



Making a difference...together

CAPITAL REGIONAL DISTRICT BOARD

**Notice of a Meeting on Wednesday, June 11, 2014 following a meeting of the
Capital Regional Hospital District which commences at 1:30 pm
in the Board Room, 6th Floor, 625 Fisgard St., Victoria, BC**

AGENDA

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES OF MAY 14, 2014

3. REPORT OF THE CHAIR

4. PRESENTATIONS/DELEGATIONS

4.1 PRESENTATIONS

1. Ed Macgregor Memorial Bursary 2014 Recipient

- *That the Capital Regional District Board recognize the recommendation of the Saanich School District No. 63 Selection Committee to award the 2014 Ed MacGregor Memorial Bursary to Mr. Trevor Calton.*

(NWA)

4.2 DELEGATIONS

1. Louise Gage, re Item 6.1
2. Hildegard Horie, re Item 6.1
3. Bert Slater, re Item 6.1

5. REPORTS OF COMMITTEES

5.1 CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE – June 11, 2014

The following items will be considered by the Core Area Liquid Waste Management Committee at its meeting on June 11, 2014, prior to the CRD Board meeting. The following are the staff recommendation:

1312805

Voting Key:

NWA - Non-weighted vote of all Directors

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

WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)

1. Macaulay and Clover Points – Application for Transitional Authorization to Discharge Deleterious Substances under the Federal Wastewater Systems Effluent Regulations

- *That staff be directed to complete the request for a transitional authorization, prior to June 30, 2014, based on the existing approved Core Area Liquid Waste Management Plan and indicate in the application that an amendment may be submitted if a revised Core Area Liquid Waste Management Plan is approved.*
(WP – Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

2. Implications of the Minister's Decision on the Seatterra Program

- - 1) *That the Capital Regional District respond to the Ministers' letter of May 27, 2014 as detailed in the closed report on today's agenda; and*
 - 2) *That the Capital Regional District submit a request for an amendment to the Core Area Liquid Waste Management Plan including the details of the McLoughlin Sewage Treatment Plant such that the Minister of Environment has the full information in order to consider the result of the procurement process approved and/or delegated by the Board.*
(WP – Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

3. Alternative Approaches to Address the Ministers' Decision on the McLoughlin Rezoning

- - 1) *That the Capital Regional District recommence a siting process for a centralized wastewater treatment plant site through a municipal/First Nations competition; and*
 - 2) *That the Capital Regional District concurrently with recommendation No. 1 above and in consultation with the public, conduct a new pricing exercise for a decentralized system.*
(WP – Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

4. Seatterra Program and Budget Update No. 12

- *That the Seatterra Program and Budget Update No. 12 be received for information.*
(NWA)

5. Motion with Notice: Seatterra Program and Core Area Liquid Waste Management Plan

- *THEREFORE BE IT RESOLVED that: The Core Area Liquid Waste Management Plan, as pertains to the Seatterra Project, be suspended until January 2015, allowing the CRD Board and participant municipalities an opportunity to explore possible directions going forward and for a complete and fully independent review of such options;*

AND THAT Termination of all current Seatterra Program and Projects occur and be completed before September 30, 2014 (with exception of necessary system maintenance);

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WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)

AND THAT The CRD submit a request to the Ministry of Environment for an extension of the construction and funding deadline to 2020, to ensure that the participants meet the federal deadline.

