(b)	$200.00	$150.00	$250.00	No
Disruptive use of machinery or cycle	4(9)(c)	$200.00	$150.00	$250.00	No
Disturb the peace	4(11)	$200.00	$150.00	$250.00	No
Enter park within eviction period	4(12)	$300.00	$225.00	$375.00	No
Unauthorized use of aircraft	4(13)	$200.00	$150.00	$250.00	No
Cause disturbance between 10 pm and 7 am	6(1)(b)	$200.00	$150.00	$250.00	No
No camping	6(4)	$200.00	$150.00	$250.00	No
Fail to register	6(5)	$200.00	$150.00	$250.00	No
Damage or remove any natural park feature	7(1)(a)	$300.00	$225.00	$375.00	No
Build or alter any trail	7(1)(b)	$300.00	$225.00	$375.00	No
Destroy or damage park infrastructure	7(1)(c)	$200.00	$150.00	$250.00	No
Build, place, or install structure or facility	7(1)(d)	$300.00	$225.00	$375.00	No
Deposit plant or animal material	7(1)(e)	$200.00	$150.00	$250.00	No
Hunt or molest wildlife	7(1)(f)	$200.00	$150.00	$250.00	No
Feed wildlife or leave attractant	7(1)(g)	$200.00	$150.00	$250.00	No

APPENDIX 18 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Contaminate park or waterway	7(1)(h)	$300.00	$225.00	$375.00	No
Littering	7(3)	$200.00	$150.00	$250.00	No
Illegal dumping	7(4)	$300.00	$225.00	$375.00	No
Illegal fire	7(5)	$300.00	$225.00	$375.00	No
Unattended fire	7(6)	$200.00	$150.00	$250.00	No
Smoke in park	7(8)	$200.00	$150.00	$250.00	No
Cut or remove tree	7(9)	$500.00	$375.00	$500.00	No
No cycling	7(10)	$200.00	$150.00	$250.00	No
Travel off designated trail	7(11)	$200.00	$150.00	$250.00	No
In the drinking water protection zone	7(12)	$200.00	$150.00	$250.00	No
Dog not under control	8(1)(a)	$200.00	$150.00	$250.00	No
Dog off leash	8(1)(b)	$200.00	$150.00	$250.00	No
Dog on beach or picnic area	8(1)(c)	$200.00	$150.00	$250.00	No
Dog faeces not removed	8(1)(d)	$200.00	$150.00	$250.00	No
Dog disturbing people or wildlife	8(1)(f)	$300.00	$225.00	$375.00	No
Domestic animal not under control	8(5)	$200.00	$150.00	$250.00	No
Horse in prohibited area	8(7)	$200.00	$150.00	$250.00	No
Possess or discharge firearm or explosive	9(1)	$200.00	$150.00	$250.00	No
Vehicle off road	10(1)	$300.00	$225.00	$375.00	No
Illegal parking	10(3)	$50.00	$37.50	$62.50	No
Off-road vehicle use in park	10(9)	$300.00	$225.00	$375.00	No
Commercial activity without permit	11(1)(b)	$400.00	$300.00	$500.00	No
Special use event without permit	12(1)(a)	$200.00	$150.00	$250.00	No
Failure to produce permit	12(1)(b)	$200.00	$150.00	$250.00	No

APPENDIX 18 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Breach of park use permit	12(9)	$300.00	$225.00	$375.00	No

APPENDIX 19 TO BYLAW NO. 4683

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Disobey site regulations	2.1	$100.00	$75.00	$125.00	No
Fail to follow site regulations	2.2	$500.00	$375.00	$500.00	No
Non-district waste	2.3	$500.00	$375.00	$500.00	No
Deposit prohibited waste	2.5	$500.00	$375.00	$500.00	No
Deposit hazardous waste	2.8	$500.00	$375.00	$500.00	No
Deposit controlled waste	2.12	$500.00	$375.00	$500.00	No
Deposit recyclable material	2.14	$500.00	$375.00	$500.00	No
Improper deposit mandatory recyclable	2.15	$200.00	$150.00	$250.00	No
Improper deposit voluntary recyclable	2.16	$200.00	$150.00	$250.00	No
Improper deposit weeds	2.18	$50.00	$37.50	$62.50	No
Deposit EPR material	2.19	$500.00	$375.00	$500.00	No
Improper deposit EPR material	2.20	$200.00	$150.00	$250.00	No
Deposit HHW by commercial hauler	2.21	$200.00	$150.00	$250.00	No
Deposit HHW	2.22	$100.00	$75.00	$125.00	No
Improper deposit of HHW	2.23	$50.00	$37.50	$62.50	No
Deposit contaminated demo waste	2.25	$300.00	$225.00	$375.00	No
Improper deposit sorted demo waste	2.26	$200.00	$150.00	$250.00	No
Improper deposit kitchen scraps	2.27	$200.00	$150.00	$250.00	No
Fail to source separate solid waste	2.28	$500.00	$375.00	$500.00	No
Fail to pay fee	3.1	$300.00	$225.00	$375.00	No
Deposit while charge unpaid	3.2(b)	$100.00	$75.00	$125.00	No
Uncovered/unsecured load	Sch. B, Reg. 2.1	$100.00	$75.00	$125.00	No
Load not ready for disposal	Sch. B, Reg. 2.3	$100.00	$75.00	$125.00	No
Drive off designated roads	Sch. B, Reg. 3.1	$100.00	$75.00	$125.00	No
Fail to obey signs	Sch. B, Reg. 3.2	$100.00	$75.00	$125.00	No

APPENDIX 19 TO BYLAW NO. 4683

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to follow directions	Sch. B, Reg. 3.3	$100.00	$75.00	$125.00	No
Scavenging	Sch. B, Reg. 3.5	$100.00	$75.00	$125.00	No
Loitering on site	Sch. B, Reg. 3.6	$100.00	$75.00	$125.00	No
Vehicle washing	Sch. B, Reg. 3.7	$100.00	$75.00	$125.00	No
Disorderly conduct	Sch. B, Reg. 3.8	$100.00	$75.00	$125.00	No
Overweight vehicle	Sch. B, Reg. 3.9	$100.00	$75.00	$125.00	No
Children on site	Sch. B, Reg. 4.2	$50.00	$37.50	$62.50	No
Pets at site	Sch. B, Reg. 4.3	$50.00	$37.50	$62.50	No
Smoking at disposal site	Sch. B, Reg. 4.4	$100.00	$75.00	$125.00	No
Use electronic device while driving	Sch. B, Reg. 4.7	$100.00	$75.00	$125.00	No
No protective equipment	Sch. B, Reg. 4.8	$50.00	$37.50	$62.50	No
Unauthorized videotaping or photography on site	Sch. B, Reg. 3.12	$100.00	$75.00	$125.00	No

APPENDIX 20 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Hinder/prevent inspection	3	$500.00	$375.00	$500.00	No
Wasting water	7(3)	$200.00	$150.00	$250.00	No
Wasting water during stage 2	7(3)	$300.00	$225.00	$375.00	No
Wasting water during stage 3	7(3)	$400.00	$300.00	$500.00	No
Use water contrary to bylaw	7(4)	$200.00	$150.00	$250.00	No
Stage 1 – water lawn contrary to days/times	Sch. A1.(1)(a)	$200.00	$150.00	$250.00	$200.00
Stage 1 – water contrary to restrictions	Sch. A1.(1)(b)	$200.00	$150.00	$250.00	No
Stage 1 – operate public spray park contrary to restrictions	Sch. A1.(1)(c)	$200.00	$150.00	$250.00	No
Stage 1 – public authority watering contrary to days/times	Sch. A1.(2)(b)	$200.00	$150.00	$250.00	No
Stage 1 – watering golf courses contrary to restrictions	Sch. A1.(2)(c)	$200.00	$150.00	$250.00	No
Stage 2 – water lawn contrary to days/times	Sch. A2.(1)(a)	$250.00	$187.50	$312.50	No
Stage 2 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A2.(1)(b)(i)	$250.00	$187.50	$312.50	No
Stage 2 – use motion-activated sprinkler device	Sch. A2.(1)(b)(ii)	$250.00	$187.50	$312.50	No
Stage 2 – water cemetery lawn	Sch. A2.(1)(b)(iii)	$250.00	$187.50	$312.50	No
Stage 2 – operate public spray park contrary to restrictions	Sch. A2.(1)(c)	$250.00	$187.50	$312.50	No
Stage 2 – fill ornamental fountain	Sch. A2.(1)(d)(i)	$250.00	$187.50	$312.50	No
Stage 2 – operate ornamental fountain	Sch. A2.(1)(d)(ii)	$250.00	$187.50	$312.50	No
Stage 2 – water contrary to restrictions	Sch. A2.(1)(e)	$250.00	$187.50	$312.50	No
Stage 2 – public authority watering contrary to days/times	Sch. A2.(2)(b)	$250.00	$187.50	$312.50	No

APPENDIX 20 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Stage 2 – watering golf courses contrary to restrictions	Sch. A2.(2)(c)	$250.00	$187.50	$312.50	No
Stage 3 – water lawn, turf, or boulevard	Sch. A3.(1)(a)(i)	$400.00	$300.00	$500.00	No
Stage 3 – fill pool, hot tub, or garden pond	Sch. A3.(1)(a)(ii)	$400.00	$300.00	$500.00	No
Stage 3 – operate a public spray park	Sch. A3.(1)(a)(iii)	$400.00	$300.00	$500.00	No
Stage 3 – operate or fill ornamental fountain	Sch. A3.(1)(a)(iv)	$400.00	$300.00	$500.00	No
Stage 3 –wash vehicle or boat with water	Sch. A3.(1)(a)(v)	$400.00	$300.00	$500.00	No
Stage 3 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A3.(1)(a)(vi)	$400.00	$300.00	$500.00	No
Stage 3 – use motion-activated sprinkler device	Sch. A3.(1)(a)(vii)	$400.00	$300.00	$500.00	No
Stage 3 – leave water service turned on	Sch. A3.(1)(a)(viii)	$400.00	$300.00	$500.00	No
Stage 3 – water contrary to restrictions	Sch. A3.(1)(b)	$400.00	$300.00	$500.00	No
Stage 3 – watering golf courses contrary to days/times	Sch. A3.(2)(a)	$400.00	$300.00	$500.00	No
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A3.(2)(b)	$400.00	$300.00	$500.00	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Discharge restricted waste	2.1(b)	$500.00	$375.00	$500.00	No
High volume discharge	2.1(c)	$200.00	$150.00	$250.00	No
Discharge without a permit and contrary to code of practice	2.1(d)	$200.00	$150.00	$250.00	No
Unauthorized discharge of excess uncontaminated water	2.1(e)	$200.00	$150.00	$250.00	No
Unauthorized discharge of septage	2.3	$500.00	$375.00	$500.00	No
Unauthorized discharge of trucked liquid waste	2.4	$500.00	$375.00	$500.00	No
Discharge to dilute non-domestic waste	2.5	$500.00	$375.00	$500.00	No
Fail to provide spill containment	2.8(a)	$150.00	$112.50	$187.50	No
Fail to post name and phone number as required	2.8(b)	$100.00	$75.00	$125.00	No
Unauthorized discharge of kitchen equipment cleaning waste	2.12	$500.00	$375.00	$500.00	No
Fail to adjust Ph	2.13(a)	$500.00	$375.00	$500.00	No
Fail to maintain complete records	2.13(b)	$200.00	$150.00	$250.00	No
Fail to apply for permit	3.3	$250.00	$187.50	$312.50	No
Fail to comply with authorization terms or conditions	3.7	$500.00	$375.00	$500.00	No
Bypass waste control works	5.2	$500.00	$375.00	$500.00	No
Fail to maintain complete records, monitoring	6.1(a)	$200.00	$150.00	$250.00	No
Fail to maintain complete records, administration	6.1(b)	$200.00	$150.00	$250.00	No
Fail to report unlawful discharge to a manager or officer	7.1(a)	$250.00	$187.50	$312.50	No
Fail to report unlawful discharge to owner	7.1(b)	$250.00	$187.50	$312.50	No
Fail to provide information to manager	7.2(a)	$250.00	$187.50	$312.50	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
on premises					
Fail to provide information to on location	7.2(b)	$250.00	$187.50	$312.50	No
Fail to provide information to on contact person	7.2(c)	$250.00	$187.50	$312.50	No
Fail to provide information to on time, date and duration	7.2(d)	$250.00	$187.50	$312.50	No
Fail to provide information to on type	7.2(e)	$250.00	$187.50	$312.50	No
Fail to provide information to on volume	7.2(f)	$250.00	$187.50	$312.50	No
Fail to provide information to on corrective action	7.2(g)	$250.00	$187.50	$312.50	No
Fail to confine unlawful discharge	7.3(a)	$500.00	$375.00	$500.00	No
Fail to dispose of substance properly	7.3(b)	$500.00	$375.00	$500.00	No
Fail to give 90 days notice of new activity	7.4(a)	$250.00	$187.50	$312.50	No
Fail to give 90 days notice of activity change	7.4(b)	$250.00	$187.50	$312.50	No
Inaccessible monitoring point	9.6	$250.00	$187.50	$312.50	No
Hinder/prevent inspection	13.1	$500.00	$375.00	$312.50	No
Discharge of restricted waste	Sch. I, 2.1(a)	$200.00	$150.00	$500.00	No
Discharge of prohibited waste	Sch. I, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge of excess uncontaminated water	Sch. I, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge of stormwater to sewer	Sch. I, 2.1(d)	$200.00	$150.00	$500.00	No
Fail to install grease interceptor	Sch. I, 2.2	$500.00	$375.00	$250.00	No
Fail to maintain grease interceptor	Sch. I, 2.3	$150.00	$112.50	$500.00	No
Installation of unapproved treatment works	Sch. I, 2.4	$250.00	$187.50	$187.50	No
Alternate treatment works non-compliant with permit or authorization	Sch. I, 2.5	$200.00	$150.00	$500.00	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to clean out grease interceptor	Sch. I, 2.6	$200.00	$150.00	$500.00	No
Accumulation of excess grease or solids	Sch. I, 2.7	$200.00	$150.00	$500.00	No
Disposal of oil and grease to sewer	Sch. I, 2.8	$200.00	$150.00	$500.00	No
Use of agents facilitating bypass of grease	Sch. I, 2.9	$200.00	$150.00	$500.00	No
Fail to connect fixture to grease interceptor, sink	Sch. I, 2.10(a)	$200.00	$150.00	$500.00	No
Fail to connect fixture to grease interceptor, exhaust hood	Sch. I, 2.10(b)	$200.00	$150.00	$500.00	No
Fail to connect fixture to grease interceptor, drain	Sch. I, 2.10(c)	$200.00	$150.00	$500.00	No
Fail to connect fixture to grease interceptor, compactor	Sch. I, 2.10(d)	$200.00	$150.00	$500.00	No
Fail to connect fixture to grease interceptor, dishwasher	Sch. I, 2.10(e)	$200.00	$150.00	$500.00	No
Fail to connect fixture to grease interceptor, grease bearing fixture	Sch. I, 2.10(f)	$200.00	$150.00	$500.00	No
Fail to install works preventing discharge of rainwater to sewer	Sch. I, 2.11	$200.00	$150.00	$500.00	No
Connection of a toilet or urinal	Sch. I, 2.12(a)	$100.00	$75.00	$187.50	No
Connection of a hand sink	Sch. I, 2.12(b)	$100.00	$75.00	$125.00	No
Connection of a mop sink	Sch. I, 2.12(c)	$100.00	$75.00	$125.00	No
Connection of fixture discharging solids	Sch. I, 2.12(d)	$100.00	$75.00	$125.00	No
Connection of drain receiving uncontaminated water	Sch. I, 2.12(e)	$100.00	$75.00	$125.00	No
Unapproved grease interceptor rating greater than 100gpm	Sch. I, 2.13	$150.00	$112.50	$125.00	No
Unapproved grease interceptor rating less than 100gpm	Sch. I, 2.14	$150.00	$112.50	$187.50	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unapproved grease interceptor design and installation	Sch. I, 2.15	$200.00	$150.00	$250.00	No
Fail to install flow control device	Sch. I, 2.20	$200.00	$150.00	$250.00	No
Fail to properly size or install flow control device	Sch. I, 2.21(a)	$200.00	$150.00	$250.00	No
Flow control cannot be verified	Sch. I, 2.21(b)	$200.00	$150.00	$250.00	No
Fail to install correct flow control device	Sch. I, 2.21(c)	$200.00	$150.00	$250.00	No
Inaccessible grease interceptor	Sch. I, 2.22	$200.00	$150.00	$250.00	No
Grease interceptor installed in confined space	Sch. I, 2.23	$200.00	$150.00	$250.00	No
Fail to correctly install monitoring point, as required	Sch. I, 2.24(a)	$200.00	$150.00	$250.00	No
Improper monitoring point	Sch. I, 2.24(b)	$200.00	$150.00	$250.00	No
Inaccessible monitoring point	Sch. I, 2.24(c)	$200.00	$150.00	$250.00	No
Fail to remove cover of grease interceptor	Sch. I, 2.26	$200.00	$150.00	$250.00	No
Improper connection of food grinder	Sch. I, 2.27	$200.00	$150.00	$250.00	No
Fail to install solids interceptor	Sch. I, 2.28	$200.00	$150.00	$250.00	No
Fail to maintain solids separator	Sch. I, 2.29	$200.00	$150.00	$250.00	No
Fail to keep operation manual	Sch. I, 3.1	$200.00	$150.00	$250.00	No
Fail to keep records available for inspection	Sch. I, 3.2	$200.00	$150.00	$250.00	No
Fail to maintain complete records, date	Sch. I, 3.2(a)	$200.00	$150.00	$250.00	No
Fail to maintain complete records, maintenance	Sch. I, 3.2(b)	$200.00	$150.00	$250.00	No
Fail to maintain complete records, material removed	Sch. I, 3.2(c)	$200.00	$150.00	$250.00	No
Fail to maintain complete records,	Sch. I, 3.2(d)	$200.00	$150.00	$250.00	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
location of disposal					
Fail to retain records, maintenance and disposal	Sch. I, 3.3	$200.00	$150.00	$250.00	No
Fail to retain records, installed grease interceptor	Sch. I, 3.4	$200.00	$150.00	$250.00	No
Fail to maintain records, electronic records	Sch. I, 3.5	$200.00	$150.00	$250.00	No
Fail to maintain records, self-clean	Sch. I, 3.6	$200.00	$150.00	$250.00	No
Discharge prohibited waste	Sch. J, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge restricted waste	Sch. J, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge excessive tetrachloroethylene	Sch. J, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge residue	Sch. J, 2.1(d)	$200.00	$150.00	$250.00	No
Discharge of excess uncontaminated water	Sch. J, 2.1(e)	$200.00	$150.00	$250.00	No
Unauthorized discharge of stormwater	Sch. J, 2.2	$200.00	$150.00	$250.00	No
Fail to manage wastewater off-site	Sch. J, 2.3	$250.00	$187.50	$312.50	No
Fail to install second separator	Sch. J, 2.4(a)	$500.00	$375.00	$500.00	No
Fail to install filter	Sch. J, 2.4(b)	$500.00	$375.00	$500.00	No
Fail to install alarm	Sch. J, 2.4(c)	$500.00	$375.00	$500.00	No
Fail to install second filter	Sch. J, 2.4(d)	$500.00	$375.00	$500.00	No
Fail to install works in correct order	Sch. J, 2.5	$200.00	$150.00	$250.00	No
Treatment works not accessible	Sch. J, 2.6	$200.00	$150.00	$250.00	No
Treatment works location, confined space	Sch. J, 2.7	$200.00	$150.00	$250.00	No
Fail to maintain machines	Sch. J, 2.8	$200.00	$150.00	$250.00	No
Fail to replace filter before expiry date	Sch. J, 2.9(a)	$200.00	$150.00	$250.00	No
Fail to replace filter after alarm	Sch. J, 2.9(b)	$200.00	$150.00	$250.00	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to replace filter after elevated concentration	Sch. J, 2.9(c)	$200.00	$150.00	$250.00	No
Fail to correctly install monitoring point	Sch. J, 2.10(a)	$200.00	$150.00	$250.00	No
Inaccessible monitoring point	Sch. J, 2.10(b)	$200.00	$150.00	$250.00	No
Fail to protect sewer against spills	Sch. J, 3.1	$200.00	$150.00	$250.00	No
Fail to install spill containment system	Sch. J, 3.2	$200.00	$150.00	$250.00	No
Undersized containment	Sch. J, 3.3	$200.00	$150.00	$250.00	No
Open drains in containment	Sch. J, 3.4	$200.00	$150.00	$250.00	No
Fail to block drains in contamination area	Sch. J, 3.5	$200.00	$150.00	$250.00	No
Discharge untested stormwater from containment	Sch. J, 3.6	$200.00	$150.00	$250.00	No
Fail to prepare spill response plan	Sch. J, 4.1	$200.00	$150.00	$250.00	No
Fail to prepare spill response plan within 30 days	Sch. J, 4.2	$200.00	$150.00	$250.00	No
Fail to post spill response plan	Sch. J, 4.3	$100.00	$75.00	$125.00	No
Fail to stock spill response materials	Sch. J, 4.4	$100.00	$75.00	$125.00	No
Fail to include plugs	Sch. J, 4.5	$100.00	$75.00	$125.00	No
Fail to follow spill response plan	Sch. J, 4.6	$200.00	$150.00	$250.00	No
Fail to maintain complete records, date	Sch. J, 5.1(a)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, inspection	Sch. J, 5.1(b)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, carbon replaced	Sch. J, 5.1(c)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, material removed	Sch. J, 5.1(d)	$100.00	$75.00	$125.00	No
Fail to maintain disposal records	Sch. J, 5.2	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. J, 5.3	$100.00	$75.00	$125.00	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to retain operation manual	Sch. J, 5.4	$100.00	$75.00	$125.00	No
Discharge excess contaminants, silver	Sch. K, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge of prohibited waste	Sch. K, 2.1(b)	$200.00	$150.00	$250.00	No
Fail to manage waste off-site	Sch. K, 2.2(a)	$200.00	$150.00	$250.00	No
Fail to treat wastes	Sch. K, 2.2(b)	$500.00	$375.00	$500.00	No
Fail to install and maintain equipment	Sch. K, 2.3	$100.00	$75.00	$125.00	No
Fail to use metering pump	Sch. K, 2.4	$100.00	$75.00	$125.00	No
Fail to calibrate metering pump	Sch. K, 2.5	$100.00	$75.00	$125.00	No
Fail to properly locate recovery system as required	Sch. K, 2.6	$100.00	$75.00	$125.00	No
Fail to install spill containment or cap drains	Sch. K, 2.7	$150.00	$112.50	$187.50	No
Fail to test effluent	Sch. K, 2.8	$100.00	$75.00	$125.00	No
Fail to install flow meter	Sch. K, 2.9(a)	$100.00	$75.00	$125.00	No
Fail to test discharge	Sch. K, 2.9(b)	$100.00	$75.00	$125.00	No
Fail to replace silver recovery cartridge as recommended	Sch. K, 2.10(a)	$100.00	$75.00	$125.00	No
Fail to replace silver recovery cartridge at 80% capacity	Sch. K, 2.10(b)	$100.00	$75.00	$125.00	No
Fail to replace silver recovery cartridge over 1000 mg/L	Sch. K, 2.10(c)	$100.00	$75.00	$125.00	No
Fail to replace silver recovery cartridge for excess silver	Sch. K, 2.10(d)	$100.00	$75.00	$125.00	No
Fail to replace both silver recovery cartridges	Sch. K, 2.11	$100.00	$75.00	$125.00	No
Treatment works not accessible	Sch. K, 2.14	$100.00	$75.00	$125.00	No
Treatment works location, confined space	Sch. K, 2.15	$100.00	$75.00	$125.00	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Improper outlet location	Sch. K, 2.16(a)	$100.00	$75.00	$125.00	No
Monitoring point not accessible	Sch. K, 2.16(b)	$100.00	$75.00	$125.00	No
Fail to keep maintenance manual	Sch. K, 3.1	$100.00	$75.00	$125.00	No
Fail to maintain complete records, serial number	Sch. K, 3.2(a)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, date	Sch. K, 3.2(b)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, expiry date	Sch. K, 3.2(c)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, capacity	Sch. K, 3.2(d)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, calibrator	Sch. K, 3.2(e)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, tests	Sch. K, 3.2(f)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, repair/replacement	Sch. K, 3.2(g)	$100.00	$75.00	$125.00	No
Fail to maintain complete records on electrolytic unit	Sch. K, 3.3(a)	$100.00	$75.00	$125.00	No
Fail to record date of silver removal	Sch. K, 3.3(b)	$100.00	$75.00	$125.00	No
Fail to record maintenance/repair information	Sch. K, 3.3(c)	$100.00	$75.00	$125.00	No
Fail to maintain disposal records, company name	Sch. K, 3.4(a)	$100.00	$75.00	$125.00	No
Fail to maintain disposal records, material type	Sch. K, 3.4(b)	$100.00	$75.00	$125.00	No
Fail to maintain disposal records, material quantity	Sch. K, 3.4(c)	$100.00	$75.00	$125.00	No
Fail to maintain disposal records, transfer date	Sch. K, 3.4(d)	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. K, 3.5	$100.00	$75.00	$125.00	No
Discharge prohibited waste	Sch. L, 2.1(a)	$200.00	$150.00	$250.00	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Discharge restricted waste	Sch. L, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge of wastewater, elevated mercury concentration	Sch. L, 2.1(c)	$200.00	$150.00	$250.00	No
Fail to manage wastewater off-site	Sch. L, 2.3(a)	$250.00	$187.50	$312.50	No
Fail to treat wastewater prior to sewer discharge	Sch. L, 2.3(b)	$250.00	$187.50	$312.50	No
Amalgam separator not certified	Sch. L, 2.4	$150.00	$112.50	$187.50	No
Fail to correctly install and maintain amalgam separator	Sch. L, 2.5	$150.00	$112.50	$187.50	No
Fail to install proper flow control	Sch. L, 2.6(a)	$150.00	$112.50	$187.50	No
Fail to install flow control, water supply line	Sch. L, 2.6(b)	$150.00	$112.50	$187.50	No
Fail to install flow control, specified flow rate	Sch. L, 2.7	$150.00	$112.50	$187.50	No
Improper storage of collecting containers	Sch. L, 2.8	$150.00	$112.50	$187.50	No
Fail to install spill containment	Sch. L, 2.9	$150.00	$112.50	$187.50	No
Fail to replace collecting container, expiry date	Sch. L, 2.10(a)	$150.00	$112.50	$187.50	No
Fail to replace collecting container, warning level	Sch. L, 2.10(b)	$150.00	$112.50	$187.50	No
Fail to replace collecting container, elevated mercury	Sch. L, 2.10(c)	$150.00	$112.50	$187.50	No
Improper disposal to sewer	Sch. L, 2.11	$150.00	$112.50	$187.50	No
Inaccessible amalgam separator	Sch. L, 2.12	$150.00	$112.50	$187.50	No
Amalgam separator installed in confined space	Sch. L, 2.13	$150.00	$112.50	$187.50	No
Fait to correctly install monitoring point	Sch. L, 2.14(a)	$100.00	$75.00	$125.00	No
Fail to include total flow	Sch. L, 2.14(b)	$100.00	$75.00	$125.00	No

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Inaccessible monitoring point	Sch. L, 2.14(c)	$150.00	$112.50	$187.50	No
Fail to keep maintenance manual	Sch. L, 3.1	$100.00	$75.00	$125.00	No
Fail to post ISO standard test report	Sch. L, 3.2	$100.00	$75.00	$125.00	No
Fail to maintain complete records, date of install	Sch. L, 3.3(a)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, serial number	Sch. L, 3.3(b)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, maximum flow rate	Sch. L, 3.3(c)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, date of inspection	Sch. L, 3.3(d)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, description of problems	Sch. L, 3.3(e)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, service provider	Sch. L, 3.3(f)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, dates of waste pick-up	Sch. L, 3.3(g)	$100.00	$75.00	$125.00	No
Fail to retain records, five years	Sch. L, 3.4	$100.00	$75.00	$125.00	No
Discharge prohibited waste	Sch. M, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge restricted waste	Sch. M, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge excess oil and grease	Sch. M, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge excess uncontaminated water	Sch. M, 2.1(d)	$200.00	$150.00	$250.00	No
Discharge fuel-water	Sch. M, 2.1(e)	$200.00	$150.00	$250.00	No
Discharge from parts washer	Sch. M, 2.1(f)	$200.00	$150.00	$250.00	No
Discharge from oily rag washing	Sch. M, 2.1(g)	$200.00	$150.00	$250.00	No
Discharge from engine washing	Sch. M, 2.1(h)	$200.00	$150.00	$250.00	No
Unauthorized discharge of stormwater	Sch. M, 2.2	$100.00	$75.00	$125.00	No
Unauthorized discharge of groundwater	Sch. M, 2.3	$150.00	$112.50	$187.50	No

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Fail to install treatment works	Sch. M, 2.4	$500.00	$375.00	$500.00	No
Fail to install properly sized separator	Sch. M, 2.6	$150.00	$112.50	$187.50	No
Fail to treat discharge	Sch. M, 2.7	$150.00	$112.50	$187.50	No
Unauthorized discharge to treatment works	Sch. M, 2.8	$100.00	$75.00	$125.00	No
Use of chemical agents	Sch. M, 2.9	$150.00	$112.50	$187.50	No
Fail to correctly install monitoring point	Sch. M, 2.10(a)	$100.00	$75.00	$125.00	No
Improper monitoring point	Sch. M, 2.10(b)	$100.00	$75.00	$125.00	No
Inaccessible treatment works	Sch. M, 2.11	$100.00	$75.00	$125.00	No
Accumulation of excessive oil and grease	Sch. M, 2.12	$100.00	$75.00	$125.00	No
Accumulation of excessive solids	Sch. M, 2.13	$100.00	$75.00	$125.00	No
Fail to inspect separator	Sch. M, 2.14	$100.00	$75.00	$125.00	No
Fail to clean separator	Sch. M, 2.15	$150.00	$112.50	$187.50	No
Fail to conduct annual cleaning	Sch. M, 2.16	$150.00	$112.50	$187.50	No
Fail to provide spill containment, used batteries	Sch. M, 3.1(a)	$150.00	$112.50	$187.50	No
Fail to provide spill containment, used solvents	Sch. M, 3.1(b)	$150.00	$112.50	$187.50	No
Fail to provide spill containment, fuel tanks	Sch. M, 3.1(c)	$150.00	$112.50	$187.50	No
Fail to provide spill containment, prohibited waste	Sch. M, 3.1(d)	$150.00	$112.50	$187.50	No
Fail to supervise discharge	Sch. M, 3.2	$150.00	$112.50	$187.50	No
Fail to prepare spill response plan	Sch. M, 4.1	$100.00	$75.00	$125.00	No
Fail to prepare spill response plan within 30 days	Sch. M, 4.2	$100.00	$75.00	$125.00	No
Fail to post spill response plan	Sch. M, 4.3	$100.00	$75.00	$125.00	No

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Fail to follow spill response plan	Sch. M, 4.4	$200.00	$150.00	$250.00	No
Fail to inspect following spill	Sch. M, 4.5	$150.00	$112.50	$187.50	No
Fail to remove spilled materials	Sch. M, 4.6	$150.00	$112.50	$187.50	No
Fail to stock spill response materials	Sch. M, 4.7	$100.00	$75.00	$125.00	No
Fail to maintain complete records, date of inspection	Sch. M, 5.1(a)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, maintenance	Sch. M, 5.1(b)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, material depth	Sch. M, 5.1(c)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, quantity removed	Sch. M, 5.1(d)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, service provider	Sch. M, 5.1(e)	$100.00	$75.00	$125.00	No
Fail to maintain design information	Sch. M, 5.2	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, name	Sch. M, 5.4(a)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, type of waste	Sch. M, 5.4(b)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, amount	Sch. M, 5.4(c)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, date of transfer	Sch. M, 5.4(d)	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. M, 5.5	$100.00	$75.00	$125.00	No
Discharge prohibited waste	Sch. N, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge restricted waste	Sch. N, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge of excess uncontaminated water	Sch. N, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge from engine washing	Sch. N, 2.1(d)	$200.00	$150.00	$250.00	No
Discharge of trucked liquid waste	Sch. N, 2.1(e)	$200.00	$150.00	$250.00	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Discharge of carpet cleaning waste	Sch. N, 2.1(f)	$200.00	$150.00	$250.00	No
Discharge of recreational vehicle waste	Sch. N, 2.1(g)	$200.00	$150.00	$250.00	No
Discharge from oily rag washing	Sch. N, 2.1(h)	$200.00	$150.00	$250.00	No
Unauthorized discharge of stormwater	Sch. N, 2.2	$100.00	$75.00	$125.00	No
Unauthorized discharge of groundwater	Sch. N, 2.3	$150.00	$112.50	$187.50	No
Discharge untreated waste into sewer	Sch. N, 2.4	$500.00	$375.00	$500.00	No
Fail to install treatment works	Sch. N, 2.6	$500.00	$375.00	$500.00	No
Fail to install properly designed and sized interceptor	Sch. N, 2.7(a)	$150.00	$112.50	$187.50	No
Fail to install properly designed three chamber interceptor	Sch. N, 2.7(b)	$150.00	$112.50	$187.50	No
Fail to treat discharge	Sch. N, 2.8	$150.00	$112.50	$187.50	No
Unauthorized discharge to treatment works	Sch. N, 2.9	$100.00	$75.00	$125.00	No
Use of chemical agents	Sch. N, 2.10	$150.00	$112.50	$187.50	No
Fail to correctly install monitoring point	Sch. N, 2.11(a)	$100.00	$75.00	$125.00	No
Improper monitoring point	Sch. N, 2.11(b)	$100.00	$75.00	$125.00	No
Inaccessible treatment works	Sch. N, 2.12	$100.00	$75.00	$125.00	No
Accumulation of excessive oil and grease in treatment works	Sch. N, 2.13	$100.00	$75.00	$125.00	No
Accumulation of excessive solids in treatment works	Sch. N, 2.14	$100.00	$75.00	$125.00	No
Fail to inspect treatment works	Sch. N, 2.15	$100.00	$75.00	$125.00	No
Fail to clean treatment works	Sch. N, 2.16	$150.00	$112.50	$187.50	No
Fail to conduct required cleaning of treatment works	Sch. N, 2.17	$150.00	$112.50	$187.50	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to display signs	Sch. N, 2.18	$100.00	$75.00	$125.00	No
Engine washing	Sch. N, 2.19	$150.00	$112.50	$187.50	No
Fail to prepare spill response plan	Sch. N, 3.1	$100.00	$75.00	$125.00	No
Fail to prepare spill response plan within 30 days	Sch. N, 3.2	$100.00	$75.00	$125.00	No
Fail to post spill response plan	Sch. N, 3.3	$100.00	$75.00	$125.00	No
Fail to follow spill response plan	Sch. N, 3.4	$200.00	$150.00	$250.00	No
Fail to inspect treatment works following spill	Sch. N, 3.5	$150.00	$112.50	$187.50	No
Fail to remove spilled materials	Sch. N, 3.6	$150.00	$112.50	$187.50	No
Fail to stock materials	Sch. N, 3.7	$100.00	$75.00	$125.00	No
Fail to maintain complete records, date of inspections	Sch. N, 4.1(a)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, maintenance	Sch. N, 4.1(b)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, material depth	Sch. N, 4.1(c)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, quantity removed	Sch. N, 4.1(d)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, service provider	Sch. N, 4.1(e)	$100.00	$75.00	$125.00	No
Fail to maintain design information	Sch. N, 4.2	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, name	Sch. N, 4.4(a)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, type of waste	Sch. N, 4.4(b)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, amount	Sch. N, 4.4(c)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, date of transfer	Sch. N, 4.4(d)	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. N, 4.5	$100.00	$75.00	$125.00	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Discharge prohibited waste	Sch. O, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge hazardous waste	Sch. O, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge restricted waste	Sch. O, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge stormwater	Sch. O, 2.1(d)	$200.00	$150.00	$250.00	No
Discharge of excess uncontaminated water	Sch. O, 2.1(e)	$200.00	$150.00	$250.00	No
Discharge excess total suspended solids	Sch. O, 2.1(f)	$200.00	$150.00	$250.00	No
Fail to treat waste	Sch. O, 2.2(b)	$500.00	$375.00	$500.00	No
Fail to visually inspect	Sch. O, 2.3(a)	$150.00	$112.50	$187.50	No
Fail to maintain screen	Sch. O, 2.3(b)	$150.00	$112.50	$187.50	No
Discharge unscreened waste	Sch. O, 2.4	$150.00	$112.50	$187.50	No
Fail to install spill containment	Sch. O, 2.5	$150.00	$112.50	$187.50	No
Fail to inspect equipment for leaks, hoses	Sch. O, 2.7(a)	$100.00	$75.00	$125.00	No
Fail to inspect filter gaskets	Sch. O, 2.7(b)	$100.00	$75.00	$125.00	No
Fail to inspect pumps	Sch. O, 2.7(c)	$100.00	$75.00	$125.00	No
Fail to inspect holding tanks	Sch. O, 2.7(d)	$100.00	$75.00	$125.00	No
Fail to prevent discharge to sewer	Sch. O, 2.8(a)	$100.00	$75.00	$125.00	No
Fail to repair leak within 72 hours	Sch. O, 2.8(b)	$100.00	$75.00	$125.00	No
Fail to keep records, inspection	Sch. O, 3.1(a)	$100.00	$75.00	$125.00	No
Fail to keep records, leaks	Sch. O, 3.1(b)	$100.00	$75.00	$125.00	No
Fail to keep records, screen replacement	Sch. O, 3.1(c)	$100.00	$75.00	$125.00	No
Fail to keep records, maintenance	Sch. O, 3.1(d)	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. O, 3.2	$100.00	$75.00	$125.00	No

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CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Discharge prohibited waste, excess contaminants, water	Sch. P, 2.1	$200.00	$150.00	$250.00	No
Fail to neutralize pH waste	Sch. P, 2.2	$150.00	$112.50	$187.50	No
Fail to remove solids	Sch. P, 2.3	$500.00	$375.00	$500.00	No
Fail to filter waste	Sch. P, 2.4(b)	$500.00	$375.00	$500.00	No
Fail to correctly install sampling tee	Sch. P, 2.7(a)	$100.00	$75.00	$125.00	No
Improper sampling tee	Sch. P, 2.7(b)	$100.00	$75.00	$125.00	No
Inaccessible sampling tee	Sch. P, 2.9	$150.00	$112.50	$187.50	No
Fail to keep records, mash tun	Sch. P, 3.1(a)	$100.00	$75.00	$125.00	No
Fail to keep records, kettle wash	Sch. P, 3.1(b)	$100.00	$75.00	$125.00	No
Fail to keep records, back flush	Sch. P, 3.1(c)	$100.00	$75.00	$125.00	No
Fail to keep records, yeast residue	Sch. P, 3.1(d)	$100.00	$75.00	$125.00	No
Fail to keep records, location of sampling tee	Sch. P, 3.1(e)	$100.00	$75.00	$125.00	No
Fail to keep records, pH adjustment	Sch. P, 3.1(f)	$100.00	$75.00	$125.00	No
Fail to keep records, date of testing	Sch. P, 3.1(g)	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. P, 3.2	$100.00	$75.00	$125.00	No
Discharge prohibited waste	Sch. Q, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge hazardous waste	Sch. Q, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge restricted waste	Sch. Q, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge solvent rinse	Sch. Q, 2.1(d)	$200.00	$150.00	$250.00	No
Discharge inks	Sch. Q, 2.1(e)	$200.00	$150.00	$250.00	No
Discharge etching solution	Sch. Q, 2.1(f)	$200.00	$150.00	$250.00	No
Discharge cleaning solvents	Sch. Q, 2.1(g)	$200.00	$150.00	$250.00	No
Discharge of excess uncontaminated water	Sch. Q, 2.1(h)	$200.00	$150.00	$250.00	No
Unauthorized discharge of stormwater	Sch. Q, 2.2	$100.00	$75.00	$125.00	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to install trade waste interceptor	Sch. Q, 2.3	$500.00	$375.00	$625.00	No
Fail to install works	Sch. Q, 2.4	$500.00	$375.00	$625.00	No
Fail to install and calibrate metering pump	Sch. Q, 2.6	$150.00	$112.50	$187.50	No
Fail to replace treatment works as recommended	Sch. Q, 2.8(a)	$150.00	$112.50	$187.50	No
Fail to replace treatment works at 80% capacity	Sch. Q, 2.8(b)	$150.00	$112.50	$187.50	No
Fail to replace treatment works total oil and grease at breakthrough	Sch. Q, 2.8(c)	$150.00	$112.50	$187.50	No
Fail to replace treatment works at breakthrough of oil and grease	Sch. Q, 2.8(d)	$150.00	$112.50	$187.50	No
Fail to properly size trade waste interceptor	Sch. Q, 2.11	$150.00	$112.50	$187.50	No
Bypass of treatment equipment	Sch. Q, 2.12	$150.00	$112.50	$187.50	No
Fail to divert domestic waste	Sch. Q, 2.13	$150.00	$112.50	$187.50	No
Use of chemical agents	Sch. Q, 2.15	$150.00	$112.50	$187.50	No
Fail to correctly install monitoring point	Sch. Q, 2.16(a)	$100.00	$75.00	$125.00	No
Inaccessible monitoring point	Sch. Q, 2.16(b)	$150.00	$112.50	$187.50	No
Inaccessible treatment works	Sch. Q, 2.17	$150.00	$112.50	$187.50	No
Accumulation of floating material	Sch. Q, 2.18	$150.00	$112.50	$187.50	No
Accumulation of excessive solids	Sch. Q, 2.19	$150.00	$112.50	$187.50	No
Fail to inspect trade waste interceptor	Sch. Q, 2.20	$100.00	$75.00	$125.00	No
Fail to maintain trade waste interceptor	Sch. Q, 2.21	$150.00	$112.50	$187.50	No
Fail to clean trade waste interceptor	Sch. Q, 2.22	$150.00	$112.50	$187.50	No
Fail to provide spill containment for solvents	Sch. Q, 3.1(a)	$150.00	$112.50	$187.50	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to provide spill containment for waste solvents	Sch. Q, 3.1(b)	$150.00	$112.50	$187.50	No
Fail to prepare spill response plan	Sch. Q, 4.1	$100.00	$75.00	$125.00	No
Fail to prepare spill response plan within 60 days	Sch. Q, 4.2	$100.00	$75.00	$125.00	No
Fail to follow spill response plan	Sch. Q, 4.3	$200.00	$150.00	$250.00	No
Fail to inspect following spill	Sch. Q, 4.4	$150.00	$112.50	$187.50	No
Fail to remove spilled materials	Sch. Q, 4.5	$150.00	$112.50	$187.50	No
Fail to stock materials	Sch. Q, 4.6	$100.00	$75.00	$125.00	No
Fail to maintain complete records, inspections	Sch. Q, 5.1(a)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, maintenance	Sch. Q, 5.1(b)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, material removed	Sch. Q, 5.1(c)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, service provider	Sch. Q, 5.1(d)	$100.00	$75.00	$125.00	No
Fail to keep equipment records, installation date	Sch. Q, 5.2(a)	$100.00	$75.00	$125.00	No
Fail to keep equipment records, serial numbers	Sch. Q, 5.2(b)	$100.00	$75.00	$125.00	No
Fail to keep equipment records, expiry date	Sch. Q, 5.2(c)	$100.00	$75.00	$125.00	No
Fail to keep equipment records, capacity	Sch. Q, 5.2(d)	$100.00	$75.00	$125.00	No
Fail to keep equipment records, calibration dates	Sch. Q, 5.2(e)	$100.00	$75.00	$125.00	No
Fail to keep equipment records, problems	Sch. Q, 5.2(f)	$100.00	$75.00	$125.00	No
Fail to maintain design information	Sch. Q, 5.3	$100.00	$75.00	$125.00	No
Fail to maintain spill response plan	Sch. Q, 5.4	$100.00	$75.00	$125.00	No

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CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to maintain record of waste disposal, name	Sch. Q, 5.5(a)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, type of waste	Sch. Q, 5.5(b)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, amount	Sch. Q, 5.5(c)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, date of transfer	Sch. Q, 5.5(d)	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. Q, 5.6	$100.00	$75.00	$125.00	No
Discharge prohibited waste	Sch. S, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge restricted waste	Sch. S, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge waste containing mercury	Sch. S, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge waste containing PCBs	Sch. S, 2.1(d)	$200.00	$150.00	$250.00	No
Discharge waste containing dioxin TEQ	Sch. S, 2.1(e)	$200.00	$150.00	$250.00	No
Discharge waste containing halogenated solvents	Sch. S, 2.1(f)	$200.00	$150.00	$250.00	No
Discharge waste containing chlorinated phenols	Sch. S, 2.1(g)	$200.00	$150.00	$250.00	No
Discharge waste containing pesticides	Sch. S, 2.1(h)	$200.00	$150.00	$250.00	No
Discharge excess seawater	Sch. S, 2.1(i)	$200.00	$150.00	$250.00	No
Discharge of excess uncontaminated water	Sch. S, 2.1(j)	$200.00	$150.00	$250.00	No
Unauthorized discharge of stormwater	Sch. S, 2.2	$100.00	$75.00	$125.00	No
Fail to correctly install monitoring point	Sch. S, 2.4	$100.00	$75.00	$125.00	No
Fail to install monitoring point following improvement, lab	Sch. S, 2.5(a)	$100.00	$75.00	$125.00	No
Fail to install monitoring point following improvement, plumbing	Sch. S, 2.5(b)	$100.00	$75.00	$125.00	No

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CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to install monitoring point after exceeding criteria	Sch. S, 2.5(c)	$100.00	$75.00	$125.00	No
Fail to use proper methods	Sch. S, 2.6	$150.00	$112.50	$187.50	No
Fail to install spill containment	Sch. S, 3.1	$150.00	$112.50	$187.50	No
Discharge unauthorized waste	Sch. S, 3.2	$150.00	$112.50	$187.50	No
Fail to prepare spill response plan	Sch. S, 4.1	$100.00	$75.00	$125.00	No
Fail to prepare spill response plan within 30 days	Sch. S, 4.2	$100.00	$75.00	$125.00	No
Fail to post spill response plan	Sch. S, 4.3	$50.00	$37.50	$62.50	No
Fail to maintain spill response equipment	Sch. S, 4.4	$100.00	$75.00	$125.00	No
Fail to carry out spill response plan	Sch. S, 4.5	$200.00	$150.00	$250.00	No
Fail to remove spilled materials	Sch. S, 4.6	$150.00	$112.50	$187.50	No
Fail to keep records, name	Sch. S, 5.1(a)	$100.00	$75.00	$125.00	No
Fail to keep records, type of waste	Sch. S, 5.1(b)	$100.00	$75.00	$125.00	No
Fail to keep records, amount	Sch. S, 5.1(c)	$100.00	$75.00	$125.00	No
Fail to keep records, date of transfer	Sch. S, 5.1(d)	$100.00	$75.00	$125.00	No
Fail to list procedures	Sch. S, 5.2	$100.00	$75.00	$125.00	No
Fail to maintain inventory	Sch. S, 5.3	$100.00	$75.00	$125.00	No
Fail to maintain written procedures	Sch. S, 5.4	$100.00	$75.00	$125.00	No
Fail to maintain test records	Sch. S, 5.5	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. S, 5.6	$100.00	$75.00	$125.00	No

APPENDIX 22 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obey order to leave dock	3	$150.00	$112.50	$187.50	No
Hinder authorized personnel	4	$200.00	$150.00	$250.00	No
Interfere with lawful use of dock	7	$100.00	$75.00	$125.00	No
Disorderly behaviour	8	$100.00	$75.00	$125.00	No
Noise which disturbs	9	$100.00	$75.00	$125.00	No
Possession of open liquor	10	$100.00	$75.00	$125.00	No
Unlawful sign	11	$100.00	$75.00	$125.00	No
Cause damage to dock	12	$100.00	$75.00	$125.00	No
Damage CRD sign	13	$100.00	$75.00	$125.00	No
Littering	14	$100.00	$75.00	$125.00	No
Unlawful storage	15	$100.00	$75.00	$125.00	No
Unattended vessel in loading zone	16	$100.00	$75.00	$125.00	No
Vessel in loading zone more than 15 minutes	17	$100.00	$75.00	$125.00	No
Unlawful mooring in airport zone	18	$100.00	$75.00	$125.00	No
Failure to vacate airport zone	19	$100.00	$75.00	$125.00	No
Unlawful driving on dock	20(1)	$100.00	$75.00	$125.00	No
Unattended vehicle on dock	21	$100.00	$75.00	$125.00	No
Unattended vehicle on dock	22	$100.00	$75.00	$125.00	No
Unauthorized business on dock	24	$100.00	$75.00	$125.00	No
Unauthorized structure on dock	25(4)	$100.00	$75.00	$125.00	No
Fail to pay moorage fees	25(6)	$100.00	$75.00	$125.00	No
Fail to obtain licence	26	$150.00	$112.50	$187.50	No
Lingering while unloading dangerous goods	27	$200.00	$150.00	$250.00	No
Fail to obey order to alter position	30	$100.00	$75.00	$125.00	No

APPENDIX 22 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obey order not to moor	31	$100.00	$75.00	$125.00	No
Abandon vessel at dock	33	$100.00	$75.00	$125.00	No
Obstruct movement of other vessels	36	$100.00	$75.00	$125.00	No
Crossing dock with moorage lines	37	$100.00	$75.00	$125.00	No
Use dock for major repairs	38(1)	$100.00	$75.00	$125.00	No
Impede use of dock	38(2)	$100.00	$75.00	$125.00	No
Disobey order of Ports Manager/Wharfinger	49(2)(a)	$200.00	$150.00	$250.00	No
Disobey posted sign	49(2)(b)	$100.00	$75.00	$125.00	No

APPENDIX 23 TO BYLAW NO. 4683

COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS) BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Obstruction of Park or Peace Officer	4(1)	$150.00	$112.50	$500.00	No
Failure to obey sign or posted notice	4(3), 12(1)	$200.00	$150.00	$250.00	No
Possession or Consumption of alcohol	4(4)	$200.00	$150.00	$250.00	No
Urinate or defecate in public	4(5)	$200.00	$150.00	$250.00	No
In park when closed	4(6)	$200.00	$150.00	$250.00	No
Undue noise	4(8)(9)	$200.00	$150.00	$250.00	No
Disorderly or dangerous conduct	4(11)	$200.00	$150.00	$250.00	No
Illegal camping	6(1)	$200.00	$150.00	$250.00	No
Destroying or damaging park features or property	7(1)	$300.00	$225.00	$375.00	No
Littering	7(3)	$200.00	$150.00	$250.00	No
Illegal dumping	7(4)	$300.00	$225.00	$375.00	No
Illegal fire	7(5)	$200.00	$150.00	$250.00	No
Unattended fire or camp stove	7(6)	$200.00	$150.00	$250.00	No
Illegal deposit of burning substance	7(7)	$200.00	$150.00	$250.00	No
Illegal smoking	7(8)	$200.00	$150.00	$250.00	No
Cut or remove tree	7(9)	$500.00	$375.00	$500.00	No
Illegal cycling	7(10)	$200.00	$150.00	$250.00	No
Domestic animal not under control	8(1)(a)	$200.00	$150.00	$250.00	No
Dog faeces not removed	8(4)	$200.00	$150.00	$250.00	No
Possess or discharge firearm	9(1)	$200.00	$150.00	$250.00	No
Possess or discharge fireworks	9(2)	$200.00	$150.00	$250.00	No
Possess or discharge slingshot	9(3)	$200.00	$150.00	$250.00	No
Possess or discharge bow or crossbow	9(4)	$200.00	$150.00	$250.00	No

APPENDIX 23 TO BYLAW NO. 4683

COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS) BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Vehicle off road	10(1)	$200.00	$150.00	$250.00	No
Illegal parking	10(3)	$50.00	$37.50	$62.50	No
Commercial activity without permit	11(1)	$400.00	$300.00	$500.00	No
Interference in lawful use of property	12(2)	$200.00	$150.00	$250.00	No
Special use event without a permit	14(1)	$200.00	$150.00	$250.00	No
Failure to comply with terms of a permit	14(9)	$200.00	$150.00	$250.00	No

APPENDIX 24 TO BYLAW NO. 4683

SALT SPRING ISLAND LIQUID WASTE, SEWER, AND WATER FEES AND CHARGES BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Discharge at locations other than liquid waste facility	Sch. C, Sec 5(a)	$200.00	$150.00	$250.00	No
Fail to obtain access permit	Sch. C, Sec 6(a)	$150.00	$112.50	$187.50	No
Fail to use designated intake	Sch. C, Sec 6(c)	$200.00	$150.00	$250.00	No
Fail to deposit manifest or incorrect manifest	Sch. C, Sec 6(d)	$150.00	$112.50	$187.50	No
Fail to contain load	Sch. C, Sec 6(e)	$200.00	$150.00	$250.00	No
Deposit during alarm	Sch. C, Sec 6(f)				
Fail to have compatible connection devices	Sch. C, Sec 6(g)	$100.00	$75.00	$125.00	No
Fail to discontinue discharge or spill	Sch. C, Sec 6(i)	$200.00	$150.00	$250.00	No
Fail to contain loads or spillage in transit	Sch. C, Sec 6(j)	$100.00	$75.00	$125.00	No
Unauthorized parking	Sch. C, Sec 6(k)	$50.00	$37.50	$62.50	No
Misuse water supply	Sch. C, Sec 6(l)	$100.00	$75.00	$125.00	No
Fail to designate discharge on manifest	Sch. C, Sec 6(m)	$100.00	$75.00	$125.00	No
Fail to comply with all posted speed limits	Sch. C, Sec 6(n)	$100.00	$75.00	$125.00	No
Accessing facility after hours	Sch. C, Sec 6(o)	$100.00	$75.00	$125.00	No
Fail to record information/use flow meter	Sch. C, Sec 6(p)	$100.00	$75.00	$125.00	No

APPENDIX 25 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEPTAGE DISPOSAL BYLAW NO. 2, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Discharge at other than disposal facility	2.1	$200.00	$150.00	$250.00	No
Fail to provide information	2.7(b)	$100.00	$75.00	$125.00	No
Fail to contain load	2.7(c)	$150.00	$112.50	$187.50	No
Fail to discontinue discharge	2.8	$200.00	$150.00	$250.00	No
Fail to provide information	2.9	$100.00	$75.00	$125.00	No
Fail to clean equipment	2.10	$100.00	$75.00	$125.00	No
Discharge without permit	3.1	$100.00	$75.00	$125.00	No
Unlisted vehicle	3.2	$100.00	$75.00	$125.00	No
Fail to display company name as required	3.4	$100.00	$75.00	$125.00	No
Fail to allow entry	4.1	$200.00	$150.00	$250.00	No
Fail to allow sampling	5.1	$200.00	$150.00	$250.00	No
Using unauthorized sampling and analysis methods	5.3	$100.00	$75.00	$125.00	No
Fail to use independent agency/authorized laboratory	5.4	$100.00	$75.00	$125.00	No
Hinder/prevent inspection	8.1	$200.00	$150.00	$250.00	No

APPENDIX 26 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Hinder/prevent inspection	3	$500.00	$375.00	$500.00	No
Wasting water during Stage 1	7(3)	$200.00	$150.00	$250.00	No
Wasting water during Stage 2	7(3)	$300.00	$225.00	$375.00	No
Wasting water during Stage 3	7(3)	$400.00	$300.00	$500.00	No
Water contrary to restriction	7(4)	$200.00	$150.00	$250.00	No
Use water for once-through cooling	7(5)	$400.00	$300.00	$500.00	No
Stage 1 – water lawn contrary to even-numbered address dates/times	Sch. A1(1)(a)(i)	$200.00	$150.00	$250.00	No
Stage 1 – water lawn contrary to odd-numbered address dates/times	Sch. A1(1)(a)(ii)	$200.00	$150.00	$250.00	No
Stage 1 – water play field contrary to dates/times	Sch. A1(1)(a)(iv)	$100.00	$75.00	$125.00	No
Stage 1 – operate public spray park contrary to restrictions	Sch. A1(1)(c)	$100.00	$75.00	$125.00	No
Stage 1 – public authority watering contrary to dates/times	Sch. A1(2)(b)	$100.00	$75.00	$125.00	No
Stage 1 – watering golf courses contrary to dates/times	Sch. A1(2)(c)	$200.00	$150.00	$250.00	No
Stage 2 – water lawn contrary to even-numbered address dates/times	Sch. A2(1)(a)(i)	$250.00	$187.50	$312.50	No
Stage 2 – water lawn contrary to odd-numbered address dates/times	Sch. A2(1)(a)(ii)	$250.00	$187.50	$312.50	No
Stage 2 – wash sidewalks/driveways /exterior surfaces	Sch. A2(1)(b)(i)	$250.00	$187.50	$312.50	No
Stage 2 – use motion-activated sprinkler device	Sch. A2(1)(b)(ii)	$250.00	$187.50	$312.50	No
Stage 2 – water cemetery lawn	Sch. A2(1)(b)(iii)	$250.00	$187.50	$312.50	No
Stage 2 – operate public spray park contrary to restrictions	Sch. A2(1)(c)	$250.00	$187.50	$312.50	No
Stage 2 – fill ornamental fountain	Sch. A2(1)(d)(i)	$250.00	$187.50	$312.50	No

APPENDIX 26 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Stage 2 – operate ornamental fountain	Sch. A2(1)(d)(ii)	$250.00	$187.50	$312.50	No
Stage 2 – water playing field contrary to dates/times	Sch. A2(1)(d)(iii)	$250.00	$187.50	$312.50	No
Public authority watering contrary to dates/times	Sch. A2(2)(b)	$200.00	$150.00	$250.00	No
Stage 2 – watering golf courses contrary to dates/times	Sch. A2(2)(c)	$250.00	$187.50	$312.50	No
Stage 3 – water lawn or boulevard	Sch. A3(1)(a)(i)	$400.00	$300.00	$500.00	No
Stage 3 – fill pool, hot tub, or garden pond	Sch. A3(1)(a)(ii)	$400.00	$300.00	$500.00	No
Stage 3 – operate a public spray park	Sch. A3(1)(a)(iii)	$400.00	$300.00	$500.00	No
Stage 3 – fill/operate ornamental fountain	Sch. A3(1)(a)(iv)	$400.00	$300.00	$500.00	No
Stage 3 – wash vehicle/boat	Sch. A3(1)(a)(v)	$400.00	$300.00	$500.00	No
Stage 3 – wash sidewalks/driveways /exterior surfaces	Sch. A3(1)(a)(vi)	$400.00	$300.00	$500.00	No
Stage 3 – use motion-activated sprinkler device	Sch. A3(1)(a)(vii)	$400.00	$300.00	$500.00	No
Stage 3 – Public authority watering contrary to dates/times	Sch. A3(1)(b)	$400.00	$300.00	$500.00	No
Stage 3 – watering golf courses contrary to dates/times	Sch. A3(2)(a)	$400.00	$300.00	$500.00	No
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A3(2)(b)	$400.00	$300.00	$500.00	No

APPENDIX 27 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unauthorized entry on water supply area lands	9	$300.00	$225.00	$375.00	No
Obstruct persons or traffic	10	$100.00	$75.00	$125.00	No
Disorderly behavior	11	$100.00	$75.00	$125.00	No
Unlawful use of liquor	12	$100.00	$75.00	$125.00	No
Fail to obey sign	14	$100.00	$75.00	$125.00	No
Damage to property/natural feature in water supply area	15	$300.00	$225.00	$375.00	No
Foul water supply area lands/water bodies	16	$200.00	$150.00	$250.00	No
Remove posted notices	17	$100.00	$75.00	$125.00	No
Interfere with wildlife	18	$200.00	$150.00	$250.00	No
Deposit garbage	19	$200.00	$150.00	$250.00	No
Introduce alien or weed species	20	$200.00	$150.00	$250.00	No
Introduce organic material without authorization	21	$200.00	$150.00	$250.00	No
Damage tree	24	$200.00	$150.00	$250.00	No
Cut down tree	24	$500.00	$375.00	$500.00	No
Unauthorized cycling	25	$100.00	$75.00	$125.00	No
Unauthorized camping	26	$200.00	$150.00	$250.00	No
Prohibited storage	27	$100.00	$75.00	$125.00	No
Prohibited animal	28	$200.00	$150.00	$250.00	No
Unauthorized hunting, carry or discharge of firearm, crossbow or bow	29	$200.00	$150.00	$250.00	No
Unauthorized operation of aircraft	30	$200.00	$150.00	$250.00	No
Unauthorized operation of vessel or watercraft	31	$200.00	$150.00	$250.00	No
Unauthorized fishing	32	$200.00	$150.00	$250.00	No

APPENDIX 27 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Driving off road	33(1)	$200.00	$150.00	$250.00	No
Driving contrary to posted signs or traffic control devices	35(2)	$200.00	$150.00	$250.00	No
Unlawful sign	36	$100.00	$75.00	$125.00	No
Prohibited public address system	37	$100.00	$75.00	$125.00	No
Prohibited temporary structure	38	$100.00	$75.00	$125.00	No
Prohibited permanent structure	39	$200.00	$150.00	$250.00	No
Entry into closed area	43	$200.00	$150.00	$250.00	No
Prohibited activity	44	$200.00	$150.00	$250.00	No

APPENDIX 28 TO BYLAW NO. 4683

CIVIC ADDRESSING BYLAW (SALT SPRING ISLAND ELECTORAL AREA) NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain or display civic address for a new building	4.2	$100.00	$75.00	$125.00	No
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	$50.00	$37.50	$62.50	No
Alter or change civic address without permission	7.2	$50.00	$37.50	$62.50	No

APPENDIX 29 TO BYLAW NO. 4683

CIVIC ADDRESSING BYLAW (JUAN DE FUCA ELECTORAL AREA) NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain or display civic address for a new building	4.2	$100.00	$75.00	$125.00	No
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	$50.00	$37.50	$62.50	No
Alter or change civic address without permission	7.2	$50.00	$37.50	$62.50	No

APPENDIX 30TO BYLAW NO. 4683

Intentionally deleted.

APPENDIX 31 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT COMPOSTING FACILITIES REGULATION BYLAW NO. 1, 2004

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain recycler licence	3.1	$500.00	$375.00	$500.00	No
Operating without recycler licence	3.2	$500.00	$375.00	$500.00	No
Store materials improperly	5.1	$500.00	$375.00	$500.00	No
Fail to operate according to regulations	5.2	$500.00	$375.00	$500.00	No
Fail to operate to control nuisances	6.1	$500.00	$375.00	$500.00	No
Creating or discharging leachate	6.2	$500.00	$375.00	$500.00	No
Fail to operate in accordance with licence	6.5	$200.00	$150.00	$250.00	No
Hinder inspection	11.1	$250.00	$187.50	$312.50	No
Exceed storage limits	Sch. B1	$200.00	$150.00	$250.00	No
Fail to pay licence application fee	Sch. C1.1(a)	$200.00	$150.00	$250.00	No
Fail to pay licence renewal fee	Sch. C1.2(a)	$200.00	$150.00	$250.00	No
Fail to pay licence amendment fee	Sch. C1.3(a)	$200.00	$150.00	$250.00	No
Fail to pay licence administration fee	Sch. C1.4(a)	$200.00	$150.00	$250.00	No
Fail to pay provisional licence fee	Sch. C1.5(a)	$200.00	$150.00	$250.00	No
Handle restricted organic matter improperly	Sch. D1.1	$200.00	$150.00	$250.00	No
Cure restricted organic matter improperly	Sch. D1.2	$200.00	$150.00	$250.00	No
Fail to use impermeable surface	Sch. D1.3	$500.00	$375.00	$500.00	No
Receive unauthorized material	Sch. D1.4	$500.00	$375.00	$500.00	No
Exceed combined storage limits	Sch. D2.2	$200.00	$150.00	$250.00	No
Fail to report beginning of operation	Sch. D3.1	$200.00	$150.00	$250.00	No

APPENDIX 32 TO BYLAW NO. 4683

SALT SPRING ISLAND TRANSFER STATION REGULATION BYLAW NO. 1, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain operator licence	2(a)	$500.00	$375.00	$500.00	No
Hinder inspection	10(a)	$250.00	$187.50	$312.50	No
Fail to pay licence fee	Sch. C1.1(a)	$200.00	$150.00	$250.00	No
Fail to pay licence renewal fee	Sch. C1.2(a)	$200.00	$150.00	$250.00	No
Fail to pay licence amendment fee	Sch. C1.3(a)	$200.00	$150.00	$250.00	No
Fail to pay licence administration fee	Sch. C1.4(a)	$200.00	$150.00	$250.00	No
Fail to use impermeable surface	Sch. D(a)(i)	$500.00	$375.00	$500.00	No
Store waste improperly/class 1 station	Sch. D(a)(ii)	$200.00	$150.00	$250.00	No
Store fibre improperly/class 1 station	Sch. D(a)(iii)	$200.00	$150.00	$250.00	No
Store waste improperly/class 2 station	Sch. D(b)(i)	$200.00	$150.00	$250.00	No
Store fibre improperly/class 2 station	Sch. D(b)(ii)	$200.00	$150.00	$250.00	No
Fail to prohibit public access	Sch. D(b)(iii)	$200.00	$150.00	$250.00	No
Fail to maintain facility	Sch. D(c)	$200.00	$150.00	$250.00	No
Receive unauthorized materials	Sch. D(d)	$500.00	$375.00	$500.00	No
Detectable odour beyond site boundary	Sch. D(e)	$500.00	$375.00	$500.00	No
Fail to submit odour management plan	Sch. D(f)	$200.00	$150.00	$250.00	No
Discharge leachate	Sch. D(g)	$500.00	$375.00	$500.00	No
Deposit garbage	Sch. D(h)	$200.00	$150.00	$250.00	No
Exceed storage limit	Sch. D(i)	$200.00	$150.00	$250.00	No

APPENDIX 33 TO BYLAW NO. 4683

FIRE REGULATION BYLAW NO. 2, 2022

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Hinder officer	4.1(a)	$300.00	$225.00	$375.00	No
Cross fire line	4.1(b)	$200.00	$150.00	$250.00	No
Drive over hose or equipment	4.1(c)	$500.00	$375.00	$500.00	No
Obstruct hydrant	4.1(d)	$200.00	$150.00	$250.00	No
Damage fire department property	4.1(e)	$300.00	$225.00	$375.00	No
Fail to remove fire hazard	4.2	$150.00	$112.50	$187.50	No
Fail to properly secure unoccupied building	4.3	$150.00	$112.50	$187.50	No
Open fire while prohibited	4.5(a)	$200.00	$150.00	$250.00	No
Open fire without permit	4.5(b)	$200.00	$150.00	$250.00	No
Breach permit conditions	4.5(c)	$200.00	$150.00	$250.00	No
Cat 3 fire without permit	4.6(c)	$300.00	$225.00	$375.00	No
Fail to maintain fuel break	4.7(e)	$200.00	$150.00	$250.00	No
Fail to monitor fire	4.7(f)	$200.00	$150.00	$250.00	No
Inadequate equipment	4.7(g)	$200.00	$150.00	$250.00	No
Failure to extinguish an open fire	4.7(h)	$300.00	$225.00	$375.00	No
Failure to notify fire department	4.7(i)	$300.00	$225.00	$375.00	No
Burn prohibited material	4.8	$500.00	$375.00	$500.00	No
Non-compliance order	4.9	$300.00	$225.00	$375.00	No
Improper campfire – size	5.1	$200.00	$150.00	$250.00	No
Improper campfire – structure	5.2(a)	$200.00	$150.00	$250.00	No
Improper campfire – combustible material	5.2(b)	$200.00	$150.00	$250.00	No
Improper campfire – domestic waste	5.2(c)	$200.00	$150.00	$250.00	No
Improper Cat 2 fire – location	5.2.2(a)	$200.00	$150.00	$250.00	No
Improper Cat 2 fire – green debris	5.2.2(b)	$200.00	$150.00	$250.00	No

APPENDIX 33 TO BYLAW NO. 4683

FIRE REGULATION BYLAW NO. 2, 2022

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Improper Cat 2 fire – duration	5.2.2(c)	$200.00	$150.00	$250.00	No
Improper Cat 2 fire – materials	5.2.2(d)	$200.00	$150.00	$250.00	No
Improper Cat 3 fire – location	5.2.4(a)	$250.00	$187.50	$312.50	No
Improper Cat 3 fire – green debris	5.2.4(b)	$250.00	$187.50	$312.50	No
Improper Cat 3 fire – duration	5.2.4(c)	$250.00	$187.50	$312.50	No
Improper Cat 3 fire – materials	5.2.4(d)	$250.00	$187.50	$312.50	No
Appliance without permit	5.3	$200.00	$150.00	$250.00	No
Appliance contrary to permit	5.4	$200.00	$150.00	$250.00	No
Incinerator without a permit	5.5	$200.00	$150.00	$250.00	No
Incinerator contrary to permit	5.6	$200.00	$150.00	$250.00	No
Incinerator – unmaintained	5.7(a)	$200.00	$150.00	$250.00	No
Incinerator – supervision	5.7(b)	$200.00	$150.00	$250.00	No
Incinerator – location	5.7(c)	$200.00	$150.00	$250.00	No
Commercial incinerator – location	5.7(d)	$200.00	$150.00	$250.00	No
Industrial activity contrary to notice	5.8	$300.00	$225.00	$375.00	No
Mill waste – failure to notify	5.9(a)	$200.00	$150.00	$250.00	No
Mill waste – depth	5.9(b)	$200.00	$150.00	$250.00	No
Mill waste – cover	5.9(c)	$200.00	$150.00	$250.00	No

APPENDIX 34 TO BYLAW NO. 4683

ONSITE SEWAGE SYSTEM MAINTENANCE BYLAW, 2007

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to pump out type 1 system before December 31, 2010	3.1(a)	$200.00	$150.00	$250.00	No
Fail to pump out type 1	3.1(b)	$200.00	$150.00	$250.00	No
Fail to maintain type 2 or type 3 system	3.2	$200.00	$150.00	$250.00	No
Fail to retain and provide records	3.3	$150.00	$112.50	$187.50	No

APPENDIX 35 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT TANNING FACILITY REGULATION BYLAW NO. 1, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to comply with bylaw regulations	2.(2)(a)	$500.00	$375.00	$500.00	No
Non-compliant tanning equipment	2.(2)(b)	$500.00	$375.00	$500.00	No
Fail to allow entry for inspection	3.(1)	$500.00	$375.00	$500.00	No
Fail to provide adequate washing water	4.(1)	$500.00	$375.00	$500.00	No
Fail to maintain clean premises	4.(2)	$500.00	$375.00	$500.00	No
Fail to display warning signs	5.(1)(a)	$500.00	$375.00	$500.00	No
Fail to display proper sign	5.(1)(b)	$500.00	$375.00	$500.00	No
Fail to provide protective eye wear	5.(2)(a)	$500.00	$375.00	$500.00	No
Allowing customer to not wear protective eye wear	5.(2)(b)	$500.00	$375.00	$500.00	No
Improperly designed tanning equipment	5.(3)(a)	$500.00	$375.00	$500.00	No
Allowing self-service tanning equipment	5.(3)(b)	$500.00	$375.00	$500.00	No
Fail to maintain tanning equipment	5.(3)(c)	$500.00	$375.00	$500.00	No
Fail to sanitize eye wear	5.(4)(a)	$500.00	$375.00	$500.00	No
Fail to sanitize tanning equipment	5.(4)(b)	$500.00	$375.00	$500.00	No
Allowing customer to sanitize equipment	5.(4)(c)	$500.00	$375.00	$500.00	No
Fail to provide information to customers	5.(5)(a)	$500.00	$375.00	$500.00	No
Allow minor to use tanning equipment	6.(1)	$500.00	$375.00	$500.00	No
Fail to check age identification	6.(2)	$500.00	$375.00	$500.00	No

APPENDIX 36 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT CROSS CONNECTION CONTROL BYLAW NO. 1, 2008

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to report discovered cross connection	6.1	$250.00	$187.50	$312.50	No
Fail to report backflow preventer test results	7.2	$250.00	$187.50	$312.50	No
Fail to notify customer of test failure	7.3	$250.00	$187.50	$312.50	No
Fail to notify of repair or replacement	7.4	$500.00	$375.00	$500.00	No
Fail to display proof of testing	7.5	$200.00	$150.00	$250.00	No
Fail to maintain file of test results	7.6	$200.00	$150.00	$250.00	No
Fail to provide premises isolation for new moderate hazard	12.3	$500.00	$375.00	$500.00	No
Fail to provide premises isolation for new minor hazard	12.4	$500.00	$375.00	$500.00	No
Fail to provide premises isolation for existing moderate hazard	13.2(a) or (b)	$500.00	$375.00	$500.00	No
Fail to provide premises isolation for existing minor hazard	13.3(a) or (b)	$500.00	$375.00	$500.00	No
Inadequate or expired credentials	26.1(a), (b) or (c)	$250.00	$187.50	$312.50	No
Fail to register as certified tester	26.2	$200.00	$150.00	$250.00	No
Fail to maintain testing equipment	26.3	$250.00	$187.50	$312.50	No
Fail to calibrate testing equipment	26.4 or 26.5	$250.00	$187.50	$312.50	No
Fail to register as survey specialist	27.1	$250.00	$187.50	$312.50	No

APPENDIX 37 TO BYLAW NO. 4683

CIVIC ADDRESSING BYLAW (SOUTHERN GULF ISLANDS ELECTORAL AREA) NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain or display civic address for a new building	4.2	$100.00	$75.00	$125.00	No
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	$50.00	$37.50	$62.50	No
Alter or change civic address without permission	7.2	$50.00	$37.50	$62.50	No

APPENDIX 38 TO BYLAW NO. 4683

COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Damage or remove tree or plant	2(1)(a)	$500.00	$375.00	$500.00	No
Destroying or damaging park property	2(1)(b)	$300.00	$225.00	$375.00	No
Foul or pollute water	2(1)(c)	$300.00	$225.00	$375.00	No
Failure to obey sign or posted notice	2(2)	$200.00	$150.00	$250.00	No
Illegal dumping	2(2)	$300.00	$225.00	$375.00	No
Commercial activity without permit	2(3)	$400.00	$300.00	$500.00	No
Illegal fire	2(5)	$500.00	$375.00	$500.00	No
Unlawful BBQ/stove	2(6)	$500.00	$375.00	$500.00	No
Deposit burning substance	2(7)	$500.00	$375.00	$500.00	No
Playing game contrary to rules or in unsafe manner	2(8)	$50.00	$37.50	$62.50	No
Domestic animal not under control	2(9)	$200.00	$150.00	$250.00	No
Disorderly or offensive conduct	2(10)	$200.00	$150.00	$250.00	No
No camping	2(11)	$200.00	$150.00	$250.00	No
Unlawful parking	2(12)	$50.00	$37.50	$62.50	No
Advertising without approval	2(14)	$200.00	$150.00	$250.00	No
Vehicle off road	2(15)	$200.00	$150.00	$250.00	No
Speeding animal or vehicle	2(16)(a)	$200.00	$150.00	$250.00	No
Vehicle nuisance	2(16)(b)	$200.00	$150.00	$250.00	No
Failure to obey traffic direction	2(16)(c)	$200.00	$150.00	$250.00	No
Horse or vehicle use contrary to sign or notice	2(16)(d)	$200.00	$150.00	$250.00	No
Advertising without approval	2(16)(e)	$200.00	$150.00	$250.00	No
Vehicle without reflectors (11 pm to 6 am)	2(16)(f)	$50.00	$37.50	$62.50	No
In park when closed	2(17)	$200.00	$150.00	$250.00	No

APPENDIX 38 TO BYLAW NO. 4683

COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Event without permit or failure to comply with terms of permit	2(18)	$200.00	$150.00	$250.00	No
Consumption of alcohol	2(19)	$200.00	$150.00	$250.00	No
Irresponsible minor	2(20)	$200.00	$150.00	$250.00	No
Use of court or field improperly	3(1)	$200.00	$150.00	$250.00	No
Damage to park grounds	3(2)	$200.00	$150.00	$250.00	No
Tournament or series without permission	3(3)	$200.00	$150.00	$250.00	No
Failure to obey officer directions	3(7)	$200.00	$150.00	$250.00	No
Obstruction	9	$500.00	$375.00	$500.00	No

APPENDIX 39 TO BYLAW NO. 4683

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to prepare spill response plan within 180 days	4.1	$500.00	$375.00	$500.00	No
Fail to prepare spill response plan within 90 days	4.2	$500.00	$375.00	$500.00	No
Fail to specify response for containment and cleanup	4.3(a)	$250.00	$187.50	$312.50	No
Fail to define roles and responsibilities of operations personnel	4.3(b)	$250.00	$187.50	$312.50	No
Fail to include contact names and telephone numbers	4.3(c)	$250.00	$187.50	$312.50	No
Fail to provide checklist of spill response equipment and supplies	4.3(d)	$250.00	$187.50	$312.50	No
Fail to stock and maintain spill response equipment and supplies	4.4	$250.00	$187.50	$312.50	No
Spill response plan not readily accessible for inspection	4.5	$250.00	$187.50	$312.50	No
Fail to implement provisions of spill response plan	4.6	$250.00	$187.50	$312.50	No
Fail to inspect treatment works for spilled material within four hours	4.8	$250.00	$187.50	$312.50	No
Fail to clean out treatment works within 24 hours after spill	4.9	$500.00	$375.00	$500.00	No
Fail to record date of spill	5.1(a)	$150.00	$112.50	$187.50	No
Fail to record type of material spilled	5.1(b)	$150.00	$112.50	$187.50	No
Fail to record quantity of material spilled	5.1(c)	$150.00	$112.50	$187.50	No
Fail to record spill response action	5.1(d)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, date of inspection or maintenance	5.2(a)	$250.00	$187.50	$312.50	No
Fail to maintain complete records, maintenance conducted	5.2(b)	$250.00	$187.50	$312.50	No

APPENDIX 39 TO BYLAW NO. 4683

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to maintain complete records, material removed	5.2(c)	$250.00	$187.50	$312.50	No
Fail to maintain complete records, name and address of disposal company	5.2(d)	$250.00	$187.50	$312.50	No
Fail to maintain complete records, names of personnel	5.2(e)	$250.00	$187.50	$312.50	No
Fail to retain records for inspection by manager or officer	5.3	$250.00	$187.50	$312.50	No
Hinder/prevent inspection	9.1	$500.00	$375.00	$500.00	No
Fail to take immediate steps to cease discharge of prohibited waste	Sch. C, 2.2	$250.00	$187.50	$312.50	No
Accumulation of excessive oil and grease	Sch. C, 2.3(a)	$250.00	$187.50	$312.50	No
Accumulation of excessive solids	Sch. C, 2.3(b)	$250.00	$187.50	$312.50	No
Fail to measure accumulated solids and oils works	Sch. C, 2.3(c)	$250.00	$187.50	$312.50	No
Fails to maintain storm rehabilitation unit	Sch. C, 2.3(d)	$250.00	$187.50	$312.50	No
Discharge of accumulated materials to municipal drainage system	Sch. C, 2.4	$250.00	$187.50	$312.50	No
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. C, 2.5	$250.00	$187.50	$312.50	No
Fail to correctly install sampling point	Sch. C, 2.6(a)	$250.00	$187.50	$312.50	No
Inaccessible sampling point	Sch. C, 2.6(b)	$250.00	$187.50	$312.50	No
Fail to maintain design information of treatment works	Sch. C, 2.7	$250.00	$187.50	$312.50	No
Fail to indicate sampling point, point of connection	Sch. C, 2.8	$250.00	$187.50	$312.50	No
Fail to prepare spill response plan within 180 days	Sch. C, 3.1	$250.00	$187.50	$312.50	No

APPENDIX 39 TO BYLAW NO. 4683

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to prepare spill response plan within 90 days	Sch. C, 3.2	$250.00	$187.50	$312.50	No
Fail to specify response for containment and cleanup	Sch. C, 3.3(a)	$250.00	$187.50	$312.50	No
Fail to define roles and responsibilities of operations personnel	Sch. C, 3.3(b)	$250.00	$187.50	$312.50	No
Fail to include contact names and telephone numbers	Sch. C, 3.3(c)	$250.00	$187.50	$312.50	No
Fail to provide checklist of spill response equipment and supplies	Sch. C, 3.3(d)	$250.00	$187.50	$312.50	No
Fail to stock and maintain spill response equipment and supplies	Sch. C, 3.4	$250.00	$187.50	$312.50	No
Spill response plan not accessible for inspection	Sch. C, 3.5	$250.00	$187.50	$312.50	No
Fail to implement provisions of spill response plan	Sch. C, 3.6	$250.00	$187.50	$312.50	No
Fail to prevent or discontinue spill to municipal drainage system	Sch. C, 3.7	$250.00	$187.50	$312.50	No
Fail to inspect treatment works for spilled material within four hours	Sch. C, 3.8	$250.00	$187.50	$312.50	No
Fail to clean out treatment works after spill within 24 hours	Sch. C, 3.9	$250.00	$187.50	$312.50	No
Fail to record date of spill	Sch. C, 4.1(a)	$150.00	$112.50	$187.50	No
Fail to record type of material spilled	Sch. C, 4.1(b)	$150.00	$112.50	$187.50	No
Fail to record quantity of material spilled	Sch. C, 4.1(c)	$150.00	$112.50	$187.50	No
Fail to record spill response action	Sch. C, 4.1(d)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, date of inspection or maintenance	Sch. C, 4.2(a)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, maintenance conducted	Sch. C, 4.2(b)	$150.00	$112.50	$187.50	No

APPENDIX 39 TO BYLAW NO. 4683

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to maintain complete records, material removed	Sch. C, 4.2(c)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, name and address of disposal company	Sch. C, 4.2(d)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, names of personnel	Sch. C, 4.2(e)	$150.00	$112.50	$187.50	No
Fail to retain records for inspection by manager or officer	Sch. C, 4.3	$250.00	$187.50	$312.50	No
Discharge of water from spill containment	Sch. D, 2.2(a)	$250.00	$187.50	$312.50	No
Discharge of untreated wash and rinse water	Sch. D, 2.2(b)	$250.00	$187.50	$312.50	No
Discharge of fluids and fuels from vehicles, machinery, or equipment	Sch. D, 2.2(c)	$250.00	$187.50	$312.50	No
Discharge of water from fuel storage tank	Sch. D, 2.2(d)	$250.00	$187.50	$312.50	No
Discharge of rinse water, solvent wash	Sch. D, 2.2(e)	$250.00	$187.50	$312.50	No
Fail to take immediate steps to cease discharge of prohibited waste	Sch. D, 2.3	$250.00	$187.50	$312.50	No
Accumulation of excessive oil and grease	Sch. D, 2.4(a)	$250.00	$187.50	$312.50	No
Accumulation of excessive solids	Sch. D, 2.4(b)	$250.00	$187.50	$312.50	No
Fail to measure accumulated solids and oils works	Sch. D, 2.4(c)	$250.00	$187.50	$312.50	No
Fail to maintain stormwater rehabilitation unit at prescribed intervals	Sch. D, 2.4(d)	$250.00	$187.50	$312.50	No
Discharge of accumulated materials to municipal drainage system	Sch. D, 2.5	$250.00	$187.50	$312.50	No
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. D, 2.6	$250.00	$187.50	$312.50	No

APPENDIX 39 TO BYLAW NO. 4683

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to correctly install sampling point	Sch. D, 2.7(a)	$250.00	$187.50	$312.50	No
Inaccessible sampling point	Sch. D, 2.7(b)	$250.00	$187.50	$312.50	No
Fail to maintain design information of treatment works	Sch. D, 2.8	$250.00	$187.50	$312.50	No
Fail to indicate sampling point, point of connection	Sch. D, 2.9	$250.00	$187.50	$312.50	No
Fail to install spill containment, hazardous materials	Sch. D, 3.1	$250.00	$187.50	$312.50	No
Fail to prepare spill response plan within 180 days	Sch. D, 4.1	$250.00	$187.50	$312.50	No
Fail to prepare spill response plan within 90 days	Sch. D, 4.2	$250.00	$187.50	$312.50	No
Fail to specify response for containment and cleanup	Sch. D, 4.3(a)	$250.00	$187.50	$312.50	No
Fail to define roles and responsibilities of operations personnel	Sch. D, 4.3(b)	$250.00	$187.50	$312.50	No
Fail to include contact names and telephone numbers	Sch. D, 4.3(b)	$250.00	$187.50	$312.50	No
Fail to provide checklist of spill response equipment and supplies	Sch. D, 4.3(c)	$250.00	$187.50	$312.50	No
Fail to stock and maintain spill response equipment and supplies	Sch. D, 4.3(d)	$250.00	$187.50	$312.50	No
Spill response plan not accessible for inspection	Sch. D, 4.4	$250.00	$187.50	$312.50	No
Fail to implement provisions of spill response plan	Sch. D, 4.5	$250.00	$187.50	$312.50	No
Fail to prevent or discontinue spill to municipal drainage system	Sch. D, 4.6	$250.00	$187.50	$312.50	No
Fail to inspect treatment works for spilled material within four hours	Sch. D, 4.7	$250.00	$187.50	$312.50	No
Fail to clean out treatment works after spill within 24 hours	Sch. D, 4.8	$250.00	$187.50	$312.50	No

APPENDIX 39 TO BYLAW NO. 4683

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to record date of spill	Sch. D, 4.9	$250.00	$187.50	$312.50	No
Fail to record type of material spilled	Sch. D, 5.1(a)	$150.00	$112.50	$187.50	No
Fail to record quantity of material spilled	Sch. D, 5.1(b)	$150.00	$112.50	$187.50	No
Fail to record spill response action	Sch. D, 5.1(c)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, date of inspection or maintenance	Sch. D, 5.1(d)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, maintenance conducted	Sch. D, 5.2(a)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, material removed	Sch. D, 5.2(b)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, name and address of disposal company	Sch. D, 5.2(c)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, names of personnel	Sch. D, 5.2(d)	$150.00	$112.50	$187.50	No
Fail to retain records for inspection by manager or officer	Sch. D, 5.3	$250.00	$187.50	$312.50	No

APPENDIX 40 TO BYLAW NO. 4683

ELECTRIC VEHICLE CHARGING AND FEES BYLAW NO. 1, 2024

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Non-electric vehicle	2(a)	$100.00	$75.00	$125.00	No
Not actively charging	2(a)	$100.00	$75.00	$125.00	No
Disobey sign	2(b)	$100.00	$75.00	$125.00	No
Fail to pay charging fee	2(c)	$100.00	$75.00	$125.00	No

APPENDIX 41 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT FIRE SERVICES OPERATION, FIRE PREVENTION AND ADMINISTRATIVE BYLAW NO. 1, 2026

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Failure to comply with Mobile Food Vendor fire safety requirements	48(a)	$200.00	$150.00	$250.00	No
Failure to review or update/submit Fire Safety Plan	51	$200.00	$150.00	$250.00	No
Vacant premises not maintained as required	55(a)	$200.00	$150.00	$250.00	No
Failure to secure Vacant Premises	55(b)	$200.00	$150.00	$250.00	No
Sprinkler or fire alarm system not operational	55(c)	$200.00	$150.00	$250.00	No
Failure to comply with Vacant Premises notice	57	$200.00	$150.00	$250.00	No
Failure to secure fire-damaged building within required time	58	$200.00	$150.00	$250.00	No
Failure to comply with Order issued under this Bylaw	63	$200.00	$150.00	$250.00	No
Failure to comply with direction of a Member at an Incident	65(a)	$200.00	$150.00	$250.00	No
Obstruct access to hydrant, reservoir, or water source	65(b)	$200.00	$150.00	$250.00	No
Damage or obstruct fire apparatus or hose	65(c)	$200.00	$150.00	$250.00	No
Refuse entry to a Member responding to an Incident	65(d)	$500.00	$375.00	$500.00	No
Interfere with a fire scene investigation	65(e)	$500.00	$375.00	$500.00	No
Entered Incident scene without authorization	65(f)(i)	$200.00	$150.00	$250.00	No
Failure to leave Incident scene when directed	65(f)(ii)	$200.00	$150.00	$250.00	No
Damage apparatus	67	$200.00	$150.00	$250.00	No
Falsely represent oneself as Member	68	$500.00	$375.00	$500.00	No

Making a difference...together

REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JUNE 10, 2026

SUBJECT **Bylaw Nos. 4759 and 4760 – Proposed Amendments to Bylaw No. 1857 "Capital Regional District Ticket Information Authorization Bylaw, 1990" and Bylaw No. 4683 "Bylaw Notice Enforcement Bylaw No. 1, 2025" – Fire Services**

ISSUE SUMMARY

The purpose of this report is to amend CRD Bylaw No. 1857 and CRD Bylaw No. 4683 to authorize enforcement of CRD Bylaw No. 4489, "Fire Regulation Bylaw No. 2, 2022", by means of Municipal Ticket Information (MTI) and Bylaw Notice, and to establish applicable penalty amounts.

BACKGROUND

CRD Bylaw No. 4489 is a bylaw to regulate fire prevention and forest protection activities within the Juan de Fuca and Southern Gulf Islands Electoral Areas where local fire services are operated.

This bylaw establishes a comprehensive regulatory framework governing open burning within the Capital Regional District's Juan de Fuca and Southern Gulf Islands Electoral Areas. It defines different types of fires (campfires, Category 2 and 3 open fires, and fires in incinerators or solid fuel appliances) and sets out when permits are required, when burning is prohibited, and what materials may not be burned. The bylaw also imposes safety requirements for all permitted fires, including supervision, fuel breaks, firefighting equipment and ensuring fires are fully extinguished. It aligns local rules with provincial legislation (such as the *BC Wildfire Act* and Open Burning Smoke Control Regulation) and states that the strictest applicable rules prevail. Additional provisions regulate specific fire types, incinerators and industrial activities, while also establishing offences and penalties for non-compliance.

The bylaw grants significant authority to Fire Chiefs and their designates to administer and enforce fire regulations within their service areas. This includes the power to issue, refuse, suspend or cancel permits; impose conditions or restrictions based on weather, fire danger or safety concerns; and order individuals to reduce or stop burning activities. Fire officials may also enter properties to inspect for compliance, take action to prevent or suppress fires, and require property owners to remove fire hazards. They can impose fire bans, restrict industrial activities, regulate appliances and incinerators, and issue written orders to correct unsafe conditions. Enforcement authority extends to directing compliance, addressing nuisances like smoke, and initiating penalties or cost recovery when violations occur.

While Bylaw No. 4489 establishes regulatory requirements and enforcement authority, effective implementation requires the ability to address non-compliance in a timely, proportionate and efficient manner. Currently, certain contraventions of Bylaw No. 4489 are not up to date in Municipal Ticket Information or by Bylaw Notice. As a result, enforcement options are limited to voluntary compliance measures or more formal court proceedings.

To provide enforcement staff with graduated compliance tools, it is proposed that specified contraventions of Bylaw No. 4489 be designated as offences enforceable by Municipal Ticket Information under the *Offence Act* (Appendix A) and as contraventions enforceable by Bylaw Notice under the *Local Government Bylaw Notice Enforcement Act* (Appendix C). These mechanisms allow for the issuance of tickets with prescribed fine or penalty amounts, supporting consistent, fair and efficient enforcement while reducing reliance on court-based proceedings. A redlined consolidation of Bylaw No. 1857 is attached as Appendix B and a redlined consolidation of Bylaw No. 4683 is attached as Appendix D.

Providing both enforcement options will enable a proportionate response to fire prevention and operational violations and strengthen the CRD's ability to ensure compliance with fire safety requirements in the interest of public safety.

ALTERNATIVES

Alternative 1
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4759, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 89, 2026", be introduced and read a first, second, and third time;
2. That Bylaw No. 4759 be adopted;
3. That Bylaw No. 4760, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 3, 2026", be introduced and read a first, second, and third time; and
4. That Bylaw No. 4760 be adopted.

Alternative 2
That Bylaw No. 4759 and Bylaw No. 4760 not proceed.

IMPLICATIONS

Financial Implications
Enforcement costs are accommodated within the Electoral Fire Service areas and the existing bylaw enforcement budget. Revenue from fines and penalties is expected to offset a portion of enforcement costs but is not intended to generate net revenue.

CONCLUSION

Amending Bylaw No. 1857 and 4683 will provide appropriate enforcement mechanisms to support compliance with Bylaw No. 4489 and align it with other enforceable CRD regulatory bylaws.

RECOMMENDATION

The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4759, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 89, 2026", be introduced and read a first, second, and third time;
2. That Bylaw No. 4759 be adopted;
3. That Bylaw No. 4760, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 3, 2026", be introduced and read a first, second, and third time; and
4. That Bylaw No. 4760 be adopted.

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:	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. 4759, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 89, 2026"
Appendix B: Bylaw No. 1857 (Redlined Consolidation)
Appendix C: Bylaw No. 4760, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 3, 2026"
Appendix D: Bylaw No. 4683 (Redlined Consolidation)

APPENDIX A

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4759

****

A BYLAW TO AMEND CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990 (BYLAW NO. 1857)

****

WHEREAS:

A. The Regional Board amended Bylaw No. 4489, "Fire Regulation Bylaw No. 2, 2022", to remove a section now covered in another bylaw and to add the term 'property line'; when prescribing setback distances from an open fire;

B. The Board wishes to amend Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", to designate bylaw enforcement officers and update enforcement of certain contraventions of Bylaw No. 4489 by means of a ticket in the form prescribed for the purpose of Division 3 of Part 8 of the *Community Charter*;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990" is hereby amended as follows:

    (a) In Schedule 1, item 33, by adding "Fire Inspector" to the list of designated Bylaw Enforcement Officers, after "Fire Chief".

    (b) By replacing Schedule 33 in its entirety with Schedule "A" attached to this Bylaw.

2. This Bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 89, 2026".

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

SCHEDULE "A"

SCHEDULE 33 TO BYLAW NO. 1857

(Bylaws 3453, 4499, 4703, 4759)

FIRE REGULATION BYLAW NO. 2, 2022

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Open fire while prohibited	4.2(a)	$200.00
Open fire without permit	4.2(b)	$200.00
Breach permit conditions	4.2(c)	$200.00
Cat 3 fire without permit	4.2(d)	$300.00
Fail to maintain fuel break	4.4(e)	$200.00
Fail to monitor fire	4.4(f)	$200.00
Inadequate equipment	4.4(g)	$200.00
Failure to extinguish an open fire	4.4(h)	$300.00
Failure to notify fire department	4.4(i)	$300.00
Burn prohibited material	4.5	$500.00
Non-compliance order	4.6	$300.00
Improper campfire – size	5.1	$200.00
Improper campfire – structure	5.2(a)	$200.00
Improper campfire – combustible material	5.2(b)	$200.00
Improper campfire – domestic waste	5.2(c)	$200.00
Improper Cat 2 fire – location	5.2.2(a)	$250.00
Improper Cat 2 fire – green debris	5.2.2(b)	$250.00
Improper Cat 2 fire – duration	5.2.2(c)	$250.00
Improper Cat 2 fire – materials	5.2.2(d)	$250.00
Improper Cat 3 fire – location	5.2.4(a)	$300.00
Improper Cat 3 fire – green debris	5.2.4(b)	$300.00
Improper Cat 3 fire – duration	5.2.4(c)	$300.00
Improper Cat 3 fire – materials	5.2.4(d)	$300.00

SCHEDULE 33 TO BYLAW NO. 1857

(Bylaws 3453, 4499, 4703, 4759)

FIRE REGULATION BYLAW NO. 2, 2022

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Appliance without permit	5.3	$200.00
Appliance contrary to permit	5.4	$200.00
Incinerator without a permit	5.5	$200.00
Incinerator contrary to permit	5.6	$200.00
Incinerator – unmaintained	5.7(a)	$200.00
Incinerator – supervision	5.7(b)	$200.00
Incinerator – location	5.7(c)	$200.00
Commercial incinerator – location	5.7(d)	$200.00
Industrial activity contrary to notice	5.8	$300.00
Mill waste – failure to notify	5.9(a)	$200.00
Mill waste – depth	5.9(b)	$200.00
Mill waste – cover	5.9(c)	$200.00

Making a difference...together

BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED February 27, 1991

(Consolidated with Amending Bylaws 1999, 2055, 2130, 2163, 2219, 2225, 2281, 2293, 2359, 2372, 2411, 2509, 2511, 2565, 2658, 2669, 2698, 2713, 2722, 2806, 2863, 2879, 2898, 2987, 3020, 3062, 3111, 3140, 3195, 3264, 3287, 3379, 3385, 3393, 3418, 3442, 3453, 3555, 3609, 3650, 3683, 3701, 3703, 3773, 3796, 3818, 3880, 3899, 3909, 4003, 4027, 4051, 4094, 4098, 4160, 4169, 4184, 4220, 4226, 4287, 4309, 4343, 4358, 4397, 4401, 4433, 4434, 4443, 4499, 4531, 4553, 4554, 4567, 4611, 4646, 4653, 4654, 4672, 4673, 4675, 4703, 4755, & 4759)

CAPITAL REGIONAL DISTRICT

BYLAW NO. 1857

****

CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990

****

WHEREAS:

A. Pursuant to Section 266.1 of the *Local Government Act* and Section 264(1)(a) of the *Community Charter*, the Regional Board may, by bylaw, designate those bylaws for which the municipal ticket information may be used as a means of bylaw enforcement;
(Bylaws 2879, 3264)

B. Pursuant to Section 264(1)(b) of the *Community Charter*, the Regional Board may, by bylaw, designate a person who comes within a class of persons, as a bylaw enforcement officer;
(Bylaws 2879, 3264)

C. Pursuant to Section 264(1)(c) of the *Community Charter*, the Regional Board may, by bylaw, authorize the use of any word or expression on a municipal ticket information to designate an offence against a bylaw;
(Bylaws 2879, 3264)

D. The Regional Board deems it expedient to authorize the use of the municipal ticket information for the enforcement of certain bylaws, to designate persons as bylaw enforcement officers, to authorize the use of certain words or expressions to designate certain bylaw offences and to set certain fine amounts.
(Bylaw 3264)

NOW, THEREFORE, the Regional Board of the Capital Regional District, in open meeting assembled, ENACTS AS FOLLOWS:

1. The bylaws listed in Column 1 of Schedule 1 to this Bylaw as amended from time to time, may be enforced by means of a ticket in the form prescribed for the purpose of Division 3 of Part 8 of the *Community Charter*.
(Bylaws 2879, 3264, 4703, 4759)

2. The persons appointed to the job positions or titles listed in Column 2 of Schedule 1 to this bylaw are designated as bylaw enforcement officers pursuant to Section 264(1)(b) of the *Community Charter* for the purpose of enforcing the bylaws listed in the Column opposite the respective job positions.
(Bylaws 2879, 3264)

3. The words or expressions set forth in Column 1 of Schedules 2 to 40 to this Bylaw designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.
(Bylaws 1999, 2130, 2219, 2293, 2722, 2806, 3264, 3379, 3418, 3453, 3703, 4003, 4094, 4169, 4397, 4611, 4646, 4653, 4654, 4672, 4673, 4675, 4703, 4755, 4759)

4. The amounts appearing in Column 3 of Schedules 2 to 40 to this Bylaw are fines set pursuant to Section 265 of the *Community Charter* for the corresponding offences designated in Column 1.

(Bylaws 1999, 2130, 2219, 2293, 2722, 2806, 2879, 3264, 3379, 3418, 3453, 3703, 4003, 4094, 4169, 4397, 4611, 4646, 4653, 4654, 4672, 4673, 4675, 4703, 4755, 4759)

5. This Bylaw may be cited as "Capital Regional District Ticket Information Authorization Bylaw, 1990."

6. This Bylaw shall take effect upon the date of its adoption.

READ A FIRST TIME THIS	10th	day of	October	1990
READ A SECOND TIME THIS	10th	day of	October	1990
READ A THIRD TIME THIS	9th	day of	January	1991

FINES APPROVED BY THE CHIEF JUDGE OF THE PROVINCIAL COURT ON THE 5th day of February, 1991

His Hon. Chief Judge William J. Diebolt

RECONSIDERED, FINALLY PASSED AND ADOPTED THIS 27th day of February, 1991

F. Leonard
CHAIRPERSON

W. M Jordan
SECRETARY

SCHEDULE 1 TO BYLAW NO. 1857

	DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER	*(Amending Bylaw No.)*
2.	Malahat Land Use Bylaw, 1981, Bylaw No. 980	Bylaw Enforcement Officer	***(Bylaws 4401, 4703)***
3.	Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040	Bylaw Enforcement Officer	***(Bylaws 2225, 4401, 4703)***
4.	Unsightly Premises Bylaw No.1, 1991	Bylaw Enforcement Officer	***(Bylaws 2055, 4703)***
5.	Building Regulation Bylaw No. 5, 2010	Bylaw Enforcement Officer Senior Building Inspector	***(Bylaws 3020, 4401, 4703)***
6.	Amusement Machine and Games Room Regulation Bylaw 1983	Bylaw Enforcement Officer RCMP Officer	
7.	Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025	Bylaw Enforcement Officer	***(Bylaws 4672, 4703)***
8.	Water Distribution Local Service Conditions, Fees and Charges Bylaw, No. 1, 2013	Bylaw Enforcement Officer Cross-Connection Control Officer Fire Chief Peace Officer Police Officer	***(Bylaws 4401, 4653, 4703)***
9.	Animal Regulation and Impounding Bylaw No. 1, 1986	Animal Control Officer Bylaw Enforcement Officer	***(Bylaw 4703)***
10.	Noise Suppression Bylaw (Southern Gulf Islands) No. 1, 2006	Bylaw Enforcement Officer RCMP Officer	***(Bylaws 3379, 4703)***
11.	Noise Suppression Bylaw (Juan de Fuca) No. 1, 2007	Bylaw Enforcement Officer RCMP Officer	***(Bylaws 3442, 4703)***
12.	Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006	Bylaw Enforcement Officer RCMP Officer	***(Bylaws 3385, 4703)***
13.	Capital Regional District Idling Control Bylaw No.1, 2008	Bylaw Enforcement Officer Environmental Health Officer	***(Bylaws 3442, 3609, 4703)***
14.	Water Regulations Bylaw, No. 1, 1990	Bylaw Enforcement Officer Fire Chief Peace Officer Police Officer	***(Bylaws 3379, 4654, 4703)***
15.	Langford Sign Bylaw 1987	Bylaw Enforcement Officer	
16.	Capital Regional District Clean Air Bylaw No. 1, 2014	Bylaw Enforcement Officer Environmental Health Officer Public Health Educator Tobacco Enforcement Officer	***(Bylaws 1999, 2509, 2658, 2698, 4169, 4703)***

17.	Food Handler Bylaw No. 1, 1991	Director, Health Protection and Environmental Programs Environmental Health Officer Environmental Health Educator	***(Bylaw 1999)***
18.	Capital Regional District Parks Regulation Bylaw No. 1, 2018	Animal Control Officer Bylaw Enforcement Officer Park Officer Police Officer RCMP Officer Watershed Security Officer	***(Bylaws 2130, 2219, 2722, 3683, 4226, 4703)***
19.	Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013	Bylaw Enforcement Officer	***(Bylaws 2163, 2359, 3140, 3899, 4703)***
20.	Capital Regional District Electoral Area Water Conservation Bylaw No. 1, 2023	Bylaw Enforcement Officer Municipal Police Officer Peace Officer	***(Bylaws 2293, 4434, 4554, 4703)***
21.	Capital Regional District Sewer Use Bylaw No. 5, 2001	Bylaw Enforcement Officer Sewage Control Manager Sewage Control Officer	***(Bylaws 2669, 2863, 2987, 4703)***
22.	Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000	Bylaw Enforcement Officer Ports Manager RCMP Officer Wharfinger	***(Bylaws 2898, 3287,3650)***
23.	Community Parks Regulations (Juan de Fuca and Salt Spring Island Electoral Areas) Bylaw No. 1, 2012	Animal Control Officer Bylaw Enforcement Officer Park Officer RCMP Officer	***(Bylaws 2411, 3796, 4703)***
24.	Salt Spring Island Liquid Waste Sewer, and Water Fees and Charges Bylaw No. 1, 2012	Bylaw Enforcement Officer	***(Bylaw 2669, 4287, 4703)***
25.	Capital Regional District Septage Disposal Bylaw No. 2, 2000	Bylaw Enforcement Officer Sewage Control Officer Sewage Control Manager	***(Bylaws 2669, 2863, 4703)***
26.	Capital Regional District Water Conservation Bylaw No. 1, 2016	Bylaw Enforcement Officer	***(Bylaws 2669, 2683, 4703)***
27.	Water Supply Area Regulations Bylaw No. 1, 2000	Animal Control Officer Bylaw Enforcement Officer Conservation Officer Park Officer Peace Officer Watershed Security Officer	***(Bylaws 2806, 4703)***
28.	Civic Addressing Bylaw (Salt Spring Island Electoral Area) No. 1, 2017	Bylaw Enforcement Officer	***(Bylaws 3195, 4160)***

29.	Civic Addressing Bylaw (Juan de Fuca Electoral Area) No. 1, 2017	Bylaw Enforcement Officer	***(Bylaws 3195, 4160)***
30.	Intentionally deleted – reserved for future use		***(Bylaws 3195, 3796)***
31.	Capital Regional District Composting Facilities Regulation Bylaw No. 1, 2004	Bylaw Enforcement Officer	***(Bylaw 3418)***
32.	Salt Spring Island Transfer Station Regulation Bylaw No. 1, 2001	Bylaw Enforcement Officer	***(Bylaw 3418)***
33.	Fire Regulation Bylaw No. 2, 2022	Bylaw Enforcement Officer Fire Chief Fire Inspector Peace Officer RCMP Officer	***(Bylaws 3453, 4499, 4703, 4759)***
34.	Onsite Sewage System Maintenance Bylaw, 2007	Bylaw Enforcement Officer	***(Bylaws 3703, 4703)***
35.	Capital Regional District Tanning Facility Regulation Bylaw No. 1, 2010	Bylaw Enforcement Officer Environmental Health Officer	***(Bylaw 3818)***
36.	Capital Regional District Cross Connection Control Bylaw No. 1, 2008	Bylaw Enforcement Officer Cross Connection Control Inspector Cross Connection Control Officer	***(Bylaws 4094, 4703)***
37.	Civic Addressing Bylaw (Southern Gulf Islands Electoral Area) No. 1, 2017	Bylaw Enforcement Officer	***(Bylaw 4160)***
38.	Community Parks Regulations (Pender Islands) Bylaw No. 1, 1987	Animal Control Officer Bylaw Enforcement Officer Fire Chief Municipal Police Officer Park Officer Peace Officer RCMP Officer	***(Bylaws 4309, 4397)***
39.	Saanich Peninsula Stormwater Source Control Bylaw, No. 1, 2017	Bylaw Enforcement Officer Stormwater Control Manager Stormwater Control Officer	***(Bylaw 4397, 4703)***
40.	Electric Vehicle Charging and Fees Bylaw No. 1, 2024	Bylaw Enforcement Officer Park Officer	***(Bylaw 4611)***
41.	Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026	Bylaw Enforcement Officer Fire Chief Fire Inspector Peace Officer RCMP Officer	***(Bylaw 4755)***

SCHEDULE 2 TO BYLAW NO. 1857

(Bylaw 4401, 4703)

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Contrary land, building or structure use	1.3.01	$200.00
Altering non-conforming building	1.3.02	$200.00
Principal/accessory building within setbacks	2.1.02(1)	$200.00
Swimming pool in front yard or contrary to setbacks	2.1.02(2)	$200.00
Building within flood control setback	2.1.05(1)(a)(i)-(v)	$200.00
Building within flood control setback	2.1.05(1)(b)(i)-(v)	$200.00
Accessory building without principal building	2.1.06(1)(a)	$200.00
Accessory building as dwelling	2.1.06(1)(c)	$250.00
Accessory building contrary to front yard setback	2.1.06(1)(d)	$200.00
Accessory building contrary setback to principal building	2.1.06(1)(e)	$200.00
Satellite dish contrary to height	2.1.06(1)(f)	$200.00
Accessory building exceed height	2.1.06(2)(a)	$200.00
Accessory building exceeds floor area	2.1.06(2)(b)	$200.00
Accessory building contrary side and rear setback	2.1.06(2)(c)	$200.00
Accessory building contrary to corner lot side setback	2.1.06(2)(d)(i)	$200.00
Accessory building contrary to corner lot rear setback	2.1.06(2)(d)(ii)	$200.00
Accessory building flanking street setback	2.1.06(3)(a)	$200.00
Accessory building setback rear lot line	2.1.06(3)(b)	$200.00
Home based business alters appearance	2.1.07(1)	$250.00
Home based business – Excess non-resident employee	2.1.07(2)	$250.00
Home based business – Excess Area	2.1.07(3)	$250.00
Home based business – non-conforming sign	2.1.07(4)	$250.00
Home based business – Not contained	2.1.07(5)	$250.00
Home based business creates nuisance	2.1.07(6)	$250.00
Dog kennel accessory building setback	2.1.07(8)	$250.00

SCHEDULE 2 TO BYLAW NO. 1857

(Bylaw 4401, 4703)

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Contrary to permitted uses	2.1.09(1)	$250.00
Excess unenclosed unlicensed vehicle/RV	2.1.09(2)(a)	$250.00
Unenclosed vehicle parts	2.1.09(2)(b)	$250.00
Illegally sited vehicles	2.1.09(2)(c)	$250.00
Unlicensed vehicle/parts on vacant lot	2.1.09(2)(d)	$250.00
Obstruct visibility at intersections	2.1.12	$250.00
Temporary building exceed duration	2.1.13	$250.00
Secondary suite not permitted	2.1.16(1)	$200.00
Secondary suite not permitted	2.1.16(2)	$200.00
Secondary suite exceeds habitable area	2.1.16(3)	$200.00
Secondary suite exceeds floor area	2.1.16(4)	$200.00
Excess secondary suites	2.1.16(5)	$200.00
Not owner occupied	2.1.16(6)	$200.00
Boarders/lodgers not permitted	2.1.16(7)	$200.00
No building permit secondary suite	2.1.16(8)	$200.00
Secondary suite insufficient parking	2.1.16(9)	$200.00
Secondary suite not permitted	2.1.16(11)	$200.00
Detached suite not permitted	2.1.17(1)	$200.00
Excess detached or secondary suite	2.1.17(2)	$200.00
No building permit detached suite	2.1.17(4)	$200.00
Detached suite non-conforming floor area	2.1.17(6)	$200.00
Detached suite exceed maximum height	2.1.17(7)	$200.00
Detached suite does not meet setbacks	2.1.17(8)	$200.00
Detached suite insufficient parking	2.1.17(9)	$200.00

SCHEDULE 2 TO BYLAW NO. 1857

(Bylaw 4401, 4703)

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Not owner occupied	2.1.17(12)	$200.00
Boarders/lodgers not permitted	2.1.17(13)	$200.00
Bed and breakfast not permitted	2.1.17(14)	$200.00
Secondary suite not permitted	2.1.17(15)	$200.00
Bed and breakfast alters appearance	2.1.18(1)	$200.00
Bed and breakfast exceeds regulations	2.1.18(2)	$200.00
Bed and breakfast insufficient parking	2.1.18(3)	$200.00
Bed and breakfast units (3)/person (10) exceeded	2.1.18(6)	$200.00
Bed and breakfast units (4)/person (12) exceeded	2.1.18(7)	$200.00
Bed and breakfast only allows breakfast meals	2.1.18(8)	$200.00
Bed and breakfast exceeds vehicular traffic allowance	2.1.18(9)	$200.00
Bed and breakfast unenclosed storage	2.1.18(10)	$200.00
Bed and breakfast accessory setbacks not met	2.1.18(11)	$200.00
Bed and breakfast floor area exceeded	2.1.18(12)	$200.00
Bed and breakfast unpermitted cooking facilities	2.1.18(13)	$200.00
Bed and breakfast not permitted	2.1.18(14)	$200.00

SCHEDULE 3 TO BYLAW NO. 1857

(Bylaws 2225, 4401, 4703)

JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Unlawful accessory building	Part 1, 4.01(1)(a)	$200.00
Accessory building as dwelling	Part 1, 4.01(1)(c)	$250.00
Accessory building occupied no permits	Part 1, 4.01(2)(b)(i)	$200.00
Home based business alters appearance	Part 1, 4.06(1)(a)	$250.00
Home based business creates nuisance	Part 1, 4.06(1)(d)	$250.00
Home based business – insufficient parking	Part 1, 4.06(1)(f)	$200.00
Home based business – unlawful traffic/parking	Part 1, 4.06(1)(h)	$250.00
Home based business – not contained	Part 1, 4.06(2)(a)(ii)	$250.00
Home based business – excessive area	Part 1, 4.06(2)(c)	$200.00
Home based business – excess non-resident employee	Part 1, 4.06(2)(e)	$200.00
Home based business – unlawful storage	Part 1, 4.06(2)(f)	$250.00
Bed and breakfast – exceed 3 B&B units or 10 persons	Part 1, 4.06(3)(b)(i)	$200.00
Bed and breakfast – exceed 4 B&B units or 12 persons	Part 1, 4.06(3)(b)(ii)	$200.00
Bed and breakfast – excess meals served	Part 1, 4.06(3)(c)	$200.00
Bed and breakfast – unlawful traffic	Part 1, 4.06(3)(d)	$200.00
Bed and breakfast – unlawful storage	Part 1, 4.06(3)(e)	$250.00
Bed and breakfast – exceed setback requirements	Part 1, 4.06(3)(f)	$200.00
Bed and breakfast – exceed lawful floor area	Part 1, 4.06(3)(g)	$200.00
Unlawful home industry	Part 1, 4.06(4)(a)	$300.00
Home industry – excess non-resident employee	Part 1, 4.06(4)(b)	$200.00
Home industry in setback/not screened	Part 1, 4.06(4)(c)	$250.00
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)	$200.00
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(a)	$250.00