(WP – Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

5.2 ELECTORAL AREA SERVICES COMMITTEE – May 21, 2014

1. Salt Spring Island Noise Suppression Bylaw

- 1) *That Bylaw No. 3855, “Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006, Amendment Bylaw No. 1, 2014”, be introduced and read a first and second time; and*
2) *That the Islands Trust be informed that any further land use restrictions with respect to hours and days of the gun range operation are the responsibility of the Islands Trust.*
(NWA)

2. Community Works Fund Allocation – Juan de Fuca (JDF) Water Distribution System Bulk Water Dispensing Station

- *That an allocation of \$80,000 of Juan de Fuca (JDF) Community Works Fund (CWF) resources be authorized for development of a bulk water dispensing station near the end of the Juan de Fuca Water Distribution System in the District of Sooke subject to approval by the Juan de Fuca Water Distribution Commission and the District of Sooke.*
(NWA)

3. Grants-In-Aid

- *That the following grants-in-aid applications be approved for payment:*
 - a) *Juan de Fuca Grant-in-Aid as approved by Director Hicks*

<i>Juan de Fuca Rural Publication Society</i>	<i>\$ 2,000</i>
<i>Navy League of Canada Sooke Branch</i>	<i>\$ 500</i>
<i>Sooke Fine Arts Society</i>	<i>\$ 2,000</i>
 - b) *Southern Gulf Islands Grant-in-Aid as approved by Director Howe*

<i>Pender Island Child Care Society</i>	<i>\$ 2,500</i>
<i>Village Bay Improvement Association</i>	<i>\$ 4,000</i>
<i>Mayne Island Integrated Water Systems</i>	<i>\$ 2,000</i>
 - c) *Salt Spring Island Grant-in-Aid as approved by Director McIntyre*

<i>Ruckle Heritage Farm Day</i>	<i>\$ 1,500</i>
<i>Salt Spring Trail and Nature Club</i>	<i>\$ 2,400</i>
- (NWA)

Voting Key:

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

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WP - Weighted vote of participants (as listed)

5.3 ENVIRONMENTAL SERVICES COMMITTEE – May 28, 2014

1. Waste Flow Management – Overview of Implications for the Capital Regional District (ERM 14-23)

- 1) *That staff report ERM 14-23 on waste flow management implications for the CRD be received for information; and*
 - 2) *That the Board Chair send a letter to the Minister of Environment supporting local government authority to implement a bylaw enabling waste flow management.*
- (NWA)

2. Environmental Resource Management – 2013 Annual Report (ERM 14-21)

- *That the Environmental Resource Management 2013 Annual Report be received for information.*
- (NWA)

3. Climate Action Program – 2013 Annual Report and 2014 Update (EEP 14-25)

- *That the Climate Action Program 2013 Annual Report be received for information.*
- (NWA)

4. Regional Source Control Program – Five-Year Plan Update (EPT 14-20)

- *That the Regional Source Control Program Five-Year Plan Update be received for information.*
- (NWA)

5. Bowker Creek Initiative – 2013 Annual Report (EEP 14-22)

- *That the Bowker Creek Initiative 2013 Annual Report be received for information.*
- (NWA)

5.4 FINANCE COMMITTEE – June 4, 2014

1. Capital Regional District 2013 Audit Findings Report and Statement of Financial Information

- *That the Capital Regional District 2013 Statements of Financial Information (SOFI) be approved.*
- (WA)

2. Capital Regional District (CRD) 2013 Financial Performance

- *That the Capital Regional District (CRD) 2013 Financial Performance report be received for information.*
- (NWA)

Voting Key:

NWA - Non-weighted vote of all Directors

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

WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)

5.5 JUAN DE FUCA LAND USE COMMITTEE – VOTING BLOCK A – May 20, 2014

1. Proposed Bylaw – Board Voting Block A

Bylaw No. 3849, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 112, 2014”

- *That proposed Bylaw No. 3849, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 112, 2014” be introduced and read a first time and read a second time.*
(NWP – JDF EA/Colwood/Langford/Metchosin/Sooke)
- *That in accordance with the provisions of Section 890 and 891 of the Local Government Act, the Director for the Juan de Fuca Electoral Area, or the Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 3849.*
(NWP – JDF EA/Colwood/Langford/Metchosin/Sooke)

2. Proposed Bylaw – Board Voting Block A

Bylaw No. 3958, “Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 4, 2014”