SCHEDULE 3 TO BYLAW NO. 1857

(Bylaws 2225, 4401, 4703)

JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(b)	$250.00
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(ii)	$250.00
Home industry – portable sawmill in setback	Part 1, 4.06(4)(d)(iii)	$200.00
Home industry – material storage in setback	Part 1, 4.06(4)(d)(iv)	$250.00
Home industry – unscreened material storage	Part 1, 4.06(4)(d)(iv)	$250.00
Home industry – exceeds authorized area	Part 1, 4.06(4)(e)	$200.00
Home industry – unscreened materials storage	Part 1, 4.06(4)(f)	$250.00
Home industry – parking prohibited commercial vehicle	Part 1, 4.06(4)(g)	$200.00
Garbage container in setback	Part 1, 4.07(3)	$200.00
Contrary to permitted uses	Part 1, 4.09(1)	$250.00
Excess unenclosed unlicensed vehicle/RV	Part 1, 4.09(2)(a)	$250.00
Unenclosed vehicle parts	Part 1, 4.09(2)(b)	$250.00
Illegally sited vehicles	Part 1, 4.09(2)(c)	$250.00
Unlicensed vehicle/parts on vacant lot	Part 1, 4.09(2)(d)	$250.00
Unenclosed unsightly material	Part 1, 4.09(2)(e)	$250.00
Recycle depot – unenclosed storage	Part 1, 4.11	$200.00
Obstructed visibility	Part 1, 4.16	$200.00
Exceed allowed fence height	Part 1, 4.17(2)(a)	$200.00
Exceed allowed fence height	Part 1, 4.17(2)(b)	$200.00
Exceed allowed fence height	Part 1, 4.17(2)(c)	$200.00
Exceed allowed fence height	Part 1, 4.17(3)(a)	$200.00
Exceed allowed fence height	Part 1, 4.17(3)(b)	$200.00
Prohibited animals	Part 1, 4.18(1)	$200.00

SCHEDULE 3 TO BYLAW NO. 1857

(Bylaws 2225, 4401, 4703)

JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Excess rabbits	Part 1, 4.18(2)	$200.00
Secondary suite not permitted	Part 1, 4.19(1)(a)	$200.00
Excess secondary or detached suite	Part 1, 4.19(1)(e)	$200.00
Not owner occupied	Part 1, 4.19(1)(f)	$200.00
Boarders/lodgers not permitted	Part 1, 4.19(1)(g)	$200.00
No building permit secondary suite	Part 1, 4.19(2)	$200.00
Secondary suite insufficient parking	Part 1, 4.19(3)	$200.00
Secondary suite not permitted	Part 1, 4.19(4)	$200.00
Unpermitted detached suite	Part 1, 4.20(a)	$200.00
Excess detached or secondary suite	Part 1, 4.20(b)	$200.00
No building permit detached suite	Part 1, 4.20(d)	$200.00
Detached suite no parking	Part 1, 4.20(i)	$200.00
Not owner occupied	Part 1, 4.20(l)	$200.00
Boarders/lodgers not permitted	Part 1, 4.20(m)	$200.00
Illegal bed and breakfast	Part 1, 4.20(n)	$200.00
Detached suite not permitted	Part 1, 4.20(o)	$200.00
Zone A excess RVs	Part 2, 2.01(i)	$200.00
Zone A-1 excess RVs	Part 2, 2A.02(i)	$200.00
Zone AG excess RVs	Part 2, 4.01(g)	$200.00
Zone AG-1 excess RVs	Part 2, 4C.02(f)	$200.00
Zone RR-WI excess RVs	Part 2, 4D.02(d)	$200.00
Zone RR-2 excess RVs	Part 2, 6.01(i)	$200.00
Zone RR-2A excess RVs	Part 2, 6A.01(e)	$200.00
Zone WT-1 excess RVs	Part 2, 6B.01(e)	$200.00

SCHEDULE 3 TO BYLAW NO. 1857

(Bylaws 2225, 4401, 4703)

JUAN DE FUCA LAND USE BYLAW NO. 2, 2025, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Zone WT-2 excess RVs	Part 2, 6C.01(e)	$200.00
Zone WT-3 excess RVs	Part 2, 6D.01(e)	$200.00
Zone RR-6 excess RVs	Part 2, 10.01(i)	$200.00
Parking not provided	Part 3, 1.0	$200.00
Visitor parking requirement	Part 3, 9.0	$200.00
Handicapped parking requirement	Part 3, 10.0(1)-(5)	$200.00
Non-permitted sign	Part 4, 1.01(1)	$200.00
Prohibited sign	Part 4, 1.02(a)-(e)	$200.00
No sign permit	Part 4, 1.05(1)	$200.00
Poorly maintained sign	Part 4, 1.09	$200.00
Sign affecting visibility	Part 4, 1.10	$200.00

SCHEDULE 4 TO BYLAW NO. 1857

(Bylaws 2055, 4027, 4703)

UNSIGHTLY PREMISES BYLAW NO. 1, 1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Accumulated debris	2(1)	$200.00
Littering	2(2)	$200.00
Unsightly property	2(3)	$200.00
Graffiti	2(4)	$200.00
Property not cleaned	3	$200.00

SCHEDULE 5 TO BYLAW NO. 1857

(Bylaw 3020, 4401, 4703)

BUILDING REGULATION BYLAW NO. 5, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain building permit	3.1.1	$250.00
Fail to obtain demolition/deconstruction permit	3.1.2	$250.00
Occupy without occupancy certificate	3.1.3	$250.00
Tamper with posted notice/permit/certificate	3.1.4	$250.00
Build contrary to approved plans	3.1.5	$250.00
Obstruct entry of authorized building official	3.1.6	$250.00
Continue work on structure after order	3.1.7	$400.00
Construct contrary to building regulations	3.1.8	$250.00

SCHEDULE 6 TO BYLAW NO. 1857

AMUSEMENT MACHINE AND GAMES ROOM REGULATION BYLAW, 1983

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Underage employee	3(a)	$100.00
Violate hours of operation	4(b)	$100.00
Excess amusement machines	5	$100.00
Minor on premises	6(a)	$100.00
Permit minor on premises	6(b)	$100.00
Child under 15 on premises during prohibited hours	6(d)	$100.00

SCHEDULE 7 TO BYLAW NO. 1857

(Bylaw 4401, 4672, 4703)

JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 2, 2025

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT*
Deposit or cause, permit or allow deposit of soil without permit	8 (a)	$750.00	$550.00
Deposit or cause, permit or allow deposit greater than 20,000 m^3 of soil	8 (b)	$1,000.00	$750.00
Deposit or cause, permit or allow deposit of unsuitable material	8 (c)	$1,000.00	$750.00
Remove/deposit soil in or around a watercourse	8 (d)	$1,000.00	$750.00
Unlawful removal/deposit of soil on ALR land	8 (e)	$1,000.00	$750.00
Deposit contrary to a permit	8 (f)	$1,000.00	$750.00
Remove soil on a holiday	11 (a)(i)	$500.00	
Remove soil outside permitted hours	11 (a)(ii) or 11(b)(i)	$500.00	
Removal of soil without development permit	11 (c)	$1,000.00	$750.00
Removal of soil not in compliance with development permit	11 (d)	$750.00	$550.00
Removal of soil without sediment control	11 (e)	$750.00	$550.00
Removal of soil without deposit permit	11 (f)	$500.00	
Removal of soil without Ministry of Transportation and Transit approval	11 (g)	$250.00	
Soil or other material on public highway right-of-way	11 (h)	$250.00	
Deposit soil on a holiday	12 (a)(i)	$250.00	
Deposit soil outside permitted hours	12 (a)(ii) or 12 (b)(i)	$250.00	
Deposit of soil without development permit	12 (c)	$500.00	
Deposit of soil not in compliance with development permit	12 (d)	$500.00	
Deposit of soil without sediment control	12 (e)	$500.00	
Deposit activity obstructs, impairs or impedes drainage	12 (f)	$1,000.00	$750.00

SCHEDULE 7 TO BYLAW NO. 1857

(Bylaw 4401, 4672, 4703)

JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 2, 2025

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT*
facility or watercourse			
Deposit of soil on or to create an over-steepened fill slope	12 (g) or 12 (g)(i)	$500.00	
Insufficient drainage	12 (h)	$500.00	
Increased drainage over adjacent property	12 (i)	$500.00	
Soil deposited over well/water source/sewage disposal system	12 (j)	$750.00	$550.00
Deposit of soil without Ministry of Transportation and Transit approval	12 (k)	$250.00	
Soil or other material within public highway right-of-way	12 (l)	$250.00	
Soil deposited over statutory right-of-way	12 (m)	$500.00	
Deposit of Soil without Type ‘A’ Permit	21	$500.00	
Deposit of Soil without Type ‘B’ Permit	23	$750.00	$550.00
Deposit of Soil without Type ‘C’ Permit	24	$1,000.00	$750.00
Deposit of Soil without Type ‘D’ Permit	26	$1,250.00	$1,000.00
Failure to keep soil deposit logbook	31 (a)	$500.00	
Failure to produce soil deposit logbook upon request	31 (b)	$500.00	
Incomplete soil deposit logbook	31 (c)	$250.00	
Failure to post soil deposit permit/sign	31 (d)	$250.00	
Failure to clean road	31 (e)	$250.00	
Failure to comply with deposit cessation order	31 (h)	$1,000.00	$750.00
Failure to produce soil deposit records	39	$250.00	
Failure to identify and mark the soil deposit extents	39	$250.00	

Early Payment: Fine if Paid on or Before the 30th day from the date on which the ticket is served.

SCHEDULE 8 TO BYLAW NO. 1857

(Bylaw 4653, 4703)

WATER DISTRIBUTION LOCAL SERVICE CONDITIONS, FEES AND CHARGES BYLAW NO. 1, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Service connection without application/approval	6.4	$200.00
Connect to waterworks without authorization	6.5	$200.00
Install booster pump without approval	8.5	$200.00
Unauthorized use of fire connection	14.2	$500.00
Install shut off valve or outlet to service connection	29.2	$200.00
Interfere with water meters	31.1	$500.00
Failure to maintain access to water meter	32.1	$200.00
Failure to act as directed	34.2	$200.00
Use hydrant or standpipe without authorization	37.1	$500.00
Connect to or use water with authorization	69.4	$200.00
Connect multiple units without authorization	70.1	$200.00
Operate, maintain, repair without authorization	79.2	$200.00
Connect or alter without authorization	80.1	$500.00
Operation of valve or curb stop without authorization	80.2	$200.00
Connect apparatus, fitting or fixture causing damage or disturbance	90.1	$200.00
Damage waterworks or service connection	102.1	$500.00
Obstruction of an authorized agent	104.2	$500.00

SCHEDULE 9 TO BYLAW NO. 1857

(Bylaws 3111, 3195, 3909, 4703)

ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
No kennel licence	2(1)(a)	$200.00
Harbouring dogs in excess of kennel licence	2(1)(b)	$200.00
Operating kennel contrary to zoning	2(2)(a)	$200.00
Failure of kennel to provide adequate fencing	2(2)(c)	$200.00
No licence	3	$200.00
No licence on dog	7	$200.00
Unauthorized removal of licence tag	10	$200.00
Failure to display dangerous dog sign	14(c)	$200.00
Animal at large	24(1)	$200.00
Uncontrolled dangerous dog	24(2)	$500.00
Obstructing Animal Control Officer	24(3)	$500.00
Bitch in heat unenclosed	25	$200.00
Noisy dog	26(1)	$200.00
Noisy animal	26(2)	$200.00
Animal on beach	29	$200.00
Fail to provide water or food	27(1)(a)	$200.00
Fail to provide sanitary receptable	27(1)(b)	$200.00
Fail to provide sufficient exercise	27(1)(c)	$200.00
Fail to provide veterinarian care	27(1)(d)	$200.00
Fail to provide adequate shelter	27(2)	$200.00
Animal tied to fixed object by neck	27(3)	$200.00
Animal tied to fixed object for extended period	27(4)	$200.00
Animal kept in confined space without ventilation	27(5)	$200.00
Fail to adequately confine animal in vehicle	27(6)	$200.00

SCHEDULE 10 TO BYLAW NO. 1857

(Bylaws 2565, 3379, 4703)

NOISE SUPPRESSION BYLAW (SOUTHERN GULF ISLANDS) NO. 1, 2006

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Noise which disturbs	2	$200.00
Loading/unloading noise	3(1)	$200.00
Construction noise	3(2)	$200.00
Amplified music – outdoors	3(3)	$200.00
Amplified music – indoors	3(4)	$200.00
Vehicle noise	3(5)	$200.00
Firearms noise	3(6)	$200.00

SCHEDULE 11 TO BYLAW NO. 1857

(Bylaws 2225, 3418, 3442, 3701, 4703)

NOISE SUPPRESSION BYLAW (JUAN DE FUCA) NO. 1, 2007

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Noise which disturbs	2	$200.00
Loading/unloading noise	3.1	$200.00
Construction noise	3.2	$200.00
Construction noise on Sundays or holidays	3.3	$200.00
Leaf blower noise	3.4	$200.00
Amplified music – outdoors	3.5	$200.00
Amplified music – indoors	3.6	$200.00
Noisy vehicle	3.7	$200.00
Noise from firearms	3.8	$200.00
Noise from electrical equipment	3.9	$200.00

SCHEDULE 12 TO BYLAW NO. 1857

(Bylaws 2225, 3385, 3418, 4703)

NOISE SUPPRESSION BYLAW (SALT SPRING ISLAND) NO. 1, 2006

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Noise which disturbs	2	$200.00
Loading/unloading noise	3(1)	$200.00
Construction noise	3(2)	$200.00
Amplified music – outdoors	3(3)	$200.00
Amplified music – indoors	3(4)	$200.00
Vehicle noise	3(5)	$200.00
Firearms noise	3(6)	$200.00

SCHEDULE 13 TO BYLAW NO. 1857

(Bylaws 2565, 3442, 3609, 4703)

CAPITAL REGIONAL DISTRICT IDLING CONTROL BYLAW NO. 1, 2008

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Idle in excess of three minutes	2	$200.00

SCHEDULE 14 TO BYLAW NO. 1857

(Bylaw 4654, 4703)

WATER REGULATIONS BYLAW NO. 1, 1990

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Unauthorized connection to waterworks	4	$200.00
Unauthorized use of water supplied by waterworks	5(a)	$200.00
Failure to follow board direction pertaining to water use	5(b)	$200.00
Tamper, operate, or remove Water connections or fixtures	6(a)	$500.00
Damage or alter water connections or fixtures	6(b)	$500.00
Unauthorized use of fire connections, hydrants or standpipes	7	$500.00
Waste of water	8	$200.00
Obstruction of fire connections, hydrants or standpipes	9(a)	$500.00
Failure to pay fees associated with removal of obstruction	9(b)	$500.00
Unauthorized connection of multiple units to a single service connection	16	$200.00
Unauthorized installation of Service Connection	19	$200.00
Failure to pay turn-on or turn-off fee	22(b)	$250.00
Unauthorized turn-on or turn-off of water supply	22(c)	$500.00
Connection of an independent water supply to CRD service connection	25	$500.00
Failure to comply with section 27	27	$500.00
Obstruct access	9	$250.00

SCHEDULE 15 TO BYLAW NO. 1857

LANGFORD SIGN BYLAW, 1987

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Non-conforming sign	3(2)(a)	$100.00
Abandoned sign	3(3)(a)	$100.00
Billboard sign	3(3)(b)	$100.00
Moving sign	3(3)(c)	$100.00
Roof sign	3(3)(d)	$100.00
No permit	3(6)(a)	$100.00
Obstructs view	3(12)	$100.00

SCHEDULE 16 TO BYLAW NO. 1857

(Bylaws 2509, 2658, 2698, 3555, 4169, 4703)

CAPITAL REGIONAL DISTRICT CLEAN AIR BYLAW NO. 1, 2014

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Smoking in a park	2(1)(a)	$200.00
Smoking in a designated public space	2(1)(b)	$200.00
Smoking in a school yard	2(1)(c)	$200.00
Smoking in a building	2(1)(d)	$200.00
Smoking in a business place (food or beverage)	2(1)(e)	$200.00
Smoking in a vehicle	2(1)(f)	$200.00
Smoking in 7m buffer zone of doorway, window or intake	2(1)(g)	$200.00
Smoking in 7m buffer zone of a bus stop	2(1)(h)	$200.00
Permitting smoking in a building	2(2)(a)	$500.00
Permitting smoking in a business place (food or beverage)	2(2)(b)	$500.00
Permitting smoking in a vehicle	2(2)(c)	$500.00
Failing to display sign in the prescribed form	3(1), 3(2), 4(1)	$300.00
Removing or defacing a sign	4(3)	$500.00

SCHEDULE 17 TO BYLAW NO. 1857

(Bylaw 1999)

FOOD HANDLERS BYLAW NO. 1, 1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Uncertified supervisor	2	$200.00
Certificate not posted	3	$100.00

SCHEDULE 18 TO BYLAW NO. 1857

(Bylaws 2130, 2722, 3683, 3773, 3880, 4184, 4226, 4433, 4443, 4703)

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Obstruction of Park or Peace Officer	4(1)	$500.00
Failure to obey sign or posted notice	4(3)	$100.00
Possession or consumption of liquor	4(4)	$200.00
Urinate or defecate in public	4(5)	$200.00
Breach of curfew	4(6)	$200.00
Undue noise	4(8)	$200.00
Disruptive use of machinery or cycle – peace	4(9)(a)	$200.00
Disruptive use of machinery or cycle – wildlife	4(9)(b)	$200.00
Disruptive use of machinery or cycle	4(9)(c)	$200.00
Disturb the peace	4(11)	$200.00
Enter park within eviction period	4(12)	$300.00
Unauthorized use of aircraft	4(13)	$200.00
Cause disturbance between 10 pm and 7 am	6(1)(b)	$200.00
No camping	6(4)	$200.00
Fail to register	6(5)	$200.00
Damage or remove any natural park feature	7(1)(a)	$300.00
Build or alter any trail	7(1)(b)	$300.00
Destroy or damage park infrastructure	7(1)(c)	$200.00
Build, place, or install structure or facility	7(1)(d)	$300.00
Deposit plant or animal material	7(1)(e)	$200.00
Hunt or molest wildlife	7(1)(f)	$200.00
Feed wildlife or leave attractant	7(1)(g)	$200.00
Contaminate park or waterway	7(1)(h)	$300.00

SCHEDULE 18 TO BYLAW NO. 1857

(Bylaws 2130, 2722, 3683, 3773, 3880, 4184, 4226, 4433, 4443, 4703)

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Littering	7(3)	$200.00
Illegal dumping	7(4)	$300.00
Illegal fire	7(5)	$300.00
Unattended fire	7(6)	$200.00
Smoke in park	7(8)	$200.00
Cut or remove tree	7(9)	$500.00
No cycling	7(10)	$200.00
Travel off designated trail	7(11)	$200.00
In the drinking water protection zone	7(12)	$200.00
Dog not under control	8(1)(a)	$200.00
Dog off leash	8(1)(b)	$200.00
Dog on beach or picnic area	8(1)(c)	$200.00
Dog faeces not removed	8(1)(d)	$200.00
Dog disturbing people or wildlife	8(1)(f)	$300.00
Domestic animal not under control	8(5)	$200.00
Horse in prohibited area	8(7)	$200.00
Possess or discharge firearm or explosive	9(1)	$200.00
Vehicle off road	10(1)	$300.00
Illegal parking	10(3)	$50.00
Off-road vehicle use in park	10(9)	$300.00
Commercial activity without permit	11(1)(b)	$400.00
Special use event without permit	12(1)(a)	$200.00

SCHEDULE 18 TO BYLAW NO. 1857

(Bylaws 2130, 2722, 3683, 3773, 3880, 4184, 4226, 4433, 4443, 4703)

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Failure to produce permit	12(1)(b)	$200.00
Breach of park use permit	12(9)	$300.00

SCHEDULE 19 TO BYLAW NO. 1857

(Bylaws 2163, 2281, 2359, 3140, 3899, 4003, 4567, 4646, 4675, 4703)

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT*
Disobey site regulations	2.1	$200.00	
Fail to follow site regulations	2.2	$500.00	
Non-district waste	2.3	$500.00	$375.00
Deposit prohibited waste	2.5	$500.00	
Deposit hazardous waste	2.8	$500.00	
Improper disposal asbestos	2.11	$1000.00	
Deposit controlled waste	2.12	$500.00	
Deposit recyclable material	2.14	$500.00	$375.00
Improper deposit mandatory recyclable	2.15	$200.00	
Improper deposit voluntary recyclable	2.16	$200.00	
Improper deposit weeds	2.18	$200.00	
Deposit EPR material	2.19	$500.00	
Improper deposit EPR material	2.20	$200.00	
Deposit HHW by commercial hauler	2.21	$200.00	
Deposit HHW	2.22	$200.00	
Improper deposit of HHW	2.23	$200.00	
Deposit contaminated demo waste	2.25	$300.00	
Improper deposit sorted demo waste	2.26	$200.00	
Improper deposit kitchen scraps	2.27	$200.00	
Fail to separate waste	2.28(a)	$500.00	$375.00
Fail to separate waste (walking floor trailer)	2.28(b)	$1000.00	$750.00
Fail to pay fee	3.1	$300.00	
Deposit while charge unpaid	3.2(b)	$200.00	

SCHEDULE 19 TO BYLAW NO. 1857

(Bylaws 2163, 2281, 2359, 3140, 3899, 4003, 4567, 4646, 4675, 4703)

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT*
Uncovered/unsecured load	Sch. B, Reg. 2.1	$200.00	
Load not ready for disposal	Sch. B, Reg. 2.3	$200.00	
Drive off designated roads	Sch. B, Reg. 3.1	$200.00	
Fail to obey signs	Sch. B, Reg. 3.2	$200.00	
Fail to follow directions	Sch. B, Reg. 3.3	$200.00	
Scavenging	Sch. B, Reg. 3.5	$200.00	
Loitering on site	Sch. B, Reg. 3.6	$200.00	
Vehicle washing	Sch. B, Reg. 3.7	$200.00	
Disorderly conduct	Sch. B, Reg. 3.8	$300.00	
Overweight vehicle	Sch. B, Reg. 3.9	$200.00	
Children at site	Sch. B, Reg. 4.2	$100.00	
Pets at site	Sch. B, Reg. 4.3	$100.00	
Smoking at disposal site	Sch. B, Reg. 4.4	$200.00	
Use electronic device while driving	Sch. B, Reg. 4.7	$200.00	
No protective equipment	Sch. B, Reg. 4.8	$200.00	
Unauthorized videotaping or photography on site	Sch. B, Reg. 3.12	$200.00	

**Early Payment: Fine if Paid on or Before the 30th day from the date on which the ticket is served.*

SCHEDULE 20 TO BYLAW NO. 1857

(Bylaws 2293, 4434, 4554, 4673, 4703)

CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Hinder/prevent inspection	3	$500.00
Wasting water	7(3)	$200.00
Wasting water during stage 2	7(3)	$300.00
Wasting water during stage 3	7(3)	$400.00
Use water contrary to bylaw	7(4)	$200.00
Stage 1 – water lawn contrary to days/times	Sch. A 1(1)(a)	$200.00
Stage 1 – water contrary to restrictions	Sch. A 1(1)(b)	$200.00
Stage 1 – operate public spray park contrary to restrictions	Sch. A 1(1)(c)	$200.00
Stage 1 – public authority watering contrary to days/times	Sch. A 1(2)(b)	$200.00
Stage 1 – watering golf courses contrary to restrictions	Sch. A 1(2)(c)	$200.00
Stage 2 – water lawn contrary to days/times	Sch. A 2(1)(a)	$250.00
Stage 2 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A 2(1)(b)(i)	$250.00
Stage 2 – use motion-activated sprinkler device	Sch. A 2(1)(b)(ii)	$250.00
Stage 2 – water cemetery lawn	Sch. A 2(1)(b)(iii)	$250.00
Stage 2 – operate public spray park contrary to restrictions	Sch. A 2(1)(c)	$250.00
Stage 2 – fill ornamental fountain	Sch. A 2(1)(d)(i)	$250.00
Stage 2 – operate ornamental fountain	Sch. A 2(1)(d)(ii)	$250.00
Stage 2 – water contrary to restrictions	Sch. A 2(1)(e)	$250.00
Stage 2 – public authority watering contrary to days/times	Sch. A 2(2)(b)	$250.00
Stage 2 – watering golf courses contrary to restrictions	Sch. A 2(2)(c)	$250.00
Stage 3 – water lawn, turf, or boulevard	Sch. A 3(1)(a)(i)	$400.00
Stage 3 – fill pool, hot tub, or garden pond	Sch. A 3(1)(a)(ii)	$400.00
Stage 3 – operate a public spray park	Sch. A 3(1)(a)(iii)	$400.00

SCHEDULE 20 TO BYLAW NO. 1857

(Bylaws 2293, 4434, 4554, 4673, 4703)

CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Stage 3 – operate or fill ornamental fountain	Sch. A 3(1)(a)(iv)	$400.00
Stage 3 – wash vehicle or boat with water	Sch. A 3(1)(a)(v)	$400.00
Stage 3 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A 3(1)(a)(vi)	$400.00
Stage 3 – use motion-activated sprinkler device	Sch. A 3(1)(a)(vii)	$400.00
Stage 3 – leave water service turned on	Sch. A 3(1)(a)(viii)	$400.00
Stage 3 – water contrary to restrictions	Sch. A 3(1)(b)	$400.00
Stage 3 – watering golf courses contrary to days/times	Sch. A 3(2)(a)	$400.00
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A 3(2)(b)	$400.00
Stage 4 – use of water while prohibited (outdoor)	Sch. A 4(1)(a)	$500.00
Stage 4 – indoor use contrary to restrictions (residential)	Sch. A 4(1)(b)	$500.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge prohibited waste	2.1 (a)	$1,000.00
Discharge restricted waste	2.1(b)	$500.00
High volume discharge	2.1(c)	$200.00
Discharge without a permit and contrary to code of practice	2.1(d)	$200.00
Unauthorized discharge of excess uncontaminated water	2.1(e)	$200.00
Unauthorized discharge of septage	2.3	$500.00
Unauthorized discharge of trucked liquid waste	2.4	$500.00
Discharge to dilute non-domestic waste	2.5	$500.00
Fail to provide spill containment	2.8(a)	$200.00
Fail to post name and phone number as required	2.8(b)	$200.00
Unauthorized discharge of recreational vehicle waste	2.9	$750.00
Unauthorized discharge of carpet cleaner waste	2.10	$750.00
Unauthorized discharge of ship and boat waste	2.11	$750.00
Unauthorized discharge of kitchen equipment cleaning waste	2.12	$500.00
Fail to adjust Ph	2.13(a)	$500.00
Fail to maintain complete records	2.13(b)	$200.00
Fail to apply for permit	3.3	$250.00
Fail to comply with permit terms or conditions	3.6	$1,000.00
Fail to comply with authorization terms or conditions	3.7	$500.00
Bypass waste control works	5.2	$500.00
Fail to maintain complete records, monitoring	6.1(a)	$200.00
Fail to maintain complete records, administration	6.1(b)	$200.00
Fail to report unlawful discharge to a manager or officer	7.1(a)	$250.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to report unlawful discharge to owner	7.1(b)	$250.00
Fail to provide information to manager on premises	7.2(a)	$250.00
Fail to provide information to on location	7.2(b)	$250.00
Fail to provide information to on contact person	7.2(c)	$250.00
Fail to provide information to on time, date and duration	7.2(d)	$250.00
Fail to provide information to on type	7.2(e)	$250.00
Fail to provide information to on volume	7.2(f)	$250.00
Fail to provide information to on corrective action	7.2(g)	$250.00
Fail to confine unlawful discharge	7.3(a)	$500.00
Fail to dispose of substance properly	7.3(b)	$500.00
Fail to give 90 days notice of new activity	7.4(a)	$250.00
Fail to give 90 days notice of activity change	7.4(b)	$250.00
Inaccessible monitoring point	9.6	$250.00
Hinder/prevent inspection	13.1	$500.00
Discharge of restricted waste	Sch. I, 2.1(a)	$200.00
Discharge of prohibited waste	Sch. I, 2.1(b)	$200.00
Discharge of excess uncontaminated water	Sch. I, 2.1(c)	$200.00
Discharge of stormwater to sewer	Sch. I, 2.1(d)	$200.00
Fail to install grease interceptor	Sch. I, 2.2	$500.00
Fail to maintain grease interceptor	Sch. I, 2.3	$200.00
Installation of unapproved treatment works	Sch. I, 2.4	$250.00
Alternate treatment works non-compliant with permit or authorization	Sch. I, 2.5	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to clean out grease interceptor	Sch. I, 2.6	$200.00
Accumulation of excess grease or solids	Sch. I, 2.7	$200.00
Disposal of oil and grease to sewer	Sch. I, 2.8	$200.00
Use of agents facilitating bypass of grease	Sch. I, 2.9	$200.00
Fail to connect fixture to grease interceptor, sink	Sch. I, 2.10(a)	$200.00
Fail to connect fixture to grease interceptor, exhaust hood	Sch. I, 2.10(b)	$200.00
Fail to connect fixture to grease interceptor, drain	Sch. I, 2.10(c)	$200.00
Fail to connect fixture to grease interceptor, compactor	Sch. I, 2.10(d)	$200.00
Fail to connect fixture to grease interceptor, dishwasher	Sch. I, 2.10(e)	$200.00
Fail to connect fixture to grease interceptor, grease bearing fixture	Sch. I, 2.10(f)	$200.00
Fail to install works preventing discharge of rainwater to sewer	Sch. I, 2.11	$200.00
Connection of a toilet or urinal	Sch. I, 2.12(a)	$200.00
Connection of a hand sink	Sch. I, 2.12(b)	$200.00
Connection of a mop sink	Sch. I, 2.12(c)	$200.00
Connection of fixture discharging solids	Sch. I, 2.12(d)	$200.00
Connection of drain receiving uncontaminated water	Sch. I, 2.12(e)	$200.00
Unapproved grease interceptor rating greater than 100gpm	Sch. I, 2.13	$200.00
Unapproved grease interceptor rating less than 100gpm	Sch. I, 2.14	$200.00
Unapproved grease interceptor design and installation	Sch. I, 2.15	$200.00
Fail to install flow control device	Sch. I, 2.20	$200.00
Fail to properly size or install flow control device	Sch. I, 2.21(a)	$200.00
Flow control cannot be verified	Sch. I, 2.21(b)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to install correct flow control device	Sch. I, 2.21(c)	$200.00
Inaccessible grease interceptor	Sch. I, 2.22	$200.00
Grease interceptor installed in confined space	Sch. I, 2.23	$200.00
Fail to correctly install monitoring point, as required	Sch. I, 2.24(a)	$200.00
Improper monitoring point	Sch. I, 2.24(b)	$200.00
Inaccessible monitoring point	Sch. I, 2.24(c)	$200.00
Fail to remove cover of grease interceptor	Sch. I, 2.26	$200.00
Improper connection of food grinder	Sch. I, 2.27	$200.00
Fail to install solids interceptor	Sch. I, 2.28	$200.00
Fail to maintain solids separator	Sch. I, 2.29	$200.00
Fail to keep operation manual	Sch. I, 3.1	$200.00
Fail to keep records available for inspection	Sch. I, 3.2	$200.00
Fail to maintain complete records, date	Sch. I, 3.2(a)	$200.00
Fail to maintain complete records, maintenance	Sch. I, 3.2(b)	$200.00
Fail to maintain complete records, material removed	Sch. I, 3.2(c)	$200.00
Fail to maintain complete records, location of disposal	Sch. I, 3.2(d)	$200.00
Fail to retain records, maintenance and disposal	Sch. I, 3.3	$200.00
Fail to retain records, installed grease interceptor	Sch. I, 3.4	$200.00
Fail to maintain records, electronic records	Sch. I, 3.5	$200.00
Fail to maintain records, self-clean	Sch. I, 3.6	$200.00
Discharge prohibited waste	Sch. J, 2.1(a)	$200.00
Discharge restricted waste	Sch. J, 2.1(b)	$200.00
Discharge excessive tetrachloroethylene	Sch. J, 2.1(c)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge residue	Sch. J, 2.1(d)	$200.00
Discharge of excess uncontaminated water	Sch. J, 2.1(e)	$200.00
Unauthorized discharge of stormwater	Sch. J, 2.2	$200.00
Fail to manage wastewater off-site	Sch. J, 2.3	$250.00
Fail to install second separator	Sch. J, 2.4(a)	$500.00
Fail to install filter	Sch. J, 2.4(b)	$500.00
Fail to install alarm	Sch. J, 2.4(c)	$500.00
Fail to install second filter	Sch. J, 2.4(d)	$500.00
Fail to install works in correct order	Sch. J, 2.5	$200.00
Treatment works not accessible	Sch. J, 2.6	$200.00
Treatment works location, confined space	Sch. J, 2.7	$200.00
Fail to maintain machines	Sch. J, 2.8	$200.00
Fail to replace filter before expiry date	Sch. J, 2.9(a)	$200.00
Fail to replace filter after alarm	Sch. J, 2.9(b)	$200.00
Fail to replace filter after elevated concentration	Sch. J, 2.9(c)	$200.00
Fail to correctly install monitoring point	Sch. J, 2.10(a)	$200.00
Inaccessible monitoring point	Sch. J, 2.10(b)	$200.00
Fail to protect sewer against spills	Sch. J, 3.1	$200.00
Fail to install spill containment system	Sch. J, 3.2	$200.00
Undersized containment	Sch. J, 3.3	$200.00
Open drains in containment	Sch. J, 3.4	$200.00
Fail to block drains in contamination area	Sch. J, 3.5	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge untested stormwater from containment	Sch. J, 3.6	$200.00
Fail to prepare spill response plan	Sch. J, 4.1	$200.00
Fail to prepare spill response plan within 30 days	Sch. J, 4.2	$200.00
Fail to post spill response plan	Sch. J, 4.3	$200.00
Fail to stock spill response materials	Sch. J, 4.4	$200.00
Fail to include plugs	Sch. J, 4.5	$200.00
Fail to follow spill response plan	Sch. J, 4.6	$200.00
Fail to maintain complete records, date	Sch. J, 5.1(a)	$200.00
Fail to maintain complete records, inspection	Sch. J, 5.1(b)	$200.00
Fail to maintain complete records, carbon replaced	Sch. J, 5.1(c)	$200.00
Fail to maintain complete records, material removed	Sch. J, 5.1(d)	$200.00
Fail to maintain disposal records	Sch. J, 5.2	$200.00
Fail to retain records	Sch. J, 5.3	$200.00
Fail to retain operation manual	Sch. J, 5.4	$200.00
Discharge excess contaminants, silver	Sch. K, 2.1(a)	$200.00
Discharge of prohibited waste	Sch. K, 2.1(b)	$200.00
Fail to manage waste off-site	Sch. K, 2.2(a)	$200.00
Fail to treat wastes	Sch. K, 2.2(b)	$500.00
Fail to install and maintain equipment	Sch. K, 2.3	$200.00
Fail to use metering pump	Sch. K, 2.4	$200.00
Fail to calibrate metering pump	Sch. K, 2.5	$200.00
Fail to properly locate recovery system as required	Sch. K, 2.6	$200.00
Fail to install spill containment or cap drains	Sch. K, 2.7	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to test effluent	Sch. K, 2.8	$200.00
Fail to install flow meter	Sch. K, 2.9(a)	$200.00
Fail to test discharge	Sch. K, 2.9(b)	$200.00
Fail to replace silver recovery cartridge as recommended	Sch. K, 2.10(a)	$200.00
Fail to replace silver recovery cartridge at 80% capacity	Sch. K, 2.10(b)	$200.00
Fail to replace silver recovery cartridge over 1000 mg/L	Sch. K, 2.10(c)	$200.00
Fail to replace silver recovery cartridge for excess silver	Sch. K, 2.10(d)	$200.00
Fail to replace both silver recovery cartridges	Sch. K, 2.11	$200.00
Treatment works not accessible	Sch. K, 2.14	$200.00
Treatment works location, confined space	Sch. K, 2.15	$200.00
Improper outlet location	Sch. K, 2.16(a)	$200.00
Monitoring point not accessible	Sch. K, 2.16(b)	$200.00
Fail to keep maintenance manual	Sch. K, 3.1	$200.00
Fail to maintain complete records, serial number	Sch. K, 3.2(a)	$200.00
Fail to maintain complete records, date	Sch. K, 3.2(b)	$200.00
Fail to maintain complete records, expiry date	Sch. K, 3.2(c)	$200.00
Fail to maintain complete records, capacity	Sch. K, 3.2(d)	$200.00
Fail to maintain complete records, calibrator	Sch. K, 3.2(e)	$200.00
Fail to maintain complete records, tests	Sch. K, 3.2(f)	$200.00
Fail to maintain complete records, repair/replacement	Sch. K, 3.2(g)	$200.00
Fail to maintain complete records on electrolytic unit	Sch. K, 3.3(a)	$200.00
Fail to record date of silver removal	Sch. K, 3.3(b)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to record maintenance/repair information	Sch. K, 3.3(c)	$200.00
Fail to maintain disposal records, company name	Sch. K, 3.4(a)	$200.00
Fail to maintain disposal records, material type	Sch. K, 3.4(b)	$200.00
Fail to maintain disposal records, material quantity	Sch. K, 3.4(c)	$200.00
Fail to maintain disposal records, transfer date	Sch. K, 3.4(d)	$200.00
Fail to retain records	Sch. K, 3.5	$200.00
Discharge prohibited waste	Sch. L, 2.1(a)	$200.00
Discharge restricted waste	Sch. L, 2.1(b)	$200.00
Discharge of wastewater, elevated mercury concentration	Sch. L, 2.1(c)	$200.00
Fail to manage wastewater off-site	Sch. L, 2.3(a)	$250.00
Fail to treat wastewater prior to sewer discharge	Sch. L, 2.3(b)	$250.00
Amalgam separator not certified	Sch. L, 2.4	$200.00
Fail to correctly install and maintain amalgam separator	Sch. L, 2.5	$200.00
Fail to install proper flow control	Sch. L, 2.6(a)	$200.00
Fail to install flow control, water supply line	Sch. L, 2.6(b)	$200.00
Fail to install flow control, specified flow rate	Sch. L, 2.7	$200.00
Improper storage of collecting containers	Sch. L, 2.8	$200.00
Fail to install spill containment	Sch. L, 2.9	$200.00
Fail to replace collecting container, expiry date	Sch. L, 2.10(a)	$200.00
Fail to replace collecting container, warning level	Sch. L, 2.10(b)	$200.00
Fail to replace collecting container, elevated mercury	Sch. L, 2.10(c)	$200.00
Improper disposal to sewer	Sch. L, 2.11	$200.00
Inaccessible amalgam separator	Sch. L, 2.12	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Amalgam separator installed in confined space	Sch. L, 2.13	$200.00
Fait to correctly install monitoring point	Sch. L, 2.14(a)	$200.00
Fail to include total flow	Sch. L, 2.14(b)	$200.00
Inaccessible monitoring point	Sch. L, 2.14(c)	$200.00
Fail to keep maintenance manual	Sch. L, 3.1	$200.00
Fail to post ISO standard test report	Sch. L, 3.2	$200.00
Fail to maintain complete records, date of install	Sch. L, 3.3(a)	$200.00
Fail to maintain complete records, serial number	Sch. L, 3.3(b)	$200.00
Fail to maintain complete records, maximum flow rate	Sch. L, 3.3(c)	$200.00
Fail to maintain complete records, date of inspection	Sch. L, 3.3(d)	$200.00
Fail to maintain complete records, description of problems	Sch. L, 3.3(e)	$200.00
Fail to maintain complete records, service provider	Sch. L, 3.3(f)	$200.00
Fail to maintain complete records, dates of waste pick-up	Sch. L, 3.3(g)	$200.00
Fail to retain records, five years	Sch. L, 3.4	$200.00
Discharge prohibited waste	Sch. M, 2.1(a)	$200.00
Discharge restricted waste	Sch. M, 2.1(b)	$200.00
Discharge excess oil and grease	Sch. M, 2.1(c)	$200.00
Discharge excess uncontaminated water	Sch. M, 2.1(d)	$200.00
Discharge fuel-water	Sch. M, 2.1(e)	$200.00
Discharge from parts washer	Sch. M, 2.1(f)	$200.00
Discharge from oily rag washing	Sch. M, 2.1(g)	$200.00
Discharge from engine washing	Sch. M, 2.1(h)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Unauthorized discharge of stormwater	Sch. M, 2.2	$200.00
Unauthorized discharge of groundwater	Sch. M, 2.3	$200.00
Fail to install treatment works	Sch. M, 2.4	$200.00
Fail to install properly sized separator	Sch. M, 2.6	$200.00
Fail to treat discharge	Sch. M, 2.7	$200.00
Unauthorized discharge to treatment works	Sch. M, 2.8	$200.00
Use of chemical agents	Sch. M, 2.9	$200.00
Fail to correctly install monitoring point	Sch. M, 2.10(a)	$200.00
Improper monitoring point	Sch. M, 2.10(b)	$200.00
Inaccessible treatment works	Sch. M, 2.11	$200.00
Accumulation of excessive oil and grease	Sch. M, 2.12	$200.00
Accumulation of excessive solids	Sch. M, 2.13	$200.00
Fail to inspect separator	Sch. M, 2.14	$200.00
Fail to clean separator	Sch. M, 2.15	$200.00
Fail to conduct annual cleaning	Sch. M, 2.16	$200.00
Fail to provide spill containment, used batteries	Sch. M, 3.1(a)	$200.00
Fail to provide spill containment, used solvents	Sch. M, 3.1(b)	$200.00
Fail to provide spill containment, fuel tanks	Sch. M, 3.1(c)	$200.00
Fail to provide spill containment, prohibited waste	Sch. M, 3.1(d)	$200.00
Fail to supervise discharge	Sch. M, 3.2	$200.00
Fail to prepare spill response plan	Sch. M, 4.1	$200.00
Fail to prepare spill response plan within 30 days	Sch. M, 4.2	$200.00
Fail to post spill response plan	Sch. M, 4.3	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to follow spill response plan	Sch. M, 4.4	$200.00
Fail to inspect following spill	Sch. M, 4.5	$200.00
Fail to remove spilled materials	Sch. M, 4.6	$200.00
Fail to stock spill response materials	Sch. M, 4.7	$200.00
Fail to maintain complete records, date of inspection	Sch. M, 5.1(a)	$200.00
Fail to maintain complete records, maintenance	Sch. M, 5.1(b)	$200.00
Fail to maintain complete records, material depth	Sch. M, 5.1(c)	$200.00
Fail to maintain complete records, quantity removed	Sch. M, 5.1(d)	$200.00
Fail to maintain complete records, service provider	Sch. M, 5.1(e)	$200.00
Fail to maintain design information	Sch. M, 5.2	$200.00
Fail to maintain record of waste disposal, name	Sch. M, 5.4(a)	$200.00
Fail to maintain record of waste disposal, type of waste	Sch. M, 5.4(b)	$200.00
Fail to maintain record of waste disposal, amount	Sch. M, 5.4(c)	$200.00
Fail to maintain record of waste disposal, date of transfer	Sch. M, 5.4(d)	$200.00
Fail to retain records	Sch. M, 5.5	$200.00
Discharge prohibited waste	Sch. N, 2.1(a)	$200.00
Discharge restricted waste	Sch. N, 2.1(b)	$200.00
Discharge of excess uncontaminated water	Sch. N, 2.1(c)	$200.00
Discharge from engine washing	Sch. N, 2.1(d)	$200.00
Discharge of trucked liquid waste	Sch. N, 2.1(e)	$200.00
Discharge of carpet cleaning waste	Sch. N, 2.1(f)	$200.00
Discharge of recreational vehicle waste	Sch. N, 2.1(g)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge from oily rag washing	Sch. N, 2.1(h)	$200.00
Unauthorized discharge of stormwater	Sch. N, 2.2	$200.00
Unauthorized discharge of groundwater	Sch. N, 2.3	$200.00
Discharge untreated waste into sewer	Sch. N, 2.4	$500.00
Fail to install treatment works	Sch. N, 2.6	$500.00
Fail to install properly designed and sized interceptor	Sch. N, 2.7(a)	$200.00
Fail to install properly designed three chamber interceptor	Sch. N, 2.7(b)	$200.00
Fail to treat discharge	Sch. N, 2.8	$200.00
Unauthorized discharge to treatment works	Sch. N, 2.9	$200.00
Use of chemical agents	Sch. N, 2.10	$200.00
Fail to correctly install monitoring point	Sch. N, 2.11(a)	$200.00
Improper monitoring point	Sch. N, 2.11(b)	$200.00
Inaccessible treatment works	Sch. N, 2.12	$200.00
Accumulation of excessive oil and grease in treatment works	Sch. N, 2.13	$200.00
Accumulation of excessive solids in treatment works	Sch. N, 2.14	$200.00
Fail to inspect treatment works	Sch. N, 2.15	$200.00
Fail to clean treatment works	Sch. N, 2.16	$200.00
Fail to conduct required cleaning of treatment works	Sch. N, 2.17	$200.00
Fail to display signs	Sch. N, 2.18	$200.00
Engine washing	Sch. N, 2.19	$200.00
Fail to prepare spill response plan	Sch. N, 3.1	$200.00
Fail to prepare spill response plan within 30 days	Sch. N, 3.2	$200.00
Fail to post spill response plan	Sch. N, 3.3	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to follow spill response plan	Sch. N, 3.4	$200.00
Fail to inspect treatment works following spill	Sch. N, 3.5	$200.00
Fail to remove spilled materials	Sch. N, 3.6	$200.00
Fail to stock materials	Sch. N, 3.7	$200.00
Fail to maintain complete records, date of inspections	Sch. N, 4.1(a)	$200.00
Fail to maintain complete records, maintenance	Sch. N, 4.1(b)	$200.00
Fail to maintain complete records, material depth	Sch. N, 4.1(c)	$200.00
Fail to maintain complete records, quantity removed	Sch. N, 4.1(d)	$200.00
Fail to maintain complete records, service provider	Sch. N, 4.1(e)	$200.00
Fail to maintain design information	Sch. N, 4.2	$200.00
Fail to maintain record of waste disposal, name	Sch. N, 4.4(a)	$200.00
Fail to maintain record of waste disposal, type of waste	Sch. N, 4.4(b)	$200.00
Fail to maintain record of waste disposal, amount	Sch. N, 4.4(c)	$200.00
Fail to maintain record of waste disposal, date of transfer	Sch. N, 4.4(d)	$200.00
Fail to retain records	Sch. N, 4.5	$200.00
Discharge prohibited waste	Sch. O, 2.1(a)	$200.00
Discharge hazardous waste	Sch. O, 2.1(b)	$200.00
Discharge restricted waste	Sch. O, 2.1(c)	$200.00
Discharge stormwater	Sch. O, 2.1(d)	$200.00
Discharge of excess uncontaminated water	Sch. O, 2.1(e)	$200.00
Discharge excess total suspended solids	Sch. O, 2.1(f)	$200.00
Fail to treat waste	Sch. O, 2.2(b)	$500.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to visually inspect	Sch. O, 2.3(a)	$200.00
Fail to maintain screen	Sch. O, 2.3(b)	$200.00
Discharge unscreened waste	Sch. O, 2.4	$200.00
Fail to install spill containment	Sch. O, 2.5	$200.00
Fail to inspect equipment for leaks, hoses	Sch. O, 2.7(a)	$200.00
Fail to inspect filter gaskets	Sch. O, 2.7(b)	$200.00
Fail to inspect pumps	Sch. O, 2.7(c)	$200.00
Fail to inspect holding tanks	Sch. O, 2.7(d)	$200.00
Fail to prevent discharge to sewer	Sch. O, 2.8(a)	$200.00
Fail to repair leak within 72 hours	Sch. O, 2.8(b)	$200.00
Fail to keep records, inspection	Sch. O, 3.1(a)	$200.00
Fail to keep records, leaks	Sch. O, 3.1(b)	$200.00
Fail to keep records, screen replacement	Sch. O, 3.1(c)	$200.00
Fail to keep records, maintenance	Sch. O, 3.1(d)	$200.00
Fail to retain records	Sch. O, 3.2	$200.00
Discharge prohibited waste, excess contaminants, water	Sch. P, 2.1	$200.00
Fail to neutralize pH waste	Sch. P, 2.2	$200.00
Fail to remove solids	Sch. P, 2.3	$500.00
Fail to filter waste	Sch. P, 2.4(b)	$500.00
Fail to correctly install sampling tee	Sch. P, 2.7(a)	$200.00
Improper sampling tee	Sch. P, 2.7(b)	$200.00
Inaccessible sampling tee	Sch. P, 2.9	$200.00
Fail to keep records, mash tun	Sch. P, 3.1(a)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to keep records, kettle wash	Sch. P, 3.1(b)	$200.00
Fail to keep records, back flush	Sch. P, 3.1(c)	$200.00
Fail to keep records, yeast residue	Sch. P, 3.1(d)	$200.00
Fail to keep records, location of sampling tee	Sch. P, 3.1(e)	$200.00
Fail to keep records, pH adjustment	Sch. P, 3.1(f)	$200.00
Fail to keep records, date of testing	Sch. P, 3.1(g)	$200.00
Fail to retain records	Sch. P, 3.2	$200.00
Discharge prohibited waste	Sch. Q, 2.1(a)	$200.00
Discharge hazardous waste	Sch. Q, 2.1(b)	$200.00
Discharge restricted waste	Sch. Q, 2.1(c)	$200.00
Discharge solvent rinse	Sch. Q, 2.1(d)	$200.00
Discharge inks	Sch. Q, 2.1(e)	$200.00
Discharge etching solution	Sch. Q, 2.1(f)	$200.00
Discharge cleaning solvents	Sch. Q, 2.1(g)	$200.00
Discharge of excess uncontaminated water	Sch. Q, 2.1(h)	$200.00
Unauthorized discharge of stormwater	Sch. Q, 2.2	$200.00
Fail to install trade waste interceptor	Sch. Q, 2.3	$500.00
Fail to install works	Sch. Q, 2.4	$500.00
Fail to install and calibrate metering pump	Sch. Q, 2.6	$200.00
Fail to replace treatment works as recommended	Sch. Q, 2.8(a)	$200.00
Fail to replace treatment works at 80% capacity	Sch. Q, 2.8(b)	$200.00
Fail to replace treatment works total oil and grease at breakthrough	Sch. Q, 2.8(c)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to replace treatment works at breakthrough of oil and grease	Sch. Q, 2.8(d)	$200.00
Fail to properly size trade waste interceptor	Sch. Q, 2.11	$200.00
Bypass of treatment equipment	Sch. Q, 2.12	$200.00
Fail to divert domestic waste	Sch. Q, 2.13	$200.00
Use of chemical agents	Sch. Q, 2.15	$200.00
Fail to correctly install monitoring point	Sch. Q, 2.16(a)	$200.00
Inaccessible monitoring point	Sch. Q, 2.16(b)	$200.00
Inaccessible treatment works	Sch. Q, 2.17	$200.00
Accumulation of floating material	Sch. Q, 2.18	$200.00
Accumulation of excessive solids	Sch. Q, 2.19	$200.00
Fail to inspect trade waste interceptor	Sch. Q, 2.20	$200.00
Fail to maintain trade waste interceptor	Sch. Q, 2.21	$200.00
Fail to clean trade waste interceptor	Sch. Q, 2.22	$200.00
Fail to provide spill containment for solvents	Sch. Q, 3.1(a)	$200.00
Fail to provide spill containment for waste solvents	Sch. Q, 3.1(b)	$200.00
Fail to prepare spill response plan	Sch. Q, 4.1	$200.00
Fail to prepare spill response plan within 60 days	Sch. Q, 4.2	$200.00
Fail to follow spill response plan	Sch. Q, 4.3	$200.00
Fail to inspect following spill	Sch. Q, 4.4	$200.00
Fail to remove spilled materials	Sch. Q, 4.5	$200.00
Fail to stock materials	Sch. Q, 4.6	$200.00
Fail to maintain complete records, inspections	Sch. Q, 5.1(a)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to maintain complete records, maintenance	Sch. Q, 5.1(b)	$200.00
Fail to maintain complete records, material removed	Sch. Q, 5.1(c)	$200.00
Fail to maintain complete records, service provider	Sch. Q, 5.1(d)	$200.00
Fail to keep equipment records, installation date	Sch. Q, 5.2(a)	$200.00
Fail to keep equipment records, serial numbers	Sch. Q, 5.2(b)	$200.00
Fail to keep equipment records, expiry date	Sch. Q, 5.2(c)	$200.00
Fail to keep equipment records, capacity	Sch. Q, 5.2(d)	$200.00
Fail to keep equipment records, calibration dates	Sch. Q, 5.2(e)	$200.00
Fail to keep equipment records, problems	Sch. Q, 5.2(f)	$200.00
Fail to maintain design information	Sch. Q, 5.3	$200.00
Fail to maintain spill response plan	Sch. Q, 5.4	$200.00
Fail to maintain record of waste disposal, name	Sch. Q, 5.5(a)	$200.00
Fail to maintain record of waste disposal, type of waste	Sch. Q, 5.5(b)	$200.00
Fail to maintain record of waste disposal, amount	Sch. Q, 5.5(c)	$200.00
Fail to maintain record of waste disposal, date of transfer	Sch. Q, 5.5(d)	$200.00
Fail to retain records	Sch. Q, 5.6	$200.00
Discharge prohibited waste	Sch. S, 2.1(a)	$200.00
Discharge restricted waste	Sch. S, 2.1(b)	$200.00
Discharge waste containing mercury	Sch. S, 2.1(c)	$200.00
Discharge waste containing PCBs	Sch. S, 2.1(d)	$200.00
Discharge waste containing dioxin TEQ	Sch. S, 2.1(e)	$200.00
Discharge waste containing halogenated solvents	Sch. S, 2.1(f)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge waste containing chlorinated phenols	Sch. S, 2.1(g)	$200.00
Discharge waste containing pesticides	Sch. S, 2.1(h)	$200.00
Discharge excess seawater	Sch. S, 2.1(i)	$200.00
Discharge of excess uncontaminated water	Sch. S, 2.1(j)	$200.00
Unauthorized discharge of stormwater	Sch. S, 2.2	$200.00
Fail to correctly install monitoring point	Sch. S, 2.4	$200.00
Fail to install monitoring point following improvement, lab	Sch. S, 2.5(a)	$200.00
Fail to install monitoring point following improvement, plumbing	Sch. S, 2.5(b)	$200.00
Fail to install monitoring point after exceeding criteria	Sch. S, 2.5(c)	$200.00
Fail to use proper methods	Sch. S, 2.6	$200.00
Fail to install spill containment	Sch. S, 3.1	$200.00
Discharge unauthorized waste	Sch. S, 3.2	$200.00
Fail to prepare spill response plan	Sch. S, 4.1	$200.00
Fail to prepare spill response plan within 30 days	Sch. S, 4.2	$200.00
Fail to post spill response plan	Sch. S, 4.3	$100.00
Fail to maintain spill response equipment	Sch. S, 4.4	$200.00
Fail to carry out spill response plan	Sch. S, 4.5	$200.00
Fail to remove spilled materials	Sch. S, 4.6	$200.00
Fail to keep records, name	Sch. S, 5.1(a)	$200.00
Fail to keep records, type of waste	Sch. S, 5.1(b)	$200.00
Fail to keep records, amount	Sch. S, 5.1(c)	$200.00
Fail to keep records, date of transfer	Sch. S, 5.1(d)	$200.00

SCHEDULE 21 TO BYLAW NO. 1857

(Bylaws 2372, 2565, 2669, 2863, 2987, 3264, 3393, 4220, 4531, 4703)

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to list procedures	Sch. S, 5.2	$200.00
Fail to maintain inventory	Sch. S, 5.3	$200.00
Fail to maintain written procedures	Sch. S, 5.4	$200.00
Fail to maintain test records	Sch. S, 5.5	$200.00
Fail to retain records	Sch. S, 5.6	$200.00

SCHEDULE 22 TO BYLAW NO. 1857

(Bylaws 2372, 2863, 2898, 3650, 4703)

CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obey order to leave dock	3	$200.00
Hinder authorized personnel	4	$200.00
Interfere with lawful use of dock	7	$200.00
Disorderly behaviour	8	$200.00
Noise which disturbs	9	$200.00
Possession of open liquor	10	$200.00
Unlawful sign	11	$200.00
Cause damage to dock	12	$200.00
Damage CRD sign	13	$200.00
Littering	14	$200.00
Unlawful storage	15	$200.00
Unattended vessel in loading zone	16	$200.00
Vessel in loading zone more than 15 minutes	17	$200.00
Unlawful mooring in airport zone	18	$200.00
Failure to vacate airport zone	19	$200.00
Unlawful driving on dock	20(1)	$200.00
Unattended vehicle on dock	21	$200.00
Unattended vehicle on dock	22	$200.00
Unauthorized business on dock	24	$200.00
Unauthorized structure on dock	25(4)	$200.00
Fail to pay moorage fees	25(6)	$200.00
Fail to obtain licence	26	$200.00
Lingering while unloading dangerous goods	27	$200.00

SCHEDULE 22 TO BYLAW NO. 1857

(Bylaws 2372, 2863, 2898, 3650, 4703)

CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obey order to alter position	30	$200.00
Fail to obey order not to moor	31	$200.00
Abandon vessel at dock	33	$200.00
Obstruct movement of other vessels	36	$200.00
Crossing dock with moorage lines	37	$200.00
Use dock for major repairs	38(1)	$200.00
Impede use of dock	38(2)	$200.00
Disobey order of Ports Manager/Wharfinger	49(2)(a)	$200.00
Disobey posted sign	49(2)(b)	$200.00

SCHEDULE 23 TO BYLAW NO. 1857

(Bylaws 2411, 2511, 3796, 4703)

COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS) BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Obstruction of Park or Peace Officer	4(1)	$500.00
Failure to obey sign or posted notice	4(3), 12(1)	$200.00
Possession or Consumption of alcohol	4(4)	$200.00
Urinate or defecate in public	4(5)	$200.00
In park when closed	4(6)	$200.00
Undue noise	4(8)(9)	$200.00
Disorderly or dangerous conduct	4(11)	$200.00
Illegal camping	6(1)	$200.00
Destroying or damaging park features or property	7(1)	$300.00
Littering	7(3)	$200.00
Illegal dumping	7(4)	$300.00
Illegal fire	7(5)	$200.00
Unattended fire or camp stove	7(6)	$200.00
Illegal deposit of burning substance	7(7)	$200.00
Illegal smoking	7(8)	$200.00
Cut or remove tree	7(9)	$500.00
Illegal cycling	7(10)	$200.00
Domestic animal not under control	8(1)(a)	$200.00
Dog faeces not removed	8(4)	$200.00
Possess or discharge firearm	9(1)	$200.00
Possess or discharge fireworks	9(2)	$200.00
Possess or discharge slingshot	9(3)	$200.00
Possess or discharge bow or crossbow	9(4)	$200.00

SCHEDULE 23 TO BYLAW NO. 1857

(Bylaws 2411, 2511, 3796, 4703)

COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS) BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Vehicle off road	10(1)	$200.00
Illegal parking	10(3)	$50.00
Commercial activity without permit	11(1)	$400.00
Interference in lawful use of property	12(2)	$200.00
Special use event without a permit	14(1)	$200.00
Failure to comply with terms of a permit	14(9)	$300.00

SCHEDULE 24 TO BYLAW NO. 1857

(Bylaws 2372, 2669, 4287, 4703)

SALT SPRING ISLAND LIQUID WASTE, SEWER, AND WATER FEES AND CHARGES BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge at locations other than liquid waste facility	Sch. C, Sec 5(a)	$200.00
Fail to obtain access permit	Sch. C, Sec 6(a)	$200.00
Fail to use designated intake	Sch. C, Sec 6(c)	$200.00
Fail to deposit manifest or incorrect manifest	Sch. C, Sec 6(d)	$200.00
Unauthorized Parking	Sch. C, Sec 6(k)	$50.00
Fail to have compatible connection devices	Sch. C, Sec 6(f)	$200.00
Fail to contain load	Sch. C, Sec 6(g)	$200.00
Fail to discontinue discharge or spill	Sch. C, Sec 6(i)	$200.00
Fail to contain loads or spillage in transit	Sch. C, Sec 6(j)	$200.00
Misuse water supply	Sch. C, Sec 6(l)	$200.00
Fail to designate discharge on manifest	Sch. C, Sec 6(m)	$200.00
Fail to comply with all posted speed limits	Sch. C, Sec 6(n)	$200.00
Accessing facility after hours	Sch. C, Sec 6(o)	$200.00
Fail to record information/use flow meter	Sch. C, Sec 6(p)	$200.00

SCHEDULE 25 TO BYLAW NO. 1857

(Bylaws 2669, 2863, 4703)

CAPITAL REGIONAL DISTRICT SEPTAGE DISPOSAL BYLAW NO. 2, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge at other than disposal facility	2.1	$200.00
Fail to provide information	2.7(b)	$200.00
Fail to contain load	2.7(c)	$200.00
Fail to discontinue discharge	2.8	$200.00
Fail to provide information	2.9	$200.00
Fail to clean equipment	2.10	$200.00
Discharge without permit	3.1	$200.00
Unlisted vehicle	3.2	$200.00
Fail to display company name as required	3.4	$200.00
Fail to allow entry	4.1	$200.00
Fail to allow sampling	5.1	$200.00
Using unauthorized sampling and analysis methods	5.3	$200.00
Fail to use independent agency/authorized laboratory	5.4	$200.00
Hinder/prevent inspection	8.1	$200.00

SCHEDULE 26 TO BYLAW NO. 1857

(Bylaws 2669, 2713, 2879, 3062, 4098, 4358, 4553, 4703)

CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Hinder/prevent inspection	3	$500.00
Wasting water during Stage 1	7(3)	$200.00
Wasting water during Stage 2	7(3)	$300.00
Wasting water during Stage 3	7(3)	$400.00
Water contrary to restriction	7(4)	$200.00
Use water for once-through cooling	7(5)	$400.00
Stage 1 – water lawn contrary to even-numbered address dates/times	Sch. A1(1)(a)(i)	$200.00
Stage 1 – water lawn contrary to odd-numbered address dates/times	Sch. A1(1)(a)(ii)	$200.00
Stage 1 – water play field contrary to dates/times	Sch. A1(1)(a)(iv)	$200.00
Stage 1 – operate public spray park contrary to restrictions	Sch. A1(1)(c)	$200.00
Stage 1 – public authority watering contrary to dates/times	Sch. A1(2)(b)	$200.00
Stage 1 – watering golf courses contrary to dates/times	Sch. A1(2)(c)	$200.00
Stage 2 – water lawn contrary to even-numbered address dates/times	Sch. A2(1)(a)(i)	$250.00
Stage 2 – water lawn contrary to odd-numbered address dates/times	Sch. A2(1)(a)(ii)	$250.00
Stage 2 – wash sidewalks/driveways /exterior surfaces	Sch. A2(1)(b)(i)	$250.00
Stage 2 – use motion-activated sprinkler device	Sch. A2(1)(b)(ii)	$250.00
Stage 2 – water cemetery lawn	Sch. A2(1)(b)(iii)	$250.00
Stage 2 – operate public spray park contrary to restrictions	Sch. A2(1)(c)	$250.00
Stage 2 – fill ornamental fountain	Sch. A2(1)(d)(i)	$250.00
Stage 2 – operate ornamental fountain	Sch. A2(1)(d)(ii)	$250.00
Stage 2 – water playing field contrary to dates/times	Sch. A2(1)(d)(iii)	$250.00

SCHEDULE 26 TO BYLAW NO. 1857

(Bylaws 2669, 2713, 2879, 3062, 4098, 4358, 4553, 4703)

CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Stage 2 - Public authority watering contrary to dates/times	Sch. A2(2)(b)	$250.00
Stage 2 – watering golf courses contrary to dates/times	Sch. A2(2)(c)	$250.00
Stage 3 – water lawn or boulevard	Sch. A3(1)(a)(i)	$400.00
Stage 3 – fill pool, hot tub, or garden pond	Sch. A3(1)(a)(ii)	$400.00
Stage 3 – operate a public spray park	Sch. A3(1)(a)(iii)	$400.00
Stage 3 – fill/operate ornamental fountain	Sch. A3(1)(a)(iv)	$400.00
Stage 3 – wash vehicle/boat	Sch. A3(1)(a)(v)	$400.00
Stage 3 – wash sidewalks/driveways /exterior surfaces	Sch. A3(1)(a)(vi)	$400.00
Stage 3 – use motion-activated sprinkler device	Sch. A3(1)(a)(vii)	$400.00
Stage 3 – public authority watering contrary to dates/times	Sch. A3(1)(b)	$400.00
Stage 3 – watering golf courses contrary to dates/times	Sch. A3(2)(a)	$400.00
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A3(2)(b)	$400.00
Stage 4 – outdoor use of water while prohibited	Sch. A4(1)(a)	$500.00
Stage 4 – indoor use of water contrary to restrictions	Sch. A4(1)(b)	$500.00

SCHEDULE 27 TO BYLAW NO. 1857

(Bylaws 2806, 4051, 4703)

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Unauthorized entry on water supply area lands	9	$300.00
Obstruct persons or traffic	10	$200.00
Disorderly behavior	11	$200.00
Unlawful use of liquor	12	$200.00
Fail to obey sign	14	$200.00
Damage to property/natural feature in water supply area	15	$300.00
Foul water supply area lands/water bodies	16	$200.00
Remove posted notices	17	$200.00
Interfere with wildlife	18	$200.00
Deposit garbage	19	$200.00
Introduce alien or weed species	20	$200.00
Introduce organic material without authorization	21	$200.00
Damage tree	24	$200.00
Cut down tree	24	$500.00
Unauthorized cycling	25	$200.00
Unauthorized camping	26	$200.00
Prohibited storage	27	$200.00
Prohibited animal	28	$200.00
Unauthorized hunting, carry or discharge of firearm, crossbow or bow	29	$200.00
Unauthorized operation of aircraft	30	$200.00
Unauthorized operation of vessel or watercraft	31	$200.00
Unauthorized fishing	32	$200.00
Driving off road	33(1)	$200.00

SCHEDULE 27 TO BYLAW NO. 1857

(Bylaws 2806, 4051, 4703)

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Driving contrary to posted signs or traffic control devices	35(2)	$200.00
Unlawful sign	36	$200.00
Prohibited public address system	37	$200.00
Prohibited temporary structure	38	$200.00
Prohibited permanent structure	39	$200.00
Entry into closed area	43	$200.00
Prohibited activity	44	$200.00

SCHEDULE 28 TO BYLAW NO. 1857

(Bylaws 3195, 4160)

CIVIC ADDRESSING BYLAW (SALT SPRING ISLAND ELECTORAL AREA) NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain or display civic address for a new building	4.2	$100.00
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	$50.00
Alter or change civic address without permission	7.2	$50.00

SCHEDULE 29 TO BYLAW NO. 1857

(Bylaws 3195, 4160)

CIVIC ADDRESSING BYLAW (JUAN DE FUCA ELECTORAL AREA) NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain or display civic address for a new building	4.2	$100.00
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	$50.00
Alter or change civic address without permission	7.2	$50.00

SCHEDULE 30 TO BYLAW NO. 1857

(Bylaws 3195, 3796)

Intentionally deleted.

SCHEDULE 31 TO BYLAW NO. 1857

(Bylaw 3418)

CAPITAL REGIONAL DISTRICT COMPOSTING FACILITIES REGULATION BYLAW NO. 1, 2004

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain recycler licence	3.1	$500.00
Operating without recycler licence	3.2	$500.00
Store materials improperly	5.1	$500.00
Fail to operate according to regulations	5.2	$500.00
Fail to operate to control nuisances	6.1	$500.00
Creating or discharging leachate	6.2	$500.00
Fail to operate in accordance with licence	6.5	$200.00
Hinder inspection	11.1	$250.00
Exceed storage limits	Sch. B1	$200.00
Fail to pay licence application fee	Sch. C1.1(a)	$200.00
Fail to pay licence renewal fee	Sch. C1.2(a)	$200.00
Fail to pay licence amendment fee	Sch. C1.3(a)	$200.00
Fail to pay licence administration fee	Sch. C1.4(a)	$200.00
Fail to pay provisional licence fee	Sch. C1.5(a)	$200.00
Handle restricted organic matter improperly	Sch. D1.1	$200.00
Cure restricted organic matter improperly	Sch. D1.2	$200.00
Fail to use impermeable surface	Sch. D1.3	$500.00
Receive unauthorized material	Sch. D1.4	$500.00
Exceed combined storage limits	Sch. D2.2	$200.00
Fail to report beginning of operation	Sch. D3.1	$200.00

SCHEDULE 32 TO BYLAW NO. 1857

(Bylaw 3418)

SALT SPRING ISLAND TRANSFER STATION REGULATION BYLAW NO. 1, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain operator licence	2(a)	$500.00
Hinder inspection	10(a)	$250.00
Fail to pay licence fee	Sch. C1.1(a)	$200.00
Fail to pay licence renewal fee	Sch. C1.2(a)	$200.00
Fail to pay licence amendment fee	Sch. C1.3(a)	$200.00
Fail to pay licence administration fee	Sch. C1.4(a)	$200.00
Fail to use impermeable surface	Sch. D(a)(i)	$500.00
Store waste improperly/class 1 station	Sch. D(a)(ii)	$200.00
Store fibre improperly/class 1 station	Sch. D(a)(iii)	$200.00
Store waste improperly/class 2 station	Sch. D(b)(i)	$200.00
Store fibre improperly/class 2 station	Sch. D(b)(ii)	$200.00
Fail to prohibit public access	Sch. D(b)(iii)	$200.00
Fail to maintain facility	Sch. D(c)	$200.00
Receive unauthorized materials	Sch. D(d)	$500.00
Detectable odour beyond site boundary	Sch. D(e)	$500.00
Fail to submit odour management plan	Sch. D(f)	$200.00
Discharge leachate	Sch. D(g)	$500.00
Deposit garbage	Sch. D(h)	$200.00
Exceed storage limit	Sch. D(i)	$200.00

SCHEDULE 33 TO BYLAW NO. 1857

(Bylaws 3453, 4499, 4703, 4759)

FIRE REGULATION BYLAW NO. 2, 2022

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Open fire while prohibited	4.2(a)	$200.00
Open fire without permit	4.2(b)	$200.00
Breach permit conditions	4.2(c)	$200.00
Cat 3 fire without permit	4.2(d)	$300.00
Fail to maintain fuel break	4.4(e)	$200.00
Fail to monitor fire	4.4(f)	$200.00
Inadequate equipment	4.4(g)	$200.00
Failure to extinguish an open fire	4.4(h)	$300.00
Failure to notify fire department	4.4(i)	$300.00
Burn prohibited material	4.5	$500.00
Non-compliance order	4.6	$300.00
Improper campfire – size	5.1	$200.00
Improper campfire – structure	5.2(a)	$200.00
Improper campfire – combustible material	5.2(b)	$200.00
Improper campfire – domestic waste	5.2(c)	$200.00
Improper Cat 2 fire – location	5.2.2(a)	$250.00
Improper Cat 2 fire – green debris	5.2.2(b)	$250.00
Improper Cat 2 fire – duration	5.2.2(c)	$250.00
Improper Cat 2 fire – materials	5.2.2(d)	$250.00
Improper Cat 3 fire – location	5.2.4(a)	$300.00
Improper Cat 3 fire – green debris	5.2.4(b)	$300.00
Improper Cat 3 fire – duration	5.2.4(c)	$300.00
Improper Cat 3 fire – materials	5.2.4(d)	$300.00
Appliance without permit	5.3	$200.00

SCHEDULE 33 TO BYLAW NO. 1857

(Bylaws 3453, 4499, 4703, 4759)

FIRE REGULATION BYLAW NO. 2, 2022

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Appliance contrary to permit	5.4	$200.00
Incinerator without a permit	5.5	$200.00
Incinerator contrary to permit	5.6	$200.00
Incinerator – unmaintained	5.7(a)	$200.00
Incinerator – supervision	5.7(b)	$200.00
Incinerator – location	5.7(c)	$200.00
Commercial incinerator – location	5.7(d)	$200.00
Industrial activity contrary to notice	5.8	$300.00
Mill waste – failure to notify	5.9(a)	$200.00
Mill waste – depth	5.9(b)	$200.00
Mill waste – cover	5.9(c)	$200.00

SCHEDULE 34 TO BYLAW NO. 1857

(Bylaw 3703, 4703)

ONSITE SEWAGE SYSTEM MAINTENANCE BYLAW, 2007

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to pump out type 1 system before December 31, 2010	3.1(a)	$200.00
Fail to pump out type 1	3.1(b)	$200.00
Fail to maintain type 2 or type 3 system	3.2	$300.00
Fail to retain and provide records	3.3	$200.00

SCHEDULE 35 TO BYLAW NO. 1857

(Bylaw 3818)

CAPITAL REGIONAL DISTRICT TANNING FACILITY REGULATION BYLAW NO. 1, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to comply with bylaw regulations	2.(2)(a)	$500.00
Non-compliant tanning equipment	2.(2)(b)	$500.00
Fail to allow entry for inspection	3.(1)	$500.00
Fail to provide adequate washing water	4.(1)	$500.00
Fail to maintain clean premises	4.(2)	$500.00
Fail to display warning signs	5.(1)(a)	$500.00
Fail to display proper sign	5.(1)(b)	$500.00
Fail to provide protective eye wear	5.(2)(a)	$500.00
Allowing customer to not wear protective eye wear	5.(2)(b)	$500.00
Improperly designed tanning equipment	5.(3)(a)	$500.00
Allowing self-service tanning equipment	5.(3)(b)	$500.00
Fail to maintain tanning equipment	5.(3)(c)	$500.00
Fail to sanitize eye wear	5.(4)(a)	$500.00
Fail to sanitize tanning equipment	5.(4)(b)	$500.00
Allowing customer to sanitize equipment	5.(4)(c)	$500.00
Fail to provide information to customers	5.(5)(a)	$500.00
Allow minor to use tanning equipment	6.(1)	$500.00
Fail to check age identification	6.(2)	$500.00

SCHEDULE 36 TO BYLAW NO. 1857

(Bylaws 4094, 4343, 4703)

CAPITAL REGIONAL DISTRICT CROSS CONNECTION CONTROL BYLAW NO. 1, 2008

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to report discovered cross connection	6.1	$250.00
Fail to report backflow preventer test results	7.2	$250.00
Fail to notify customer of test failure	7.3	$250.00
Fail to notify of repair or replacement	7.4	$500.00
Fail to display proof of testing	7.5	$200.00
Fail to maintain file of test results	7.6	$200.00
Fail to provide premises isolation for new moderate hazard	12.3	$500.00
Fail to provide premises isolation for new minor hazard	12.4	$500.00
Fail to provide premises isolation for existing moderate hazard	13.2(a) or (b)	$500.00
Fail to provide premises isolation for existing minor hazard	13.3(a) or (b)	$500.00
Inadequate or expired credentials	26.1(a), (b) or (c)	$250.00
Fail to register as certified tester	26.2	$250.00
Fail to maintain testing equipment	26.3	$250.00
Fail to calibrate testing equipment	26.4 or 26.5	$250.00
Fail to register as survey specialist	27.1	$250.00

SCHEDULE 37 TO BYLAW NO. 1857

(Bylaw 4160)

CIVIC ADDRESSING BYLAW (SOUTHERN GULF ISLANDS ELECTORAL AREA) NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to obtain or display civic address for a new building	4.2	$100.00
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	$50.00
Alter or change civic address without permission	7.2	$50.00

SCHEDULE 38 TO BYLAW NO. 1857

(Bylaw 4309)

COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Damage or remove tree or plant	2(1)(a)	$500.00
Destroying or damaging park property	2(1)(b)	$300.00
Foul or pollute water	2(1)(c)	$300.00
Failure to obey sign or posted notice	2(2)	$200.00
Illegal dumping	2(2)	$300.00
Commercial activity without permit	2(3)	$400.00
Illegal fire	2(5)	$500.00
Unlawful BBQ/stove	2(6)	$500.00
Deposit burning substance	2(7)	$500.00
Playing game contrary to rules or in unsafe manner	2(8)	$50.00
Domestic animal not under control	2(9)	$200.00
Disorderly or offensive conduct	2(10)	$200.00
No camping	2(11)	$200.00
Unlawful parking	2(12)	$50.00
Advertising without approval	2(14)	$200.00
Vehicle off road	2(15)	$200.00
Speeding animal or vehicle	2(16)(a)	$200.00
Vehicle nuisance	2(16)(b)	$200.00
Failure to obey traffic direction	2(16)(c)	$200.00
Horse or vehicle use contrary to sign or notice	2(16)(d)	$200.00
Advertising without approval	2(16)(e)	$200.00
Vehicle without reflectors (11 pm to 6 am)	2(16)(f)	$50.00
In park when closed	2(17)	$200.00
Event without permit or failure to comply with terms of permit	2(18)	$200.00

SCHEDULE 38 TO BYLAW NO. 1857

(Bylaw 4309)

COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Consumption of alcohol	2(19)	$200.00
Irresponsible minor	2(20)	$200.00
Use of court or field improperly	3(1)	$200.00
Damage to park grounds	3(2)	$200.00
Tournament or series without permission	3(3)	$200.00
Failure to obey officer directions	3(7)	$200.00
Obstruction	9	$500.00

SCHEDULE 39 TO BYLAW NO. 1857

(Bylaw 4397)

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Discharge of domestic waste	2.1(a)	$1000.00
Discharge of business waste	2.1(b)	$1000.00
Discharge of prohibited waste	2.1(c)	$1000.00
Fail to operate in accordance with applicable code of practice	3.1	$750.00
Fail to prepare spill response plan within 180 days	4.1	$500.00
Fail to prepare spill response plan within 90 days	4.2	$500.00
Fail to specify response for containment and cleanup	4.3(a)	$250.00
Fail to define roles and responsibilities of operations personnel	4.3(b)	$250.00
Fail to include contact names and telephone numbers	4.3(c)	$250.00
Fail to provide checklist of spill response equipment and supplies	4.3(d)	$250.00
Fail to stock and maintain spill response equipment and supplies	4.4	$250.00
Spill response plan not readily accessible for inspection	4.5	$250.00
Fail to implement provisions of spill response plan	4.6	$250.00
Fail to prevent or discontinue spill to municipal drainage system	4.7	$750.00
Fail to inspect treatment works for spilled material within four hours	4.8	$250.00
Fail to clean out treatment works within 24 hours after spill	4.9	$500.00
Fail to record date of spill	5.1(a)	$150.00
Fail to record type of material spilled	5.1(b)	$150.00
Fail to record quantity of material spilled	5.1(c)	$150.00
Fail to record spill response action	5.1(d)	$150.00
Fail to maintain complete records, date of inspection or maintenance	5.2(a)	$250.00

SCHEDULE 39 TO BYLAW NO. 1857

(Bylaw 4397)

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to maintain complete records, maintenance conducted	5.2(b)	$250.00
Fail to maintain complete records, material removed	5.2(c)	$250.00
Fail to maintain complete records, name and address of disposal company	5.2(d)	$250.00
Fail to maintain complete records, names of personnel	5.2(e)	$250.00
Fail to retain records for inspection by manager or officer	5.3	$250.00
Hinder/prevent inspection	9.1	$500.00
Fail to take immediate steps to cease discharge of prohibited waste	Sch. C, 2.2	$250.00
Accumulation of excessive oil and grease	Sch. C, 2.3(a)	$250.00
Accumulation of excessive solids	Sch. C, 2.3(b)	$250.00
Fail to measure accumulated solids and oils works	Sch. C, 2.3(c)	$250.00
Fails to maintain storm rehabilitation unit	Sch. C, 2.3(d)	$250.00
Discharge of accumulated materials to municipal drainage system	Sch. C, 2.4	$250.00
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. C, 2.5	$250.00
Fail to correctly install sampling point	Sch. C, 2.6(a)	$250.00
Inaccessible sampling point	Sch. C, 2.6(b)	$250.00
Fail to maintain design information of treatment works	Sch. C, 2.7	$250.00
Fail to indicate sampling point, point of connection	Sch. C, 2.8	$250.00
Fail to prepare spill response plan within 180 days	Sch. C, 3.1	$250.00
Fail to prepare spill response plan within 90 days	Sch. C, 3.2	$250.00
Fail to specify response for containment and cleanup	Sch. C, 3.3(a)	$250.00
Fail to define roles and responsibilities of operations personnel	Sch. C, 3.3(b)	$250.00

SCHEDULE 39 TO BYLAW NO. 1857

(Bylaw 4397)

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to include contact names and telephone numbers	Sch. C, 3.3(c)	$250.00
Fail to provide checklist of spill response equipment and supplies	Sch. C, 3.3(d)	$250.00
Fail to stock and maintain spill response equipment and supplies	Sch. C, 3.4	$250.00
Spill response plan not accessible for inspection	Sch. C, 3.5	$250.00
Fail to implement provisions of spill response plan	Sch. C, 3.6	$250.00
Fail to prevent or discontinue spill to municipal drainage system	Sch. C, 3.7	$250.00
Fail to inspect treatment works for spilled material within four hours	Sch. C, 3.8	$250.00
Fail to clean out treatment works after spill within 24 hours	Sch. C, 3.9	$250.00
Fail to record date of spill	Sch. C, 4.1(a)	$150.00
Fail to record type of material spilled	Sch. C, 4.1(b)	$150.00
Fail to record quantity of material spilled	Sch. C, 4.1(c)	$150.00
Fail to record spill response action	Sch. C, 4.1(d)	$150.00
Fail to maintain complete records, date of inspection or maintenance	Sch. C, 4.2(a)	$150.00
Fail to maintain complete records, maintenance conducted	Sch. C, 4.2(b)	$150.00
Fail to maintain complete records, material removed	Sch. C, 4.2(c)	$150.00
Fail to maintain complete records, name and address of disposal company	Sch. C, 4.2(d)	$150.00
Fail to maintain complete records, names of personnel	Sch. C, 4.2(e)	$150.00
Fail to retain records for inspection by manager or officer	Sch. C, 4.3	$250.00
Discharge of water from spill containment	Sch. D, 2.2(a)	$250.00
Discharge of untreated wash and rinse water	Sch. D, 2.2(b)	$250.00
Discharge of fluids and fuels from vehicles, machinery, or	Sch. D, 2.2(c)	$250.00

SCHEDULE 39 TO BYLAW NO. 1857

(Bylaw 4397)

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
equipment		
Discharge of water from fuel storage tank	Sch. D, 2.2(d)	$250.00
Discharge of rinse water, solvent wash	Sch. D, 2.2(e)	$250.00
Fail to take immediate steps to cease discharge of prohibited waste	Sch. D, 2.3	$250.00
Accumulation of excessive oil and grease	Sch. D, 2.4(a)	$250.00
Accumulation of excessive solids	Sch. D, 2.4(b)	$250.00
Fail to measure accumulated solids and oils works	Sch. D, 2.4(c)	$250.00
Fail to maintain stormwater rehabilitation unit at prescribed intervals	Sch. D, 2.4(d)	$250.00
Discharge of accumulated materials to municipal drainage system	Sch. D, 2.5	$250.00
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. D, 2.6	$250.00
Fail to correctly install sampling point	Sch. D, 2.7(a)	$250.00
Inaccessible sampling point	Sch. D, 2.7(b)	$250.00
Fail to maintain design information of treatment works	Sch. D, 2.8	$250.00
Fail to indicate sampling point, point of connection	Sch. D, 2.9	$250.00
Fail to install spill containment, hazardous materials	Sch. D, 3.1	$250.00
Fail to prepare spill response plan within 180 days	Sch. D, 4.1	$250.00
Fail to prepare spill response plan within 90 days	Sch. D, 4.2	$250.00
Fail to specify response for containment and cleanup	Sch. D, 4.3(a)	$250.00
Fail to define roles and responsibilities of operations personnel	Sch. D, 4.3(b)	$250.00
Fail to include contact names and telephone numbers	Sch. D, 4.3(b)	$250.00
Fail to provide checklist of spill response equipment and supplies	Sch. D, 4.3(c)	$250.00

SCHEDULE 39 TO BYLAW NO. 1857

(Bylaw 4397)

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Fail to stock and maintain spill response equipment and supplies	Sch. D, 4.3(d)	$250.00
Spill response plan not accessible for inspection	Sch. D, 4.4	$250.00
Fail to implement provisions of spill response plan	Sch. D, 4.5	$250.00
Fail to prevent or discontinue spill to municipal drainage system	Sch. D, 4.6	$250.00
Fail to inspect treatment works for spilled material within four hours	Sch. D, 4.7	$250.00
Fail to clean out treatment works after spill within 24 hours	Sch. D, 4.8	$250.00
Fail to record date of spill	Sch. D, 4.9	$250.00
Fail to record type of material spilled	Sch. D, 5.1(a)	$150.00
Fail to record quantity of material spilled	Sch. D, 5.1(b)	$150.00
Fail to record spill response action	Sch. D, 5.1(c)	$150.00
Fail to maintain complete records, date of inspection or maintenance	Sch. D, 5.1(d)	$150.00
Fail to maintain complete records, maintenance conducted	Sch. D, 5.2(a)	$150.00
Fail to maintain complete records, material removed	Sch. D, 5.2(b)	$150.00
Fail to maintain complete records, name and address of disposal company	Sch. D, 5.2(c)	$150.00
Fail to maintain complete records, names of personnel	Sch. D, 5.2(d)	$150.00
Fail to retain records for inspection by manager or officer	Sch. D, 5.3	$250.00

SCHEDULE 40 TO BYLAW NO. 1857

(Bylaw 4611, 4611)

ELECTRIC VEHICLE CHARGING AND FEES BYLAW NO. 1, 2024

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Non-electric vehicle	2(a)	$100.00
Not actively charging	2(a)	$100.00
Disobey sign	2(b)	$100.00
Fail to pay charging fee	2(c)	$100.00

SCHEDULE 41 TO BYLAW NO. 1857

(Bylaw 4755)

CAPITAL REGIONAL DISTRICT FIRE SERVICES OPERATION, FIRE PREVENTION AND ADMINISTRATIVE BYLAW NO. 1, 2026

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Failure to comply with Mobile Food Vendor fire safety requirements	48(a)	$200
Failure to review or update/submit Fire Safety Plan	51	$200
Vacant premises not maintained as required	55(a)	$200
Failure to secure Vacant Premises	55(b)	$200
Sprinkler or fire alarm system not operational	55(c)	$200
Failure to comply with Vacant Premises notice	57	$200
Failure to secure fire-damaged building within required time	58	$200
Failure to comply with Order issued under this Bylaw	63	$200
Failure to comply with direction of a Member at an Incident	65(a)	$200
Obstruct access to hydrant, reservoir, or water source	65(b)	$200
Damage or obstruct fire apparatus or hose	65(c)	$200
Refuse entry to a Member responding to an Incident	65(d)	$500
Interfere with a fire scene investigation	65(e)	$500
Entered Incident scene without authorization	65(f)(i)	$200
Failure to leave Incident scene when directed	65(f)(ii)	$200
Damage apparatus	67	$200
Falsely represent oneself as Member	68	$500

APPENDIX C

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4760

****

A BYLAW TO AMEND BYLAW NOTICE ENFORCEMENT BYLAW NO. 1, 2025
(BYLAW NO. 4683)

****

WHEREAS:

A. The Regional Board amended Bylaw No. 4489, “Fire Regulation Bylaw No. 2, 2022”, to remove a section now covered in another bylaw and to add the term ‘property line’ when prescribing setback distances from an open fire;

B. The Board wishes to amend Bylaw No. 4683, “Bylaw Notice Enforcement Bylaw No. 1, 2025”, to update the fine rates for certain bylaw contraventions that are enforceable by means of a bylaw notice in accordance with section 2(2) of the *Local Government Bylaw Notice Enforcement Act*;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 4683, “Bylaw Notice Enforcement Bylaw No. 1, 2025” is hereby amended as follows:

   (a) In Appendix 1, item 33, by adding “Fire Inspector” to the list of designated Bylaw Enforcement Officers, after “Fire Chief”.

   (b) By replacing Appendix 33 in its entirety, with Appendix “A” attached to this Bylaw.

2. This Bylaw may be cited for all purposes as “Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 3, 2026".

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 A

APPENDIX 33 TO BYLAW NO. 4683

(Bylaws 4760)

FIRE REGULATION BYLAW NO. 2, 2022

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Open fire while prohibited	4.2(a)	$200.00	$150.00	$250.00	No
Open fire without permit	4.2(b)	$200.00	$150.00	$250.00	No
Breach permit conditions	4.2(c)	$200.00	$150.00	$250.00	No
Cat 3 fire without permit	4.2(d)	$300.00	$225.00	$375.00	No
Fail to maintain fuel break	4.4(e)	$200.00	$150.00	$250.00	No
Fail to monitor fire	4.4(f)	$200.00	$150.00	$250.00	No
Inadequate equipment	4.4(g)	$200.00	$150.00	$250.00	No
Failure to extinguish an open fire	4.4(h)	$300.00	$225.00	$375.00	No
Failure to notify fire department	4.4(i)	$300.00	$225.00	$375.00	No
Burn prohibited material	4.5	$500.00	$375.00	$500.00	No
Non-compliance order	4.6	$300.00	$225.00	$375.00	No
Improper campfire – size	5.1	$200.00	$150.00	$250.00	No
Improper campfire – structure	5.2(a)	$200.00	$150.00	$250.00	No
Improper campfire – combustible material	5.2(b)	$200.00	$150.00	$250.00	No
Improper campfire – domestic waste	5.2(c)	$200.00	$150.00	$250.00	No
Improper Cat 2 fire – location	5.2.2(a)	$250.00	$187.50	$312.50	No
Improper Cat 2 fire – green debris	5.2.2(b)	$250.00	$187.50	$312.50	No
Improper Cat 2 fire – duration	5.2.2(c)	$250.00	$187.50	$312.50	No
Improper Cat 2 fire – materials	5.2.2(d)	$250.00	$187.50	$312.50	No
Improper Cat 3 fire – location	5.2.4(a)	$300.00	$225.00	$375.00	No
Improper Cat 3 fire – green debris	5.2.4(b)	$300.00	$225.00	$375.00	No

APPENDIX A

APPENDIX 33 TO BYLAW NO. 4683

(Bylaws 4760)

FIRE REGULATION BYLAW NO. 2, 2022

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Improper Cat 3 fire – duration	5.2.4(c)	$300.00	$225.00	$375.00	No
Improper Cat 3 fire – materials	5.2.4(d)	$300.00	$225.00	$375.00	No
Appliance without permit	5.3	$200.00	$150.00	$250.00	No
Appliance contrary to permit	5.4	$200.00	$150.00	$250.00	No
Incinerator without a permit	5.5	$200.00	$150.00	$250.00	No
Incinerator contrary to permit	5.6	$200.00	$150.00	$250.00	No
Incinerator – unmaintained	5.7(a)	$200.00	$150.00	$250.00	No
Incinerator – supervision	5.7(b)	$200.00	$150.00	$250.00	No
Incinerator – location	5.7(c)	$200.00	$150.00	$250.00	No
Commercial incinerator – location	5.7(d)	$200.00	$150.00	$250.00	No
Industrial activity contrary to notice	5.8	$300.00	$225.00	$375.00	No
Mill waste – failure to notify	5.9(a)	$200.00	$150.00	$250.00	No
Mill waste – depth	5.9(b)	$200.00	$150.00	$250.00	No
Mill waste – cover	5.9(c)	$200.00	$150.00	$250.00	No

APPENDIX D

Making a difference...together

BYLAW NO. 4683

BYLAW NOTICE ENFORCEMENT BYLAW NO. 1, 2025

Consolidated for Public Convenience
(This Bylaw is for reference purposes only)

ORIGINALLY ADOPTED February 12, 2025

(Consolidated with Amending Bylaw 4756, 4760)

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4683

****

A BYLAW RESPECTING THE ENFORCEMENT OF BYLAW NOTICES

****

WHEREAS pursuant to the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c 60 and regulations thereto, a local government may, by bylaw;

A. Designate bylaw contraventions that may be dealt with by Bylaw Notice;

B. Establish the amount of penalty for a contravention referred to in paragraph A;

C. Establish the period for paying or disputing a Bylaw Notice; and

D. Establish a Bylaw Notice dispute adjudication system to resolve disputes in relation to Bylaw Notices.

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. DEFINITIONS AND INTERPRETATION

In this Bylaw,

a) **"*Act*"** means the *Local Government Bylaw Notice Enforcement Act*;

b) **"CRD"** means the Capital Regional District;

c) **"Registry"** means the Bylaw Notice Dispute Adjudication Registry;

d) a reference to a person designated as a screening officer or bylaw enforcement officer by virtue of their appointed position includes a person appointed to a similar position with substantially the same duties and functions.

2. TERMS

The terms in this Bylaw have the same meaning as the terms defined in the *Act*.

3. BYLAW CONTRAVENTIONS

The bylaws and bylaw contraventions designated in Schedule "A" attached hereto and forming part of this bylaw, may be dealt with by Bylaw Notice.

4. PENALTY

The penalty for a contravention referred to in Section 3 is as follows:

a) subject to paragraphs 4 (b) and (c), is the Penalty amount set out in the "Fine Amount" column of the *Appendices* of Schedule "A"; ***(4756, 4760)***

b) if received by the CRD within 14 days after the person received or is presumed to have received the Bylaw Notice, is the Early Payment Penalty set out in the "Early Payment" column of the *Appendices* of Schedule "A"; ***(4756, 4760)***

c) if received by the CRD more than 28 days after the person received or is presumed to have received the Bylaw Notice, is subject to the late payment surcharge set out in the "Late Payment" column of the *Appendices* of Schedule "A", in addition to the Penalty amount under paragraph 4 (a). ***(4756, 4760)***

5. PERIOD FOR PAYING OR DISPUTING NOTICE

a) A person who receives a Bylaw Notice must, within 14 days of the date on which the person received or is presumed to have received the Bylaw Notice:

i. pay the penalty; or
ii. request dispute adjudication;

by filling in the appropriate portion of the Bylaw Notice indicating either a payment or a dispute and delivering it by the methods detailed on the Bylaw Notice.

b) A person may pay the indicated penalty after 14 days of receiving or being presumed to have received the Bylaw Notice, subject to the applicable late payment surcharge for late payment in accordance with Section 4 (c) of this Bylaw, but no person may dispute the Bylaw Notice after fourteen (14) days of receiving or being presumed to have received the Bylaw Notice.

c) Where a Bylaw Notice was delivered other than in person, and the person to whom a notice under section 24(1) of the *Act* is sent advises the CRD in accordance with the 21 day time limit in section 25 of the *Act* that they did not receive a copy of the Bylaw Notice, the time limits for responding to a Bylaw Notice under Sections 4, 5, and 6 of this Bylaw do not begin to run until the Bylaw Notice is re-issued and delivered to them in accordance with the *Act*.

6. BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY

a) The Registry is established as a bylaw notice dispute adjudication system in accordance with the *Act* to resolve disputes in relation to bylaw notices.

b) The civic address of the Registry is unit 212-2780 Veterans Memorial Parkway, Langford, BC V9B 3S6.

c) Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this Bylaw, must pay the CRD an additional administration fee of twenty-five (25) dollars for the purpose of the CRD recovering the costs of the adjudication system.

7. SCREENING OFFICERS

a) The position of Screening Officer is established.

b) The persons holding the following positions are designated classes of persons that are appointed as Screening Officers:

i. Senior Manager, Protective Services
ii. Manager, Bylaw Enforcement and Animal Care
iii. Senior Bylaw Enforcement Officer
iv. Senior Administrative Officer (Bylaw)

8. POWERS, DUTIES AND FUNCTIONS OF SCREENING OFFICERS

a) The powers, duties and functions of Screening Officers are as set out in the *Act*, and include the following:

   i. Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw notice adjudication system and the fee or fees payable in relation to the bylaw notice dispute adjudication process.

   ii. To communicate with any or all the following for the purposes of performing their functions under the *Act*:

      1) the person against whom a contravention is alleged or their representative;
      2) the bylaw enforcement officer issuing the bylaw notice;
      3) the complainant or their representative;
      4) CRD staff and records regarding the disputant's history of bylaw compliance.

   iii. To prepare and enter into compliance agreements under the *Act* with persons who dispute bylaw notices, including the establishment of terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with this Bylaw.

   iv. To provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in each of the Schedules to this Bylaw; and

   v. To cancel bylaw notices in accordance with the *Act* or CRD policies and guidelines.

b) The maximum duration of a compliance agreement is one year.

c) The bylaw contraventions in relation to which a Screening Officer may enter into a compliance agreement are listed in the “Compliance Agreement Available” column in Schedule “A”.

d) Where a compliance agreement is entered into, the penalty payable for the offence shall be reduced to one half of the “Fine Amount” for the offence as listed in each of the Schedules to this Bylaw.

9. BYLAW ENFORCEMENT OFFICERS

Designated bylaw enforcement officers for the purposes of this Bylaw and the *Act* are those persons listed under “Designated Bylaw Enforcement Officer” in Schedule “A”.

10. FORM OF BYLAW NOTICE

The CRD may, from time to time, provide for the form or forms of the bylaw notice, provided the bylaw notice complies with Section 4 of the *Act*.

11. SCHEDULES

a) Schedule A, Designated Bylaws and Bylaw Enforcement Officers; and Designated Bylaw Contraventions and Penalties;

are attached and form part of the bylaw.

12. SEVERABILITY

If any provision of this Bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the Bylaw and such invalidity shall not affect the validity of the remaining portions of this Bylaw. This Bylaw shall take effect upon the date of its adoption.

13. CITATION

This Bylaw may be cited for all purposes as “Bylaw Enforcement Notice Bylaw No. 1, 2025”.

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER

Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025
Designated Bylaws and Bylaw Enforcement Officers

APPENDIX 1 TO BYLAW NO. 4683

APPENDIX	DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER	*(Amending Bylaw No.)*
2.	**Malahat Land Use Bylaw, 1981, Bylaw No. 980**	Bylaw Enforcement Officer	
3.	**Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040**	Bylaw Enforcement Officer	
4.	**Unsightly Premises By-law No. 1, 1991**	Bylaw Enforcement Officer	
5.	**Building Regulation Bylaw No. 5, 2010**	Bylaw Enforcement Officer Building Inspector	
6.	**Amusement Machine and Games Room Regulation By-law, 1983**	Bylaw Enforcement Officer Royal Canadian Mounted Police Officer	
7.	**Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025**	Bylaw Enforcement Officer	
8.	**Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013**	Bylaw Enforcement Officer Fire Chief Police Officer Cross-Connection Control Officer Peace Officer	
9.	**Animal Regulation and Impounding By-law No. 1, 1986**	Bylaw Enforcement Officer Animal Control Officer Assistant Animal Control Officer	
10.	**Noise Suppression Bylaw (Southern Gulf Islands) No. 1, 2006**	Bylaw Enforcement Officer Royal Canadian Mounted Police Officer	
11.	**Noise Suppression Bylaw (Juan de Fuca) No. 1, 2007**	Bylaw Enforcement Officer Royal Canadian Mounted Police Officer	
12.	**Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006**	Bylaw Enforcement Officer Royal Canadian Mounted Police Officer	
13.	**Capital Regional District Idling Control Bylaw No. 1, 2008**	Bylaw Enforcement Officer Environmental Health Officer	
14.	**Water Regulations Bylaw No. 1, 1990**	Bylaw Enforcement Officer Fire Chief Police Officer Peace Officer	
15.	**Langford Sign Bylaw 1987**	Bylaw Enforcement Officer	

APPENDIX 1 TO BYLAW NO. 4683

APPENDIX	DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER	*(Amending Bylaw No.)*
16.	**Capital Regional District Clean Air Bylaw No. 1, 2014**	Environmental Health Officer Public Health Educator Tobacco Enforcement Officer Bylaw Enforcement Officer	
17.	**Food Handler Bylaw No. 1, 1991**	Director, Health Protection and Environmental Programs Environmental Health Officer Environmental Health Educator	
18.	**Capital Regional District Parks Regulation Bylaw No. 1, 2018**	Park Officer Members of Municipal Police Forces Members of the RCMP Animal Control Officer Bylaw Enforcement Officer Watershed Security Officer	
19.	**Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013**	Bylaw Enforcement Officer	
20.	**Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023**	Bylaw Enforcement Officer Police Officer Peace Officer	
21.	**Capital Regional District Sewer Use Bylaw No. 5, 2001**	Bylaw Enforcement Officer Municipal Sewage Control Officer Sewage Control Manager	
22.	**Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000**	Bylaw Enforcement Officer Ports Manager Wharfinger RCMP Officer	
23.	**Community Parks Regulations (Juan de Fuca and Salt Spring Island Electoral Areas) Bylaw No. 1, 2012**	Park Officer RCMP Officer Bylaw Enforcement Officer Animal Control Officer	
24.	**Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012**	Bylaw Enforcement Officer	
25.	**Capital Regional District Septage Disposal Bylaw No. 2, 2000**	Bylaw Enforcement Officer Municipal Sewage Control Officer Deputy Sewage Control Manager	
26.	**Capital Regional District Water Conservation Bylaw No. 1, 2016**	Bylaw Enforcement Officer	

APPENDIX 1 TO BYLAW NO. 4683

APPENDIX	DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER	*(Amending Bylaw No.)*
		Municipal Bylaw Enforcement Officer	
27.	**Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000**	Animal Control Officer Bylaw Enforcement Officer Conservation Officer Parks Officer Peace Officer Watershed Security Officer	
28.	**Civic Addressing Bylaw (Salt Spring Island Electoral Area) No. 1, 2016**	Bylaw Enforcement Officer	
29.	**Civic Addressing Bylaw (Juan de Fuca Electoral Area) No. 1, 2016**	Bylaw Enforcement Officer	
30.	**Intentionally deleted – reserved for future use**		
31.	**Capital Regional District Composting Facilities Regulation Bylaw No. 1, 2004**	Bylaw Enforcement Officer	
32.	**Salt Spring Island Transfer Station Regulation Bylaw No. 1, 2001**	Bylaw Enforcement Officer	
33.	**Fire Regulation Bylaw No. 2, 2022**	Fire Chief Fire Inspector Bylaw Enforcement Officer Royal Canadian Mounted Police Officer Peace Officer	***(4760)***
34.	**Onsite Sewage System Maintenance Bylaw, 2007**	Bylaw Enforcement Officer	
35.	**Capital Regional District Tanning Facility Regulation Bylaw No. 1, 2010**	Bylaw Enforcement Officer Environmental Health Officer	
36.	**Capital Regional District Cross Connection Control Bylaw No. 1, 2008**	Bylaw Enforcement Officer Cross Connection Control Officer Cross Connection Control Inspector	
37.	**Civic Addressing Bylaw (Southern Gulf Islands Electoral Area) No. 1, 2016**	Bylaw Enforcement Officer	
38.	**Community Parks Regulations (Pender Islands) Bylaw No. 1, 1987**	Park Officer Peace Officer Members of the RCMP Members of Municipal Police Forces Animal Control Officer Bylaw Enforcement Officer	

APPENDIX 1 TO BYLAW NO. 4683

APPENDIX	DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICER	*(Amending Bylaw No.)*
		Fire Chief	
39.	**Saanich Peninsula Stormwater Source Control Bylaw No. 1, 2017**	Bylaw Enforcement Officer Municipal Stormwater Control Officer Stormwater Control Manager	
40.	**Electric Vehicle Charging and Fees Bylaw No. 1, 2024**	Bylaw Enforcement Officer Park Officer	
41.	**Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No. 1, 2026**	Bylaw Enforcement Officer Fire Chief Fire Inspector Peace Officer RCMP Officer	***(4756)***

Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025
Designated Bylaw Contraventions and Penalties

APPENDIX 2 TO BYLAW NO. 4683

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Contrary land, building or structure use	1.3.01	$200.00	$150.00	$250.00	No
Altering non-conforming building	1.3.02	$200.00	$150.00	$250.00	No
Principal/accessory building within setbacks	2.1.02(1)	$200.00	$150.00	$250.00	No
Swimming pool in front yard or contrary to setbacks	2.1.02(2)	$200.00	$150.00	$250.00	No
Building within flood control setback	2.1.05(1)(a)(i)-(v)	$200.00	$150.00	$250.00	No
Building within flood control setback	2.1.05(1)(b)(i)-(v)	$200.00	$150.00	$250.00	No
Accessory building without principal building	2.1.06(1)(a)	$200.00	$150.00	$250.00	No
Accessory building as dwelling	2.1.06(1)(c)	$200.00	$150.00	$250.00	No
Accessory building contrary to front yard setback	2.1.06(1)(d)	$200.00	$150.00	$250.00	No
Accessory building contrary setback to principal building	2.1.06(1)(e)	$200.00	$150.00	$250.00	No
Satellite dish contrary to height	2.1.06(1)(f)	$200.00	$150.00	$250.00	No
Accessory building exceed height	2.1.06(2)(a)	$200.00	$150.00	$250.00	No
Accessory building exceeds floor area	2.1.06(2)(b)	$200.00	$150.00	$250.00	No
Accessory building contrary side and rear setback	2.1.06(2)(c)	$200.00	$150.00	$250.00	No
Accessory building contrary to corner lot side setback	2.1.06(2)(d)(i)	$200.00	$150.00	$250.00	No
Accessory building contrary to corner lot rear setback	2.1.06(2)(d)(ii)	$200.00	$150.00	$250.00	No
Accessory building flanking street setback	2.1.06(3)(a)	$200.00	$150.00	$250.00	No

Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025
Designated Bylaw Contraventions and Penalties

APPENDIX 2 TO BYLAW NO. 4683

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Accessory building setback rear lot line	2.1.06(3)(b)	$200.00	$150.00	$250.00	No
Home based business alters appearance	2.1.07(1)	$200.00	$150.00	$250.00	No
Home based business – Excess non-resident employee	2.1.07(2)	$200.00	$150.00	$250.00	No
Home based business – Excess Area	2.1.07(3)	$200.00	$150.00	$250.00	No
Home based business – non-conforming sign	2.1.07(4)	$200.00	$150.00	$250.00	No
Home based business – Not contained	2.1.07(5)	$200.00	$150.00	$250.00	No
Home based business creates nuisance	2.1.07(6)	$200.00	$150.00	$250.00	No
Dog kennel accessory building setback	2.1.07(8)	$200.00	$150.00	$250.00	No
Contrary to permitted uses	2.1.09(1)	$200.00	$150.00	$250.00	No
Excess unenclosed unlicensed vehicle/RV	2.1.09(2)(a)	$200.00	$150.00	$250.00	No
Unenclosed vehicle parts	2.1.09(2)(b)	$200.00	$150.00	$250.00	No
Illegally sited vehicles	2.1.09(2)(c)	$200.00	$150.00	$250.00	No
Unlicensed vehicle/parts on vacant lot	2.1.09(2)(d)	$200.00	$150.00	$250.00	No
Obstruct visibility at intersections	2.1.12	$200.00	$150.00	$250.00	No
Temporary building exceed duration	2.1.13	$200.00	$150.00	$250.00	No
Secondary suite not permitted	2.1.16(1)	$200.00	$150.00	$250.00	No
Secondary suite not permitted	2.1.16(2)	$200.00	$150.00	$250.00	No

Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025
Designated Bylaw Contraventions and Penalties

APPENDIX 2 TO BYLAW NO. 4683

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Secondary suite exceeds habitable area	2.1.16(3)	$200.00	$150.00	$250.00	No
Secondary suite exceeds floor area	2.1.16(4)	$200.00	$150.00	$250.00	No
Excess secondary suites	2.1.16(5)	$200.00	$150.00	$250.00	No
Not owner occupied	2.1.16(6)	$200.00	$150.00	$250.00	No
Boarders/lodgers not permitted	2.1.16(7)	$200.00	$150.00	$250.00	No
No building permit secondary suite	2.1.16(8)	$200.00	$150.00	$250.00	No
Secondary suite insufficient parking	2.1.16(9)	$200.00	$150.00	$250.00	No
Secondary suite not permitted	2.1.16(11)	$200.00	$150.00	$250.00	No
Detached suite not permitted	2.1.17(1)	$200.00	$150.00	$250.00	No
Excess detached or secondary suite	2.1.17(2)	$200.00	$150.00	$250.00	No
No building permit detached suite	2.1.17(4)	$200.00	$150.00	$250.00	No
Detached suite non-conforming floor area	2.1.17(6)	$200.00	$150.00	$250.00	No
Detached suite exceed maximum height	2.1.17(7)	$200.00	$150.00	$250.00	No
Detached suite does not meet setbacks	2.1.17(8)	$200.00	$150.00	$250.00	No
Detached suite insufficient parking	2.1.17(9)	$200.00	$150.00	$250.00	No
Not owner occupied	2.1.17(12)	$200.00	$150.00	$250.00	No
Boarders/lodgers not permitted	2.1.17(13)	$200.00	$150.00	$250.00	No
Bed and breakfast not permitted	2.1.17(14)	$200.00	$150.00	$250.00	No
Secondary suite not permitted	2.1.17(15)	$200.00	$150.00	$250.00	No
Bed and breakfast alters appearance	2.1.18(1)	$200.00	$150.00	$250.00	No

Schedule "A" attached to and forming part of Bylaw Notice Enforcement Bylaw No. 1, 2025
Designated Bylaw Contraventions and Penalties

APPENDIX 2 TO BYLAW NO. 4683

MALAHAT LAND USE BYLAW, 1981, BYLAW NO. 980

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Bed and breakfast exceeds regulations	2.1.18(2)	$200.00	$150.00	$250.00	No
Bed and breakfast insufficient parking	2.1.18(3)	$200.00	$150.00	$250.00	No
Bed and breakfast units (3)/person (10) exceeded	2.1.18(6)	$200.00	$150.00	$250.00	No
Bed and breakfast units (4)/person (12) exceeded	2.1.18(7)	$200.00	$150.00	$250.00	No
Bed and breakfast only allows breakfast meals	2.1.18(8)	$200.00	$150.00	$250.00	No
Bed and breakfast exceeds vehicular traffic allowance	2.1.18(9)	$200.00	$150.00	$250.00	No
Bed and breakfast unenclosed storage	2.1.18(10)	$200.00	$150.00	$250.00	No
Bed and breakfast accessory setbacks not met	2.1.18(11)	$200.00	$150.00	$250.00	No
Bed and breakfast floor area exceeded	2.1.18(12)	$200.00	$150.00	$250.00	No
Bed and breakfast unpermitted cooking facilities	2.1.18(13)	$200.00	$150.00	$250.00	No
Bed and breakfast not permitted	2.1.18(14)	$200.00	$150.00	$250.00	No

APPENDIX 3 TO BYLAW NO. 4683

JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unlawful accessory building	Part 1, 4.01(1)(a)	$200.00	$150.00	$250.00	No
Accessory building as dwelling	Part 1, 4.01(1)(c)	$200.00	$150.00	$250.00	No
Accessory building occupied no permits	Part 1, 4.01(2)(b)(i)	$200.00	$150.00	$250.00	No
Home based business alters appearance	Part 1, 4.06(1)(a)	$200.00	$150.00	$250.00	No
Home based business creates nuisance	Part 1, 4.06(1)(d)	$200.00	$150.00	$250.00	No
Home based business – insufficient parking	Part 1, 4.06(1)(f)	$200.00	$150.00	$250.00	No
Home based business – unlawful traffic/parking	Part 1, 4.06(1)(h)	$200.00	$150.00	$250.00	No
Home based business – not contained	Part 1, 4.06(2)(a)(ii)	$200.00	$150.00	$250.00	No
Home based business – excessive area	Part 1, 4.06(2)(c)	$200.00	$150.00	$250.00	No
Home based business – excess non-resident employee	Part 1, 4.06(2)(e)	$200.00	$150.00	$250.00	No
Home based business – unlawful storage	Part 1, 4.06(2)(f)	$200.00	$150.00	$250.00	No
Bed and breakfast – exceed 3 B&B units or 10 persons	Part 1, 4.06(3)(b)(i)	$200.00	$150.00	$250.00	No
Bed and breakfast – exceed 4 B&B units or 12 persons	Part 1, 4.06(3)(b)(ii)	$200.00	$150.00	$250.00	No
Bed and breakfast – excess meals served	Part 1, 4.06(3)(c)	$200.00	$150.00	$250.00	No
Bed and breakfast – unlawful traffic	Part 1, 4.06(3)(d)	$200.00	$150.00	$250.00	No
Bed and breakfast – unlawful storage	Part 1, 4.06(3)(e)	$200.00	$150.00	$250.00	No
Bed and breakfast – exceed setback requirements	Part 1, 4.06(3)(f)	$200.00	$150.00	$250.00	No

APPENDIX 3 TO BYLAW NO. 4683

JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Bed and breakfast – exceed lawful floor area	Part 1, 4.06(3)(g)	$200.00	$150.00	$250.00	No
Unlawful home industry	Part 1, 4.06(4)(a)	$200.00	$150.00	$250.00	No
Home industry – excess non-resident employee	Part 1, 4.06(4)(b)	$200.00	$150.00	$250.00	No
Home industry in setback/not screened	Part 1, 4.06(4)(c)	$200.00	$150.00	$250.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)	$200.00	$150.00	$250.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(a)	$200.00	$150.00	$250.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(i)(b)	$200.00	$150.00	$250.00	No
Home industry – unlawful portable sawmill	Part 1, 4.06(4)(d)(ii)	$200.00	$150.00	$250.00	No
Home industry – portable sawmill in setback	Part 1, 4.06(4)(d)(iii)	$200.00	$150.00	$250.00	No
Home industry – material storage in setback	Part 1, 4.06(4)(d)(iv)	$200.00	$150.00	$250.00	No
Home industry – unscreened material storage	Part 1, 4.06(4)(d)(iv)	$200.00	$150.00	$250.00	No
Home industry – exceeds authorized area	Part 1, 4.06(4)(e)	$200.00	$150.00	$250.00	No
Home industry – unscreened materials storage	Part 1, 4.06(4)(f)	$200.00	$150.00	$250.00	No
Home industry – parking prohibited commercial vehicle	Part 1, 4.06(4)(g)	$200.00	$150.00	$250.00	No
Garbage container in setback	Part 1, 4.07(3)	$200.00	$150.00	$250.00	No
Contrary to permitted uses	Part 1, 4.09(1)	$200.00	$150.00	$250.00	No
Excess unenclosed unlicensed vehicle/RV	Part 1, 4.09(2)(a)	$200.00	$150.00	$250.00	No

APPENDIX 3 TO BYLAW NO. 4683

JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unenclosed vehicle parts	Part 1, 4.09(2)(b)	$200.00	$150.00	$250.00	No
Illegally sited vehicles	Part 1, 4.09(2)(c)	$200.00	$150.00	$250.00	No
Unlicensed vehicle/parts on vacant lot	Part 1, 4.09(2)(d)	$200.00	$150.00	$250.00	No
Unenclosed unsightly material	Part 1, 4.09(2)(e)	$200.00	$150.00	$250.00	No
Recycle depot – unenclosed storage	Part 1, 4.11	$200.00	$150.00	$250.00	No
Obstructed visibility	Part 1, 4.16	$200.00	$150.00	$250.00	No
Exceed allowed fence height	Part 1, 4.17(2)(a)	$200.00	$150.00	$250.00	No
Exceed allowed fence height	Part 1, 4.17(2)(b)	$200.00	$150.00	$250.00	No
Exceed allowed fence height	Part 1, 4.17(2)(c)	$200.00	$150.00	$250.00	No
Exceed allowed fence height	Part 1, 4.17(3)(a)	$200.00	$150.00	$250.00	No
Exceed allowed fence height	Part 1, 4.17(3)(b)	$200.00	$150.00	$250.00	No
Prohibited animals	Part 1, 4.18(1)	$200.00	$150.00	$250.00	No
Excess rabbits	Part 1, 4.18(2)	$200.00	$150.00	$250.00	No
Secondary suite not permitted	Part 1, 4.19(1)(a)	$200.00	$150.00	$250.00	No
Excess secondary or detached suite	Part 1, 4.19(1)(e)	$200.00	$150.00	$250.00	No
Not owner occupied	Part 1, 4.19(1)(f)	$200.00	$150.00	$250.00	No
Boarders/lodgers not permitted	Part 1, 4.19(1)(g)	$200.00	$150.00	$250.00	No
No building permit secondary suite	Part 1, 4.19(2)	$200.00	$150.00	$250.00	No
Secondary suite insufficient parking	Part 1, 4.19(3)	$200.00	$150.00	$250.00	No
Secondary suite not permitted	Part 1, 4.19(4)	$200.00	$150.00	$250.00	No

APPENDIX 3 TO BYLAW NO. 4683

JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unpermitted detached suite	Part 1, 4.20(a)	$200.00	$150.00	$250.00	No
Excess detached or secondary suite	Part 1, 4.20(b)	$200.00	$150.00	$250.00	No
No building permit detached suite	Part 1, 4.20(d)	$200.00	$150.00	$250.00	No
Detached suite no parking	Part 1, 4.20(i)	$200.00	$150.00	$250.00	No
Not owner occupied	Part 1, 4.20(l)	$200.00	$150.00	$250.00	No
Boarders/lodgers not permitted	Part 1, 4.20(m)	$200.00	$150.00	$250.00	No
Illegal bed and breakfast	Part 1, 4.20(n)	$200.00	$150.00	$250.00	No
Detached suite not permitted	Part 1, 4.20(o)	$200.00	$150.00	$250.00	No
Zone A excess RVs	Part 2, 2.01(i)	$200.00	$150.00	$250.00	No
Zone A-1 excess RVs	Part 2, 2A.02(i)	$200.00	$150.00	$250.00	No
Zone AG excess RVs	Part 2, 4.01(g)	$200.00	$150.00	$250.00	No
Zone AG-1 excess RVs	Part 2, 4C.02(f)	$200.00	$150.00	$250.00	No
Zone RR-WI excess RVs	Part 2, 4D.02(d)	$200.00	$150.00	$250.00	No
Zone RR-2 excess RVs	Part 2, 6.01(i)	$200.00	$150.00	$250.00	No
Zone RR-2A excess RVs	Part 2, 6A.01(e)	$200.00	$150.00	$250.00	No
Zone WT-1 excess RVs	Part 2, 6B.01(e)	$200.00	$150.00	$250.00	No
Zone WT-2 excess RVs	Part 2, 6C.01(e)	$200.00	$150.00	$250.00	No
Zone WT-3 excess RVs	Part 2, 6D.01(e)	$200.00	$150.00	$250.00	No
Zone RR-6 excess RVs	Part 2, 10.01(i)	$200.00	$150.00	$250.00	No
Parking not provided	Part 3, 1.0	$200.00	$150.00	$250.00	No
Visitor parking requirement	Part 3, 9.0	$200.00	$150.00	$250.00	No
Handicapped parking requirement	Part 3, 10.0(1)-(5)	$200.00	$150.00	$250.00	No
Non-permitted sign	Part 4, 1.01(1)	$200.00	$150.00	$250.00	No

APPENDIX 3 TO BYLAW NO. 4683

JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Prohibited sign	Part 4, 1.02(a)-(e)	$200.00	$150.00	$250.00	No
No sign permit	Part 4, 1.05(1)	$200.00	$150.00	$250.00	No
Poorly maintained sign	Part 4, 1.09	$200.00	$150.00	$250.00	No
Sign affecting visibility	Part 4, 1.10	$200.00	$150.00	$250.00	No

APPENDIX 4 TO BYLAW NO. 4683

UNSIGHTLY PREMISES BYLAW NO. 1, 1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Accumulated debris	2(1)	$250.00	$187.50	$312.50	Yes
Littering	2(2)	$250.00	$187.50	$312.50	Yes
Unsightly property	2(3)	$250.00	$187.50	$312.50	Yes
Graffiti	2(4)	$250.00	$187.50	$312.50	Yes
Property not cleaned	3	$250.00	$187.50	$312.50	Yes

APPENDIX 5 TO BYLAW NO. 4683

BUILDING REGULATION BYLAW NO. 5, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain building permit	3.1.1	$250.00	$187.50	$312.50	No
Fail to obtain demolition/deconstruction permit	3.1.2	$250.00	$187.50	$312.50	No
Occupy without occupancy certificate	3.1.3	$250.00	$187.50	$312.50	No
Tamper with posted notice/permit/certificate	3.1.4	$250.00	$187.50	$312.50	No
Build contrary to approved plans	3.1.5	$250.00	$187.50	$312.50	No
Obstruct entry of authorized building official	3.1.6	$250.00	$187.50	$312.50	No
Continue work on structure after order	3.1.7	$400.00	$300.00	$500.00	No
Construct contrary to building regulations	3.1.8	$250.00	$187.50	$312.50	No

APPENDIX 6 TO BYLAW NO. 4683

AMUSEMENT MACHINE AND GAMES ROOM REGULATION BYLAW, 1983

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Underage employee	3(a)	$100.00	$75.00	$125.00	No
Violate hours of operation	4(b)	$100.00	$75.00	$125.00	No
Excess amusement machines	5	$100.00	$75.00	$125.00	No
Minor on premises	6(a)	$100.00	$75.00	$125.00	No
Permit minor on premises	6(b)	$100.00	$75.00	$125.00	No
Child under 15 on premises during prohibited hours	6(d)	$100.00	$75.00	$125.00	No

APPENDIX 7 TO BYLAW NO. 4683

JUAN DE FUCA SOIL REMOVAL OR DEPOSIT BYLAW NO. 1, 2015, BYLAW NO. 3941

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Removal of soil without permit	7(a)	$400.00	$300.00	$500.00	No
Deposit soil without permit	7(b)	$400.00	$300.00	$500.00	No
Remove/deposit soil in or about a watercourse	7(d)	$500.00	$375.00	$500.00	No
Unlawful removal/deposit of soil ALR land	7(e)	$500.00	$375.00	$500.00	No
Failure to provide site profile/waiver	8.3	$200.00	$150.00	$250.00	No
Remove or deposit soil on Sunday or holiday	12.2(a)	$200.00	$150.00	$250.00	No
Remove/deposit soil outside permitted hours	12.2(b)	$200.00	$150.00	$250.00	No
Remove/deposit soil in contravention of permit	12.3	$400.00	$300.00	$500.00	No
Failure to post permit/sign	12.5	$200.00	$150.00	$250.00	No
Failure to maintain road	12.6	$200.00	$150.00	$250.00	No

APPENDIX 8 TO BYLAW NO. 4683

WATER DISTRIBUTION LOCAL SERVICE CONDITIONS, FEES AND CHARGES BYLAW NO. 1, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Service connection without application/approval	6.4	$200.00	$150.00	$250.00	No
Connect to waterworks without authorization	6.5	$200.00	$150.00	$250.00	No
Install booster pump without approval	8.5	$200.00	$150.00	$250.00	No
Unauthorized use of fire connection	14.2	$500.00	$375.00	$500.00	No
Install shut off valve or outlet to service connection	29.2	$200.00	$150.00	$250.00	No
Interfere with water meters	31.1	$500.00	$375.00	$500.00	No
Failure to maintain access to water meter	32.1	$200.00	$150.00	$250.00	No
Failure to act as directed	34.2	$200.00	$150.00	$250.00	No
Use hydrant or standpipe without authorization	37.1	$500.00	$375.00	$500.00	No
Connect to or use water with authorization	69.4	$200.00	$150.00	$250.00	No
Connect multiple units without authorization	70.1	$200.00	$150.00	$250.00	No
Operate, maintain, repair without authorization	79.2	$200.00	$150.00	$250.00	No
Connect or alter without authorization	80.1	$500.00	$375.00	$500.00	No
Operation of valve or curb stop without authorization	80.2	$200.00	$150.00	$250.00	No
Connect apparatus, fitting or fixture causing damage or disturbance	90.1	$200.00	$150.00	$250.00	No
Damage waterworks or service connection	102.1	$500.00	$375.00	$500.00	No
Obstruction of an authorized agent	104.2	$400.00	$300.00	$500.00	No

APPENDIX 9 TO BYLAW NO. 4683

ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
No kennel licence	2(1)(a)	$200.00	$150.00	$250.00	No
Harbouring dogs in excess of kennel licence	2(1)(b)	$200.00	$150.00	$250.00	No
Operating kennel contrary to zoning	2(2)(a)	$200.00	$150.00	$250.00	No
Failure of kennel to provide adequate fencing	2(2)(c)	$200.00	$150.00	$250.00	No
No licence	3	$200.00	$150.00	$250.00	No
No licence on dog	7	$200.00	$150.00	$250.00	No
Unauthorized removal of licence tag	10	$200.00	$150.00	$250.00	No
Failure to display dangerous dog sign	14(c)	$200.00	$150.00	$250.00	No
Animal at large	24(1)	$200.00	$150.00	$250.00	No
Uncontrolled dangerous dog	24(2)	$500.00	$375.00	$500.00	No
Obstructing Animal Control Officer	24(3)	$500.00	$375.00	$500.00	No
Bitch in heat unenclosed	25	$200.00	$150.00	$250.00	No
Noisy dog	26(1)	$200.00	$150.00	$250.00	No
Noisy animal	26(2)	$200.00	$150.00	$250.00	No
Animal on beach	29	$200.00	$150.00	$250.00	No
Fail to provide water or food	27(1)(a)	$200.00	$150.00	$250.00	No
Fail to provide sanitary receptable	27(1)(b)	$200.00	$150.00	$250.00	No
Fail to provide sufficient exercise	27(1)(c)	$200.00	$150.00	$250.00	No
Fail to provide veterinarian care	27(1)(d)	$200.00	$150.00	$250.00	No
Fail to provide adequate shelter	27(2)	$200.00	$150.00	$250.00	No
Animal tied to fixed object by neck	27(3)	$200.00	$150.00	$250.00	No
Animal tied to fixed object for extended period	27(4)	$200.00	$150.00	$250.00	No

APPENDIX 9 TO BYLAW NO. 4683

ANIMAL REGULATION AND IMPOUNDING BYLAW NO. 1, 1986

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Animal kept in confined space without ventilation	27(5)	$200.00	$150.00	$250.00	No
Fail to adequately confine animal in vehicle	27(6)	$200.00	$150.00	$250.00	No

APPENDIX 10 TO BYLAW NO. 4683

NOISE SUPPRESSION BYLAW (SOUTHERN GULF ISLANDS) NO. 1, 2006

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Noise which disturbs	2	$200.00	$150.00	$250.00	No
Loading/unloading noise	3(1)	$200.00	$150.00	$250.00	No
Construction noise	3(2)	$200.00	$150.00	$250.00	No
Amplified music – outdoors	3(3)	$200.00	$150.00	$250.00	No
Amplified music – indoors	3(4)	$200.00	$150.00	$250.00	No
Vehicle noise	3(5)	$200.00	$150.00	$250.00	No
Firearms noise	3(6)	$200.00	$150.00	$250.00	No

APPENDIX 11 TO BYLAW NO. 4683

NOISE SUPPRESSION BYLAW (JUAN DE FUCA) NO. 1, 2007

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Noise which disturbs	2	$200.00	$150.00	$250.00	No
Loading/unloading noise	3.1	$200.00	$150.00	$250.00	No
Construction noise	3.2	$200.00	$150.00	$250.00	No
Construction noise on Sundays or holidays	3.3	$200.00	$150.00	$250.00	No
Leaf blower noise	3.4	$200.00	$150.00	$250.00	No
Amplified music – outdoors	3.5	$200.00	$150.00	$250.00	No
Amplified music – indoors	3.6	$200.00	$150.00	$250.00	No
Noisy vehicle	3.7	$200.00	$150.00	$250.00	No
Noise from firearms	3.8	$200.00	$150.00	$250.00	No
Noise from electrical equipment	3.9	$200.00	$150.00	$250.00	No

APPENDIX 12 TO BYLAW NO. 4683

NOISE SUPPRESSION BYLAW (SALT SPRING ISLAND) NO. 1, 2006

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Noise which disturbs	2	$200.00	$150.00	$250.00	No
Loading/unloading noise	3(1)	$200.00	$150.00	$250.00	No
Construction noise	3(2)	$200.00	$150.00	$250.00	No
Amplified music – outdoors	3(3)	$200.00	$150.00	$250.00	No
Amplified music – indoors	3(4)	$200.00	$150.00	$250.00	No
Vehicle noise	3(5)	$200.00	$150.00	$250.00	No
Firearms noise	3(6)	$200.00	$150.00	$250.00	No

APPENDIX 13 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT IDLING CONTROL BYLAW NO. 1, 2008

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Idle in excess of three minutes	2	$200.00	$150.00	$250.00	No

APPENDIX 14 TO BYLAW NO. 4683

WATER REGULATIONS BYLAW NO. 1, 1990

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unauthorized connection to waterworks	4	$200.00	$150.00	$250.00	No
Unauthorized use of water supplied by waterworks	5(a)	$200.00	$150.00	$250.00	No
Failure to follow board direction pertaining to water use	5(b)	$200.00	$150.00	$250.00	No
Tamper, operate, or remove Water connections or fixtures	6(a)	$500.00	$375.00	$500.00	No
Damage or alter water connections or fixtures	6(b)	$500.00	$375.00	$500.00	No
Unauthorized use of fire connections, hydrants or standpipes	7	$500.00	$375.00	$500.00	
Waste of water	8	$200.00	$150.00	$250.00	No
Failure to pay fees associated with removal of obstruction	9(b)	$500.00	$375.00	$500.00	No
Unauthorized connection of multiple units to a single service connection	16	$200.00	$150.00	$250.00	No
Unauthorized installation of Service Connection	19	$200.00	$150.00	$250.00	No
Failure to pay turn-on or turn-off fee	22(b)	$250.00	$187.50	$312.50	No
Unauthorized turn-on or turn-off of water supply	22(c)	$500.00	$375.00	$500.00	No
Connection of an independent water supply to CRD service connection	25	$500.00	$375.00	$500.00	No
Failure to comply with section 27	27	$500.00	$375.00	$500.00	No
Obstruction of access to personnel in the performance of their duties	9	$250.00	$187.50	$312.50	No

APPENDIX 15 TO BYLAW NO. 4683

LANGFORD SIGN BYLAW, 1987

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Non-conforming sign	3(2)(a)	$100.00	$75.00	$125.00	No
Abandoned sign	3(3)(a)	$100.00	$75.00	$125.00	No
Billboard sign	3(3)(b)	$100.00	$75.00	$125.00	No
Moving sign	3(3)(c)	$100.00	$75.00	$125.00	No
Roof sign	3(3)(d)	$100.00	$75.00	$125.00	No
No permit	3(6)(a)	$100.00	$75.00	$125.00	No
Obstructs view	3(12)	$100.00	$75.00	$125.00	No

APPENDIX 16 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT CLEAN AIR BYLAW NO. 1, 2014

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Smoking in a park	2(1)(a)	$200.00	$150.00	$250.00	No
Smoking in a designated public space	2(1)(b)	$200.00	$150.00	$250.00	No
Smoking in a school yard	2(1)(c)	$200.00	$150.00	$250.00	No
Smoking in a building	2(1)(d)	$200.00	$150.00	$250.00	No
Smoking in a business place (food or beverage)	2(1)(e)	$200.00	$150.00	$250.00	No
Smoking in a vehicle	2(1)(f)	$200.00	$150.00	$250.00	No
Smoking in 7m buffer zone of doorway, window or intake	2(1)(g)	$200.00	$150.00	$250.00	No
Smoking in 7m buffer zone of a bus stop	2(1)(h)	$200.00	$150.00	$250.00	No
Permitting smoking in a building	2(2)(a)	$500.00	$375.00	$500.00	No
Permitting smoking in a business place (food or beverage)	2(2)(b)	$500.00	$375.00	$500.00	No
Permitting smoking in a vehicle	2(2)(c)	$500.00	$375.00	$500.00	No
Failing to display sign in the prescribed form	3(1), 3(2), 4(1)	$300.00	$225.00	$375.00	No
Removing or defacing a sign	4(3)	$500.00	$375.00	$500.00	No

APPENDIX 17 TO BYLAW NO. 4683

FOOD HANDLERS BYLAW NO. 1, 1991

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Uncertified supervisor	2	$200.00	$150.00	$250.00	No
Certificate not posted	3	$100.00	$75.00	$125.00	No

APPENDIX 18 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Obstruction of Park or Peace Officer	4(1)	$500.00	$375.00	$500.00	No
Failure to obey sign or posted notice	4(3)	$100.00	$75.00	$125.00	No
Possession or consumption of liquor	4(4)	$200.00	$150.00	$250.00	No
Urinate or defecate in public	4(5)	$200.00	$150.00	$250.00	No
Breach of curfew	4(6)	$200.00	$150.00	$250.00	No
Undue noise	4(8)	$200.00	$150.00	$250.00	No
Disruptive use of machinery or cycle – peace	4(9)(a)	$200.00	$150.00	$250.00	No
Disruptive use of machinery or cycle – wildlife	4(9)(b)	$200.00	$150.00	$250.00	No
Disruptive use of machinery or cycle	4(9)(c)	$200.00	$150.00	$250.00	No
Disturb the peace	4(11)	$200.00	$150.00	$250.00	No
Enter park within eviction period	4(12)	$300.00	$225.00	$375.00	No
Unauthorized use of aircraft	4(13)	$200.00	$150.00	$250.00	No
Cause disturbance between 10 pm and 7 am	6(1)(b)	$200.00	$150.00	$250.00	No
No camping	6(4)	$200.00	$150.00	$250.00	No
Fail to register	6(5)	$200.00	$150.00	$250.00	No
Damage or remove any natural park feature	7(1)(a)	$300.00	$225.00	$375.00	No
Build or alter any trail	7(1)(b)	$300.00	$225.00	$375.00	No
Destroy or damage park infrastructure	7(1)(c)	$200.00	$150.00	$250.00	No
Build, place, or install structure or facility	7(1)(d)	$300.00	$225.00	$375.00	No
Deposit plant or animal material	7(1)(e)	$200.00	$150.00	$250.00	No
Hunt or molest wildlife	7(1)(f)	$200.00	$150.00	$250.00	No
Feed wildlife or leave attractant	7(1)(g)	$200.00	$150.00	$250.00	No

APPENDIX 18 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Contaminate park or waterway	7(1)(h)	$300.00	$225.00	$375.00	No
Littering	7(3)	$200.00	$150.00	$250.00	No
Illegal dumping	7(4)	$300.00	$225.00	$375.00	No
Illegal fire	7(5)	$300.00	$225.00	$375.00	No
Unattended fire	7(6)	$200.00	$150.00	$250.00	No
Smoke in park	7(8)	$200.00	$150.00	$250.00	No
Cut or remove tree	7(9)	$500.00	$375.00	$500.00	No
No cycling	7(10)	$200.00	$150.00	$250.00	No
Travel off designated trail	7(11)	$200.00	$150.00	$250.00	No
In the drinking water protection zone	7(12)	$200.00	$150.00	$250.00	No
Dog not under control	8(1)(a)	$200.00	$150.00	$250.00	No
Dog off leash	8(1)(b)	$200.00	$150.00	$250.00	No
Dog on beach or picnic area	8(1)(c)	$200.00	$150.00	$250.00	No
Dog faeces not removed	8(1)(d)	$200.00	$150.00	$250.00	No
Dog disturbing people or wildlife	8(1)(f)	$300.00	$225.00	$375.00	No
Domestic animal not under control	8(5)	$200.00	$150.00	$250.00	No
Horse in prohibited area	8(7)	$200.00	$150.00	$250.00	No
Possess or discharge firearm or explosive	9(1)	$200.00	$150.00	$250.00	No
Vehicle off road	10(1)	$300.00	$225.00	$375.00	No
Illegal parking	10(3)	$50.00	$37.50	$62.50	No
Off-road vehicle use in park	10(9)	$300.00	$225.00	$375.00	No
Commercial activity without permit	11(1)(b)	$400.00	$300.00	$500.00	No
Special use event without permit	12(1)(a)	$200.00	$150.00	$250.00	No
Failure to produce permit	12(1)(b)	$200.00	$150.00	$250.00	No

APPENDIX 18 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT PARKS REGULATION BYLAW NO. 1, 2018

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Breach of park use permit	12(9)	$300.00	$225.00	$375.00	No

APPENDIX 19 TO BYLAW NO. 4683

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Disobey site regulations	2.1	$100.00	$75.00	$125.00	No
Fail to follow site regulations	2.2	$500.00	$375.00	$500.00	No
Non-district waste	2.3	$500.00	$375.00	$500.00	No
Deposit prohibited waste	2.5	$500.00	$375.00	$500.00	No
Deposit hazardous waste	2.8	$500.00	$375.00	$500.00	No
Deposit controlled waste	2.12	$500.00	$375.00	$500.00	No
Deposit recyclable material	2.14	$500.00	$375.00	$500.00	No
Improper deposit mandatory recyclable	2.15	$200.00	$150.00	$250.00	No
Improper deposit voluntary recyclable	2.16	$200.00	$150.00	$250.00	No
Improper deposit weeds	2.18	$50.00	$37.50	$62.50	No
Deposit EPR material	2.19	$500.00	$375.00	$500.00	No
Improper deposit EPR material	2.20	$200.00	$150.00	$250.00	No
Deposit HHW by commercial hauler	2.21	$200.00	$150.00	$250.00	No
Deposit HHW	2.22	$100.00	$75.00	$125.00	No
Improper deposit of HHW	2.23	$50.00	$37.50	$62.50	No
Deposit contaminated demo waste	2.25	$300.00	$225.00	$375.00	No
Improper deposit sorted demo waste	2.26	$200.00	$150.00	$250.00	No
Improper deposit kitchen scraps	2.27	$200.00	$150.00	$250.00	No
Fail to source separate solid waste	2.28	$500.00	$375.00	$500.00	No
Fail to pay fee	3.1	$300.00	$225.00	$375.00	No
Deposit while charge unpaid	3.2(b)	$100.00	$75.00	$125.00	No
Uncovered/unsecured load	Sch. B, Reg. 2.1	$100.00	$75.00	$125.00	No
Load not ready for disposal	Sch. B, Reg. 2.3	$100.00	$75.00	$125.00	No
Drive off designated roads	Sch. B, Reg. 3.1	$100.00	$75.00	$125.00	No
Fail to obey signs	Sch. B, Reg. 3.2	$100.00	$75.00	$125.00	No

APPENDIX 19 TO BYLAW NO. 4683

HARTLAND LANDFILL TIPPING FEE AND REGULATION BYLAW NO. 6, 2013

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to follow directions	Sch. B, Reg. 3.3	$100.00	$75.00	$125.00	No
Scavenging	Sch. B, Reg. 3.5	$100.00	$75.00	$125.00	No
Loitering on site	Sch. B, Reg. 3.6	$100.00	$75.00	$125.00	No
Vehicle washing	Sch. B, Reg. 3.7	$100.00	$75.00	$125.00	No
Disorderly conduct	Sch. B, Reg. 3.8	$100.00	$75.00	$125.00	No
Overweight vehicle	Sch. B, Reg. 3.9	$100.00	$75.00	$125.00	No
Children on site	Sch. B, Reg. 4.2	$50.00	$37.50	$62.50	No
Pets at site	Sch. B, Reg. 4.3	$50.00	$37.50	$62.50	No
Smoking at disposal site	Sch. B, Reg. 4.4	$100.00	$75.00	$125.00	No
Use electronic device while driving	Sch. B, Reg. 4.7	$100.00	$75.00	$125.00	No
No protective equipment	Sch. B, Reg. 4.8	$50.00	$37.50	$62.50	No
Unauthorized videotaping or photography on site	Sch. B, Reg. 3.12	$100.00	$75.00	$125.00	No

APPENDIX 20 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Hinder/prevent inspection	3	$500.00	$375.00	$500.00	No
Wasting water	7(3)	$200.00	$150.00	$250.00	No
Wasting water during stage 2	7(3)	$300.00	$225.00	$375.00	No
Wasting water during stage 3	7(3)	$400.00	$300.00	$500.00	No
Use water contrary to bylaw	7(4)	$200.00	$150.00	$250.00	No
Stage 1 – water lawn contrary to days/times	Sch. A1.(1)(a)	$200.00	$150.00	$250.00	$200.00
Stage 1 – water contrary to restrictions	Sch. A1.(1)(b)	$200.00	$150.00	$250.00	No
Stage 1 – operate public spray park contrary to restrictions	Sch. A1.(1)(c)	$200.00	$150.00	$250.00	No
Stage 1 – public authority watering contrary to days/times	Sch. A1.(2)(b)	$200.00	$150.00	$250.00	No
Stage 1 – watering golf courses contrary to restrictions	Sch. A1.(2)(c)	$200.00	$150.00	$250.00	No
Stage 2 – water lawn contrary to days/times	Sch. A2.(1)(a)	$250.00	$187.50	$312.50	No
Stage 2 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A2.(1)(b)(i)	$250.00	$187.50	$312.50	No
Stage 2 – use motion-activated sprinkler device	Sch. A2.(1)(b)(ii)	$250.00	$187.50	$312.50	No
Stage 2 – water cemetery lawn	Sch. A2.(1)(b)(iii)	$250.00	$187.50	$312.50	No
Stage 2 – operate public spray park contrary to restrictions	Sch. A2.(1)(c)	$250.00	$187.50	$312.50	No
Stage 2 – fill ornamental fountain	Sch. A2.(1)(d)(i)	$250.00	$187.50	$312.50	No
Stage 2 – operate ornamental fountain	Sch. A2.(1)(d)(ii)	$250.00	$187.50	$312.50	No
Stage 2 – water contrary to restrictions	Sch. A2.(1)(e)	$250.00	$187.50	$312.50	No
Stage 2 – public authority watering contrary to days/times	Sch. A2.(2)(b)	$250.00	$187.50	$312.50	No

APPENDIX 20 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT ELECTORAL AREAS WATER CONSERVATION BYLAW NO. 1, 2023

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Stage 2 – watering golf courses contrary to restrictions	Sch. A2.(2)(c)	$250.00	$187.50	$312.50	No
Stage 3 – water lawn, turf, or boulevard	Sch. A3.(1)(a)(i)	$400.00	$300.00	$500.00	No
Stage 3 – fill pool, hot tub, or garden pond	Sch. A3.(1)(a)(ii)	$400.00	$300.00	$500.00	No
Stage 3 – operate a public spray park	Sch. A3.(1)(a)(iii)	$400.00	$300.00	$500.00	No
Stage 3 – operate or fill ornamental fountain	Sch. A3.(1)(a)(iv)	$400.00	$300.00	$500.00	No
Stage 3 –wash vehicle or boat with water	Sch. A3.(1)(a)(v)	$400.00	$300.00	$500.00	No
Stage 3 – wash sidewalks, driveways, parking lots, or exterior surfaces	Sch. A3.(1)(a)(vi)	$400.00	$300.00	$500.00	No
Stage 3 – use motion-activated sprinkler device	Sch. A3.(1)(a)(vii)	$400.00	$300.00	$500.00	No
Stage 3 – leave water service turned on	Sch. A3.(1)(a)(viii)	$400.00	$300.00	$500.00	No
Stage 3 – water contrary to restrictions	Sch. A3.(1)(b)	$400.00	$300.00	$500.00	No
Stage 3 – watering golf courses contrary to days/times	Sch. A3.(2)(a)	$400.00	$300.00	$500.00	No
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A3.(2)(b)	$400.00	$300.00	$500.00	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Discharge restricted waste	2.1(b)	$500.00	$375.00	$500.00	No
High volume discharge	2.1(c)	$200.00	$150.00	$250.00	No
Discharge without a permit and contrary to code of practice	2.1(d)	$200.00	$150.00	$250.00	No
Unauthorized discharge of excess uncontaminated water	2.1(e)	$200.00	$150.00	$250.00	No
Unauthorized discharge of septage	2.3	$500.00	$375.00	$500.00	No
Unauthorized discharge of trucked liquid waste	2.4	$500.00	$375.00	$500.00	No
Discharge to dilute non-domestic waste	2.5	$500.00	$375.00	$500.00	No
Fail to provide spill containment	2.8(a)	$150.00	$112.50	$187.50	No
Fail to post name and phone number as required	2.8(b)	$100.00	$75.00	$125.00	No
Unauthorized discharge of kitchen equipment cleaning waste	2.12	$500.00	$375.00	$500.00	No
Fail to adjust Ph	2.13(a)	$500.00	$375.00	$500.00	No
Fail to maintain complete records	2.13(b)	$200.00	$150.00	$250.00	No
Fail to apply for permit	3.3	$250.00	$187.50	$312.50	No
Fail to comply with authorization terms or conditions	3.7	$500.00	$375.00	$500.00	No
Bypass waste control works	5.2	$500.00	$375.00	$500.00	No
Fail to maintain complete records, monitoring	6.1(a)	$200.00	$150.00	$250.00	No
Fail to maintain complete records, administration	6.1(b)	$200.00	$150.00	$250.00	No
Fail to report unlawful discharge to a manager or officer	7.1(a)	$250.00	$187.50	$312.50	No
Fail to report unlawful discharge to owner	7.1(b)	$250.00	$187.50	$312.50	No
Fail to provide information to manager	7.2(a)	$250.00	$187.50	$312.50	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
on premises					
Fail to provide information to on location	7.2(b)	$250.00	$187.50	$312.50	No
Fail to provide information to on contact person	7.2(c)	$250.00	$187.50	$312.50	No
Fail to provide information to on time, date and duration	7.2(d)	$250.00	$187.50	$312.50	No
Fail to provide information to on type	7.2(e)	$250.00	$187.50	$312.50	No
Fail to provide information to on volume	7.2(f)	$250.00	$187.50	$312.50	No
Fail to provide information to on corrective action	7.2(g)	$250.00	$187.50	$312.50	No
Fail to confine unlawful discharge	7.3(a)	$500.00	$375.00	$500.00	No
Fail to dispose of substance properly	7.3(b)	$500.00	$375.00	$500.00	No
Fail to give 90 days notice of new activity	7.4(a)	$250.00	$187.50	$312.50	No
Fail to give 90 days notice of activity change	7.4(b)	$250.00	$187.50	$312.50	No
Inaccessible monitoring point	9.6	$250.00	$187.50	$312.50	No
Hinder/prevent inspection	13.1	$500.00	$375.00	$312.50	No
Discharge of restricted waste	Sch. I, 2.1(a)	$200.00	$150.00	$500.00	No
Discharge of prohibited waste	Sch. I, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge of excess uncontaminated water	Sch. I, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge of stormwater to sewer	Sch. I, 2.1(d)	$200.00	$150.00	$500.00	No
Fail to install grease interceptor	Sch. I, 2.2	$500.00	$375.00	$250.00	No
Fail to maintain grease interceptor	Sch. I, 2.3	$150.00	$112.50	$500.00	No
Installation of unapproved treatment works	Sch. I, 2.4	$250.00	$187.50	$187.50	No
Alternate treatment works non-compliant with permit or authorization	Sch. I, 2.5	$200.00	$150.00	$500.00	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to clean out grease interceptor	Sch. I, 2.6	$200.00	$150.00	$500.00	No
Accumulation of excess grease or solids	Sch. I, 2.7	$200.00	$150.00	$500.00	No
Disposal of oil and grease to sewer	Sch. I, 2.8	$200.00	$150.00	$500.00	No
Use of agents facilitating bypass of grease	Sch. I, 2.9	$200.00	$150.00	$500.00	No
Fail to connect fixture to grease interceptor, sink	Sch. I, 2.10(a)	$200.00	$150.00	$500.00	No
Fail to connect fixture to grease interceptor, exhaust hood	Sch. I, 2.10(b)	$200.00	$150.00	$500.00	No
Fail to connect fixture to grease interceptor, drain	Sch. I, 2.10(c)	$200.00	$150.00	$500.00	No
Fail to connect fixture to grease interceptor, compactor	Sch. I, 2.10(d)	$200.00	$150.00	$500.00	No
Fail to connect fixture to grease interceptor, dishwasher	Sch. I, 2.10(e)	$200.00	$150.00	$500.00	No
Fail to connect fixture to grease interceptor, grease bearing fixture	Sch. I, 2.10(f)	$200.00	$150.00	$500.00	No
Fail to install works preventing discharge of rainwater to sewer	Sch. I, 2.11	$200.00	$150.00	$500.00	No
Connection of a toilet or urinal	Sch. I, 2.12(a)	$100.00	$75.00	$187.50	No
Connection of a hand sink	Sch. I, 2.12(b)	$100.00	$75.00	$125.00	No
Connection of a mop sink	Sch. I, 2.12(c)	$100.00	$75.00	$125.00	No
Connection of fixture discharging solids	Sch. I, 2.12(d)	$100.00	$75.00	$125.00	No
Connection of drain receiving uncontaminated water	Sch. I, 2.12(e)	$100.00	$75.00	$125.00	No
Unapproved grease interceptor rating greater than 100gpm	Sch. I, 2.13	$150.00	$112.50	$125.00	No
Unapproved grease interceptor rating less than 100gpm	Sch. I, 2.14	$150.00	$112.50	$187.50	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unapproved grease interceptor design and installation	Sch. I, 2.15	$200.00	$150.00	$250.00	No
Fail to install flow control device	Sch. I, 2.20	$200.00	$150.00	$250.00	No
Fail to properly size or install flow control device	Sch. I, 2.21(a)	$200.00	$150.00	$250.00	No
Flow control cannot be verified	Sch. I, 2.21(b)	$200.00	$150.00	$250.00	No
Fail to install correct flow control device	Sch. I, 2.21(c)	$200.00	$150.00	$250.00	No
Inaccessible grease interceptor	Sch. I, 2.22	$200.00	$150.00	$250.00	No
Grease interceptor installed in confined space	Sch. I, 2.23	$200.00	$150.00	$250.00	No
Fail to correctly install monitoring point, as required	Sch. I, 2.24(a)	$200.00	$150.00	$250.00	No
Improper monitoring point	Sch. I, 2.24(b)	$200.00	$150.00	$250.00	No
Inaccessible monitoring point	Sch. I, 2.24(c)	$200.00	$150.00	$250.00	No
Fail to remove cover of grease interceptor	Sch. I, 2.26	$200.00	$150.00	$250.00	No
Improper connection of food grinder	Sch. I, 2.27	$200.00	$150.00	$250.00	No
Fail to install solids interceptor	Sch. I, 2.28	$200.00	$150.00	$250.00	No
Fail to maintain solids separator	Sch. I, 2.29	$200.00	$150.00	$250.00	No
Fail to keep operation manual	Sch. I, 3.1	$200.00	$150.00	$250.00	No
Fail to keep records available for inspection	Sch. I, 3.2	$200.00	$150.00	$250.00	No
Fail to maintain complete records, date	Sch. I, 3.2(a)	$200.00	$150.00	$250.00	No
Fail to maintain complete records, maintenance	Sch. I, 3.2(b)	$200.00	$150.00	$250.00	No
Fail to maintain complete records, material removed	Sch. I, 3.2(c)	$200.00	$150.00	$250.00	No
Fail to maintain complete records,	Sch. I, 3.2(d)	$200.00	$150.00	$250.00	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
location of disposal					
Fail to retain records, maintenance and disposal	Sch. I, 3.3	$200.00	$150.00	$250.00	No
Fail to retain records, installed grease interceptor	Sch. I, 3.4	$200.00	$150.00	$250.00	No
Fail to maintain records, electronic records	Sch. I, 3.5	$200.00	$150.00	$250.00	No
Fail to maintain records, self-clean	Sch. I, 3.6	$200.00	$150.00	$250.00	No
Discharge prohibited waste	Sch. J, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge restricted waste	Sch. J, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge excessive tetrachloroethylene	Sch. J, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge residue	Sch. J, 2.1(d)	$200.00	$150.00	$250.00	No
Discharge of excess uncontaminated water	Sch. J, 2.1(e)	$200.00	$150.00	$250.00	No
Unauthorized discharge of stormwater	Sch. J, 2.2	$200.00	$150.00	$250.00	No
Fail to manage wastewater off-site	Sch. J, 2.3	$250.00	$187.50	$312.50	No
Fail to install second separator	Sch. J, 2.4(a)	$500.00	$375.00	$500.00	No
Fail to install filter	Sch. J, 2.4(b)	$500.00	$375.00	$500.00	No
Fail to install alarm	Sch. J, 2.4(c)	$500.00	$375.00	$500.00	No
Fail to install second filter	Sch. J, 2.4(d)	$500.00	$375.00	$500.00	No
Fail to install works in correct order	Sch. J, 2.5	$200.00	$150.00	$250.00	No
Treatment works not accessible	Sch. J, 2.6	$200.00	$150.00	$250.00	No
Treatment works location, confined space	Sch. J, 2.7	$200.00	$150.00	$250.00	No
Fail to maintain machines	Sch. J, 2.8	$200.00	$150.00	$250.00	No
Fail to replace filter before expiry date	Sch. J, 2.9(a)	$200.00	$150.00	$250.00	No
Fail to replace filter after alarm	Sch. J, 2.9(b)	$200.00	$150.00	$250.00	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to replace filter after elevated concentration	Sch. J, 2.9(c)	$200.00	$150.00	$250.00	No
Fail to correctly install monitoring point	Sch. J, 2.10(a)	$200.00	$150.00	$250.00	No
Inaccessible monitoring point	Sch. J, 2.10(b)	$200.00	$150.00	$250.00	No
Fail to protect sewer against spills	Sch. J, 3.1	$200.00	$150.00	$250.00	No
Fail to install spill containment system	Sch. J, 3.2	$200.00	$150.00	$250.00	No
Undersized containment	Sch. J, 3.3	$200.00	$150.00	$250.00	No
Open drains in containment	Sch. J, 3.4	$200.00	$150.00	$250.00	No
Fail to block drains in contamination area	Sch. J, 3.5	$200.00	$150.00	$250.00	No
Discharge untested stormwater from containment	Sch. J, 3.6	$200.00	$150.00	$250.00	No
Fail to prepare spill response plan	Sch. J, 4.1	$200.00	$150.00	$250.00	No
Fail to prepare spill response plan within 30 days	Sch. J, 4.2	$200.00	$150.00	$250.00	No
Fail to post spill response plan	Sch. J, 4.3	$100.00	$75.00	$125.00	No
Fail to stock spill response materials	Sch. J, 4.4	$100.00	$75.00	$125.00	No
Fail to include plugs	Sch. J, 4.5	$100.00	$75.00	$125.00	No
Fail to follow spill response plan	Sch. J, 4.6	$200.00	$150.00	$250.00	No
Fail to maintain complete records, date	Sch. J, 5.1(a)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, inspection	Sch. J, 5.1(b)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, carbon replaced	Sch. J, 5.1(c)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, material removed	Sch. J, 5.1(d)	$100.00	$75.00	$125.00	No
Fail to maintain disposal records	Sch. J, 5.2	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. J, 5.3	$100.00	$75.00	$125.00	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to retain operation manual	Sch. J, 5.4	$100.00	$75.00	$125.00	No
Discharge excess contaminants, silver	Sch. K, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge of prohibited waste	Sch. K, 2.1(b)	$200.00	$150.00	$250.00	No
Fail to manage waste off-site	Sch. K, 2.2(a)	$200.00	$150.00	$250.00	No
Fail to treat wastes	Sch. K, 2.2(b)	$500.00	$375.00	$500.00	No
Fail to install and maintain equipment	Sch. K, 2.3	$100.00	$75.00	$125.00	No
Fail to use metering pump	Sch. K, 2.4	$100.00	$75.00	$125.00	No
Fail to calibrate metering pump	Sch. K, 2.5	$100.00	$75.00	$125.00	No
Fail to properly locate recovery system as required	Sch. K, 2.6	$100.00	$75.00	$125.00	No
Fail to install spill containment or cap drains	Sch. K, 2.7	$150.00	$112.50	$187.50	No
Fail to test effluent	Sch. K, 2.8	$100.00	$75.00	$125.00	No
Fail to install flow meter	Sch. K, 2.9(a)	$100.00	$75.00	$125.00	No
Fail to test discharge	Sch. K, 2.9(b)	$100.00	$75.00	$125.00	No
Fail to replace silver recovery cartridge as recommended	Sch. K, 2.10(a)	$100.00	$75.00	$125.00	No
Fail to replace silver recovery cartridge at 80% capacity	Sch. K, 2.10(b)	$100.00	$75.00	$125.00	No
Fail to replace silver recovery cartridge over 1000 mg/L	Sch. K, 2.10(c)	$100.00	$75.00	$125.00	No
Fail to replace silver recovery cartridge for excess silver	Sch. K, 2.10(d)	$100.00	$75.00	$125.00	No
Fail to replace both silver recovery cartridges	Sch. K, 2.11	$100.00	$75.00	$125.00	No
Treatment works not accessible	Sch. K, 2.14	$100.00	$75.00	$125.00	No
Treatment works location, confined space	Sch. K, 2.15	$100.00	$75.00	$125.00	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Improper outlet location	Sch. K, 2.16(a)	$100.00	$75.00	$125.00	No
Monitoring point not accessible	Sch. K, 2.16(b)	$100.00	$75.00	$125.00	No
Fail to keep maintenance manual	Sch. K, 3.1	$100.00	$75.00	$125.00	No
Fail to maintain complete records, serial number	Sch. K, 3.2(a)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, date	Sch. K, 3.2(b)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, expiry date	Sch. K, 3.2(c)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, capacity	Sch. K, 3.2(d)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, calibrator	Sch. K, 3.2(e)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, tests	Sch. K, 3.2(f)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, repair/replacement	Sch. K, 3.2(g)	$100.00	$75.00	$125.00	No
Fail to maintain complete records on electrolytic unit	Sch. K, 3.3(a)	$100.00	$75.00	$125.00	No
Fail to record date of silver removal	Sch. K, 3.3(b)	$100.00	$75.00	$125.00	No
Fail to record maintenance/repair information	Sch. K, 3.3(c)	$100.00	$75.00	$125.00	No
Fail to maintain disposal records, company name	Sch. K, 3.4(a)	$100.00	$75.00	$125.00	No
Fail to maintain disposal records, material type	Sch. K, 3.4(b)	$100.00	$75.00	$125.00	No
Fail to maintain disposal records, material quantity	Sch. K, 3.4(c)	$100.00	$75.00	$125.00	No
Fail to maintain disposal records, transfer date	Sch. K, 3.4(d)	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. K, 3.5	$100.00	$75.00	$125.00	No
Discharge prohibited waste	Sch. L, 2.1(a)	$200.00	$150.00	$250.00	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Discharge restricted waste	Sch. L, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge of wastewater, elevated mercury concentration	Sch. L, 2.1(c)	$200.00	$150.00	$250.00	No
Fail to manage wastewater off-site	Sch. L, 2.3(a)	$250.00	$187.50	$312.50	No
Fail to treat wastewater prior to sewer discharge	Sch. L, 2.3(b)	$250.00	$187.50	$312.50	No
Amalgam separator not certified	Sch. L, 2.4	$150.00	$112.50	$187.50	No
Fail to correctly install and maintain amalgam separator	Sch. L, 2.5	$150.00	$112.50	$187.50	No
Fail to install proper flow control	Sch. L, 2.6(a)	$150.00	$112.50	$187.50	No
Fail to install flow control, water supply line	Sch. L, 2.6(b)	$150.00	$112.50	$187.50	No
Fail to install flow control, specified flow rate	Sch. L, 2.7	$150.00	$112.50	$187.50	No
Improper storage of collecting containers	Sch. L, 2.8	$150.00	$112.50	$187.50	No
Fail to install spill containment	Sch. L, 2.9	$150.00	$112.50	$187.50	No
Fail to replace collecting container, expiry date	Sch. L, 2.10(a)	$150.00	$112.50	$187.50	No
Fail to replace collecting container, warning level	Sch. L, 2.10(b)	$150.00	$112.50	$187.50	No
Fail to replace collecting container, elevated mercury	Sch. L, 2.10(c)	$150.00	$112.50	$187.50	No
Improper disposal to sewer	Sch. L, 2.11	$150.00	$112.50	$187.50	No
Inaccessible amalgam separator	Sch. L, 2.12	$150.00	$112.50	$187.50	No
Amalgam separator installed in confined space	Sch. L, 2.13	$150.00	$112.50	$187.50	No
Fait to correctly install monitoring point	Sch. L, 2.14(a)	$100.00	$75.00	$125.00	No
Fail to include total flow	Sch. L, 2.14(b)	$100.00	$75.00	$125.00	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Inaccessible monitoring point	Sch. L, 2.14(c)	$150.00	$112.50	$187.50	No
Fail to keep maintenance manual	Sch. L, 3.1	$100.00	$75.00	$125.00	No
Fail to post ISO standard test report	Sch. L, 3.2	$100.00	$75.00	$125.00	No
Fail to maintain complete records, date of install	Sch. L, 3.3(a)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, serial number	Sch. L, 3.3(b)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, maximum flow rate	Sch. L, 3.3(c)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, date of inspection	Sch. L, 3.3(d)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, description of problems	Sch. L, 3.3(e)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, service provider	Sch. L, 3.3(f)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, dates of waste pick-up	Sch. L, 3.3(g)	$100.00	$75.00	$125.00	No
Fail to retain records, five years	Sch. L, 3.4	$100.00	$75.00	$125.00	No
Discharge prohibited waste	Sch. M, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge restricted waste	Sch. M, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge excess oil and grease	Sch. M, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge excess uncontaminated water	Sch. M, 2.1(d)	$200.00	$150.00	$250.00	No
Discharge fuel-water	Sch. M, 2.1(e)	$200.00	$150.00	$250.00	No
Discharge from parts washer	Sch. M, 2.1(f)	$200.00	$150.00	$250.00	No
Discharge from oily rag washing	Sch. M, 2.1(g)	$200.00	$150.00	$250.00	No
Discharge from engine washing	Sch. M, 2.1(h)	$200.00	$150.00	$250.00	No
Unauthorized discharge of stormwater	Sch. M, 2.2	$100.00	$75.00	$125.00	No
Unauthorized discharge of groundwater	Sch. M, 2.3	$150.00	$112.50	$187.50	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to install treatment works	Sch. M, 2.4	$500.00	$375.00	$500.00	No
Fail to install properly sized separator	Sch. M, 2.6	$150.00	$112.50	$187.50	No
Fail to treat discharge	Sch. M, 2.7	$150.00	$112.50	$187.50	No
Unauthorized discharge to treatment works	Sch. M, 2.8	$100.00	$75.00	$125.00	No
Use of chemical agents	Sch. M, 2.9	$150.00	$112.50	$187.50	No
Fail to correctly install monitoring point	Sch. M, 2.10(a)	$100.00	$75.00	$125.00	No
Improper monitoring point	Sch. M, 2.10(b)	$100.00	$75.00	$125.00	No
Inaccessible treatment works	Sch. M, 2.11	$100.00	$75.00	$125.00	No
Accumulation of excessive oil and grease	Sch. M, 2.12	$100.00	$75.00	$125.00	No
Accumulation of excessive solids	Sch. M, 2.13	$100.00	$75.00	$125.00	No
Fail to inspect separator	Sch. M, 2.14	$100.00	$75.00	$125.00	No
Fail to clean separator	Sch. M, 2.15	$150.00	$112.50	$187.50	No
Fail to conduct annual cleaning	Sch. M, 2.16	$150.00	$112.50	$187.50	No
Fail to provide spill containment, used batteries	Sch. M, 3.1(a)	$150.00	$112.50	$187.50	No
Fail to provide spill containment, used solvents	Sch. M, 3.1(b)	$150.00	$112.50	$187.50	No
Fail to provide spill containment, fuel tanks	Sch. M, 3.1(c)	$150.00	$112.50	$187.50	No
Fail to provide spill containment, prohibited waste	Sch. M, 3.1(d)	$150.00	$112.50	$187.50	No
Fail to supervise discharge	Sch. M, 3.2	$150.00	$112.50	$187.50	No
Fail to prepare spill response plan	Sch. M, 4.1	$100.00	$75.00	$125.00	No
Fail to prepare spill response plan within 30 days	Sch. M, 4.2	$100.00	$75.00	$125.00	No
Fail to post spill response plan	Sch. M, 4.3	$100.00	$75.00	$125.00	No

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WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to follow spill response plan	Sch. M, 4.4	$200.00	$150.00	$250.00	No
Fail to inspect following spill	Sch. M, 4.5	$150.00	$112.50	$187.50	No
Fail to remove spilled materials	Sch. M, 4.6	$150.00	$112.50	$187.50	No
Fail to stock spill response materials	Sch. M, 4.7	$100.00	$75.00	$125.00	No
Fail to maintain complete records, date of inspection	Sch. M, 5.1(a)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, maintenance	Sch. M, 5.1(b)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, material depth	Sch. M, 5.1(c)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, quantity removed	Sch. M, 5.1(d)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, service provider	Sch. M, 5.1(e)	$100.00	$75.00	$125.00	No
Fail to maintain design information	Sch. M, 5.2	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, name	Sch. M, 5.4(a)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, type of waste	Sch. M, 5.4(b)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, amount	Sch. M, 5.4(c)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, date of transfer	Sch. M, 5.4(d)	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. M, 5.5	$100.00	$75.00	$125.00	No
Discharge prohibited waste	Sch. N, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge restricted waste	Sch. N, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge of excess uncontaminated water	Sch. N, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge from engine washing	Sch. N, 2.1(d)	$200.00	$150.00	$250.00	No
Discharge of trucked liquid waste	Sch. N, 2.1(e)	$200.00	$150.00	$250.00	No

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Discharge of carpet cleaning waste	Sch. N, 2.1(f)	$200.00	$150.00	$250.00	No
Discharge of recreational vehicle waste	Sch. N, 2.1(g)	$200.00	$150.00	$250.00	No
Discharge from oily rag washing	Sch. N, 2.1(h)	$200.00	$150.00	$250.00	No
Unauthorized discharge of stormwater	Sch. N, 2.2	$100.00	$75.00	$125.00	No
Unauthorized discharge of groundwater	Sch. N, 2.3	$150.00	$112.50	$187.50	No
Discharge untreated waste into sewer	Sch. N, 2.4	$500.00	$375.00	$500.00	No
Fail to install treatment works	Sch. N, 2.6	$500.00	$375.00	$500.00	No
Fail to install properly designed and sized interceptor	Sch. N, 2.7(a)	$150.00	$112.50	$187.50	No
Fail to install properly designed three chamber interceptor	Sch. N, 2.7(b)	$150.00	$112.50	$187.50	No
Fail to treat discharge	Sch. N, 2.8	$150.00	$112.50	$187.50	No
Unauthorized discharge to treatment works	Sch. N, 2.9	$100.00	$75.00	$125.00	No
Use of chemical agents	Sch. N, 2.10	$150.00	$112.50	$187.50	No
Fail to correctly install monitoring point	Sch. N, 2.11(a)	$100.00	$75.00	$125.00	No
Improper monitoring point	Sch. N, 2.11(b)	$100.00	$75.00	$125.00	No
Inaccessible treatment works	Sch. N, 2.12	$100.00	$75.00	$125.00	No
Accumulation of excessive oil and grease in treatment works	Sch. N, 2.13	$100.00	$75.00	$125.00	No
Accumulation of excessive solids in treatment works	Sch. N, 2.14	$100.00	$75.00	$125.00	No
Fail to inspect treatment works	Sch. N, 2.15	$100.00	$75.00	$125.00	No
Fail to clean treatment works	Sch. N, 2.16	$150.00	$112.50	$187.50	No
Fail to conduct required cleaning of treatment works	Sch. N, 2.17	$150.00	$112.50	$187.50	No

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Fail to display signs	Sch. N, 2.18	$100.00	$75.00	$125.00	No
Engine washing	Sch. N, 2.19	$150.00	$112.50	$187.50	No
Fail to prepare spill response plan	Sch. N, 3.1	$100.00	$75.00	$125.00	No
Fail to prepare spill response plan within 30 days	Sch. N, 3.2	$100.00	$75.00	$125.00	No
Fail to post spill response plan	Sch. N, 3.3	$100.00	$75.00	$125.00	No
Fail to follow spill response plan	Sch. N, 3.4	$200.00	$150.00	$250.00	No
Fail to inspect treatment works following spill	Sch. N, 3.5	$150.00	$112.50	$187.50	No
Fail to remove spilled materials	Sch. N, 3.6	$150.00	$112.50	$187.50	No
Fail to stock materials	Sch. N, 3.7	$100.00	$75.00	$125.00	No
Fail to maintain complete records, date of inspections	Sch. N, 4.1(a)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, maintenance	Sch. N, 4.1(b)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, material depth	Sch. N, 4.1(c)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, quantity removed	Sch. N, 4.1(d)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, service provider	Sch. N, 4.1(e)	$100.00	$75.00	$125.00	No
Fail to maintain design information	Sch. N, 4.2	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, name	Sch. N, 4.4(a)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, type of waste	Sch. N, 4.4(b)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, amount	Sch. N, 4.4(c)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, date of transfer	Sch. N, 4.4(d)	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. N, 4.5	$100.00	$75.00	$125.00	No

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Discharge prohibited waste	Sch. O, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge hazardous waste	Sch. O, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge restricted waste	Sch. O, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge stormwater	Sch. O, 2.1(d)	$200.00	$150.00	$250.00	No
Discharge of excess uncontaminated water	Sch. O, 2.1(e)	$200.00	$150.00	$250.00	No
Discharge excess total suspended solids	Sch. O, 2.1(f)	$200.00	$150.00	$250.00	No
Fail to treat waste	Sch. O, 2.2(b)	$500.00	$375.00	$500.00	No
Fail to visually inspect	Sch. O, 2.3(a)	$150.00	$112.50	$187.50	No
Fail to maintain screen	Sch. O, 2.3(b)	$150.00	$112.50	$187.50	No
Discharge unscreened waste	Sch. O, 2.4	$150.00	$112.50	$187.50	No
Fail to install spill containment	Sch. O, 2.5	$150.00	$112.50	$187.50	No
Fail to inspect equipment for leaks, hoses	Sch. O, 2.7(a)	$100.00	$75.00	$125.00	No
Fail to inspect filter gaskets	Sch. O, 2.7(b)	$100.00	$75.00	$125.00	No
Fail to inspect pumps	Sch. O, 2.7(c)	$100.00	$75.00	$125.00	No
Fail to inspect holding tanks	Sch. O, 2.7(d)	$100.00	$75.00	$125.00	No
Fail to prevent discharge to sewer	Sch. O, 2.8(a)	$100.00	$75.00	$125.00	No
Fail to repair leak within 72 hours	Sch. O, 2.8(b)	$100.00	$75.00	$125.00	No
Fail to keep records, inspection	Sch. O, 3.1(a)	$100.00	$75.00	$125.00	No
Fail to keep records, leaks	Sch. O, 3.1(b)	$100.00	$75.00	$125.00	No
Fail to keep records, screen replacement	Sch. O, 3.1(c)	$100.00	$75.00	$125.00	No
Fail to keep records, maintenance	Sch. O, 3.1(d)	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. O, 3.2	$100.00	$75.00	$125.00	No

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Discharge prohibited waste, excess contaminants, water	Sch. P, 2.1	$200.00	$150.00	$250.00	No
Fail to neutralize pH waste	Sch. P, 2.2	$150.00	$112.50	$187.50	No
Fail to remove solids	Sch. P, 2.3	$500.00	$375.00	$500.00	No
Fail to filter waste	Sch. P, 2.4(b)	$500.00	$375.00	$500.00	No
Fail to correctly install sampling tee	Sch. P, 2.7(a)	$100.00	$75.00	$125.00	No
Improper sampling tee	Sch. P, 2.7(b)	$100.00	$75.00	$125.00	No
Inaccessible sampling tee	Sch. P, 2.9	$150.00	$112.50	$187.50	No
Fail to keep records, mash tun	Sch. P, 3.1(a)	$100.00	$75.00	$125.00	No
Fail to keep records, kettle wash	Sch. P, 3.1(b)	$100.00	$75.00	$125.00	No
Fail to keep records, back flush	Sch. P, 3.1(c)	$100.00	$75.00	$125.00	No
Fail to keep records, yeast residue	Sch. P, 3.1(d)	$100.00	$75.00	$125.00	No
Fail to keep records, location of sampling tee	Sch. P, 3.1(e)	$100.00	$75.00	$125.00	No
Fail to keep records, pH adjustment	Sch. P, 3.1(f)	$100.00	$75.00	$125.00	No
Fail to keep records, date of testing	Sch. P, 3.1(g)	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. P, 3.2	$100.00	$75.00	$125.00	No
Discharge prohibited waste	Sch. Q, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge hazardous waste	Sch. Q, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge restricted waste	Sch. Q, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge solvent rinse	Sch. Q, 2.1(d)	$200.00	$150.00	$250.00	No
Discharge inks	Sch. Q, 2.1(e)	$200.00	$150.00	$250.00	No
Discharge etching solution	Sch. Q, 2.1(f)	$200.00	$150.00	$250.00	No
Discharge cleaning solvents	Sch. Q, 2.1(g)	$200.00	$150.00	$250.00	No
Discharge of excess uncontaminated water	Sch. Q, 2.1(h)	$200.00	$150.00	$250.00	No
Unauthorized discharge of stormwater	Sch. Q, 2.2	$100.00	$75.00	$125.00	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to install trade waste interceptor	Sch. Q, 2.3	$500.00	$375.00	$625.00	No
Fail to install works	Sch. Q, 2.4	$500.00	$375.00	$625.00	No
Fail to install and calibrate metering pump	Sch. Q, 2.6	$150.00	$112.50	$187.50	No
Fail to replace treatment works as recommended	Sch. Q, 2.8(a)	$150.00	$112.50	$187.50	No
Fail to replace treatment works at 80% capacity	Sch. Q, 2.8(b)	$150.00	$112.50	$187.50	No
Fail to replace treatment works total oil and grease at breakthrough	Sch. Q, 2.8(c)	$150.00	$112.50	$187.50	No
Fail to replace treatment works at breakthrough of oil and grease	Sch. Q, 2.8(d)	$150.00	$112.50	$187.50	No
Fail to properly size trade waste interceptor	Sch. Q, 2.11	$150.00	$112.50	$187.50	No
Bypass of treatment equipment	Sch. Q, 2.12	$150.00	$112.50	$187.50	No
Fail to divert domestic waste	Sch. Q, 2.13	$150.00	$112.50	$187.50	No
Use of chemical agents	Sch. Q, 2.15	$150.00	$112.50	$187.50	No
Fail to correctly install monitoring point	Sch. Q, 2.16(a)	$100.00	$75.00	$125.00	No
Inaccessible monitoring point	Sch. Q, 2.16(b)	$150.00	$112.50	$187.50	No
Inaccessible treatment works	Sch. Q, 2.17	$150.00	$112.50	$187.50	No
Accumulation of floating material	Sch. Q, 2.18	$150.00	$112.50	$187.50	No
Accumulation of excessive solids	Sch. Q, 2.19	$150.00	$112.50	$187.50	No
Fail to inspect trade waste interceptor	Sch. Q, 2.20	$100.00	$75.00	$125.00	No
Fail to maintain trade waste interceptor	Sch. Q, 2.21	$150.00	$112.50	$187.50	No
Fail to clean trade waste interceptor	Sch. Q, 2.22	$150.00	$112.50	$187.50	No
Fail to provide spill containment for solvents	Sch. Q, 3.1(a)	$150.00	$112.50	$187.50	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to provide spill containment for waste solvents	Sch. Q, 3.1(b)	$150.00	$112.50	$187.50	No
Fail to prepare spill response plan	Sch. Q, 4.1	$100.00	$75.00	$125.00	No
Fail to prepare spill response plan within 60 days	Sch. Q, 4.2	$100.00	$75.00	$125.00	No
Fail to follow spill response plan	Sch. Q, 4.3	$200.00	$150.00	$250.00	No
Fail to inspect following spill	Sch. Q, 4.4	$150.00	$112.50	$187.50	No
Fail to remove spilled materials	Sch. Q, 4.5	$150.00	$112.50	$187.50	No
Fail to stock materials	Sch. Q, 4.6	$100.00	$75.00	$125.00	No
Fail to maintain complete records, inspections	Sch. Q, 5.1(a)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, maintenance	Sch. Q, 5.1(b)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, material removed	Sch. Q, 5.1(c)	$100.00	$75.00	$125.00	No
Fail to maintain complete records, service provider	Sch. Q, 5.1(d)	$100.00	$75.00	$125.00	No
Fail to keep equipment records, installation date	Sch. Q, 5.2(a)	$100.00	$75.00	$125.00	No
Fail to keep equipment records, serial numbers	Sch. Q, 5.2(b)	$100.00	$75.00	$125.00	No
Fail to keep equipment records, expiry date	Sch. Q, 5.2(c)	$100.00	$75.00	$125.00	No
Fail to keep equipment records, capacity	Sch. Q, 5.2(d)	$100.00	$75.00	$125.00	No
Fail to keep equipment records, calibration dates	Sch. Q, 5.2(e)	$100.00	$75.00	$125.00	No
Fail to keep equipment records, problems	Sch. Q, 5.2(f)	$100.00	$75.00	$125.00	No
Fail to maintain design information	Sch. Q, 5.3	$100.00	$75.00	$125.00	No
Fail to maintain spill response plan	Sch. Q, 5.4	$100.00	$75.00	$125.00	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to maintain record of waste disposal, name	Sch. Q, 5.5(a)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, type of waste	Sch. Q, 5.5(b)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, amount	Sch. Q, 5.5(c)	$100.00	$75.00	$125.00	No
Fail to maintain record of waste disposal, date of transfer	Sch. Q, 5.5(d)	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. Q, 5.6	$100.00	$75.00	$125.00	No
Discharge prohibited waste	Sch. S, 2.1(a)	$200.00	$150.00	$250.00	No
Discharge restricted waste	Sch. S, 2.1(b)	$200.00	$150.00	$250.00	No
Discharge waste containing mercury	Sch. S, 2.1(c)	$200.00	$150.00	$250.00	No
Discharge waste containing PCBs	Sch. S, 2.1(d)	$200.00	$150.00	$250.00	No
Discharge waste containing dioxin TEQ	Sch. S, 2.1(e)	$200.00	$150.00	$250.00	No
Discharge waste containing halogenated solvents	Sch. S, 2.1(f)	$200.00	$150.00	$250.00	No
Discharge waste containing chlorinated phenols	Sch. S, 2.1(g)	$200.00	$150.00	$250.00	No
Discharge waste containing pesticides	Sch. S, 2.1(h)	$200.00	$150.00	$250.00	No
Discharge excess seawater	Sch. S, 2.1(i)	$200.00	$150.00	$250.00	No
Discharge of excess uncontaminated water	Sch. S, 2.1(j)	$200.00	$150.00	$250.00	No
Unauthorized discharge of stormwater	Sch. S, 2.2	$100.00	$75.00	$125.00	No
Fail to correctly install monitoring point	Sch. S, 2.4	$100.00	$75.00	$125.00	No
Fail to install monitoring point following improvement, lab	Sch. S, 2.5(a)	$100.00	$75.00	$125.00	No
Fail to install monitoring point following improvement, plumbing	Sch. S, 2.5(b)	$100.00	$75.00	$125.00	No

APPENDIX 21 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEWER USE BYLAW NO. 5, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to install monitoring point after exceeding criteria	Sch. S, 2.5(c)	$100.00	$75.00	$125.00	No
Fail to use proper methods	Sch. S, 2.6	$150.00	$112.50	$187.50	No
Fail to install spill containment	Sch. S, 3.1	$150.00	$112.50	$187.50	No
Discharge unauthorized waste	Sch. S, 3.2	$150.00	$112.50	$187.50	No
Fail to prepare spill response plan	Sch. S, 4.1	$100.00	$75.00	$125.00	No
Fail to prepare spill response plan within 30 days	Sch. S, 4.2	$100.00	$75.00	$125.00	No
Fail to post spill response plan	Sch. S, 4.3	$50.00	$37.50	$62.50	No
Fail to maintain spill response equipment	Sch. S, 4.4	$100.00	$75.00	$125.00	No
Fail to carry out spill response plan	Sch. S, 4.5	$200.00	$150.00	$250.00	No
Fail to remove spilled materials	Sch. S, 4.6	$150.00	$112.50	$187.50	No
Fail to keep records, name	Sch. S, 5.1(a)	$100.00	$75.00	$125.00	No
Fail to keep records, type of waste	Sch. S, 5.1(b)	$100.00	$75.00	$125.00	No
Fail to keep records, amount	Sch. S, 5.1(c)	$100.00	$75.00	$125.00	No
Fail to keep records, date of transfer	Sch. S, 5.1(d)	$100.00	$75.00	$125.00	No
Fail to list procedures	Sch. S, 5.2	$100.00	$75.00	$125.00	No
Fail to maintain inventory	Sch. S, 5.3	$100.00	$75.00	$125.00	No
Fail to maintain written procedures	Sch. S, 5.4	$100.00	$75.00	$125.00	No
Fail to maintain test records	Sch. S, 5.5	$100.00	$75.00	$125.00	No
Fail to retain records	Sch. S, 5.6	$100.00	$75.00	$125.00	No

APPENDIX 22 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obey order to leave dock	3	$150.00	$112.50	$187.50	No
Hinder authorized personnel	4	$200.00	$150.00	$250.00	No
Interfere with lawful use of dock	7	$100.00	$75.00	$125.00	No
Disorderly behaviour	8	$100.00	$75.00	$125.00	No
Noise which disturbs	9	$100.00	$75.00	$125.00	No
Possession of open liquor	10	$100.00	$75.00	$125.00	No
Unlawful sign	11	$100.00	$75.00	$125.00	No
Cause damage to dock	12	$100.00	$75.00	$125.00	No
Damage CRD sign	13	$100.00	$75.00	$125.00	No
Littering	14	$100.00	$75.00	$125.00	No
Unlawful storage	15	$100.00	$75.00	$125.00	No
Unattended vessel in loading zone	16	$100.00	$75.00	$125.00	No
Vessel in loading zone more than 15 minutes	17	$100.00	$75.00	$125.00	No
Unlawful mooring in airport zone	18	$100.00	$75.00	$125.00	No
Failure to vacate airport zone	19	$100.00	$75.00	$125.00	No
Unlawful driving on dock	20(1)	$100.00	$75.00	$125.00	No
Unattended vehicle on dock	21	$100.00	$75.00	$125.00	No
Unattended vehicle on dock	22	$100.00	$75.00	$125.00	No
Unauthorized business on dock	24	$100.00	$75.00	$125.00	No
Unauthorized structure on dock	25(4)	$100.00	$75.00	$125.00	No
Fail to pay moorage fees	25(6)	$100.00	$75.00	$125.00	No
Fail to obtain licence	26	$150.00	$112.50	$187.50	No
Lingering while unloading dangerous goods	27	$200.00	$150.00	$250.00	No
Fail to obey order to alter position	30	$100.00	$75.00	$125.00	No

APPENDIX 22 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS REGULATION BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obey order not to moor	31	$100.00	$75.00	$125.00	No
Abandon vessel at dock	33	$100.00	$75.00	$125.00	No
Obstruct movement of other vessels	36	$100.00	$75.00	$125.00	No
Crossing dock with moorage lines	37	$100.00	$75.00	$125.00	No
Use dock for major repairs	38(1)	$100.00	$75.00	$125.00	No
Impede use of dock	38(2)	$100.00	$75.00	$125.00	No
Disobey order of Ports Manager/Wharfinger	49(2)(a)	$200.00	$150.00	$250.00	No
Disobey posted sign	49(2)(b)	$100.00	$75.00	$125.00	No

APPENDIX 23 TO BYLAW NO. 4683

COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS) BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Obstruction of Park or Peace Officer	4(1)	$150.00	$112.50	$500.00	No
Failure to obey sign or posted notice	4(3), 12(1)	$200.00	$150.00	$250.00	No
Possession or Consumption of alcohol	4(4)	$200.00	$150.00	$250.00	No
Urinate or defecate in public	4(5)	$200.00	$150.00	$250.00	No
In park when closed	4(6)	$200.00	$150.00	$250.00	No
Undue noise	4(8)(9)	$200.00	$150.00	$250.00	No
Disorderly or dangerous conduct	4(11)	$200.00	$150.00	$250.00	No
Illegal camping	6(1)	$200.00	$150.00	$250.00	No
Destroying or damaging park features or property	7(1)	$300.00	$225.00	$375.00	No
Littering	7(3)	$200.00	$150.00	$250.00	No
Illegal dumping	7(4)	$300.00	$225.00	$375.00	No
Illegal fire	7(5)	$200.00	$150.00	$250.00	No
Unattended fire or camp stove	7(6)	$200.00	$150.00	$250.00	No
Illegal deposit of burning substance	7(7)	$200.00	$150.00	$250.00	No
Illegal smoking	7(8)	$200.00	$150.00	$250.00	No
Cut or remove tree	7(9)	$500.00	$375.00	$500.00	No
Illegal cycling	7(10)	$200.00	$150.00	$250.00	No
Domestic animal not under control	8(1)(a)	$200.00	$150.00	$250.00	No
Dog faeces not removed	8(4)	$200.00	$150.00	$250.00	No
Possess or discharge firearm	9(1)	$200.00	$150.00	$250.00	No
Possess or discharge fireworks	9(2)	$200.00	$150.00	$250.00	No
Possess or discharge slingshot	9(3)	$200.00	$150.00	$250.00	No
Possess or discharge bow or crossbow	9(4)	$200.00	$150.00	$250.00	No

APPENDIX 23 TO BYLAW NO. 4683

COMMUNITY PARKS REGULATIONS (JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS) BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Vehicle off road	10(1)	$200.00	$150.00	$250.00	No
Illegal parking	10(3)	$50.00	$37.50	$62.50	No
Commercial activity without permit	11(1)	$400.00	$300.00	$500.00	No
Interference in lawful use of property	12(2)	$200.00	$150.00	$250.00	No
Special use event without a permit	14(1)	$200.00	$150.00	$250.00	No
Failure to comply with terms of a permit	14(9)	$200.00	$150.00	$250.00	No

APPENDIX 24 TO BYLAW NO. 4683

SALT SPRING ISLAND LIQUID WASTE, SEWER, AND WATER FEES AND CHARGES BYLAW NO. 1, 2012

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Discharge at locations other than liquid waste facility	Sch. C, Sec 5(a)	$200.00	$150.00	$250.00	No
Fail to obtain access permit	Sch. C, Sec 6(a)	$150.00	$112.50	$187.50	No
Fail to use designated intake	Sch. C, Sec 6(c)	$200.00	$150.00	$250.00	No
Fail to deposit manifest or incorrect manifest	Sch. C, Sec 6(d)	$150.00	$112.50	$187.50	No
Fail to contain load	Sch. C, Sec 6(e)	$200.00	$150.00	$250.00	No
Deposit during alarm	Sch. C, Sec 6(f)				
Fail to have compatible connection devices	Sch. C, Sec 6(g)	$100.00	$75.00	$125.00	No
Fail to discontinue discharge or spill	Sch. C, Sec 6(i)	$200.00	$150.00	$250.00	No
Fail to contain loads or spillage in transit	Sch. C, Sec 6(j)	$100.00	$75.00	$125.00	No
Unauthorized parking	Sch. C, Sec 6(k)	$50.00	$37.50	$62.50	No
Misuse water supply	Sch. C, Sec 6(l)	$100.00	$75.00	$125.00	No
Fail to designate discharge on manifest	Sch. C, Sec 6(m)	$100.00	$75.00	$125.00	No
Fail to comply with all posted speed limits	Sch. C, Sec 6(n)	$100.00	$75.00	$125.00	No
Accessing facility after hours	Sch. C, Sec 6(o)	$100.00	$75.00	$125.00	No
Fail to record information/use flow meter	Sch. C, Sec 6(p)	$100.00	$75.00	$125.00	No

APPENDIX 25 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT SEPTAGE DISPOSAL BYLAW NO. 2, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Discharge at other than disposal facility	2.1	$200.00	$150.00	$250.00	No
Fail to provide information	2.7(b)	$100.00	$75.00	$125.00	No
Fail to contain load	2.7(c)	$150.00	$112.50	$187.50	No
Fail to discontinue discharge	2.8	$200.00	$150.00	$250.00	No
Fail to provide information	2.9	$100.00	$75.00	$125.00	No
Fail to clean equipment	2.10	$100.00	$75.00	$125.00	No
Discharge without permit	3.1	$100.00	$75.00	$125.00	No
Unlisted vehicle	3.2	$100.00	$75.00	$125.00	No
Fail to display company name as required	3.4	$100.00	$75.00	$125.00	No
Fail to allow entry	4.1	$200.00	$150.00	$250.00	No
Fail to allow sampling	5.1	$200.00	$150.00	$250.00	No
Using unauthorized sampling and analysis methods	5.3	$100.00	$75.00	$125.00	No
Fail to use independent agency/authorized laboratory	5.4	$100.00	$75.00	$125.00	No
Hinder/prevent inspection	8.1	$200.00	$150.00	$250.00	No

APPENDIX 26 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Hinder/prevent inspection	3	$500.00	$375.00	$500.00	No
Wasting water during Stage 1	7(3)	$200.00	$150.00	$250.00	No
Wasting water during Stage 2	7(3)	$300.00	$225.00	$375.00	No
Wasting water during Stage 3	7(3)	$400.00	$300.00	$500.00	No
Water contrary to restriction	7(4)	$200.00	$150.00	$250.00	No
Use water for once-through cooling	7(5)	$400.00	$300.00	$500.00	No
Stage 1 – water lawn contrary to even-numbered address dates/times	Sch. A1(1)(a)(i)	$200.00	$150.00	$250.00	No
Stage 1 – water lawn contrary to odd-numbered address dates/times	Sch. A1(1)(a)(ii)	$200.00	$150.00	$250.00	No
Stage 1 – water play field contrary to dates/times	Sch. A1(1)(a)(iv)	$100.00	$75.00	$125.00	No
Stage 1 – operate public spray park contrary to restrictions	Sch. A1(1)(c)	$100.00	$75.00	$125.00	No
Stage 1 – public authority watering contrary to dates/times	Sch. A1(2)(b)	$100.00	$75.00	$125.00	No
Stage 1 – watering golf courses contrary to dates/times	Sch. A1(2)(c)	$200.00	$150.00	$250.00	No
Stage 2 – water lawn contrary to even-numbered address dates/times	Sch. A2(1)(a)(i)	$250.00	$187.50	$312.50	No
Stage 2 – water lawn contrary to odd-numbered address dates/times	Sch. A2(1)(a)(ii)	$250.00	$187.50	$312.50	No
Stage 2 – wash sidewalks/driveways /exterior surfaces	Sch. A2(1)(b)(i)	$250.00	$187.50	$312.50	No
Stage 2 – use motion-activated sprinkler device	Sch. A2(1)(b)(ii)	$250.00	$187.50	$312.50	No
Stage 2 – water cemetery lawn	Sch. A2(1)(b)(iii)	$250.00	$187.50	$312.50	No
Stage 2 – operate public spray park contrary to restrictions	Sch. A2(1)(c)	$250.00	$187.50	$312.50	No
Stage 2 – fill ornamental fountain	Sch. A2(1)(d)(i)	$250.00	$187.50	$312.50	No

APPENDIX 26 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT WATER CONSERVATION BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Stage 2 – operate ornamental fountain	Sch. A2(1)(d)(ii)	$250.00	$187.50	$312.50	No
Stage 2 – water playing field contrary to dates/times	Sch. A2(1)(d)(iii)	$250.00	$187.50	$312.50	No
Public authority watering contrary to dates/times	Sch. A2(2)(b)	$200.00	$150.00	$250.00	No
Stage 2 – watering golf courses contrary to dates/times	Sch. A2(2)(c)	$250.00	$187.50	$312.50	No
Stage 3 – water lawn or boulevard	Sch. A3(1)(a)(i)	$400.00	$300.00	$500.00	No
Stage 3 – fill pool, hot tub, or garden pond	Sch. A3(1)(a)(ii)	$400.00	$300.00	$500.00	No
Stage 3 – operate a public spray park	Sch. A3(1)(a)(iii)	$400.00	$300.00	$500.00	No
Stage 3 – fill/operate ornamental fountain	Sch. A3(1)(a)(iv)	$400.00	$300.00	$500.00	No
Stage 3 – wash vehicle/boat	Sch. A3(1)(a)(v)	$400.00	$300.00	$500.00	No
Stage 3 – wash sidewalks/driveways /exterior surfaces	Sch. A3(1)(a)(vi)	$400.00	$300.00	$500.00	No
Stage 3 – use motion-activated sprinkler device	Sch. A3(1)(a)(vii)	$400.00	$300.00	$500.00	No
Stage 3 – Public authority watering contrary to dates/times	Sch. A3(1)(b)	$400.00	$300.00	$500.00	No
Stage 3 – watering golf courses contrary to dates/times	Sch. A3(2)(a)	$400.00	$300.00	$500.00	No
Stage 3 – washing vehicle or boat contrary to restrictions	Sch. A3(2)(b)	$400.00	$300.00	$500.00	No

APPENDIX 27 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unauthorized entry on water supply area lands	9	$300.00	$225.00	$375.00	No
Obstruct persons or traffic	10	$100.00	$75.00	$125.00	No
Disorderly behavior	11	$100.00	$75.00	$125.00	No
Unlawful use of liquor	12	$100.00	$75.00	$125.00	No
Fail to obey sign	14	$100.00	$75.00	$125.00	No
Damage to property/natural feature in water supply area	15	$300.00	$225.00	$375.00	No
Foul water supply area lands/water bodies	16	$200.00	$150.00	$250.00	No
Remove posted notices	17	$100.00	$75.00	$125.00	No
Interfere with wildlife	18	$200.00	$150.00	$250.00	No
Deposit garbage	19	$200.00	$150.00	$250.00	No
Introduce alien or weed species	20	$200.00	$150.00	$250.00	No
Introduce organic material without authorization	21	$200.00	$150.00	$250.00	No
Damage tree	24	$200.00	$150.00	$250.00	No
Cut down tree	24	$500.00	$375.00	$500.00	No
Unauthorized cycling	25	$100.00	$75.00	$125.00	No
Unauthorized camping	26	$200.00	$150.00	$250.00	No
Prohibited storage	27	$100.00	$75.00	$125.00	No
Prohibited animal	28	$200.00	$150.00	$250.00	No
Unauthorized hunting, carry or discharge of firearm, crossbow or bow	29	$200.00	$150.00	$250.00	No
Unauthorized operation of aircraft	30	$200.00	$150.00	$250.00	No
Unauthorized operation of vessel or watercraft	31	$200.00	$150.00	$250.00	No
Unauthorized fishing	32	$200.00	$150.00	$250.00	No

APPENDIX 27 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Driving off road	33(1)	$200.00	$150.00	$250.00	No
Driving contrary to posted signs or traffic control devices	35(2)	$200.00	$150.00	$250.00	No
Unlawful sign	36	$100.00	$75.00	$125.00	No
Prohibited public address system	37	$100.00	$75.00	$125.00	No
Prohibited temporary structure	38	$100.00	$75.00	$125.00	No
Prohibited permanent structure	39	$200.00	$150.00	$250.00	No
Entry into closed area	43	$200.00	$150.00	$250.00	No
Prohibited activity	44	$200.00	$150.00	$250.00	No

APPENDIX 28 TO BYLAW NO. 4683

CIVIC ADDRESSING BYLAW (SALT SPRING ISLAND ELECTORAL AREA) NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain or display civic address for a new building	4.2	$100.00	$75.00	$125.00	No
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	$50.00	$37.50	$62.50	No
Alter or change civic address without permission	7.2	$50.00	$37.50	$62.50	No

APPENDIX 29 TO BYLAW NO. 4683

CIVIC ADDRESSING BYLAW (JUAN DE FUCA ELECTORAL AREA) NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain or display civic address for a new building	4.2	$100.00	$75.00	$125.00	No
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	$50.00	$37.50	$62.50	No
Alter or change civic address without permission	7.2	$50.00	$37.50	$62.50	No

APPENDIX 30TO BYLAW NO. 4683

Intentionally deleted.

APPENDIX 31 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT COMPOSTING FACILITIES REGULATION BYLAW NO. 1, 2004

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain recycler licence	3.1	$500.00	$375.00	$500.00	No
Operating without recycler licence	3.2	$500.00	$375.00	$500.00	No
Store materials improperly	5.1	$500.00	$375.00	$500.00	No
Fail to operate according to regulations	5.2	$500.00	$375.00	$500.00	No
Fail to operate to control nuisances	6.1	$500.00	$375.00	$500.00	No
Creating or discharging leachate	6.2	$500.00	$375.00	$500.00	No
Fail to operate in accordance with licence	6.5	$200.00	$150.00	$250.00	No
Hinder inspection	11.1	$250.00	$187.50	$312.50	No
Exceed storage limits	Sch. B1	$200.00	$150.00	$250.00	No
Fail to pay licence application fee	Sch. C1.1(a)	$200.00	$150.00	$250.00	No
Fail to pay licence renewal fee	Sch. C1.2(a)	$200.00	$150.00	$250.00	No
Fail to pay licence amendment fee	Sch. C1.3(a)	$200.00	$150.00	$250.00	No
Fail to pay licence administration fee	Sch. C1.4(a)	$200.00	$150.00	$250.00	No
Fail to pay provisional licence fee	Sch. C1.5(a)	$200.00	$150.00	$250.00	No
Handle restricted organic matter improperly	Sch. D1.1	$200.00	$150.00	$250.00	No
Cure restricted organic matter improperly	Sch. D1.2	$200.00	$150.00	$250.00	No
Fail to use impermeable surface	Sch. D1.3	$500.00	$375.00	$500.00	No
Receive unauthorized material	Sch. D1.4	$500.00	$375.00	$500.00	No
Exceed combined storage limits	Sch. D2.2	$200.00	$150.00	$250.00	No
Fail to report beginning of operation	Sch. D3.1	$200.00	$150.00	$250.00	No

APPENDIX 32 TO BYLAW NO. 4683

SALT SPRING ISLAND TRANSFER STATION REGULATION BYLAW NO. 1, 2001

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain operator licence	2(a)	$500.00	$375.00	$500.00	No
Hinder inspection	10(a)	$250.00	$187.50	$312.50	No
Fail to pay licence fee	Sch. C1.1(a)	$200.00	$150.00	$250.00	No
Fail to pay licence renewal fee	Sch. C1.2(a)	$200.00	$150.00	$250.00	No
Fail to pay licence amendment fee	Sch. C1.3(a)	$200.00	$150.00	$250.00	No
Fail to pay licence administration fee	Sch. C1.4(a)	$200.00	$150.00	$250.00	No
Fail to use impermeable surface	Sch. D(a)(i)	$500.00	$375.00	$500.00	No
Store waste improperly/class 1 station	Sch. D(a)(ii)	$200.00	$150.00	$250.00	No
Store fibre improperly/class 1 station	Sch. D(a)(iii)	$200.00	$150.00	$250.00	No
Store waste improperly/class 2 station	Sch. D(b)(i)	$200.00	$150.00	$250.00	No
Store fibre improperly/class 2 station	Sch. D(b)(ii)	$200.00	$150.00	$250.00	No
Fail to prohibit public access	Sch. D(b)(iii)	$200.00	$150.00	$250.00	No
Fail to maintain facility	Sch. D(c)	$200.00	$150.00	$250.00	No
Receive unauthorized materials	Sch. D(d)	$500.00	$375.00	$500.00	No
Detectable odour beyond site boundary	Sch. D(e)	$500.00	$375.00	$500.00	No
Fail to submit odour management plan	Sch. D(f)	$200.00	$150.00	$250.00	No
Discharge leachate	Sch. D(g)	$500.00	$375.00	$500.00	No
Deposit garbage	Sch. D(h)	$200.00	$150.00	$250.00	No
Exceed storage limit	Sch. D(i)	$200.00	$150.00	$250.00	No

APPENDIX 33 TO BYLAW NO. 4683

(4760)

FIRE REGULATION BYLAW NO. 2, 2022

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Open fire while prohibited	4.2(a)	$200.00	$150.00	$250.00	No
Open fire without permit	4.2(b)	$200.00	$150.00	$250.00	No
Breach permit conditions	4.2(c)	$200.00	$150.00	$250.00	No
Cat 3 fire without permit	4.2(d)	$300.00	$225.00	$375.00	No
Fail to maintain fuel break	4.4(e)	$200.00	$150.00	$250.00	No
Fail to monitor fire	4.4(f)	$200.00	$150.00	$250.00	No
Inadequate equipment	4.4(g)	$200.00	$150.00	$250.00	No
Failure to extinguish an open fire	4.4(h)	$300.00	$225.00	$375.00	No
Failure to notify fire department	4.4(i)	$300.00	$225.00	$375.00	No
Burn prohibited material	4.5	$500.00	$375.00	$500.00	No
Non-compliance order	4.6	$300.00	$225.00	$375.00	No
Improper campfire – size	5.1	$200.00	$150.00	$250.00	No
Improper campfire – structure	5.2(a)	$200.00	$150.00	$250.00	No
Improper campfire – combustible material	5.2(b)	$200.00	$150.00	$250.00	No
Improper campfire – domestic waste	5.2(c)	$200.00	$150.00	$250.00	No
Improper Cat 2 fire – location	5.2.2(a)	$200.00	$150.00	$250.00	No
Improper Cat 2 fire – green debris	5.2.2(b)	$200.00	$150.00	$250.00	No
Improper Cat 2 fire – duration	5.2.2(c)	$200.00	$150.00	$250.00	No
Improper Cat 2 fire – materials	5.2.2(d)	$200.00	$150.00	$250.00	No
Improper Cat 3 fire – location	5.2.4(a)	$250.00	$187.50	$312.50	No
Improper Cat 3 fire – green debris	5.2.4(b)	$250.00	$187.50	$312.50	No
Improper Cat 3 fire – duration	5.2.4(c)	$250.00	$187.50	$312.50	No
Improper Cat 3 fire – materials	5.2.4(d)	$250.00	$187.50	$312.50	No
Appliance without permit	5.3	$200.00	$150.00	$250.00	No

APPENDIX 33 TO BYLAW NO. 4683

(4760)

FIRE REGULATION BYLAW NO. 2, 2022

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Appliance contrary to permit	5.4	$200.00	$150.00	$250.00	No
Incinerator without a permit	5.5	$200.00	$150.00	$250.00	No
Incinerator contrary to permit	5.6	$200.00	$150.00	$250.00	No
Incinerator – unmaintained	5.7(a)	$200.00	$150.00	$250.00	No
Incinerator – supervision	5.7(b)	$200.00	$150.00	$250.00	No
Incinerator – location	5.7(c)	$200.00	$150.00	$250.00	No
Commercial incinerator – location	5.7(d)	$200.00	$150.00	$250.00	No
Industrial activity contrary to notice	5.8	$300.00	$225.00	$375.00	No
Mill waste – failure to notify	5.9(a)	$200.00	$150.00	$250.00	No
Mill waste – depth	5.9(b)	$200.00	$150.00	$250.00	No
Mill waste – cover	5.9(c)	$200.00	$150.00	$250.00	No

APPENDIX 34 TO BYLAW NO. 4683

ONSITE SEWAGE SYSTEM MAINTENANCE BYLAW, 2007

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to pump out type 1 system before December 31, 2010	3.1(a)	$200.00	$150.00	$250.00	No
Fail to pump out type 1	3.1(b)	$200.00	$150.00	$250.00	No
Fail to maintain type 2 or type 3 system	3.2	$200.00	$150.00	$250.00	No
Fail to retain and provide records	3.3	$150.00	$112.50	$187.50	No

APPENDIX 35 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT TANNING FACILITY REGULATION BYLAW NO. 1, 2010

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to comply with bylaw regulations	2.(2)(a)	$500.00	$375.00	$500.00	No
Non-compliant tanning equipment	2.(2)(b)	$500.00	$375.00	$500.00	No
Fail to allow entry for inspection	3.(1)	$500.00	$375.00	$500.00	No
Fail to provide adequate washing water	4.(1)	$500.00	$375.00	$500.00	No
Fail to maintain clean premises	4.(2)	$500.00	$375.00	$500.00	No
Fail to display warning signs	5.(1)(a)	$500.00	$375.00	$500.00	No
Fail to display proper sign	5.(1)(b)	$500.00	$375.00	$500.00	No
Fail to provide protective eye wear	5.(2)(a)	$500.00	$375.00	$500.00	No
Allowing customer to not wear protective eye wear	5.(2)(b)	$500.00	$375.00	$500.00	No
Improperly designed tanning equipment	5.(3)(a)	$500.00	$375.00	$500.00	No
Allowing self-service tanning equipment	5.(3)(b)	$500.00	$375.00	$500.00	No
Fail to maintain tanning equipment	5.(3)(c)	$500.00	$375.00	$500.00	No
Fail to sanitize eye wear	5.(4)(a)	$500.00	$375.00	$500.00	No
Fail to sanitize tanning equipment	5.(4)(b)	$500.00	$375.00	$500.00	No
Allowing customer to sanitize equipment	5.(4)(c)	$500.00	$375.00	$500.00	No
Fail to provide information to customers	5.(5)(a)	$500.00	$375.00	$500.00	No
Allow minor to use tanning equipment	6.(1)	$500.00	$375.00	$500.00	No
Fail to check age identification	6.(2)	$500.00	$375.00	$500.00	No

APPENDIX 36 TO BYLAW NO. 4683

CAPITAL REGIONAL DISTRICT CROSS CONNECTION CONTROL BYLAW NO. 1, 2008

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to report discovered cross connection	6.1	$250.00	$187.50	$312.50	No
Fail to report backflow preventer test results	7.2	$250.00	$187.50	$312.50	No
Fail to notify customer of test failure	7.3	$250.00	$187.50	$312.50	No
Fail to notify of repair or replacement	7.4	$500.00	$375.00	$500.00	No
Fail to display proof of testing	7.5	$200.00	$150.00	$250.00	No
Fail to maintain file of test results	7.6	$200.00	$150.00	$250.00	No
Fail to provide premises isolation for new moderate hazard	12.3	$500.00	$375.00	$500.00	No
Fail to provide premises isolation for new minor hazard	12.4	$500.00	$375.00	$500.00	No
Fail to provide premises isolation for existing moderate hazard	13.2(a) or (b)	$500.00	$375.00	$500.00	No
Fail to provide premises isolation for existing minor hazard	13.3(a) or (b)	$500.00	$375.00	$500.00	No
Inadequate or expired credentials	26.1(a), (b) or (c)	$250.00	$187.50	$312.50	No
Fail to register as certified tester	26.2	$200.00	$150.00	$250.00	No
Fail to maintain testing equipment	26.3	$250.00	$187.50	$312.50	No
Fail to calibrate testing equipment	26.4 or 26.5	$250.00	$187.50	$312.50	No
Fail to register as survey specialist	27.1	$250.00	$187.50	$312.50	No

APPENDIX 37 TO BYLAW NO. 4683

CIVIC ADDRESSING BYLAW (SOUTHERN GULF ISLANDS ELECTORAL AREA) NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to obtain or display civic address for a new building	4.2	$100.00	$75.00	$125.00	No
Fail to display civic address in a proper manner	6.1, 6.2(a), (b), (c), (d), 6.3, 6.4, 7.1	$50.00	$37.50	$62.50	No
Alter or change civic address without permission	7.2	$50.00	$37.50	$62.50	No

APPENDIX 38 TO BYLAW NO. 4683

COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Damage or remove tree or plant	2(1)(a)	$500.00	$375.00	$500.00	No
Destroying or damaging park property	2(1)(b)	$300.00	$225.00	$375.00	No
Foul or pollute water	2(1)(c)	$300.00	$225.00	$375.00	No
Failure to obey sign or posted notice	2(2)	$200.00	$150.00	$250.00	No
Illegal dumping	2(2)	$300.00	$225.00	$375.00	No
Commercial activity without permit	2(3)	$400.00	$300.00	$500.00	No
Illegal fire	2(5)	$500.00	$375.00	$500.00	No
Unlawful BBQ/stove	2(6)	$500.00	$375.00	$500.00	No
Deposit burning substance	2(7)	$500.00	$375.00	$500.00	No
Playing game contrary to rules or in unsafe manner	2(8)	$50.00	$37.50	$62.50	No
Domestic animal not under control	2(9)	$200.00	$150.00	$250.00	No
Disorderly or offensive conduct	2(10)	$200.00	$150.00	$250.00	No
No camping	2(11)	$200.00	$150.00	$250.00	No
Unlawful parking	2(12)	$50.00	$37.50	$62.50	No
Advertising without approval	2(14)	$200.00	$150.00	$250.00	No
Vehicle off road	2(15)	$200.00	$150.00	$250.00	No
Speeding animal or vehicle	2(16)(a)	$200.00	$150.00	$250.00	No
Vehicle nuisance	2(16)(b)	$200.00	$150.00	$250.00	No
Failure to obey traffic direction	2(16)(c)	$200.00	$150.00	$250.00	No
Horse or vehicle use contrary to sign or notice	2(16)(d)	$200.00	$150.00	$250.00	No
Advertising without approval	2(16)(e)	$200.00	$150.00	$250.00	No
Vehicle without reflectors (11 pm to 6 am)	2(16)(f)	$50.00	$37.50	$62.50	No
In park when closed	2(17)	$200.00	$150.00	$250.00	No

APPENDIX 38 TO BYLAW NO. 4683

COMMUNITY PARKS REGULATIONS (PENDER ISLANDS) BYLAW NO. 1, 2016

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Event without permit or failure to comply with terms of permit	2(18)	$200.00	$150.00	$250.00	No
Consumption of alcohol	2(19)	$200.00	$150.00	$250.00	No
Irresponsible minor	2(20)	$200.00	$150.00	$250.00	No
Use of court or field improperly	3(1)	$200.00	$150.00	$250.00	No
Damage to park grounds	3(2)	$200.00	$150.00	$250.00	No
Tournament or series without permission	3(3)	$200.00	$150.00	$250.00	No
Failure to obey officer directions	3(7)	$200.00	$150.00	$250.00	No
Obstruction	9	$500.00	$375.00	$500.00	No

APPENDIX 39 TO BYLAW NO. 4683

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to prepare spill response plan within 180 days	4.1	$500.00	$375.00	$500.00	No
Fail to prepare spill response plan within 90 days	4.2	$500.00	$375.00	$500.00	No
Fail to specify response for containment and cleanup	4.3(a)	$250.00	$187.50	$312.50	No
Fail to define roles and responsibilities of operations personnel	4.3(b)	$250.00	$187.50	$312.50	No
Fail to include contact names and telephone numbers	4.3(c)	$250.00	$187.50	$312.50	No
Fail to provide checklist of spill response equipment and supplies	4.3(d)	$250.00	$187.50	$312.50	No
Fail to stock and maintain spill response equipment and supplies	4.4	$250.00	$187.50	$312.50	No
Spill response plan not readily accessible for inspection	4.5	$250.00	$187.50	$312.50	No
Fail to implement provisions of spill response plan	4.6	$250.00	$187.50	$312.50	No
Fail to inspect treatment works for spilled material within four hours	4.8	$250.00	$187.50	$312.50	No
Fail to clean out treatment works within 24 hours after spill	4.9	$500.00	$375.00	$500.00	No
Fail to record date of spill	5.1(a)	$150.00	$112.50	$187.50	No
Fail to record type of material spilled	5.1(b)	$150.00	$112.50	$187.50	No
Fail to record quantity of material spilled	5.1(c)	$150.00	$112.50	$187.50	No
Fail to record spill response action	5.1(d)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, date of inspection or maintenance	5.2(a)	$250.00	$187.50	$312.50	No
Fail to maintain complete records, maintenance conducted	5.2(b)	$250.00	$187.50	$312.50	No

APPENDIX 39 TO BYLAW NO. 4683

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to maintain complete records, material removed	5.2(c)	$250.00	$187.50	$312.50	No
Fail to maintain complete records, name and address of disposal company	5.2(d)	$250.00	$187.50	$312.50	No
Fail to maintain complete records, names of personnel	5.2(e)	$250.00	$187.50	$312.50	No
Fail to retain records for inspection by manager or officer	5.3	$250.00	$187.50	$312.50	No
Hinder/prevent inspection	9.1	$500.00	$375.00	$500.00	No
Fail to take immediate steps to cease discharge of prohibited waste	Sch. C, 2.2	$250.00	$187.50	$312.50	No
Accumulation of excessive oil and grease	Sch. C, 2.3(a)	$250.00	$187.50	$312.50	No
Accumulation of excessive solids	Sch. C, 2.3(b)	$250.00	$187.50	$312.50	No
Fail to measure accumulated solids and oils works	Sch. C, 2.3(c)	$250.00	$187.50	$312.50	No
Fails to maintain storm rehabilitation unit	Sch. C, 2.3(d)	$250.00	$187.50	$312.50	No
Discharge of accumulated materials to municipal drainage system	Sch. C, 2.4	$250.00	$187.50	$312.50	No
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. C, 2.5	$250.00	$187.50	$312.50	No
Fail to correctly install sampling point	Sch. C, 2.6(a)	$250.00	$187.50	$312.50	No
Inaccessible sampling point	Sch. C, 2.6(b)	$250.00	$187.50	$312.50	No
Fail to maintain design information of treatment works	Sch. C, 2.7	$250.00	$187.50	$312.50	No
Fail to indicate sampling point, point of connection	Sch. C, 2.8	$250.00	$187.50	$312.50	No
Fail to prepare spill response plan within 180 days	Sch. C, 3.1	$250.00	$187.50	$312.50	No

APPENDIX 39 TO BYLAW NO. 4683

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to prepare spill response plan within 90 days	Sch. C, 3.2	$250.00	$187.50	$312.50	No
Fail to specify response for containment and cleanup	Sch. C, 3.3(a)	$250.00	$187.50	$312.50	No
Fail to define roles and responsibilities of operations personnel	Sch. C, 3.3(b)	$250.00	$187.50	$312.50	No
Fail to include contact names and telephone numbers	Sch. C, 3.3(c)	$250.00	$187.50	$312.50	No
Fail to provide checklist of spill response equipment and supplies	Sch. C, 3.3(d)	$250.00	$187.50	$312.50	No
Fail to stock and maintain spill response equipment and supplies	Sch. C, 3.4	$250.00	$187.50	$312.50	No
Spill response plan not accessible for inspection	Sch. C, 3.5	$250.00	$187.50	$312.50	No
Fail to implement provisions of spill response plan	Sch. C, 3.6	$250.00	$187.50	$312.50	No
Fail to prevent or discontinue spill to municipal drainage system	Sch. C, 3.7	$250.00	$187.50	$312.50	No
Fail to inspect treatment works for spilled material within four hours	Sch. C, 3.8	$250.00	$187.50	$312.50	No
Fail to clean out treatment works after spill within 24 hours	Sch. C, 3.9	$250.00	$187.50	$312.50	No
Fail to record date of spill	Sch. C, 4.1(a)	$150.00	$112.50	$187.50	No
Fail to record type of material spilled	Sch. C, 4.1(b)	$150.00	$112.50	$187.50	No
Fail to record quantity of material spilled	Sch. C, 4.1(c)	$150.00	$112.50	$187.50	No
Fail to record spill response action	Sch. C, 4.1(d)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, date of inspection or maintenance	Sch. C, 4.2(a)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, maintenance conducted	Sch. C, 4.2(b)	$150.00	$112.50	$187.50	No

APPENDIX 39 TO BYLAW NO. 4683

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to maintain complete records, material removed	Sch. C, 4.2(c)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, name and address of disposal company	Sch. C, 4.2(d)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, names of personnel	Sch. C, 4.2(e)	$150.00	$112.50	$187.50	No
Fail to retain records for inspection by manager or officer	Sch. C, 4.3	$250.00	$187.50	$312.50	No
Discharge of water from spill containment	Sch. D, 2.2(a)	$250.00	$187.50	$312.50	No
Discharge of untreated wash and rinse water	Sch. D, 2.2(b)	$250.00	$187.50	$312.50	No
Discharge of fluids and fuels from vehicles, machinery, or equipment	Sch. D, 2.2(c)	$250.00	$187.50	$312.50	No
Discharge of water from fuel storage tank	Sch. D, 2.2(d)	$250.00	$187.50	$312.50	No
Discharge of rinse water, solvent wash	Sch. D, 2.2(e)	$250.00	$187.50	$312.50	No
Fail to take immediate steps to cease discharge of prohibited waste	Sch. D, 2.3	$250.00	$187.50	$312.50	No
Accumulation of excessive oil and grease	Sch. D, 2.4(a)	$250.00	$187.50	$312.50	No
Accumulation of excessive solids	Sch. D, 2.4(b)	$250.00	$187.50	$312.50	No
Fail to measure accumulated solids and oils works	Sch. D, 2.4(c)	$250.00	$187.50	$312.50	No
Fail to maintain stormwater rehabilitation unit at prescribed intervals	Sch. D, 2.4(d)	$250.00	$187.50	$312.50	No
Discharge of accumulated materials to municipal drainage system	Sch. D, 2.5	$250.00	$187.50	$312.50	No
Facilitate passage of oil and grease, solids, or materials through treatment works	Sch. D, 2.6	$250.00	$187.50	$312.50	No

APPENDIX 39 TO BYLAW NO. 4683

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to correctly install sampling point	Sch. D, 2.7(a)	$250.00	$187.50	$312.50	No
Inaccessible sampling point	Sch. D, 2.7(b)	$250.00	$187.50	$312.50	No
Fail to maintain design information of treatment works	Sch. D, 2.8	$250.00	$187.50	$312.50	No
Fail to indicate sampling point, point of connection	Sch. D, 2.9	$250.00	$187.50	$312.50	No
Fail to install spill containment, hazardous materials	Sch. D, 3.1	$250.00	$187.50	$312.50	No
Fail to prepare spill response plan within 180 days	Sch. D, 4.1	$250.00	$187.50	$312.50	No
Fail to prepare spill response plan within 90 days	Sch. D, 4.2	$250.00	$187.50	$312.50	No
Fail to specify response for containment and cleanup	Sch. D, 4.3(a)	$250.00	$187.50	$312.50	No
Fail to define roles and responsibilities of operations personnel	Sch. D, 4.3(b)	$250.00	$187.50	$312.50	No
Fail to include contact names and telephone numbers	Sch. D, 4.3(b)	$250.00	$187.50	$312.50	No
Fail to provide checklist of spill response equipment and supplies	Sch. D, 4.3(c)	$250.00	$187.50	$312.50	No
Fail to stock and maintain spill response equipment and supplies	Sch. D, 4.3(d)	$250.00	$187.50	$312.50	No
Spill response plan not accessible for inspection	Sch. D, 4.4	$250.00	$187.50	$312.50	No
Fail to implement provisions of spill response plan	Sch. D, 4.5	$250.00	$187.50	$312.50	No
Fail to prevent or discontinue spill to municipal drainage system	Sch. D, 4.6	$250.00	$187.50	$312.50	No
Fail to inspect treatment works for spilled material within four hours	Sch. D, 4.7	$250.00	$187.50	$312.50	No
Fail to clean out treatment works after spill within 24 hours	Sch. D, 4.8	$250.00	$187.50	$312.50	No

APPENDIX 39 TO BYLAW NO. 4683

SAANICH PENINSULA STORMWATER SOURCE CONTROL BYLAW NO. 1, 2017

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Fail to record date of spill	Sch. D, 4.9	$250.00	$187.50	$312.50	No
Fail to record type of material spilled	Sch. D, 5.1(a)	$150.00	$112.50	$187.50	No
Fail to record quantity of material spilled	Sch. D, 5.1(b)	$150.00	$112.50	$187.50	No
Fail to record spill response action	Sch. D, 5.1(c)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, date of inspection or maintenance	Sch. D, 5.1(d)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, maintenance conducted	Sch. D, 5.2(a)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, material removed	Sch. D, 5.2(b)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, name and address of disposal company	Sch. D, 5.2(c)	$150.00	$112.50	$187.50	No
Fail to maintain complete records, names of personnel	Sch. D, 5.2(d)	$150.00	$112.50	$187.50	No
Fail to retain records for inspection by manager or officer	Sch. D, 5.3	$250.00	$187.50	$312.50	No

APPENDIX 40 TO BYLAW NO. 4683

ELECTRIC VEHICLE CHARGING AND FEES BYLAW NO. 1, 2024

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Non-electric vehicle	2(a)	$100.00	$75.00	$125.00	No
Not actively charging	2(a)	$100.00	$75.00	$125.00	No
Disobey sign	2(b)	$100.00	$75.00	$125.00	No
Fail to pay charging fee	2(c)	$100.00	$75.00	$125.00	No

APPENDIX 41 TO BYLAW NO. 4683

(Bylaw 4756)

CAPITAL REGIONAL DISTRICT FIRE SERVICES OPERATION, FIRE PREVENTION AND ADMINISTRATIVE BYLAW NO. 1, 2026

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Failure to comply with Mobile Food Vendor fire safety requirements	48(a)	$200.00	$150.00	$250.00	No
Failure to review or update/submit Fire Safety Plan	51	$200.00	$150.00	$250.00	No
Vacant premises not maintained as required	55(a)	$200.00	$150.00	$250.00	No
Failure to secure Vacant Premises	55(b)	$200.00	$150.00	$250.00	No
Sprinkler or fire alarm system not operational	55(c)	$200.00	$150.00	$250.00	No
Failure to comply with Vacant Premises notice	57	$200.00	$150.00	$250.00	No
Failure to secure fire-damaged building within required time	58	$200.00	$150.00	$250.00	No
Failure to comply with Order issued under this Bylaw	63	$200.00	$150.00	$250.00	No
Failure to comply with direction of a Member at an Incident	65(a)	$200.00	$150.00	$250.00	No
Obstruct access to hydrant, reservoir, or water source	65(b)	$200.00	$150.00	$250.00	No
Damage or obstruct fire apparatus or hose	65(c)	$200.00	$150.00	$250.00	No
Refuse entry to a Member responding to an Incident	65(d)	$500.00	$375.00	$500.00	No
Interfere with a fire scene investigation	65(e)	$500.00	$375.00	$500.00	No
Entered Incident scene without authorization	65(f)(i)	$200.00	$150.00	$250.00	No
Failure to leave Incident scene when directed	65(f)(ii)	$200.00	$150.00	$250.00	No
Damage apparatus	67	$200.00	$150.00	$250.00	No
Falsely represent oneself as Member	68	$500.00	$375.00	$500.00	No

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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, JUNE 3, 2026

SUBJECT **Bylaw No. 4781 - Capital Regional District Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 5, 2026**

ISSUE SUMMARY

The *Miscellaneous Statutes Amendment Act, 2025* has amended several sections of the *Local Government Act* (LGA) pertaining to local elections. As a result, the Capital Regional District's (CRD) Bylaw No. 3543, "Capital Regional District Election and Voting Procedures Bylaw, 2008" (Election Bylaw) requires amending in order to remain aligned with provincial legislation and to incorporate updates required for the 2026 General Local Election.

BACKGROUND

With the General Local Election scheduled for October 17, 2026, staff have reviewed the Election Bylaw to ensure it aligns with the changes in provincial legislation that have occurred since the last General Local Election and to address any process improvements that are planned for implementation in the upcoming election.

The proposed bylaw amendment (Appendix A) seeks to align the Election Bylaw with changes advanced by the province regarding protection of the privacy of individuals choosing to run for elected offices, as well as providing flexibility to municipalities and regional districts on receipt of mail ballots. In particular, mail ballots can now be provided at authorized drop-off locations and no longer directly to the Chief Election Officer located at 625 Fisgard Street, Victoria, BC.

ALTERNATIVES

Alternative 1
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4781, "Capital Regional District Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 5, 2026", be introduced, read a first, second, and third time.
2. That Bylaw No. 4781 be adopted.

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

IMPLICATIONS

Definitions

The definition of "Secrecy enclosure" has since been defined in the LGA and the Election Bylaw is being updated to reflect the legislation.

The definition of "Ballot" has been broadened to reflect the complexity and number of elections

that CRD administers for the regional district (i.e. EA Director, SSI Local Community Commission, JDF Land Use Committee) and on behalf of other organizations (i.e. Islands Trust Trustees and School District Trustees).

The previous definition also limited the CRD to a single automated ballot card. The new definition does not limit the CRD to using a single automated ballot card, while still allowing a composite ballot containing candidates for two or more elections and any assent voting question, if all the races can fit on one card. Due to the rising cost of renting automated vote counting systems, the CRD needs the flexibility to use hand counted ballots for voting where there are few electors, such as in a local service area where an assent vote (referendum) is to be held.

Public Access to Nomination Documents

The Election Bylaw allows for the posting of nomination documents to the CRD website. This practice allows the public and nominees to track new nominations as they are submitted during the nomination period. With the new provincial changes, any nomination documents posted to the website will be redacted to remove the residential address of the nominee, other than the municipality, electoral area or treaty lands in which the nominee is a resident. Members of the public may also request to view the documents in person at the CRD office during regular business hours after signing a statement to protect the use of the information reviewed for election purposes only.

Authorized Drop-off Locations

Pursuant to the legislative changes, the Election Bylaw has been amended to also allow for the designation of drop off locations for mail ballots to facilitate mail ballot voting where mail service is not fast enough to allow for return mail to CRD headquarters.

A redlined version of the proposed changes is attached as Appendix B. The proposed changes to the Election Bylaw must be adopted by the CRD Board no later than July 6th to meet the requirements of section 56 of the *LGA*.

CONCLUSION

With the upcoming General Local Election in October of 2026, staff have reviewed and updated the CRD Election Bylaw to reflect recent legislative changes and implement process improvements necessary to administration of the election.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4781, "Capital Regional District Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 5, 2026", be introduced, read a first, second, and third time.
2. That Bylaw No. 4781 be adopted.

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: Bylaw No. 4781, "Capital Regional District Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 5, 2026"
Appendix B: Consolidated Bylaw 3543 (redlined)

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4781

****

A BYLAW TO AMEND CAPITAL REGIONAL DISTRICT ELECTION AND VOTING PROCEDURES BYLAW (BYLAW NO. 3543)

****

WHEREAS:

A. Under Under Bylaw No. 3543, “Capital Regional District Election and Voting Procedures Bylaw, 2008”, the Regional Board provided for the conduct of local government elections and other voting in the Capital Regional District; and

B. Amendment is required to align with recent amendments to the *Local Government Act*; and

C. The Board wishes to amend Bylaw No. 3543 in order to allow for transparency, protection of privacy, and flexibility of documentation drop off at authorized locations.

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 3543, “Capital Regional District Election and Voting Procedures Bylaw, 2008” is hereby amended as follows:

    (a) In section 1.1, replacing the definition of "Ballot" with the following;

    "Ballot" means a ballot card, which may be a composite ballot for two or more elections to be voted on, which shows:
    (a) the names of all the candidates for each of the offices to be elected; and
    (b) all the choices on the bylaws or other matters on which the opinion or assent of the electors is sought;

    (b) In section 1.1, deleting the definition of “Secrecy sleeve” in its entirety;

    (c) In section 7., by deleting the words “by Posting on Website” after “Public Access to Nomination Documents”;

    (d) In section 7.1 as follows:

        i. Prior to the words “nomination documents”, by inserting the words “all or part of the”;
        ii. By deleting the word “them”; and
        iii. Prior to the words “on the regional district website”, by inserting the words “redacted copies”;

(e) By inserting a new section numbered 7.2., which reads:

7.2 Alternatively, nomination documents are available for public inspection during regular office hours at the Capital Regional District office at 625 Fisgard Street, Victoria, BC. In accordance with section 89(10) of the *Local Government Act*, a person must sign a statement that the person will not use the information included in them except as permitted by the *Local Government Act* or section 63 of the *Local Elections Campaign Financing Act*.

(f) In sections 10.3, 10.4(b), 10.5 and 10.7 by deleting the word "sleeve" and replacing with "enclosure"; and

(g) In section 17.2(d) by deleting the words "chief election officer at the address specified" and replacing with the words "address printed on the outer envelope included in the mail ballot package, or an authorized drop-off location, if any,".

2. This Bylaw may be cited as "Capital Regional District Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 5, 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

Appendix B

Making a difference...together

BYLAW NO. 3543

A BYLAW TO UPDATE THE ELECTION PROCEDURES BYLAW PROVISIONS FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS AND OTHER VOTING IN THE CAPITAL REGIONAL DISTRICT, INCLUDING THE USE OF AUTOMATED VOTING MACHINES

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED JULY 9, 2008
(Consolidated with Amending Bylaws 3959, 4250, 4486, ~~and~~ 4540 and 4781)

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. 3543

****

A BYLAW TO UPDATE THE ELECTION PROCEDURES BYLAW PROVISIONS FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS AND OTHER VOTING IN THE CAPITAL REGIONAL DISTRICT, INCLUDING THE USE OF AUTOMATED VOTING MACHINES

****

WHEREAS under the *Local Government Act*, the Board may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS, pursuant to Section 112 of the *Local Government Act*, the Board is empowered to provide, by bylaw, for the use of automated voting machines, voting recorders, or other devices for voting in an election;

(Bylaw 4250)

AND WHEREAS, the Board wishes to establish various procedures and requirements under that authority;

NOW THEREFORE, the Board of the Capital Regional District, in open meeting assembled, enacts as follows:

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PART 1 – INTRODUCTION

1. Definitions and Interpretations

1.1. If no meaning is given in section 1.1 for a word or expression in this Bylaw, that word or expression has the meaning given in the *Local Government Act.*

In this Bylaw:

"Acceptable mark" means a completed oval that:

(a) the vote tabulating unit is able to identify, and

(b) has been made by an elector in the space provided on the ballot opposite the name of any candidate or opposite either 'yes' or 'no' on any other voting question;

"Automated vote counting system" means a system that counts and records votes and processes and stores election results, and is comprised of the following equipment having the functions indicated:

(a) a number of ballot- scanning vote tabulating units, each of which rests on a ballot box; and
(b) a number of portable ballot boxes into which voted ballots are deposited, if a vote tabulating unit is not functioning or being used, for counting after the close of voting on general voting day;

"Ballot" means a ballot card, which may be a composite ballot for two or more elections to be voted on, which shows:
(a) the names of all the candidates for each of the offices to be elected; and
(b) all the choices on the bylaws or other matters on which the opinion or assent of the electors is sought;

"Ballot return override procedure" means the use, by an election official, of a device on a vote tabulating unit that causes the unit to accept a returned ballot;

"Board" means the Board of the Capital Regional District;

"Chief election officer" means the person appointed under section 8(1) of the *Local Government Act*;

(Bylaw 4250)

"Deputy chief election officer" means the person appointed under section 8(1) of the Local *Government Act*;

(Bylaw 4250)

"Election" means an election for the number of persons required to fill a local government office;

"Election officials" means the persons appointed by the chief election officer to assist with the administration and conduct of the election or other voting proceedings;

"General local election" means the elections held for the electoral area directors of the regional district which must be held in 2018 and every fourth year after that;

(Bylaw 4250)

"General voting day" means,

(a) for a general local election, the third Saturday in October in the year of the election and includes other voting to be conducted on that date;
(b) for other elections or other voting, the date set under the provisions of the *Local Government Act;*

(Bylaw 4250)

"Jurisdiction" means, in relation to an election, or other voting, the regional district electoral area for which the election or other voting, is being held;

"Local government" means the Board;

"Memory card" means the storage device that stores all the permanent results for the vote tabulating unit;

"Portable ballot box" means a ballot box that is used as a voting place in the election where a vote tabulating unit is not being used or is not functioning;

"Other voting" means voting on a matter referred to in section 170 of the *Local Government Act;*

(Bylaw 4250)

"Regional District Website" means the information resource found at an internet address provided by the Capital Regional District.

"Register tape" means the printed record generated from a vote tabulating unit at the close of voting on general voting day, that shows the number of votes:

(a) for each candidate for each of the offices of Electoral Area Director, and for each office of Local Trustee, and School Trustee, if applicable;

(b) for the number of votes for and against each bylaw or other matter on which the assent of the electors is sought;

"Returned ballot" means a voted ballot which was inserted by an elector into the vote tabulating unit that is not accepted and is returned by the unit to the elector with an explanation of the ballot marking error that caused the ballot to be unacceptable; and

~~**"Secrecy sleeve"** means an open-ended folder or envelope used to cover ballots to conceal the choices made by each elector;~~

"Vote tabulating unit" means the device into which voted ballots are inserted and that scans each ballot and records the number of votes for each candidate and for and against each other voting question.

PART 2 – CONDUCT OF ELECTIONS AND OTHER VOTING

2. Appointment of Election Officers

2.1. The Board must appoint a Chief Election Officer and a Deputy Chief Election Officer under the *Local Government Act.*

3. Required Additional Advance Voting Opportunity

3.1. As authorized under section 107(1)(b) of the *Local Government Act*, an additional advance voting opportunity will be held on the third day before general voting day.

(Bylaw 4250)

4. Further Advance Voting Opportunities

4.1. As authorized under section 108 of the *Local Government Act*, the Board authorizes the chief election officer to establish additional advance voting opportunities for each election, or other voting, to be held in advance of general voting day and to designate the voting places, establish the date and the voting hours for these voting opportunities.

(Bylaw 4250)

5. Voting Place for an Additional General Voting Opportunity Outside the Boundaries of the Jurisdiction

5.1. As authorized under sections 106 and 111 of the *Local Government Act*, the Board authorizes the chief election officer to establish an additional voting place for general voting day outside the boundaries of the jurisdiction, and to designate the voting place for this voting opportunity.

(Bylaw 4250)

6. Resolution of Tie Votes after Judicial Recount

6.1. In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

(Bylaw 4250)

7. Public Access to Nomination Documents ~~by Posting on Website~~

7.1. In accordance with section 89 of the *Local Government Act* the Capital Regional District may provide for public access to all or part of the nomination documents from the time of delivery until 30 days after the declaration of election results under section 146 of the *Local Government Act* by posting ~~them~~ redacted copies on the regional district website.

(Bylaw 4250)

7.2 Alternatively, nomination documents are available for public inspection during regular office hours at the Capital Regional District office at 625 Fisgard Street, Victoria, BC. In accordance with section 89(10) of the *Local Government Act,* a person must sign a statement that the person will not use the information included in them except as permitted by the *Local Government Act* or section 63 of the *Local Elections Campaign Financing Act*.

8. Use of Provincial List of Voters as the Register of Resident Electors

8.1. As authorized under section 76 of the Local Government Act, the most current list of voters prepared under the Election Act existing at the time an election or other voting is to be held is the register of resident electors for the Capital Regional District."

(Bylaws 3959 & 4250)

8.2. The Provincial list of voters becomes the register of resident electors no later than 52 days before general voting day for each election or other voting for the Capital Regional District."

(Bylaws 3959 & 4486)

PART 3 – AUTOMATED VOTING

9. Use of Voting Machines

9.1. Voting may be conducted in a general local election and other voting for or in respect of one or more jurisdictions using an automated vote counting system.

10. Automated Vote Counting System Procedures

10.1. The chief election officer may decide to conduct any local government election or other voting for or in respect of one or more jurisdictions using an automated vote counting system.

(Bylaw 4250)

10.2. Where the chief election officer conducts a local government election or other voting using an automated voting counting system, the procedures outlined in sections 10.3 to 10.14 will apply within that jurisdiction.

(Bylaw 4250)

10.3. The presiding election official for each voting place and at each advance voting opportunity must, as soon as the elector enters the voting place and before a ballot is issued to the elector, offer and if requested, direct an election official to provide a demonstration to an elector of the method for voting by using an automated vote counting system, including the use of a secrecy ~~sleeve~~ enclosure.

(Bylaw 4250)

10.4. Upon completion of the voting demonstration, if any, the elector must proceed as instructed, to the election official responsible for issuing ballots, who:

(a) shall ensure that the elector:
  (i) is qualified to vote in the election or other voting; and
  (ii) is voting in the correct jurisdiction; and
  (iii) completes the voting book as required by the *Local Government Act*; and

(b) upon fulfilment of the requirements of subsection (a), shall provide a ballot to the elector, a secrecy ~~sleeve~~ enclosure if requested by the elector, and any further instructions the elector requests.

(Bylaw 4250)

10.5. Upon receiving a ballot, and secrecy ~~sleeve~~ enclosure if so requested, the elector shall immediately proceed to a voting compartment to vote.

(Bylaw 4250)

10.6. The elector may vote only by making an acceptable mark on the ballot:

(a) beside the name of the candidate of choice; and

(b) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.

(Bylaw 4250)

10.7. Once the elector has finished marking the ballot, the elector must place the ballot into the secrecy ~~sleeve~~ enclosure, if applicable, proceed to the vote tabulating unit and under the supervision of the election official in attendance, insert the ballot directly from the secrecy ~~sleeve~~ enclosure, if applicable, into the vote tabulating unit without the acceptable marks on the ballot being exposed.

(Bylaw 4250)

10.8. If, before inserting the ballot into the vote tabulating unit, an elector determines that he or she has made a mistake when marking a ballot or if the ballot is returned by the vote tabulating unit, the elector may request a replacement ballot by advising the election official in attendance.

(Bylaw 4250)

10.9. Upon being advised of the replacement ballot request, the presiding election official or alternate presiding election official shall issue a replacement ballot to the elector and mark the returned ballot "spoiled" and shall retain all such spoiled ballots separately from all other ballots and they shall not be counted in the election.

(Bylaw 4250)

10.10. If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote tabulating unit, the election official shall, using the ballot return override procedure, reinsert the returned ballot into the vote tabulating unit to count any acceptable marks which have been made correctly.

(Bylaw 4250)

10.11. Any ballot counted by the vote tabulating unit is valid and any acceptable marks contained on such ballots will be counted in the election subject to any determination made under a judicial recount.

(Bylaw 4250)

10.12. Once the ballot has been inserted into the vote tabulating unit and the unit indicates that the ballot has been accepted, the elector must immediately leave the voting place.

(Bylaw 4250)

10.13. During any period that a vote tabulating unit is not functioning, the election official supervising the unit shall insert all ballots delivered by the electors during this time, into a portable ballot box, provided that if the vote tabulating unit:

(a) becomes operational, or

(b) is replaced with another vote tabulating unit,

the ballots in the portable ballot box shall, as soon as reasonably possible, be removed by an election official and under the supervision of the presiding election official be inserted into the vote tabulating unit to be counted.

(Bylaw 4250)

10.14. Any ballots which were temporarily stored in a portable ballot box which are returned by the vote tabulating unit when being counted shall, through the use of the ballot return override procedure and under the supervision of the presiding election official, be reinserted into the vote tabulating unit to ensure that any acceptable marks are counted.

(Bylaw 4250)

11. Advance Voting Opportunity Procedures

11.1. Vote tabulating units may be used to conduct the vote at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow as closely as possible those described in Section 10 of this Bylaw.

(Bylaw 4486)

11.2. At the close of voting at each advance voting opportunity the presiding election official in each case shall ensure that:

(a) no additional ballots are inserted in the vote tabulating unit;
(b) the portable ballot box is sealed to prevent insertion of any ballots;
(c) the register tapes in the vote tabulating unit are not generated; and
(d) the memory card of the vote tabulating unit is secured.

11.3. At the close of voting at the final advance voting opportunity the presiding election official shall:

(a) ensure that any remaining ballots in the portable ballot box are inserted into the vote tabulating unit;
(b) secure the vote tabulating unit so that no more ballots can be inserted; and
(c) deliver the vote tabulating unit together with the memory card and all other materials used in the election to the chief election officer at election headquarters, as soon as reasonably possible.

(Bylaw 4486)

12. Special Voting Opportunity Procedures

12.1. Unless the chief election officer determines it is practical to use a vote tabulating unit, a portable ballot box shall be used for all special voting opportunities. The presiding election official appointed to attend at each special voting opportunity shall proceed in accordance with Section 10 of this Bylaw so far as applicable, except that the voted ballots shall be deposited into the portable ballot box supplied by the presiding election official.

12.2. The presiding election official at a special voting opportunity shall ensure that the portable ballot box is secured when not in use and at the close of voting at the final special voting opportunity, the presiding election official shall seal the portable ballot box and return it together with all other election materials to the custody of the chief election officer.

12.3. If a vote tabulating unit is in use at a special voting opportunity, the presiding election official appointed to attend the special voting opportunity shall follow the procedures outlined in Section 11 of this Bylaw as if it were an advance voting opportunity.

13. Procedures After Close of Voting on General Voting Day

13.1. After the close of voting on general voting day at voting opportunities where a vote tabulating unit was used in the election, but excluding advance and special voting opportunities,

(a) each presiding election official shall:

(i) ensure that any remaining ballots in the portable ballot box are inserted into the vote tabulating unit;
(ii) secure the vote tabulating unit so that no more ballots can be inserted;
(iii) generate three copies of the register tape from the vote tabulating unit; and
(iv) deliver one copy of the register tape along with the vote tabulating unit to the chief election officer at election headquarters; and

(b) each alternate presiding election official shall:

(i) account for the unused, spoiled and voted ballots and place them, packaged and sealed separately, into the election materials transfer box along with one copy of the register tape;
(ii) complete the ballot account and place the duplicate copy in the election materials transfer box;
(iii) seal the election materials transfer box;
(iv) place the voting books, the original copy of the ballot account, one copy of the register tape, completed registration cards (if applicable), keys and all completed administrative forms into the chief election officer portfolio; and
(v) transport all equipment and materials to election headquarters.

13.2. At the close of voting on general voting day the chief election officer shall direct the presiding election official for the advance voting opportunity and any special voting opportunities where vote tabulating units were used, to proceed in accordance with Section 13.1 of this Bylaw.

13.3. At the close of voting on general voting day all portable ballot boxes used in the election will be opened under the direction of the chief election officer and all ballots shall be removed and inserted into a vote tabulating unit to be counted, after which the provisions of Sections 13.1, so far as applicable, shall apply.

14. Recount Procedure

14.1. If a recount is required it shall be conducted under the direction of the chief election officer using the automated vote counting system and generally in accordance with the following procedure:

(a) the memory cards of all vote tabulating units will be cleared;
(b) vote tabulating units will be designated for each voting place;
(c) all ballots will be removed from the sealed ballot boxes; and
(d) all ballots, except spoiled ballots, will be reinserted in the appropriate vote tabulating units under the supervision of the chief election officer.

PART 4 – MAIL BALLOT VOTING

15. Mail Ballot Voting and Registration Authorized

15.1. Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are authorized.

(Bylaw 3959)

15.2. Once a mail ballot package has been accepted by the chief election officer, that voter may only vote by mail ballot.

(Bylaws 3959 & 4486)

16. Application Procedure for Mail Ballot

16.1. A person wishing to vote by mail ballot must apply by providing their name and address to the chief election officer or to an election official designated by the chief election officer for such purposes, using the form required by the chief election officer, within the time limits required by the chief election officer, which time limits the Board authorizes the chief election officer to establish.

(Bylaw 3959)

16.2. Upon receipt of a request for a mail ballot, the chief election officer or designated election official must, within the time limits established by the chief election officer:

(a) make available to the applicant a mail ballot package as specified in section 110(7) of the *Local Government Act* together with, where required, an elector registration application;

(Bylaw 4486)

(b) immediately record and, upon request, make available for inspection:
  (i) the name and address of the person to whom the mail ballot package was issued; and
  (ii) information as to whether or not the person is registered as an elector.

(Bylaws 3959 & 4250)

17. Voting Procedure for Mail Ballot

17.1. In order to vote using a mail ballot, the elector must mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.

(Bylaw 3959)

17.2. After marking the mail ballot, the elector must:

(a) place the mail ballot in the secrecy envelope provided, and seal the secrecy envelope;

(b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
(c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope; and
(d) mail, or have delivered, the outer envelope and its contents to the ~~chief election officer at the address specified~~ address printed on the outer envelope included in the mail ballot package, or an authorized drop-off location, if any, so that it is received within the time limits established by the chief election officer which must be no later than the close of voting on general voting day.

(Bylaws 3959 & 4540)

18. Mail Ballot Acceptance or Rejection

18.1. Upon receipt of the outer envelope and its contents, the chief election officer or designated election official must immediately record the date of such receipt and must then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:

(a) the identity and entitlement to vote of the elector whose mail ballot is enclosed; and
(b) the completeness of the certification; and
(c) the fulfillment of the requirements of section 70 of the *Local Government Act* in the case of a person who is registering as a new elector;

the chief election officer or designated election official must mark the certification envelope as "accepted", and must retain all such certification envelopes in custody to deal with any challenges made in accordance with Section 19 of this bylaw.

(Bylaws 3959, 4250 & 4540)

18.2. The unopened certification envelopes must remain in the secure custody of the chief election officer or designated election official until the close of voting on general voting day, at which time the certification envelopes containing the secrecy envelopes must be opened in the presence of at least one other person, including any scrutineers present.

(Bylaw 3959 & 4540)

18.3. Following the close of voting on general voting day, the following procedures must be followed:

(a) under the direction of the chief election officer or designated election official, the certification envelopes containing the secrecy envelopes must be opened;
(b) in the presence of at least one other person including any scrutineers present, the secrecy envelopes must be removed and opened and the ballots contained in those envelopes inserted for counting into a vote tabulating unit or portable ballot box; and
(c) after the procedures set out in paragraphs (a) and (b), the procedures set out in Sections 10 and 13 of this bylaw must be followed to the extent that they are applicable.

(Bylaws 3959 & 4540)

18.4. Where:

(a) upon receipt of an outer envelope, the chief election officer is not satisfied as to the identity of the elector whose mail ballot is enclosed; or
(b) in the case of a person required to complete an application for registration as an elector, the chief election officer is not satisfied that the person registering as a new elector has fulfilled the requirements of section 70 of the *Local Government Act*; or
(c) the outer envelope is received by the chief election officer or designated election official after the close of voting on general voting day,

the certification envelope must remain unopened, and the chief election officer or designated election official must mark such envelope as "rejected", and must note his or her reasons for doing so, and the mail ballot contained in such envelope must not be counted in the election.

(Bylaws 3959, 4250 & 4540)

18.5. Any certification envelopes and their contents rejected in accordance with Section 18.4 of this bylaw must remain unopened and are subject to the provisions of section 160 of the *Local Government* Act with regard to their destruction.

(Bylaws 3959, 4250 & 4540)

19. Challenge of Elector

19.1. A person exercising the right to vote by mail ballot may be challenged in accordance with, and on the grounds specified in section 126 of the *Local Government Act until* 4:00 p.m. on the Thursday two days before general voting day.

(Bylaws 3959 & 4250)

19.2. The provisions of section 126(2) and (5) of the *Local Government Act* apply, so far as applicable, where a challenge of an elector voting by mail ballot has been made.

(Bylaws 3959 & 4250)

20. Elector's Name Already Used

20.1. Where, upon receiving a request for a mail ballot, the chief election officer or designated election official determines that another person has voted or has already been issued a mail ballot in that elector's name, the provisions of section 127 of the *Local Government Act* apply, so far as applicable.

(Bylaws 3959 & 4250)

21. Replacement of Spoiled Ballot

21.1. Where an elector

(a) unintentionally spoils a mail ballot before returning it to the chief election officer or designated election official; and
(b) gives the spoiled ballot package in its entirety to the chief election officer or designated election official;

the elector may request a replacement ballot.

(Bylaw 3959)

21.2. The chief election officer must, upon receipt of the spoiled ballot package, record such fact, and must proceed to issue a replacement mail ballot in accordance with Section 16.2 of this bylaw."

(Bylaw 3959)

PART 5 – GENERAL

(Bylaw 3959)

22. Validity of Election

22.1. Nothing in this Bylaw is intended to require the setting aside of the results of an election or other voting because of the failure of the chief election officer, deputy chief election officer or an election officer to comply with the provisions of this Bylaw or because an election is not conducted in accordance with this Bylaw.

(Bylaw 3959)

23. Repeal

23.1. Bylaw No. 2162, "Capital Regional District Election and Other Voting Procedures Bylaw, 1993" is hereby repealed.

(Bylaw 3959)

24. Citation

24.1. This Bylaw may be cited as "Capital Regional District Election and Voting Procedures Bylaw, 2008"

(Bylaw 3959)

READ A FIRST TIME THIS	11th	day of	June	2008
READ A SECOND TIME THIS	11th	day of	June	2008
READ A THIRD TIME THIS	11th	day of	June	2008
ADOPTED THIS	9th	day of	July	2008

Making a difference...together

REPORT TO REGIONAL WATER SUPPLY COMMISSION
MEETING OF MAY 20, 2026

SUBJECT **Bylaw Nos. 4753, 4769, and 4770: First Nations' Access to the Greater Victoria Water Supply Area**

ISSUE SUMMARY

Local First Nations are requesting access to the Greater Victoria Water Supply Area (GVWSA) for traditional practices and cultural use. To facilitate this type of access, the Water Supply Area Regulations Bylaw requires amendment, which also provides an opportunity to streamline and update the bylaw and accompanying fines schedules.

BACKGROUND

Capital Regional District (CRD) Bylaw No. 2804, "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000" (Appendix A), regulates access and use of the Greater Victoria Water Supply Area (GVWSA). Access to the GVWSA is restricted to authorized personnel and those holding a valid access permit, granted by the General Manager, Infrastructure and Water Services, and/or the Regional Water Supply Commission (Commission) in accordance with the CRD *Water Supply Area Access and Special Use Request and Approval and Procedure* (Appendix B).

Currently, Bylaw No. 2804 permits First Nations' access and use of the Leech Water Supply Area portion of the GVWSA under the terms of a written agreement between a First Nation and the CRD. There is currently one First Nation with a traditional use access agreement for the Leech Water Supply Area. This agreement allows for hunting, trapping, fishing, gathering, ceremonial fire, firewood collection, tree cutting and general access, with detailed terms and conditions.

Through consultation and discussions with First Nations related to the Regional Water Supply Strategic Plan, several Nations have requested access to the GVWSA for traditional and cultural purposes, particularly for hunting; however, Bylaw No. 2804 currently permits First Nations' traditional uses only within the Leech Water Supply Area and does not extend these permissions to the Goldstream or Sooke Water Supply Areas, where the traditional territories of several Nations are located.

The proposed bylaw amendments aim to expand First Nations' access for traditional and cultural use in the GVWSA, enabled through written agreements between the CRD and a First Nation (Appendix C). Staff recommend that the specific details of access and use, including type, location, timing and nature of activities, be managed through individual agreements rather than through prescriptive bylaw provisions. Each agreement for access and use would be submitted to the Commission and CRD Board for consideration.

Staff support facilitating First Nations' access to GVWSA lands which pose lower risk to water supply (e.g., "Kapoor" lands, Leech and Goldstream water supply areas) and maintaining limited access to the Sooke Water Supply Area, due to its criticality to current unfiltered water supply.

While now part of the GVWSA, the newly acquired "Kapoor" lands are not yet included under the scope of Bylaw No. 2804 as management of these lands has not been finalized. The "Kapoor" lands are therefore available for First Nations' traditional practices and cultural uses without bylaw amendment.

Additional amendments to Bylaw No. 2804, Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990" (Appendix D), and Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025" (Appendix E) are proposed in order to:

- update definitions and references.
- strengthen enforcement language consistent with Bylaw No. 4225, "CRD Parks Regulation Bylaw".
- streamline and clarify access permit authorization and General Manager written approvals.
- revise the area depicted as the 'Greater Victoria Water Supply Area' in Schedule "A".
- update fines for Bylaw No. 2804 violations.

ALTERNATIVES

Alternative 1

That the Regional Water Supply Commission recommend to the Capital Regional District Board:

1. That Bylaw No. 4753, "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000, Amendment Bylaw No. 3, 2026" be introduced and read a first, second and third time;
2. That Bylaw No. 4753 be adopted;
3. That Bylaw No. 4769, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 90, 2026" be introduced and read a first, second and third time;
4. That Bylaw No. 4769 be adopted;
5. That Bylaw No. 4770, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 4, 2026" be introduced and read a first, second and third time; and
6. That Bylaw No. 4770 be adopted.

Alternative 2

That the proposed bylaws be referred back to staff for further information.

IMPLICATIONS

Alignment with Board & Corporate Priorities and Alignment with Existing Plans & Strategies

The CRD Board & Corporate Priorities, draft CRD Reconciliation Action Plan, and Regional Water Supply Strategic Plan all support finding ways to provide greater access and use of GVWSA lands to First Nations for traditional practices and cultural use that are consistent with land and watershed management for drinking water supply.

Service Delivery Implications

There is potential that First Nations' traditional practices and cultural use could have impacts on the service of drinking water for the region. The order of WSA priority for First Nations' access and use, along with details contained in written agreements, would seek to ensure no or limited impact on Regional Water Supply service delivery.

It is not yet known how much administrative coordination of access may be required and if the CRD will need to play a role if multiple First Nations are on site at the same time. The level of coordination will depend on the number of First Nations' access agreements, as well as the subsequent uptake from First Nations once in place. At this time, it is expected that coordination can be accommodated with existing resources, but this will need to be reassessed once the access agreements are implemented.

First Nations Implications

The implication for First Nations may be transformational. Access to areas of First Nations' traditional territories that were not accessible since the early 1900s could greatly expand access to forested areas for traditional practices when access to natural areas is otherwise diminishing, especially in territories located in expanding urban and rural areas.

Social Implications

Public awareness of the opportunity of First Nations to access future, backup and off-catchment water supply areas for Greater Victoria for traditional uses is expected to be positive. Interaction with the public on water tours show support for working with First Nations to help repair and reconcile the injustices of the past and incorporating First Nations' knowledge and needs in management of the GVWSA.

CONCLUSION

Local First Nations have requested access to the Greater Victoria Water Supply Area (GVWSA) for traditional practice and cultural use. Given the goals and priorities of both the Capital Regional District and local First Nations, it is reasonable and appropriate to provide access and use of the GVWSA for traditional uses, where this access and use does not impact drinking water supply and drinking water quality, and where operational protocols are established and followed to mitigate risks.

The Capital Regional District Water Supply Area Regulations Bylaw No. 2804 must be amended to allow for access and use of the GVWSA where CRD has a written agreement with a First Nation on the terms of access and use. While the bylaw is being amended, it is beneficial to incorporate other housekeeping updates and the accompanying fines schedules in the appropriate ticketing bylaws.

RECOMMENDATION

That the Regional Water Supply Commission recommend to the Capital Regional District Board:

1. That Bylaw No. 4753, "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000, Amendment Bylaw No. 3, 2026" be introduced and read a first, second and third time;
2. That Bylaw No. 4753 be adopted;
3. That Bylaw No. 4769, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 90, 2026" be introduced and read a first, second and third time;
4. That Bylaw No. 4769 be adopted;
5. That Bylaw No. 4770, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 4, 2026" be introduced and read a first, second and third time; and
6. That Bylaw No. 4770 be adopted.

Submitted by:	Annette Constabel, M.Sc., RPF., Senior Manager, Watershed Protection
Concurrence:	Alicia Fraser, P. Eng., General Manager, Infrastructure and Water Services
Concurrence:	Steve Carey, Acting General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Redlined Consolidated Bylaw No. 2804, "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000"
Appendix B: Water Supply Area Access and Special Use Request and Approval Procedure
Appendix C: Bylaw No. 4753, "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000, Amendment Bylaw No. 3, 2026"
Appendix D: Bylaw No. 4769, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 90, 2026"
Appendix E: Bylaw No. 4770, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 4, 2026"

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BYLAW NO. 2804

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED JULY 12, 2000
(Consolidated with Amending Bylaws 4050, 4509, & 4753)

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. 2804

****

GREATER VICTORIA WATER SUPPLY AREA PROTECTION BYLAW

****

WHEREAS the Capital Regional District has established a water supply service and has the authority to regulate in relation to the service;

(*Bylaw 4050*)

1. DEFINITIONS IN THIS BYLAW

“aircraft” means any vehicle capable of deriving support in the atmosphere from reactions of the air, and includes helicopters, gliders, ultralights, rockets and unmanned aerial vehicles;

(*Bylaw 4050*)

“alien species” means a species designated as a controlled alien species pursuant to the Controlled Alien Species Regulation;

(*Bylaw 4050*)

“animal” means an organism other than a human;

“authorized designate” means an employee or an officer of the CRD provided with the written authority to act on another person’s behalf;

(*Bylaw 4050*)

"authorized personnel" includes, peace officer, conservation officer, or person appointed or employed by the CRD as a park officer, animal control officer, bylaw enforcement officer, watershed security officer, or other authorized CRD employee;

"Board" means the Board of Directors of the Capital Regional District;

"business" means carrying on a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit;

"CRD" means the Capital Regional District;

"cycle" means a device having any number of wheels that is propelled by human power and on which a person may ride;

"emergency personnel" includes any person, group or organization responding to emergency situations in the water supply area;

(*Bylaw 4050*)

“First Nation” has the same definition as in the *Community Charter*, SBC 2003, c 26;

(Bylaw 4753)

"General Manager" means the General Manager of the CRD Infrastructure & Water Services Department appointed by the Board and also any person lawfully acting in that capacity;
(*Bylaw 4050, 4753*)

“hunt” means to trap, chase, pursue, worry, follow after or on the trail of, search for, shoot at, stalk, lie in wait for, or to attempt, in any manner, to capture, kill or injure any wildlife whether or not the wildlife is captured, killed or injured;
(*Bylaw 4050*)

“Leech Water Supply Area” means the area identified as the Leech Water Supply Area on the map attached as Schedule “A” to this bylaw;
(*Bylaw 4050*)

"liquor" has the same meaning as in the *Liquor Control and Licensing Act*;

"motor vehicle" means a vehicle, not run on rails, that is designed to be self propelled;

"natural feature" means any native or non-native tree, shrub, flower, grass or plant of any kind; soil, sand, gravel, rock, mineral, wood, fallen timber or other living or dead natural material;

"permit" means a water supply area lands access permit issued under this bylaw;

“recreational purpose” means access for the primary purpose of recreation (leisure and sport) by an organized club or association, not including traditional or cultural use access;
(*Bylaw 4509*)

"Regional Water Supply Commission” or “RWSC” means the standing committee appointed by the Board for regional water supply service purposes;
(Bylaw 4753)

"special use" means an activity not included in the operations of the CRD, that is carried on in the water supply area by persons who are not employees or contractors of the CRD;
(*Bylaw 4050*)

"traffic control device" means a sign, signal, line, meter, marking, space, barrier or device, not inconsistent with the *Motor Vehicle Act*, placed or erected by authority of the Board or the General Manager or a person authorized by either of them to exercise that authority;

"vehicle" means a device in, on or by which a person or thing is or may be transported or drawn on a highway, except a device designed to be moved by human power or used exclusively on stationary rails or tracks;

"vessel" means any ship or boat or any other description of vessel propelled by machinery, except a seaplane, used or designed to be used in navigation;

“water supply area” or “GVWSA” means any water catchment and non-catchment lands, including the water bodies within the boundaries, owned and managed by the Capital Regional District, as shown on the maps attached as Schedule “A”, and includes the Leech Water Supply Area, but does not include the area marked ‘Sooke Hills Wilderness Trail’ shown on Schedule “A”;
(*Bylaw 4509, 4753*)

"watercraft" means any vessel that is not being propelled by machinery;

“weed species” means a species designated as a noxious weed pursuant to the *Weed Control Regulation*;

(*Bylaw 4050*)

"wildlife" means any native or non-native mammal, bird, insect, reptile, fish or other indigenous creature.

“written authorization” means an approval in writing, with conditions as set out from time to time under this bylaw, which permits identified activities or actions within the water supply area or a portion of it, which would otherwise run contrary to this bylaw, and includes a written agreement with a First Nation.

(Bylaw 4753)

ENFORCEMENT POWERS

2. All authorized personnel may enforce this bylaw in the course of their duties.

3. (1) When authorized personnel find, on reasonable grounds, that a person in the water supply area is contravening this Bylaw, a permit, or any other licence, written authorization, or written agreement respecting use of the water supply area, they may require that person to do one or more of the following:

(a) provide, immediately upon request, that person’s correct name, address, and information about their destination, and proposed or actual activities in the water supply area;

(b) provide within a reasonable time identification verifying that person’s correct name and address;

(c) provide evidence, where applicable, that the person possesses a current valid license, authorization, permit, or written agreement for the activity or permitting the activity;

(d) stop contravening the Bylaw, the permit, licence, authorization, or written agreement immediately; or

(e) leave immediately and not re-enter the water supply area.

(Bylaw 4753)

(2) A person who fails to comply with a requirement of authorized personnel under this Bylaw commits an offence.

(Bylaw 4753)

4. The prohibitions in this bylaw do not apply to authorized personnel or agents of the CRD acting in the course of their authorized duties or employment.

(*Bylaw 4050*)

FINES

5. A person who contravenes this bylaw commits an offence and is liable on conviction to a fine of not less than $1,000.00 and not more than the maximum prescribed by the *Offence Act*.

(*Bylaw 4050, 4753*)

6. If a contravention of this bylaw is committed or continued on more than one day, it constitutes a separate offence for each day on which it is committed or continued.

(*Bylaw 4050*)

8. The penalty imposed under section 5 shall be in addition to and not in substitution for any other penalty or remedy imposed by this bylaw or any other statute, law or regulation.

(*Bylaw 4050*)

NO ENTRY

9. No person, except emergency or authorized personnel or persons with the authorization of the General Manager, shall enter the water supply area.

(*Bylaw 4050, 4753*)

PUBLIC CONDUCT

10. No person shall obstruct or interfere with any person or traffic lawfully using the water supply area.

(*Bylaw 4050*)

11. A person must not obstruct authorized personnel who are performing their duties.

(Bylaw 4753)

12. No person shall behave in a disorderly, dangerous or abusive manner in the water supply area.

(*Bylaw 4050*)

LIQUOR

13. No person shall consume or possess liquor in the water supply area except in compliance with a license issued under the *Liquor Control and Licensing Act* and authorized by permit.

(*Bylaw 4050*)

SIGNS

14. The General Manager or designate may cause to be erected signs or other devices specifying one or more areas in the water supply area where specific activities are permitted, prohibited or restricted under the authority of this bylaw.

(*Bylaw 4050, 4753*)

15. Every person in the water supply area must observe and obey every prohibition and restriction announced by a sign or other device erected under section 14. Failure to do so is an offence.

(*Bylaw 4050, 4753*)

DAMAGE

16. No person shall remove, destroy, or damage any natural feature, either organic or inorganic, or other CRD property of any kind, in the water supply area except as authorized by permit or with written permission of the General Manager.

(*Bylaw 4050*)

17. No person shall in any way foul or pollute any land, body of water, wetland, or watercourse in the water supply area.

(*Bylaw 4050*)

18. No person shall remove, destroy, or damage any signs, notices, rules or regulations posted in the water supply area by and under the authority of the Regional Water Supply Commission or the General Manager.

(*Bylaw 4050*)

19. No person shall molest, disturb, frighten, injure, kill, catch, trap, or snare any animal in the water supply area except as permitted by provincial or federal authorities and with written permission of the General Manager.

(*Bylaw 4050, 4753*)

20. No person shall deposit any garbage, refuse, or other waste material upon the water supply area.

(*Bylaw 4050*)

21. No person shall introduce or cause to be introduced to the water supply area any alien species or weed species.

(*Bylaw 4050, 4753*)

22. No person shall introduce any living or non-living organic material into the water supply area except as authorized by permit or with the written permission of the General Manager.

(*Bylaw 4050*)

FIRE

23. No person shall light or keep lit any fire in the water supply area except authorized personnel, other persons authorized by permit or with the written permission of the General Manager.

(*Bylaw 4050, 4753*)

24. No person shall throw or place upon the ground in the water supply area any lighted match, cigar, cigarette or other burning substance.

(*Bylaw 4050*)

TREES

25. No person shall cut, deface, damage, or cut down any tree or carry out any logging operation or facilitate such operation in the water supply area except as authorized by permit or written permission of the General Manager.

(*Bylaw 4050, 4753*)

CYCLES

26. No person shall bring or ride any cycle in the water supply area except authorized personnel.

(*Bylaw 4050*)

CAMPING

27. No person shall camp or sleep overnight in the water supply area with or without a shelter of any kind, including, but not restricted to, a motor vehicle, recreational vehicle, tent, lean to, or other natural shelter, except as authorized by permit, with the written permission of the General Manager.

(*Bylaw 4050, 4753*)

STORAGE

28. No person, including an owner of property adjacent to the water supply area, shall use the water supply area for storage of any kind, except as authorized by permit or with the written permission of the General Manager.

(*Bylaw 4050*)

ANIMALS IN THE WATER SUPPLY AREA

(*Bylaw 4050*)

29. No person shall bring in, allow animals in their custody to enter or have custody of animals in the water supply area except emergency personnel or authorized personnel acting in the course of their duties.

(*Bylaw 4050*)

FIREARMS AND HUNTING

30. No person shall hunt, carry or discharge any firearm, bow or crossbow in the water supply area except authorized personnel acting in the course of their duties where authorized by the terms of a written agreement between a First Nation and the CRD.

(*Bylaw 4050, 4753*)

VESSELS, WATERCRAFT, AND AIRCRAFT

(*Bylaw 4050*)

31. No person shall land an aircraft within the water supply area except emergency or authorized personnel, as authorized by permit or with written permission of the General Manager.

(*Bylaw 4050*)

32. No person shall operate a vessel or watercraft on or within the water supply area except emergency or authorized personnel, by written permission of the General Manager.

(*Bylaw 4050, 4753*)

FISHING

(*Bylaw 4050*)

33. No person shall fish or take fish or attempt to take fish by any method in the water supply area, except by written permission of the General Manager.

(*Bylaw 4050, 4753*)

VEHICLES

34. (1) No person shall drive or propel any type of motor vehicle in the water supply area except on roadways intended and maintained for the passage of vehicles or parking lots.

(*Bylaw 4050*)

(2) Emergency personnel, authorized personnel, and persons with the authority of the General Manager are exempt from this section.

(3) Vehicles parked in areas signed as “No Parking” or "No Parking Area Tow Away Zone" may be towed away immediately at the owner’s expense by order of authorized personnel. Vehicles left unattended for more than 48 hours may be towed away at the owner's expense by order of authorized personnel.

35. (1) The General Manager may limit the maximum driving speed on any road within the water supply area by posting speed limits.

(*Bylaw 4050*)

(2) No person shall operate a vehicle in the water supply area in excess of the posted speed limit.

(*Bylaw 4050*)

(3) No person shall operate a vehicle in the water supply area in a dangerous, unsafe, or irresponsible manner.

(Bylaw 4753)

36. (1) The General Manager or authorized personnel acting on their behalf may cause signs or other traffic control devices to be placed in the water supply area for the purposes of sections 14, 35, 45 and 46.

(*Bylaw 4050, 4753*)

(2) No person shall operate a vehicle in the water supply area contrary to posted signs or traffic control devices.

(*Bylaw 4050*)

COMMERCIAL SERVICES, ACTIVITIES OR DEMONSTRATIONS

37. No person shall post, paint, or distribute any advertisement, sign, placard or handbill of any kind in the water supply area.

(*Bylaw 4050*)

38. Unless a person has the written authorization of the General Manager or a valid permit allowing the activity, they must not:

(a) sell, barter, or display for sale any goods, services, or materials in the water supply area;

(b) conduct any business or commercial activity, whether paid for in advance of, during, or after the activity;

(c) encourage any person to use the water supply area for any activity related to a business or commercial enterprise, whether or not the business or commercial aspect of the activity is carried out within the water supply area;

(d) operate or station in the water supply area any commercial vehicle or any motor vehicle displaying advertising or equipped with a public address system or the purpose of advertising, promoting, demonstrating, or attracting attention.

(*Bylaw 4753*)

39. Subsection 38(d) does not apply to a motor vehicle, vessel, or watercraft which corporate advertisement is displayed where the motor vehicle, vessel, or watercraft is used for transportation of persons within the water supply area or for services to the CRD, and not for the primary purpose of advertising.

(*Bylaw 4753*)

CONSTRUCTION

40. No person shall build, or place any temporary structure or facilities in the water supply area except where authorized by permit or with the written permission of the General Manager.

(*Bylaw 4050*)

41. No person shall build, or place any permanent structure or facilities in the water supply area except where authorized by permit.

(*Bylaw 4050*)

WATER SUPPLY AREA ACCESS

(*Bylaw 4050*)

42. (1) No person shall conduct or carry on any special use or enter into or remain within the water supply area except where authorized by permit or written authorization.

(*Bylaw 4753*)

(2) In determining approval of access and special use in 42(1) for permit purposes, the RWSC will consider whether the access and special use poses acceptable risk to water quality, water supply infrastructure, watershed management, and secondary natural land value (e.g., biodiversity, wildlife habitat).

(*Bylaw 4753*)

(3) The RWSC may set categories of permits considered routine, with conditions set from time to time by the General Manager under section 48, which are pre-approved by RWSC, and which may be issued by the General Manager.

(*Bylaw 4509, 4753*)

43. Persons who have the right under an enactment to enter into or remain within the water supply area are not excepted from the requirement in section 42 to obtain a permit or written authorization.

(*Bylaw 4050, 4753*)

44. Persons who have the right under an existing written agreement to carry on any special use or enter into or remain within the water supply area are excepted from the requirement in section 42 to obtain a permit unless the terms of the written agreement require the person to obtain a permit from the General Manager pursuant to this bylaw.

(*Bylaw 4050, 4753*)

45. The General Manager may close a road or roads, or a portion or all of the water supply area for reasons of safety, weather, operational concerns, road conditions and fire danger conditions by posting notices at water supply area entrances.

(*Bylaw 4050*)

46. The General Manager may restrict specific activities of permit holders or those persons possessing written authorizations for reasons of safety, weather, operational concerns, road conditions and fire danger conditions by posting notices at water supply area entrances.

(*Bylaw 4050, 4753*)

47. The General Manager or authorized designate may issue a written authorization if conditions imposed under section 48 are met by the applicant, and may issue a permit approved by RWSC by resolution or within the category of pre-approved permit types under section 42(3).

(*Bylaw 4050, 4753*)

48. In the issuance of a written authorization or permit, the General Manager or RWSC may impose any condition they deem necessary, including one or more of the following conditions:

(a) a requirement that the permit or authorization holder provide security in an amount and form acceptable to the CRD to cover estimated cleanup or remediation costs following the event, activity, or thing;

(b) requiring the holder of the permit or written authorization to defend, indemnify, and hold harmless the Capital Regional District, its directors, officers, employees, volunteers, contractors, and agents, in relation to any loss, damage, or expenses arising from the issuance of the permit or written authorization to the holder, including for third party personal injury or property damage which occurs to third parties, the holder, its invitees, or anyone it is responsible for at law;

(c) public liability insurance, including wildfire and pollution endorsements, in an amount and form acceptable to the CRD's Risk Management division;

(d) that the event, activity, or thing is limited to one or more specified locations within the water supply area;

(e) limiting the duration of the written authorization or permit, including setting curfew hours for water supply area access;

(f) limiting the number of individuals who may access the water supply area, or, if an event, limited the number of participants (including staff and volunteers);

(g) requiring the holder of the written authorization or permit to provide traffic control for the event, activity, or thing;

(h) requiring that the holder of the written authorization or permit remove all waste, remediation ground conditions, or take such steps as may be directed by the General Manager to restore the lands and area to the state it was prior to the access;

(i) requiring the written authorization or permit holder to provide specific facilities for special use purposes, including without limitation waste collection facilities;

(j) requiring production of a research report prepared by or on behalf of the permit or written authorization holder;

(k) requiring specific signage;

(l) restricting the manner and application of any restricted method which the General Manager is permitting or approving by way of written authorization that would otherwise be prohibited under this bylaw;

(m) any such other matter or condition restricting or limiting use, access, and behaviour within the water supply area in the interests of the Regional District.

(*Bylaw 4753*)

49. (1) Neither the RWSC nor the General Manager are obligated to issue any written authorization or permit, and, without in any way limiting the generality of the foregoing, may:

(Bylaw 4050, 4753)

(a) refuse to issue a permit or written authorization to any person or group who has previously contravened this Bylaw; and

(Bylaw 4050, 4753)

(b) revoke a permit or written authorization if the special use is conducted in a manner which contravenes this Bylaw.

(*Bylaw 4050, 4753*)

(2) Neither the CRD nor any of its elected or appointed officers, employees, servants, agents, contractors, licensees or representatives accepts or assumes any responsibility or liability for any claims, demands, proceedings, actions, suits, costs, expenses, fines, losses or damages in respect of death, injury, loss or damage to persons or property, however caused, arising out of or in connection with the issuance of a permit or written authorization or activities contemplated thereunder.

(*Bylaw 4753*)

FEES

(*Bylaw 4509*)

50. (1) Where an applicant applies for a permit for access to the water supply area, the applicant must pay a refundable security deposit of $500.00 which will be repaid upon return of keys and other equipment owned by the Capital Regional District issued as a condition of access.

(2) Where an applicant applies for a permit for access to the Leech Water Supply Area for recreational purpose, the applicant must pay a non-refundable administration fee of $500.00.

(*Bylaw 4509*)

AGREEMENTS WITH FIRST NATIONS

51. (1) The RWSC may approve one or more agreements with a First Nation for access to the water supply area or a portion of it. Such agreements may act in place of a permit or written authorization to permit an activity under this bylaw which otherwise would require a permit or written authorization and shall impose or establish conditions for entry that are substantially similar to those set out in section 42(2) and section 48.

(2) Where a written agreement with First Nation remains valid, in so far as its terms are complied with, those individuals acting in accordance with its terms, under the authority and with approval of the First Nation, are exempt from the requirement in this bylaw to obtain a permit or written authorization to the extent set out in the written agreement.

(*Bylaw 4753*)

CITATION

52. This bylaw may be cited as "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000.

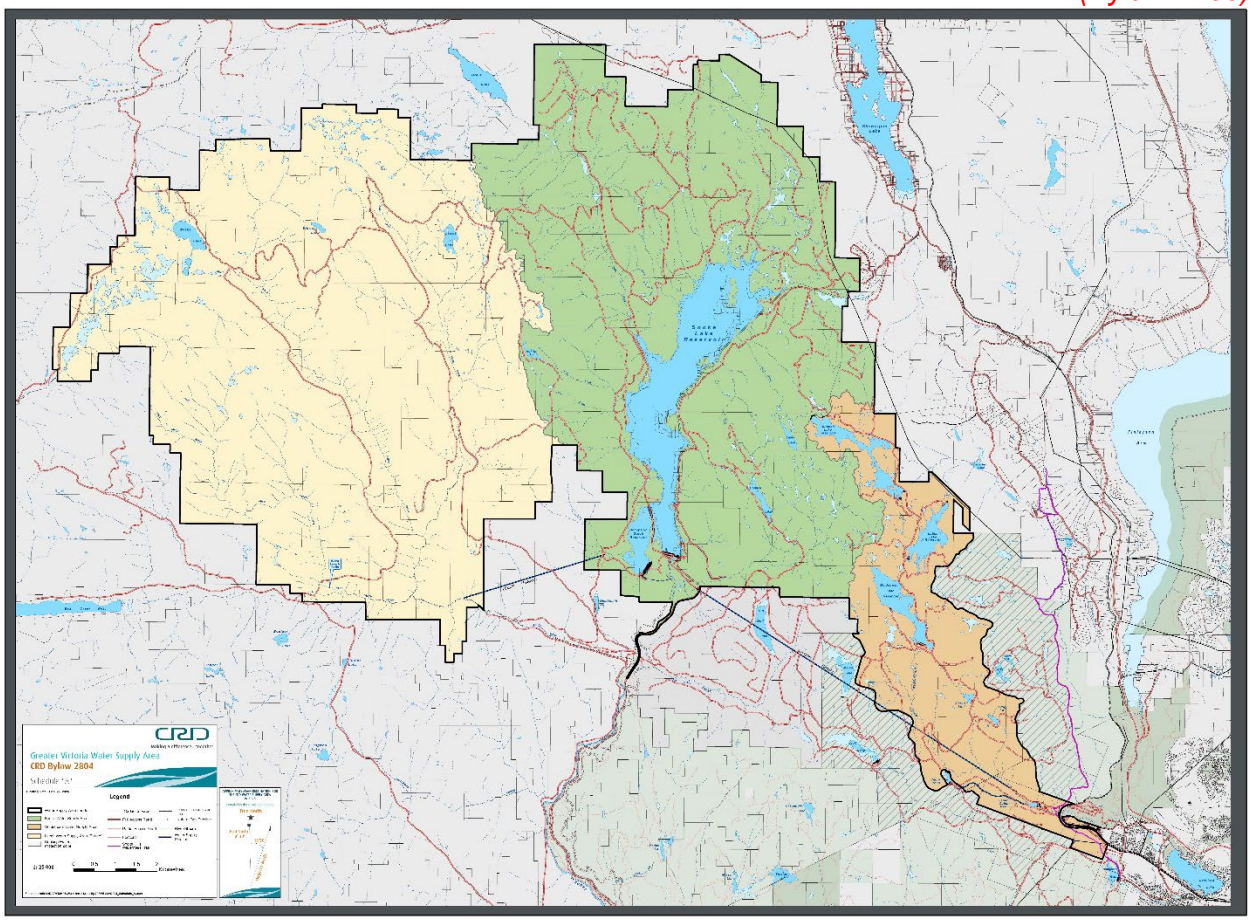
Read a first time this	28th	day of	June	, 2000.
Read a second time this	28th	day of	June	, 2000.
Read a third time this	28th	day of	June	, 2000.
ADOPTED this	12th	day of	July	, 2000.

CHAIR

SECRETARY

SCHEDULE A

(Bylaw 4753)



APPENDIX A

Making a difference...together

BYLAW NO. 2804

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

Consolidated for Public Convenience
(This bylaw is for reference purposes only)

ORIGINALLY ADOPTED JULY 12, 2000
(Consolidated with Amending Bylaws 4050,4509, & 4753)

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. 2804

****

GREATER VICTORIA WATER SUPPLY AREA PROTECTION BYLAW

****

WHEREAS the Capital Regional District has established a water supply service and has the authority to regulate in relation to the service;

(*Bylaw 4050*)

1. DEFINITIONS IN THIS BYLAW

“aircraft” means any vehicle capable of deriving support in the atmosphere from reactions of the air, and includes helicopters, gliders, ultralights, rockets and unmanned aerial vehicles;

(*Bylaw 4050*)

“alien species” means a species designated as a controlled alien species pursuant to the Controlled Alien Species Regulation;

(*Bylaw 4050*)

“animal” means an organism other than a human;

“authorized designate” means an employee or an officer of the CRD provided with the written authority to act on another person’s behalf;

(*Bylaw 4050*)

"authorized personnel" includes, peace officer, conservation officer, or person appointed or employed by the CRD as a park officer, animal control officer, bylaw enforcement officer, watershed security officer, or other authorized CRD employee;

"Board" means the Board of Directors of the Capital Regional District;

"business" means carrying on a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit;

"CRD" means the Capital Regional District;

"cycle" means a device having any number of wheels that is propelled by human power and on which a person may ride;

"emergency personnel" includes any person, group or organization responding to emergency situations in the water supply area;

(*Bylaw 4050*)

“First Nation” has the same definition as in the *Community Charter*, SBC 2003, c 26;

(Bylaw 4753)

"General Manager" means the General Manager of the CRD Infrastructure & Water Services Department appointed by the Board and also any person lawfully acting in that capacity;
(*Bylaw 4050, 4753*)

“hunt” means to trap, chase, pursue, worry, follow after or on the trail of, search for, shoot at, stalk, lie in wait for, or to attempt, in any manner, to capture, kill or injure any wildlife whether or not the wildlife is captured, killed or injured;
(*Bylaw 4050*)

“Leech Water Supply Area” means the area identified as the Leech Water Supply Area on the map attached as Schedule “A” to this bylaw;
(*Bylaw 4050*)

"liquor" has the same meaning as in the *Liquor Control and Licensing Act*;

"motor vehicle" means a vehicle, not run on rails, that is designed to be self propelled;

"natural feature" means any native or non-native tree, shrub, flower, grass or plant of any kind; soil, sand, gravel, rock, mineral, wood, fallen timber or other living or dead natural material;

"permit" means a water supply area lands access permit issued under this bylaw;

“recreational purpose” means access for the primary purpose of recreation (leisure and sport) by an organized club or association, not including traditional or cultural use access;
(*Bylaw 4509*)

"Regional Water Supply Commission” or “RWSC” means the standing committee appointed by the Board for regional water supply service purposes;
(Bylaw 4753)

"special use" means an activity not included in the operations of the CRD, that is carried on in the water supply area by persons who are not employees or contractors of the CRD;
(*Bylaw 4050*)

"traffic control device" means a sign, signal, line, meter, marking, space, barrier or device, not inconsistent with the *Motor Vehicle Act*, placed or erected by authority of the Board or the General Manager or a person authorized by either of them to exercise that authority;

"vehicle" means a device in, on or by which a person or thing is or may be transported or drawn on a highway, except a device designed to be moved by human power or used exclusively on stationary rails or tracks;

"vessel" means any ship or boat or any other description of vessel propelled by machinery, except a seaplane, used or designed to be used in navigation;

“water supply area” or “GVWSA” means any water catchment and non-catchment lands, including the water bodies within the boundaries, owned and managed by the Capital Regional District, as shown on the maps attached as Schedule “A”, and includes the Leech Water Supply Area, but does not include the area marked ‘Sooke Hills Wilderness Trail’ shown on Schedule “A”;
(*Bylaw 4509, 4753*)

"watercraft" means any vessel that is not being propelled by machinery;

“weed species” means a species designated as a noxious weed pursuant to the *Weed Control Regulation*;

(*Bylaw 4050*)

"wildlife" means any native or non-native mammal, bird, insect, reptile, fish or other indigenous creature.

“written authorization” means an approval in writing, with conditions as set out from time to time under this bylaw, which permits identified activities or actions within the water supply area or a portion of it, which would otherwise run contrary to this bylaw, and includes a written agreement with a First Nation.

(Bylaw 4753)

ENFORCEMENT POWERS

2. All authorized personnel may enforce this bylaw in the course of their duties.

3. (1) When authorized personnel find, on reasonable grounds, that a person in the water supply area is contravening this Bylaw, a permit, or any other licence, written authorization, or written agreement respecting use of the water supply area, they may require that person to do one or more of the following:

(a) provide, immediately upon request, that person’s correct name, address, and information about their destination, and proposed or actual activities in the water supply area;

(b) provide within a reasonable time identification verifying that person’s correct name and address;

(c) provide evidence, where applicable, that the person possesses a current valid license, authorization, permit, or written agreement for the activity or permitting the activity;

(d) stop contravening the Bylaw, the permit, licence, authorization, or written agreement immediately; or

(e) leave immediately and not re-enter the water supply area.

(Bylaw 4753)

(2) A person who fails to comply with a requirement of authorized personnel under this Bylaw commits an offence.

(Bylaw 4753)

4. The prohibitions in this bylaw do not apply to authorized personnel or agents of the CRD acting in the course of their authorized duties or employment.

(*Bylaw 4050*)

FINES

5. A person who contravenes this bylaw commits an offence and is liable on conviction to a fine of not less than $1,000.00 and not more than the maximum prescribed by the *Offence Act*.

(*Bylaw 4050, 4753*)

6. If a contravention of this bylaw is committed or continued on more than one day, it constitutes a separate offence for each day on which it is committed or continued.

(*Bylaw 4050*)

8. The penalty imposed under section 5 shall be in addition to and not in substitution for any other penalty or remedy imposed by this bylaw or any other statute, law or regulation.

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NO ENTRY

9. No person, except emergency or authorized personnel or persons with the authorization of the General Manager, shall enter the water supply area.

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PUBLIC CONDUCT

10. No person shall obstruct or interfere with any person or traffic lawfully using the water supply area.

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11. A person must not obstruct authorized personnel who are performing their duties.

(Bylaw 4753)

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13. No person shall consume or possess liquor in the water supply area except in compliance with a license issued under the *Liquor Control and Licensing Act* and authorized by permit.

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16. No person shall remove, destroy, or damage any natural feature, either organic or inorganic, or other CRD property of any kind, in the water supply area except as authorized by permit or with written permission of the General Manager.

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23. No person shall light or keep lit any fire in the water supply area except authorized personnel, other persons authorized by permit or with the written permission of the General Manager.

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24. No person shall throw or place upon the ground in the water supply area any lighted match, cigar, cigarette or other burning substance.

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25. No person shall cut, deface, damage, or cut down any tree or carry out any logging operation or facilitate such operation in the water supply area except as authorized by permit or written permission of the General Manager.

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26. No person shall bring or ride any cycle in the water supply area except authorized personnel.

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27. No person shall camp or sleep overnight in the water supply area with or without a shelter of any kind, including, but not restricted to, a motor vehicle, recreational vehicle, tent, lean to, or other natural shelter, except as authorized by permit, with the written permission of the General Manager.

(*Bylaw 4050, 4753*)

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28. No person, including an owner of property adjacent to the water supply area, shall use the water supply area for storage of any kind, except as authorized by permit or with the written permission of the General Manager.

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30. No person shall hunt, carry or discharge any firearm, bow or crossbow in the water supply area except authorized personnel acting in the course of their duties or where authorized by permit or with the written permission of the General Manager.

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(*Bylaw 4050, 4753*)

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34. (1) No person shall drive or propel any type of motor vehicle in the water supply area except on roadways intended and maintained for the passage of vehicles or parking lots.

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(2) Emergency personnel, authorized personnel, and persons with the authority of the General Manager are exempt from this section.

(3) Vehicles parked in areas signed as “No Parking” or "No Parking Area Tow Away Zone" may be towed away immediately at the owner’s expense by order of authorized personnel. Vehicles left unattended for more than 48 hours may be towed away at the owner's expense by order of authorized personnel.

35. (1) The General Manager may limit the maximum driving speed on any road within the water supply area by posting speed limits.

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(2) No person shall operate a vehicle in the water supply area in excess of the posted speed limit.

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(Bylaw 4753)

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(*Bylaw 4050, 4753*)

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(*Bylaw 4050*)

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(*Bylaw 4050*)

38. Unless a person has the written authorization of the General Manager or a valid permit allowing the activity, they must not:

(a) sell, barter, or display for sale any goods, services, or materials in the water supply area;

(b) conduct any business or commercial activity, whether paid for in advance of, during, or after the activity;

(c) encourage any person to use the water supply area for any activity related to a business or commercial enterprise, whether or not the business or commercial aspect of the activity is carried out within the water supply area;

(d) operate or station in the water supply area any commercial vehicle or any motor vehicle displaying advertising or equipped with a public address system or the purpose of advertising, promoting, demonstrating, or attracting attention.

(*Bylaw 4753*)

39. Subsection 38(d) does not apply to a motor vehicle, vessel, or watercraft which corporate advertisement is displayed where the motor vehicle, vessel, or watercraft is used for transportation of persons within the water supply area or for services to the CRD, and not for the primary purpose of advertising.

(*Bylaw 4753*)

CONSTRUCTION

40. No person shall build, or place any temporary structure or facilities in the water supply area except where authorized by permit or with the written permission of the General Manager.

(*Bylaw 4050*)

41. No person shall build, or place any permanent structure or facilities in the water supply area except where authorized by permit.

(*Bylaw 4050*)

WATER SUPPLY AREA ACCESS

(*Bylaw 4050*)

42. (1) No person shall conduct or carry on any special use or enter into or remain within the water supply area except where authorized by permit or written authorization.

(*Bylaw 4753*)

(2) In determining approval of access and special use in 42(1) for permit purposes, the RWSC will consider whether the access and special use poses acceptable risk to water quality, water supply infrastructure, watershed management, and secondary natural land value (e.g., biodiversity, wildlife habitat).

(*Bylaw 4753*)

(3) The RWSC may set categories of permits considered routine, with conditions set from time to time by the General Manager under section 48, which are pre-approved by RWSC, and which may be issued by the General Manager.

(*Bylaw 4509, 4753*)

43. Persons who have the right under an enactment to enter into or remain within the water supply area are not excepted from the requirement in section 42 to obtain a permit or written authorization.

(*Bylaw 4050, 4753*)

44. Persons who have the right under an existing written agreement to carry on any special use or enter into or remain within the water supply area are excepted from the requirement in section 42 to obtain a permit unless the terms of the written agreement require the person to obtain a permit from the General Manager pursuant to this bylaw.

(*Bylaw 4050, 4753*)

45. The General Manager may close a road or roads, or a portion or all of the water supply area for reasons of safety, weather, operational concerns, road conditions and fire danger conditions by posting notices at water supply area entrances.

(*Bylaw 4050*)

46. The General Manager may restrict specific activities of permit holders or those persons possessing written authorizations for reasons of safety, weather, operational concerns, road conditions and fire danger conditions by posting notices at water supply area entrances.

(*Bylaw 4050, 4753*)

47. The General Manager or authorized designate may issue a written authorization if conditions imposed under section 48 are met by the applicant, and may issue a permit approved by RWSC by resolution or within the category of pre-approved permit types under section 42(3).

(*Bylaw 4050, 4753*)

48. In the issuance of a written authorization or permit, the General Manager or RWSC may impose any condition they deem necessary, including one or more of the following conditions:

(a) a requirement that the permit or authorization holder provide security in an amount and form acceptable to the CRD to cover estimated cleanup or remediation costs following the event, activity, or thing;

(b) requiring the holder of the permit or written authorization to defend, indemnify, and hold harmless the Capital Regional District, its directors, officers, employees, volunteers, contractors, and agents, in relation to any loss, damage, or expenses arising from the issuance of the permit or written authorization to the holder, including for third party personal injury or property damage which occurs to third parties, the holder, its invitees, or anyone it is responsible for at law;

(c) public liability insurance, including wildfire and pollution endorsements, in an amount and form acceptable to the CRD's Risk Management division;

(d) that the event, activity, or thing is limited to one or more specified locations within the water supply area;

(e) limiting the duration of the written authorization or permit, including setting curfew hours for water supply area access;

(f) limiting the number of individuals who may access the water supply area, or, if an event, limited the number of participants (including staff and volunteers);

(g) requiring the holder of the written authorization or permit to provide traffic control for the event, activity, or thing;

(h) requiring that the holder of the written authorization or permit remove all waste, remediation ground conditions, or take such steps as may be directed by the General Manager to restore the lands and area to the state it was prior to the access;

(i) requiring the written authorization or permit holder to provide specific facilities for special use purposes, including without limitation waste collection facilities;

(j) requiring production of a research report prepared by or on behalf of the permit or written authorization holder;

(k) requiring specific signage;

(l) restricting the manner and application of any restricted method which the General Manager is permitting or approving by way of written authorization that would otherwise be prohibited under this bylaw;

(m) any such other matter or condition restricting or limiting use, access, and behaviour within the water supply area in the interests of the Regional District.

(*Bylaw 4753*)

49. (1) Neither the RWSC nor the General Manager are obligated to issue any written authorization or permit, and, without in any way limiting the generality of the foregoing, may:

(Bylaw 4050, 4753)

(a) refuse to issue a permit or written authorization to any person or group who has previously contravened this Bylaw; and

(Bylaw 4050, 4753)

(b) revoke a permit or written authorization if the special use is conducted in a manner which contravenes this Bylaw.

(*Bylaw 4050, 4753*)

(2) Neither the CRD nor any of its elected or appointed officers, employees, servants, agents, contractors, licensees or representatives accepts or assumes any responsibility or liability for any claims, demands, proceedings, actions, suits, costs, expenses, fines, losses or damages in respect of death, injury, loss or damage to persons or property, however caused, arising out of or in connection with the issuance of a permit or written authorization or activities contemplated thereunder.

(*Bylaw 4753*)

FEES

(*Bylaw 4509*)

50. (1) Where an applicant applies for a permit for access to the water supply area, the applicant must pay a refundable security deposit of $500.00 which will be repaid upon return of keys and other equipment owned by the Capital Regional District issued as a condition of access.

(2) Where an applicant applies for a permit for access to the Leech Water Supply Area for recreational purpose, the applicant must pay a non-refundable administration fee of $500.00.

(*Bylaw 4509*)

AGREEMENTS WITH FIRST NATIONS

51. (1) The RWSC may approve one or more agreements with a First Nation for access to the water supply area or a portion of it. Such agreements may act in place of a permit or written authorization to permit an activity under this bylaw which otherwise would require a permit or written authorization and shall impose or establish conditions for entry that are substantially similar to those set out in section 42(2) and section 48.

(2) Where a written agreement with First Nation remains valid, in so far as its terms are complied with, those individuals acting in accordance with its terms, under the authority and with approval of the First Nation, are exempt from the requirement in this bylaw to obtain a permit or written authorization to the extent set out in the written agreement.

(*Bylaw 4753*)

CITATION

52. This bylaw may be cited as "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000.

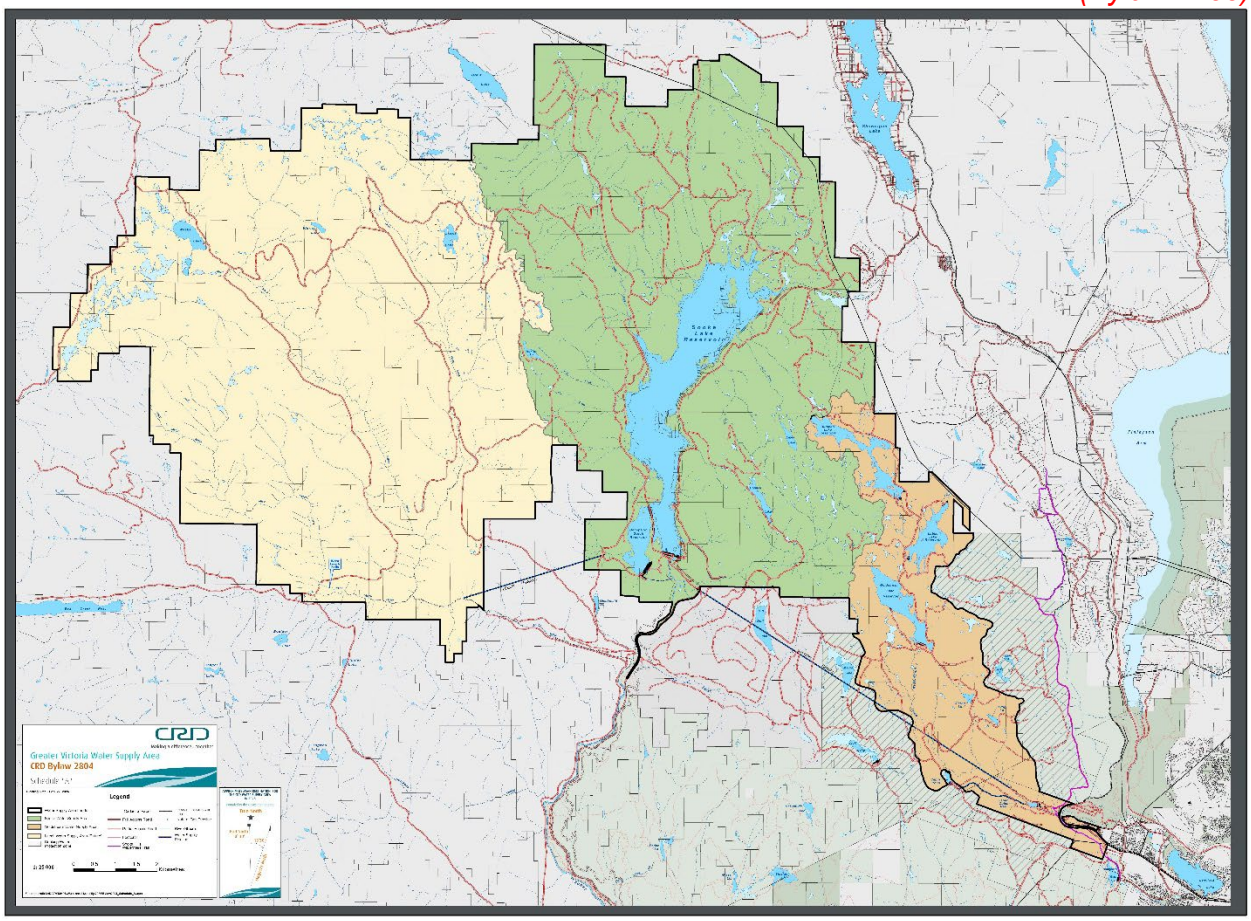
Read a first time this	28th	day of	June	, 2000.
Read a second time this	28th	day of	June	, 2000.
Read a third time this	28th	day of	June	, 2000.
ADOPTED this	12th	day of	July	, 2000.

CHAIR

SECRETARY

SCHEDULE A

(Bylaw 4753)



Making a difference...together

CAPITAL REGIONAL DISTRICT

DEPARTMENT PROCEDURE

Section	Regional Water Supply	
Subsection	Integrated Water Services - Procedure	
Title	WATER SUPPLY AREA ACCESS AND SPECIAL USE REQUEST AND APPROVAL PROCEDURE	

PURPOSE:
The purpose of this procedure is to set out the procedure for a group or individual to request access and undertake a special use in the Greater Victoria Water Supply Area. This procedure also sets out the general situations and considerations that CRD Integrated Water Services staff will use in evaluating a request for access and special use and in making a recommendation to the Regional Water Supply Commission respecting approval of a permit. The Regional Water Supply Commission will approve or not approve a request for access and special use unless under the prescribed situations set out below. A permit for access and special use will be issued by the General Manager once the Commission has approved a request. This procedure is to be used in conjunction with the Greater Victoria Water Supply Area Protection Bylaw and the CRD Integrated Water Services, Regional Water Supply Policy - Water Supply Area Access and Special Use Request and Approval.

1. The General Manager, Integrated Water Services, has the authority to approve routine access and special use requests based on the following prescribed situations:
   a. CRD staff specifically required to conduct activities included in the operations of the CRD as part of their duties;
   b. BC Hydro and Fortis Gas staff and contractors for utility work to be undertaken in the water supply areas;
   c. Representatives of senior governments or regulatory agencies who, as part of their duties, are required to gain access to the water supply areas;
   d. Staff and contractors of agencies or organizations who hold licences, leases or other agreements with the CRD who are required to gain access to the water supply areas to access, operate and maintain equipment such as communications equipment, occupying water supply area sites or who are required to transit CRD lands to access private lands;
   e. Organizations or individuals touring the water supply areas with CRD staff escorts;
   f. Organizations or individuals conducting research projects authorized by the CRD, and being supported by an accredited academic institution or government agency;
   g. Contractors or tradespeople required to perform work as requested by CRD;
   h. Directors of the CRD Board, members of the Regional Water Supply Commission and other CRD Commissions and Committees, municipal council members, and health authority officials;
   i. Accredited media representatives with CRD staff escorts; and
   j. Special purpose day/visitation access with CRD staff escorts.
   k. Mining access requests in the Leech Water Supply Area where the CRD is required to provide access under the *Mineral Tenure Act*, and the claim holder agrees to CRD's terms and conditions of access.
2. All other requests for water supply area access and special use will be approved by the Regional Water Supply Commission in accordance with the *Regional Water Supply Policy – Water Supply Area Access and Special Use Request and Approval.*

PROCEDURE:
1. Groups or individuals requesting water supply area access or special use permission are to complete the CRD Integrated Water Services form *External Applicant Access and Special Use Request – Greater Victoria Water Supply Area.*

2. CRD Integrated Water Services staff will evaluate the request based on the information provided in the form and any other information provided by the applicant.
3. CRD Integrated Water Services Staff will provide a staff report to the Regional Water Supply Commission outlining the nature of the request and special use, the implications of the request, and a staff recommendation for the Commission's consideration.
4. The Commission will approve or not approve the request and may set certain conditions with an approval.
5. With the Commission's approval, the General Manager, Integrated Water Services will issue an access and special use permit and set out the conditions, requirements of the permit and the responsibilities of the permit holder.

Approval Date:	May 13, 2016	Approved By:	Regional Water Supply Commission
1. Amendment Date:	June 15, 2022	Approved By:	Regional Water Supply Commission General Manager, IWS
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:			

Related Policy, Procedure or Guideline:

1. *CRD Integrated Water Services, Water Supply Area Access and Special Use Request and Approval Policy*
2. *Greater Victoria Water Supply Area Protection Bylaw*

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4753

****

A BYLAW TO AMEND THE CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW (BYLAW NO. 2804)

****

WHEREAS:

A. Under Bylaw No. 2804, "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000", the Regional Board set out regulations and fees applicable to the regional service's water supply area, including prohibiting general public access;

B. The Regional Board wishes to facilitate First Nations' access to the CRD Water Supply Area for traditional practices and cultural use; and,

C. The Board wishes to amend Bylaw No. 2804 to update definitions and revise the Water Supply Area access permitting process;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 2804, "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000" is hereby amended as follows:

    (a) In section 1, 'Definitions in this Bylaw', by inserting the definition of "First Nation" as follows:

    "First Nation" has the same definition as in the *Community Charter,* SBC 2003, c 26.

    (b) In section 1, 'Definitions in this Bylaw', by replacing the definition of "General Manager" with the following:

    "General Manager" means the General Manager of the CRD Infrastructure & Water Services Department appointed by the Board and also any person lawfully acting in that capacity.

    (c) In section 1, 'Definitions in this Bylaw', by inserting 'or "RWSC"' to the term being defined, immediately before 'means the standing committee appointed by the Board for regional water supply service purposes'.

    (d) In section 1, 'Definitions in this Bylaw', by replacing the definition of "water supply area", with the following:

    "water supply area" or "GVWSA" means any water catchment and non-catchment lands, including the bodies within the boundaries, owned and managed by the Capital Regional District, as shown on the maps attached as Schedule "A", and

includes the Leech Water Supply Area, but does not include the area marked 'Sooke Hills Wilderness Trail' shown on Schedule "A".

(e) In Section 1, 'Definitions in this Bylaw', by inserting the definition of "written authorization" as follows:

"written authorization" means an approval in writing, with conditions as set out from time to time under this bylaw, which permits identified activities or actions within the water supply area or a portion of it, which would otherwise run contrary to this bylaw, and includes a written agreement with a First Nation.

(f) By replacing section 3 in its entirety with:

3.

(1) When authorized personnel find, on reasonable grounds, that a person in the water supply area is contravening this Bylaw, a permit, or any other license, written authorization, or written agreement respecting use of the water supply area, they may require that person to do one or more of the following:

(a) provide, immediately upon request, that person's correct name, address, and information about their destination, and proposed or actual activities in the water supply area;

(b) provide within a reasonable time identification verifying that person's correct name and address;

(c) provide evidence, where applicable, that the person possesses a current valid license, authorization, permit, or written agreement for the activity or permitting the activity;

(d) stop contravening the Bylaw, the permit, licence, authorization, or written agreement immediately; or

(e) leave immediately and not re-enter the water supply area.

(2) A person who fails to comply with a requirement of authorized personnel under this Bylaw commits an offence.

(g) In section 5, 'Fines', by replacing '$100.00' with '$1,000.00'.

(h) In section 9, 'No Entry', by replacing the word 'authority' with 'authorization'.

(i) By inserting the following as section 11, and renumbering the remaining sections:

11. A person must not obstruct authorized personnel who are performing their duties.

(j) In section 14, 'Signs', by inserting the words 'or designate' after 'General Manager'.

(k) In section 15, 'Signs', by replacing reference to section '13' with '14', and by inserting 'Failure to do so is an offence' immediately thereafter.

(l) In sections 19, 25, 27, 32, and 33, by deleting the words ‘or in the Leech Water Supply Area where authorized by the terms of a written agreement between a First Nation and the CRD’.

(m) In section 21, ‘Damage’, by inserting the word ‘supply’ after the word ‘water’.

(n) In section 23, ‘Fire’, by deleting the words ‘or persons authorized by the terms of a written agreement between a First Nation and the CRD’.

(o) In section 30, ‘Firearms and Hunting’, by removing the words ‘or in the Leech Water Supply Area’.

(p) By inserting the following as section 35(3), and renumbering the remaining sections:

35.

(3) No person shall operate a vehicle in the water supply area in a dangerous, unsafe, or irresponsible manner.

(q) In section 36(1), by replacing the word ‘his’ with ‘their’ and updating section references to “14, 35, 45 and 46”.

(r) By deleting section 38 in its entirety, and renumbering the remaining sections.

(s) By inserting the following as section 38, and renumbering the remaining sections:

38. Unless a person has the written authorization of the General Manager or a valid permit allowing the activity, they must not:

(a) sell, barter, or display for sale any goods, services, or materials in the water supply area;

(b) conduct any business or commercial activity, whether paid for in advance of, during, or after the activity;

(c) encourage any person to use the water supply area for any activity related to a business or commercial enterprise, whether or not the business or commercial aspect of the activity is carried out within the water supply area;

(d) operate or station in the water supply area any commercial vehicle or any motor vehicle displaying advertising or equipped with a public address system or the purpose of advertising, promoting, demonstrating, or attracting attention.

(t) By inserting the following as section 39, and renumbering the remaining sections:

39. Subsection 38(d) does not apply to a motor vehicle, vessel, or watercraft which corporate advertisement is displayed where the motor vehicle, vessel, or watercraft is used for transportation of persons within the water supply area or for services to the CRD, and not for the primary purpose of advertising.

(u) In section 42, 'Water Supply Area Access Permits', by replacing subsection (1) with the following:

42.
(1) No person shall conduct or carry on any special use or enter into or remain within the water supply area except where authorized by permit or written authorization.

(v) In section 42(2), by replacing reference to section '40(1)' with '42(1)', and by inserting the words 'for permit purposes,' immediately thereafter.

(w) By inserting the following as section 42(3), and renumbering the remaining sections:

42.
(3) The RWSC may set categories of permits considered routine, with conditions set from time to time by the General Manager under section 48, which are pre-approved by RWSC, and which may be issued by the General Manager.

(x) In section 43, by replacing reference to section '40' with '42', and by inserting 'or written authorization' after the word 'permit'.

(y) In section 44, by replacing reference to section '40' with '42'.

(z) In section 46, by inserting the words 'or those persons possessing written authorization' after the words 'permit holders'.

(aa) By replacing section 47 in its entirety with the following:

47. The General Manager or authorized designate may issue a written authorization if conditions imposed under section 48 are met by the applicant and may issue a permit approved by RWSC by resolution or within the category of pre-approved permit types under section 42(3).

(bb) By inserting the following as section 48, and renumbering the remaining sections:

48. In the issuance of a written authorization or permit, the General Manager or RWSC may impose any condition they deem necessary, including one or more of the following conditions:

(a) a requirement that the permit or authorization holder provide security in an amount and form acceptable to the CRD to cover estimated cleanup or remediation costs following the event, activity, or thing;

(b) requiring the holder of the permit or written authorization to defend, indemnify, and hold harmless the Capital Regional District, its directors, officers, employees, volunteers, contractors, and agents, in relation to any loss, damage, or expenses arising from

the issuance of the permit or written authorization to the holder, including for third party personal injury or property damage which occurs to third parties, the holder, its invitees, or anyone it is responsible for at law;

(c) public liability insurance, including wildfire and pollution endorsements, in an amount and form acceptable to the CRD's Risk Management division;

(d) that the event, activity, or thing is limited to one or more specified locations within the water supply area;

(e) limiting the duration of the written authorization or permit, including setting curfew hours for water supply area access;

(f) limiting the number of individuals who may access the water supply area, or, if an event, limited the number of participants (including staff and volunteers);

(g) requiring the holder of the written authorization or permit to provide traffic control for the event, activity, or thing;

(h) requiring that the holder of the written authorization or permit remove all waste, remediation ground conditions, or take such steps as may be directed by the General Manager to restore the lands and area to the state it was prior to the access;

(i) requiring the written authorization or permit holder to provide specific facilities for special use purposes, including without limitation waste collection facilities;

(j) requiring production of a research report prepared by or on behalf of the permit or written authorization holder;

(k) requiring specific signage;

(l) restricting the manner and application of any restricted method which the General Manager is permitting or approving by way of written authorization that would otherwise be prohibited under this bylaw;

(m) any such other matter or condition restricting or limiting use, access, and behaviour within the water supply area in the interests of the Regional District.

(cc) By replacing section 49 in its entirety with the following:

49.

(1) Neither the RWSC nor the General Manager are obligated to issue any written authorization or permit, and, without in any way limiting the generality of the foregoing, may:

(a) refuse to issue a permit or written authorization to any person or group who has previously contravened this Bylaw; and

(b) revoke a permit or written authorization if the special use is conducted in a manner which contravenes this Bylaw.

(2) Neither the CRD nor any of its elected or appointed officers, employees, servants, agents, contractors, licensees or representatives accepts or assumes any responsibility or liability for any claims, demands, proceedings, actions, suits, costs, expenses, fines, losses or damages in respect to death, injury, loss or damage to persons or property, however caused, arising out of or in connection with the issuance of a permit or written authorization or activities contemplated thereunder.

(dd) By inserting the following as section 51, 'Agreements with First Nations', and renumbering the remaining sections:

51.

(1) The RWSC may approve one or more agreements with a First Nation for access to the water supply area or a portion of it. Such agreements may act in place of a permit or written authorization to permit an activity under this bylaw which otherwise would require a permit or written authorization and shall impose or establish conditions for entry that are substantially similar to those set out in section 42(2) section 48.

(2) Where a written agreement with First Nation remains valid, in so far as its terms are complied with, those individuals acting in accordance with its terms, under the authority and with approval of the First Nation, are exempt from the requirement in this bylaw to obtain a permit or written authorization to the extent set out in the written agreement.

(ee) By deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to this bylaw.

2. This bylaw may be cited for all purposes as "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000, Amendment Bylaw No. 3, 2026".

READ A FIRST TIME THIS th day of 20__

READ A SECOND TIME THIS th day of 20__

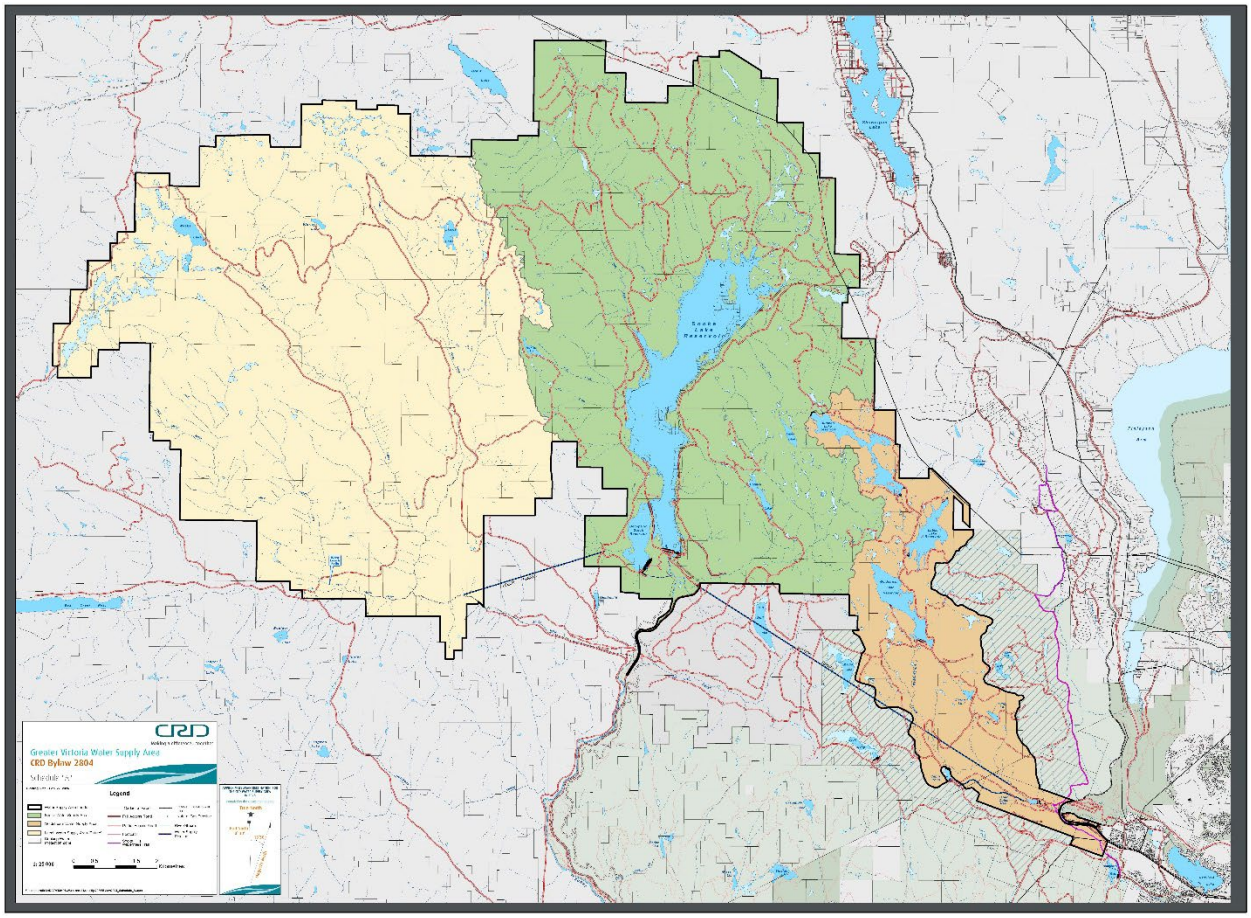
READ A THIRD TIME THIS th day of 20__

ADOPTED THIS th day of 20__

CHAIR

CORPORATE OFFICER

SCHEDULE "A"


CRD
Greater Victoria Water Supply Area
CRD Bylaw 2804
Legend

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4753

****

A BYLAW TO AMEND THE CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW (BYLAW NO. 2804)

****

WHEREAS:

A. Under Bylaw No. 2804, "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000", the Regional Board set out regulations and fees applicable to the regional service's water supply area, including prohibiting general public access;

B. The Regional Board wishes to facilitate First Nations' access to the CRD Water Supply Area for traditional practices and cultural use; and,

C. The Board wishes to amend Bylaw No. 2804 to update definitions and revise the Water Supply Area access permitting process;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

1. Bylaw No. 2804, "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000" is hereby amended as follows:

    (a) In section 1, 'Definitions in this Bylaw', by inserting the definition of "First Nation" as follows:

    "First Nation" has the same definition as in the *Community Charter,* SBC 2003, c 26.

    (b) In section 1, 'Definitions in this Bylaw', by replacing the definition of "General Manager" with the following:

    "General Manager" means the General Manager of the CRD Infrastructure & Water Services Department appointed by the Board and also any person lawfully acting in that capacity.

    (c) In section 1, 'Definitions in this Bylaw', by inserting 'or "RWSC"' to the term being defined, immediately before 'means the standing committee appointed by the Board for regional water supply service purposes'.

    (d) In section 1, 'Definitions in this Bylaw', by replacing the definition of "water supply area", with the following:

    "water supply area" or "GVWSA" means any water catchment and non-catchment lands, including the bodies within the boundaries, owned and managed by the Capital Regional District, as shown on the maps attached as Schedule "A", and

includes the Leech Water Supply Area, but does not include the area marked 'Sooke Hills Wilderness Trail' shown on Schedule "A".

(e) In Section 1, 'Definitions in this Bylaw', by inserting the definition of "written authorization" as follows:

"written authorization" means an approval in writing, with conditions as set out from time to time under this bylaw, which permits identified activities or actions within the water supply area or a portion of it, which would otherwise run contrary to this bylaw, and includes a written agreement with a First Nation.

(f) By replacing section 3 in its entirety with:

3.

(1) When authorized personnel find, on reasonable grounds, that a person in the water supply area is contravening this Bylaw, a permit, or any other license, written authorization, or written agreement respecting use of the water supply area, they may require that person to do one or more of the following:

(a) provide, immediately upon request, that person's correct name, address, and information about their destination, and proposed or actual activities in the water supply area;

(b) provide within a reasonable time identification verifying that person's correct name and address;

(c) provide evidence, where applicable, that the person possesses a current valid license, authorization, permit, or written agreement for the activity or permitting the activity;

(d) stop contravening the Bylaw, the permit, licence, authorization, or written agreement immediately; or

(e) leave immediately and not re-enter the water supply area.

(2) A person who fails to comply with a requirement of authorized personnel under this Bylaw commits an offence.

(g) In section 5, 'Fines', by replacing '$100.00' with '$1,000.00'.

(h) In section 9, 'No Entry', by replacing the word 'authority' with 'authorization'.

(i) By inserting the following as section 11, and renumbering the remaining sections:

11. A person must not obstruct authorized personnel who are performing their duties.

(j) In section 14, 'Signs', by inserting the words 'or designate' after 'General Manager'.

(k) In section 15, 'Signs', by replacing reference to section '13' with '14', and by inserting 'Failure to do so is an offence' immediately thereafter.

(l) In sections 19, 25, 27, 32, and 33, by deleting the words ‘or in the Leech Water Supply Area where authorized by the terms of a written agreement between a First Nation and the CRD’.

(m) In section 21, ‘Damage’, by inserting the word ‘supply’ after the word ‘water’.

(n) In section 23, ‘Fire’, by deleting the words ‘or persons authorized by the terms of a written agreement between a First Nation and the CRD’.

(o) In section 30, ‘Firearms and Hunting’, by replacing the words ‘or in the Leech Water Supply Area where authorized by the terms of a written agreement between a First Nation and the CRD’ with ‘or where authorized by permit or with the written permission of the General Manager.

(p) By inserting the following as section 35(3), and renumbering the remaining sections:

35.

(3) No person shall operate a vehicle in the water supply area in a dangerous, unsafe, or irresponsible manner.

(q) In section 36(1), by replacing the word ‘his’ with ‘their’ and updating section references to "14, 35, 45 and 46".

(r) By deleting section 38 in its entirety, and renumbering the remaining sections.

(s) By inserting the following as section 38, and renumbering the remaining sections:

38. Unless a person has the written authorization of the General Manager or a valid permit allowing the activity, they must not:

(a) sell, barter, or display for sale any goods, services, or materials in the water supply area;

(b) conduct any business or commercial activity, whether paid for in advance of, during, or after the activity;

(c) encourage any person to use the water supply area for any activity related to a business or commercial enterprise, whether or not the business or commercial aspect of the activity is carried out within the water supply area;

(d) operate or station in the water supply area any commercial vehicle or any motor vehicle displaying advertising or equipped with a public address system or the purpose of advertising, promoting, demonstrating, or attracting attention.

(t) By inserting the following as section 39, and renumbering the remaining sections:

39. Subsection 38(d) does not apply to a motor vehicle, vessel, or watercraft which corporate advertisement is displayed where the motor vehicle, vessel, or watercraft is used for transportation of persons within the water supply

area or for services to the CRD, and not for the primary purpose of advertising.

(u) In section 42, 'Water Supply Area Access Permits', by replacing subsection (1) with the following:

42.
(1) No person shall conduct or carry on any special use or enter into or remain within the water supply area except where authorized by permit or written authorization.

(v) In section 42(2), by replacing reference to section '40(1)' with '42(1)', and by inserting the words 'for permit purposes,' immediately thereafter.

(w) By inserting the following as section 42(3), and renumbering the remaining sections:

42.
(3) The RWSC may set categories of permits considered routine, with conditions set from time to time by the General Manager under section 48, which are pre-approved by RWSC, and which may be issued by the General Manager.

(x) In section 43, by replacing reference to section '40' with '42', and by inserting 'or written authorization' after the word 'permit'.

(y) In section 44, by replacing reference to section '40' with '42'.

(z) In section 46, by inserting the words 'or those persons possessing written authorization' after the words 'permit holders'.

(aa) By replacing section 47 in its entirety with the following:

47. The General Manager or authorized designate may issue a written authorization if conditions imposed under section 48 are met by the applicant and may issue a permit approved by RWSC by resolution or within the category of pre-approved permit types under section 42(3).

(bb) By inserting the following as section 48, and renumbering the remaining sections:

48. In the issuance of a written authorization or permit, the General Manager or RWSC may impose any condition they deem necessary, including one or more of the following conditions:

(a) a requirement that the permit or authorization holder provide security in an amount and form acceptable to the CRD to cover estimated cleanup or remediation costs following the event, activity, or thing;

(b) requiring the holder of the permit or written authorization to defend, indemnify, and hold harmless the Capital Regional District, its

directors, officers, employees, volunteers, contractors, and agents, in relation to any loss, damage, or expenses arising from the issuance of the permit or written authorization to the holder, including for third party personal injury or property damage which occurs to third parties, the holder, its invitees, or anyone it is responsible for at law;

(c) public liability insurance, including wildfire and pollution endorsements, in an amount and form acceptable to the CRD's Risk Management division;

(d) that the event, activity, or thing is limited to one or more specified locations within the water supply area;

(e) limiting the duration of the written authorization or permit, including setting curfew hours for water supply area access;

(f) limiting the number of individuals who may access the water supply area, or, if an event, limited the number of participants (including staff and volunteers);

(g) requiring the holder of the written authorization or permit to provide traffic control for the event, activity, or thing;

(h) requiring that the holder of the written authorization or permit remove all waste, remediation ground conditions, or take such steps as may be directed by the General Manager to restore the lands and area to the state it was prior to the access;

(i) requiring the written authorization or permit holder to provide specific facilities for special use purposes, including without limitation waste collection facilities;

(j) requiring production of a research report prepared by or on behalf of the permit or written authorization holder;

(k) requiring specific signage;

(l) restricting the manner and application of any restricted method which the General Manager is permitting or approving by way of written authorization that would otherwise be prohibited under this bylaw;

(m) any such other matter or condition restricting or limiting use, access, and behaviour within the water supply area in the interests of the Regional District.

(cc) By replacing section 49 in its entirety with the following:

49.

(1) Neither the RWSC nor the General Manager are obligated to issue any written authorization or permit, and, without in any way limiting the generality of the foregoing, may:

(a) refuse to issue a permit or written authorization to any person or group who has previously contravened this Bylaw; and

(b) revoke a permit or written authorization if the special use is conducted in a manner which contravenes this Bylaw.

(2) Neither the CRD nor any of its elected or appointed officers, employees, servants, agents, contractors, licensees or representatives accepts or assumes any responsibility or liability for any claims, demands, proceedings, actions, suits, costs, expenses, fines, losses or damages in respect to death, injury, loss or damage to persons or property, however caused, arising out of or in connection with the issuance of a permit or written authorization or activities contemplated thereunder.

(m) By inserting the following as section 51, 'Agreements with First Nations', and renumbering the remaining sections:

51.

(1) The RWSC may approve one or more agreements with a First Nation for access to the water supply area or a portion of it. Such agreements may act in place of a permit or written authorization to permit an activity under this bylaw which otherwise would require a permit or written authorization and shall impose or establish conditions for entry that are substantially similar to those set out in section 42(2) and section 48.

(2) Where a written agreement with First Nation remains valid, in so far as its terms are complied with, those individuals acting in accordance with its terms, under the authority and with approval of the First Nation, are exempt from the requirement in this bylaw to obtain a permit or written authorization to the extent set out in the written agreement.

(ee) By deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to this bylaw.

2. This bylaw may be cited for all purposes as "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000, Amendment Bylaw No. 3, 2026".

READ A FIRST TIME THIS th day of 20__

READ A SECOND TIME THIS th day of 20__

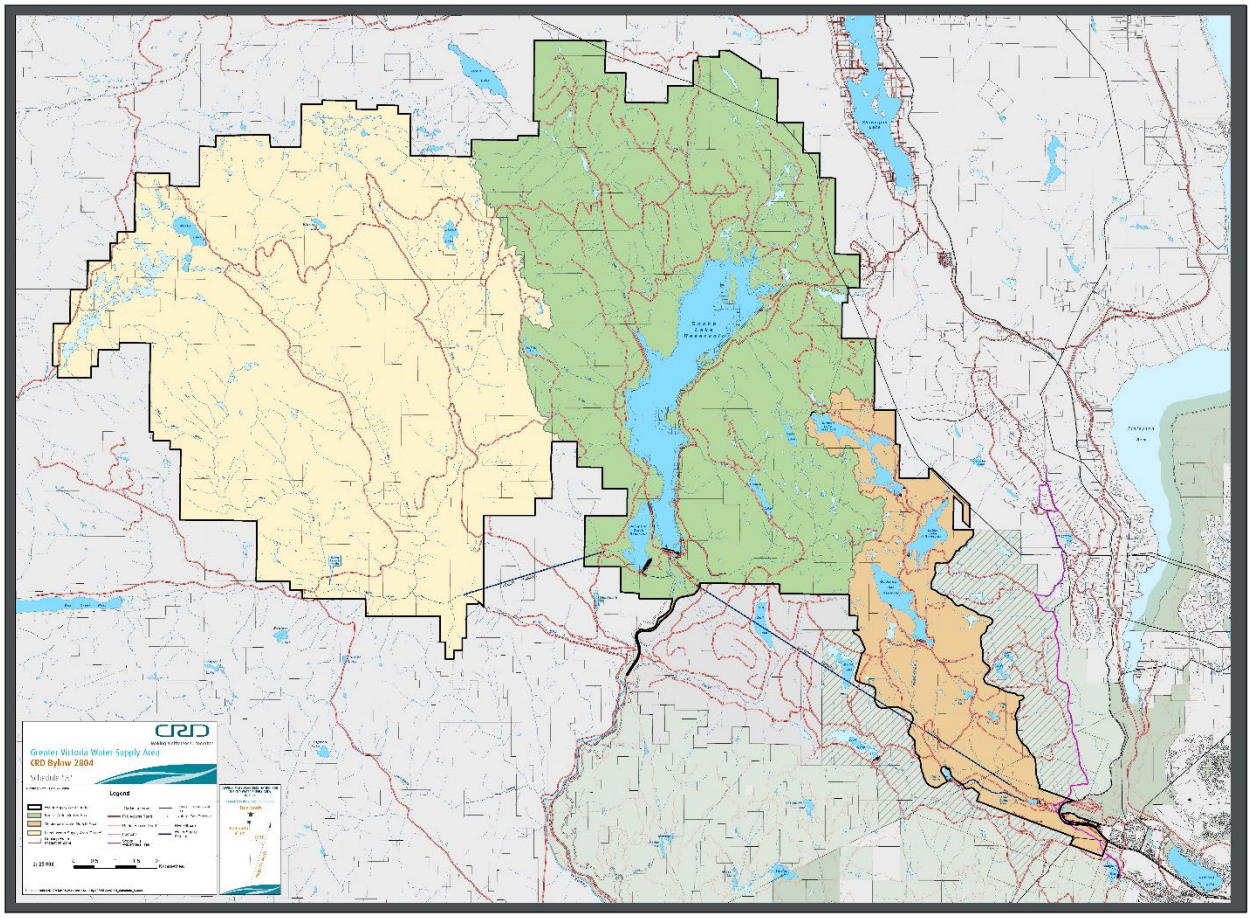
READ A THIRD TIME THIS th day of 20__

ADOPTED THIS th day of 20__

CHAIR

CORPORATE OFFICER

SCHEDULE "A"


CRD
Greater Victoria Water Supply Area
CRD Bylaw 2804
Legend

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4769

****

A BYLAW TO AMEND CAPITAL REGIONAL DISTRICT TICKET INFORMATION AUTHORIZATION BYLAW, 1990 (BYLAW NO. 1857)

****

WHEREAS:

A. The Regional Board amended Bylaw No. 2804, "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000", to grant First Nations access to the Greater Victoria Water Supply Area for traditional and cultural use*;*

B. The Board wishes to amend Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", to increase the fine rates for certain bylaw contraventions that are enforceable by means of a ticket in the form prescribed for the purpose of Division 3 of Part 8 of the *Community Charter*;

NOW THEREFORE, the Capital Regional District Board, in open meeting assembled hereby enacts as follows:

1. Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990" is amended as follows:

   (a) By replacing Schedule 27 in its entirety with Appendix "A" attached to this bylaw.

2. This bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 90, 2026".

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 A

SCHEDULE 27 TO BYLAW NO. 1857

(Bylaws 2806, 4051, 4703, 4769)

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Unauthorized entry on water supply area lands	9	$500.00
Obstruct persons or traffic	10	$500.00
Obstruct authorized personnel	11	$500.00
Disorderly behavior	12	$300.00
Possession or Consumption of liquor	13	$250.00
Fail to obey sign or posted notice	15	$250.00
Damage to property/natural feature in water supply area	16	$300.00
Foul water supply area lands/water bodies	17	$500.00
Remove posted notices	18	$250.00
Interfere with wildlife	19	$300.00
Deposit garbage	20	$250.00
Introduce alien or weed species	21	$250.00
Introduce organic material without authorization	22	$250.00
Unlawful fire	23	$500.00
Deposit burning substance	24	$500.00
Damage tree	25	$300.00
Cut down tree	25	$500.00
Unauthorized cycling	26	$250.00

SCHEDULE 27 TO BYLAW NO. 1857

(Bylaws 2806, 4051, 4703, 4769)

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT
Unauthorized camping	27	$250.00
Prohibited storage	28	$250.00
Prohibited animal	29	$250.00
Unauthorized hunting, carry or discharge of firearm, crossbow or bow	30	$500.00
Unauthorized operation of aircraft	31	$500.00
Unauthorized operation of vessel or watercraft	32	$500.00
Unauthorized fishing	33	$500.00
Driving off road	34(1)	$500.00
Driving contrary to posted signs or traffic control devices	35(2)	$300.00
Unsafe operation	35(3)	$300.00
Unlawful sign	37	$250.00
Unlawful commercial activity	38	$250.00
Prohibited temporary structure	40	$300.00
Prohibited permanent structure	41	$500.00
Special use without permit or authorization	42	$500.00
Entry into closed area	45	$500.00
Prohibited activity	46	$500.00

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4770

****

A BYLAW TO AMEND CAPITAL REGIONAL DISTRICT BYLAW NOTICE ENFORCEMENT BYLAW NO. 1, 2025 (BYLAW NO. 4683)

****

WHEREAS:

A. The Regional Board amended Bylaw No. 2804, "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000", to grant First Nations access to the Greater Victoria Water Supply Area for traditional and cultural use*;*

B. The Board wishes to amend Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025", to increase the fine rates for certain bylaw contraventions that are enforceable by means of a bylaw notice in accordance with section 4 and 6 of the *Local Government Bylaw Notice Enforcement Act*;

NOW THEREFORE, the Capital Regional District Board, in open meeting assembled hereby enacts as follows:

1. Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025", is amended as follows:

   (a) By replacing Appendix 27 in its entirety with Appendix "A" attached to this bylaw.

2. This bylaw may be cited for all purposes as *Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 4, 2026*.

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 A

APPENDIX 27 TO BYLAW NO. 4683

(Bylaws 4770)

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Unauthorized entry on water supply area lands	9	$500.00	$400.00	$500.00	No
Obstruct persons or traffic	10	$500.00	$400.00	$500.00	No
Obstruct authorized personnel	11	$500.00	$400.00	$500.00	No
Disorderly behavior	12	$300.00	$240.00	$360.00	No
Possession or Consumption of liquor	13	$250.00	$200.00	$300.00	No
Fail to obey sign or posted notice	15	$250.00	$200.00	$300.00	No
Damage to property/natural feature in water supply area	16	$300.00	$240.00	$360.00	No
Foul water supply area lands/water bodies	17	$500.00	$400.00	$500.00	No
Remove posted notices	18	$250.00	$200.00	$300.00	No
Interfere with wildlife	19	$300.00	$240.00	$360.00	No
Deposit garbage	20	$250.00	$200.00	$300.00	No
Introduce alien or weed species	21	$250.00	$200.00	$300.00	No
Introduce organic material without authorization	22	$250.00	$200.00	$300.00	No
Unlawful fire	23	$500.00	$400.00	$500.00	No
Deposit burning substance	24	$500.00	$400.00	$500.00	No
Damage tree	25	$300.00	$240.00	$360.00	No

APPENDIX 27 TO BYLAW NO. 4683

(Bylaws 4770)

CAPITAL REGIONAL DISTRICT WATER SUPPLY AREA REGULATIONS BYLAW NO. 1, 2000

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE AMOUNT	EARLY PAYMENT (if paid within 14 days)	LATE PAYMENT (paid after 28 days)	COMPLIANCE AGREEMENT AVAILABLE
Cut down tree	25	$500.00	$400.00	$500.00	No
Unauthorized cycling	26	$250.00	$200.00	$300.00	No
Unauthorized camping	27	$250.00	$200.00	$300.00	No
Prohibited storage	28	$250.00	$200.00	$300.00	No
Prohibited animal	29	$250.00	$200.00	$300.00	No
Unauthorized hunting, carry or discharge of firearm, crossbow or bow	30	$500.00	$400.00	$500.00	No
Unauthorized operation of aircraft	31	$500.00	$400.00	$500.00	No
Unauthorized operation of vessel or watercraft	32	$500.00	$400.00	$500.00	No
Unauthorized fishing	33	$500.00	$400.00	$500.00	No
Driving off road	34(1)	$500.00	$400.00	$500.00	No
Driving contrary to posted signs or traffic control devices	35(2)	$300.00	$240.00	$360.00	No
Unsafe operation	35(3)	$300.00	$240.00	$360.00	No
Unlawful sign	37	$250.00	$200.00	$300.00	No
Unlawful commercial activity	38	$250.00	$200.00	$300.00	No
Prohibited temporary structure	40	$300.00	$240.00	$360.00	No
Prohibited permanent structure	41	$500.00	$400.00	$500.00	No
Special use without permit or authorization	42	$500.00	$400.00	$500.00	No
Entry into closed area	45	$500.00	$400.00	$500.00	No
Prohibited activity	46	$500.00	$400.00	$500.00	No

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4692

****

A BYLAW TO CONSTRUCT AND EXPAND A POLICE BUILDING TO SERVICE LANGFORD, COLWOOD, AND VIEW ROYAL

****

WHEREAS:

A. The Board of the Capital Regional District wishes to establish a service to acquire land, design, expand, and construct a building, and lease such property for the purposes of the West Shore Royal Canadian Mounted Police detachment;

B. Participating area approval is required and assent of the electors has been obtained by municipal council consent on behalf pursuant to s. 346 of the *Local Government Act*;

C. The approval of the Inspector of Municipalities has been obtained under s.343(1)(a) of the *Local Government Act*;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

Service

1. The service established by this Bylaw is a service for the design, construction, expansion, and operation of a police building and associated facilities (collectively, the "Facility").

2. In providing the service established by this Bylaw, the Regional District may, without limiting the generality of section 1:
    (a) Acquire, design, construct, operate, maintain, renovate, renew, decommission, demolish, clean-up, restore, and administer the Facility, associated assets and buildings, and works;
    (b) Enter into an agreement with a participating municipality for the municipality to undertake on behalf of the Regional District the design, construction, operation, and maintenance of the Facility; and
    (c) Coordinate and pay operation and maintenance costs, where not paid by or recoverable from the anticipated lessee, or the City of Langford, City of Colwood, and Town of View Royal.

Boundaries

3. The boundaries of the service area are the boundaries of the City of Langford, City of Colwood, and Town of View Royal.

Participating Area

4. The participating areas for this service are the City of Langford, City of Colwood, and Town of View Royal.

Cost Recovery

5. As provided in section 378 of the *Local Government Act*, the annual cost of providing the Service 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. (a) The annual costs for the Service, net of grants and other revenues, shall be apportioned among the participating areas, as follows:

    i. Fifty (50) percent of the costs shall be recovered on the basis of the population of the participating areas; and

    ii. Fifty (50) percent on the converted value of land and improvements in the participating areas.

    (b) Population, for the purpose of this section, is the population estimate as determined annually by the Regional Planning department of the Capital Regional District.

Maximum Requisition

7. In accordance with section 339(1) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is the greater of:
    (a) $9,100,000 or
    (b) An amount equal to the amount that could be raised by a property value tax of $0.28782 per one thousand dollars ($1,000) that, when applied to the net taxable value of land and improvements in the service area, will yield the maximum amount that may be requisitioned for the service.

Citation

8. This Bylaw may be cited for all purposes as “West Shore RCMP Detachment Expansion Service Establishing Bylaw No. 1, 2025”.

READ A FIRST TIME THIS	12th	day of	November	2025
READ A SECOND TIME THIS	12th	day of	November	2025
READ A THIRD TIME THIS	12th	day of	November	2025
RECEIVED PARTICIPATING AREA APPROVAL UNDER S. 346 OF THE LOCAL GOVERNMENT ACT THIS	5th	day of	March	2026

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	15th	day of	May	2026
ADOPTED THIS	th	day of		20__

CHAIR

CORPORATE OFFICER

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4693

****

A BYLAW TO AUTHORIZE THE BORROWING OF ONE HUNDRED AND THREE MILLION DOLLARS [$103,000,000] FOR THE DESIGN, CONSTRUCTION, AND EXPANSION OF THE WEST SHORE RCMP DETACHMENT

****

WHEREAS:

A. The Board of the Capital Regional District adopted Bylaw No. 4692, "West Shore RCMP Detachment Expansion Service Establishment Bylaw No. 1, 2025", to provide the function of designing, constructing, and maintaining an RCMP detachment expansion;

B. On behalf of the service participants, the Board of the Capital Regional District wishes to borrow to acquire land, design and construct the RCMP detachment and expansion (the "Facility"), and do all things necessary to equip and complete the Facility and associated works;

C. The estimated cost of the real property, construction costs, fixtures, furniture, and equipment and all other necessary costs for the Facility, total the sum of one hundred and three million dollars ($103,000,000), which is the amount of debt intended to be authorized by this bylaw;

D. The Facility is required by the participants, as they are required to provide suitable facilities for the West Shore RCMP pursuant to the *Police Act*, RSBC 1996, c 367.

E. Pursuant to Section 407(3)(c) of the *Local Government Act*, participating area approval is required and shall be obtained by council consent on behalf per Section 346 of the *Local Government Act;*

F. The approval of the Inspector of Municipalities is required under Section 403 of the *Local Government Act*; and

G. It is proposed that the financing of the Project is to be undertaken by the Municipal Finance Authority of British Columbia pursuant to proposed agreements between that Authority and the Capital Regional District.

NOW THEREFORE the Board of the Capital Regional District in open meeting assembled enacts as follows:

1. The Board is hereby empowered and authorized to undertake and carry out or cause to be carried out the purchase of real and other property and the design and construction of the West Shore Royal Canadian Mounted Police Detachment expansion in connection with the service established under Bylaw No. 4692, "West Shore RCMP Detachment Expansion Service Establishment Bylaw No. 1, 2025", and to do all things necessary in connection with the Facility and without limiting the generality of the foregoing:

    (a) To borrow upon the credit of the Regional District a sum not exceeding one hundred and three million dollars [$103,000,000];

(b) To acquire all such real property, easements, rights-of-way, leases, licenses, rights or authorities as may be requisite or desirable for or in connection with the planning, study, design and construction of the Facility.

2. The maximum term for which debentures may be issued to secure the debt intended to be created by this bylaw is twenty-five (25) years.

3. This Bylaw may be cited as "West Shore RCMP Detachment Expansion Loan Authorization Bylaw No. 1, 2025".

READ A FIRST TIME THIS	12th	day of	November	2025
READ A SECOND TIME THIS	12th	day of	November	2025
READ A THIRD TIME THIS	12th	day of	November	2025
RECEIVED PARTICIPATING AREA APPROVAL UNDER SECTION 346 OF THE *LOCAL GOVERNMENT ACT* THIS	5th	day of	March	2026
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	15th	day of	May	2026
ADOPTED THIS		day of		20__

_____ _____

CHAIR CORPORATE OFFICER

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS day of 20__

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4750

****

A BYLAW TO AUTHORIZE THE BORROWING OF TWENTY-FOUR MILLION, FOUR HUNDRED AND FIFTY THOUSAND DOLLARS ($24,450,000) FOR THE WORKS RELATED TO THE LIQUID WASTE MANAGEMENT CORE AREA AND WESTERN COMMUNITIES SERVICE

****

WHEREAS:

A. By Supplementary Letters Patent, Division VII dated December 28, 1967, the Capital Regional District was granted the function of acquisition, design, construction, operation, maintenance, renewal and administration of trunk sewers and sewage disposal facilities within all member municipalities of the Regional District, except the electoral areas of Sooke and Southern Gulf Islands, converted to establishing bylaw per Bylaw No. 2312, "Liquid Waste Management Core Area and Western Communities Service Establishment Bylaw No. 1, 1995", as a service for the collection, conveyance, treatment, and disposal of sewage within the service area;

B. The Board of the Capital Regional District intends to borrow money for capital renewal and infrastructure upgrades for implementation of the Capital Regional District Liquid Waste Management Plan, approved by the Minister of Environment and Parks under section 24(5) of the *Environmental Management Act*, which includes works relating to the wastewater treatment and conveyance system serving the Core Area and Western Communities (the "LWMP Projects"), including, without limitation, planning, studies, project administration, public consultation and communications, site selection, design, land acquisition, procurement of materials and equipment, construction, and the supply and installation of all materials, equipment and components, and all other works incidental or necessary to the completion of the LWMP Projects;

C. The portion of the cost to be funded by debt is the sum of Twenty-Four Million, Four Hundred and Fifty Thousand Dollars ($24,450,000.00), which is the amount of debt intended to be authorized by this bylaw;

D. Pursuant to section 407(2)(c) of the *Local Government Act* and section 5 of the *Regional District Liabilities Regulation*, BC Reg 261/2004, participating area approval is not required if the borrowing is to implement all, or part of an approved liquid waste management plan and the proposed liability is approved by the Inspector of Municipalities;

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 LWMP Projects, including planning, studies, project administration, public consultation and communications, site selection, design, land acquisition, procurement of materials and equipment, construction, and the supply and installation of all materials, equipment and components, and all other works incidental or necessary to the completion of the LWMP Projects for the wastewater treatment and conveyance system serving the Core Area and Western Communities; and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

   (a) to borrow upon the credit of the Capital Regional District a sum not exceeding Twenty-Four Million, Four Hundred and Fifty Thousand Dollars ($24,450,000.00); 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 works authorized by this bylaw.

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 “Core Area Wastewater Treatment Plant Loan Authorization Bylaw No. 2, 2026”.

READ A FIRST TIME THIS	11th	day of	March	2026
READ A SECOND TIME THIS	11th	day of	March	2026
READ A THIRD TIME THIS	11th	day of	March	2026
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	5th	day of	May	2026
ADOPTED THIS		day of		20__

CHAIR

CORPORATE OFFICER