- - 1) *That proposed Bylaw No. 3958, “Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment No. 4, 2014”, as included in Appendix 1 of the staff report and as amended, be referred to appropriate CRD departments and the following agencies for comment: School District #62, Ministry of Transportation & Infrastructure, Cowichan Valley Regional District, and District of Sooke.*
 - 2) *That proposed Bylaw No. 3958, to amend the Land Use Bylaw for the Rural Resource Lands, Bylaw No. 3602, as amended, be referred to the full CRD Board for a determination of consistency with the Regional Growth Strategy in accordance with the Juan de Fuca Development Procedure Bylaw No. 3110.*
(NWP – JDF EA/Colwood/Langford/Metchosin/Sooke)

5.6 REGIONAL PARKS COMMITTEE – May 21, 2014

1. Capital Projects Work Plan Approval

- *That the 11 projects, as amended, identified in the June 11, 2014 staff report as part of the 2014 capital projects work plan be approved to proceed and that funds be transferred from the capital reserve for these projects.*
(WA)

2. Thetis Lake Pistol Range Remediation Project Update

- *That the transfer of \$161,280 from the Thetis Lake Pistol Range Remediation Reserve Fund to the Regional Parks Capital Fund be approved.*
(WA)

Voting Key:

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WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)

6. ADMINISTRATION REPORTS

6.1 Regional Context Statement Amendment for the District of North Saanich

- *That the District of North Saanich be notified that the Board has reviewed proposed Bylaw No. 1352 (REVISED) (2014) as it relates to the Regional Growth Strategy and accepts the Regional Context Statement.*

(NWP – All except SSI & SGI EA)

6.2 Public Hearing Report on Bylaw No. 3923, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 119, 2014” - Board Voting Block A

- *That the attached minutes that form the Report of the Public Hearing, which are certified as a fair and accurate summary of the representations that were made at the Public Hearing held on June 2, 2014 for Bylaw No. 3923, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 119, 2014”, be received.*
- *That Bylaw No. 3923 be read a third time.*

(NWP – JDF EA/Colwood/Langford/Metchosin/Sooke)

6.3 Public Hearing Report on Bylaw No. 3934, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 120, 2014” - Board Voting Block A

- *That the attached minutes that form the Report of the Public Hearing, which are certified as a fair and accurate summary of the representations that were made at the Public Hearing held on June 2, 2014 for Bylaw No. 3934, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 120, 2014”, be received.*
- *That Bylaw No. 3934 be read a third time.*

(NWP – JDF EA/Colwood/Langford/Metchosin/Sooke)

7. NEW BUSINESS

8. MOTION TO CLOSE THE MEETING

- *That the Board close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district (items 4.2.1, 5.1); (e) the acquisition, disposition or expropriation of land or improvements if the Board considers that disclosure could reasonably be expected to harm the interests of the regional district (Item 4.1.3); (g) litigation or potential litigation affecting the regional district (Items 4.1.2, 4.3.1, 4.3.2); (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose (item 4.1.1); 90(2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Item 3).*

(NWA)

9. ADJOURNMENT

Voting Key:

NWA - Non-weighted vote of all Directors

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

WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)



Making a difference...together

Minutes of a Meeting of the Capital Regional District Board
held Wednesday, May 14, 2014 in the Board Room, 625 Fisgard Street, Victoria, BC

PRESENT: Directors: A. Bryson (Chair), D. Blackwell (Vice Chair), M. Alto, S. Brice, J. Brownoff, T. Daly, V. Derman, B. Desjardins, D. Fortin, C. Hamilton, D. Howe, M. Hicks, B. Isitt, F. Leonard (1:35), W. McIntyre, J. Mendum, W. Milne, J. Ranns, D. Screech (for G. Hill), L. Seaton, L. Wergeland and G. Young
Staff: R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; T. Robbins, General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; A. Orr, Senior Manager, Corporate Communications; S. Santarossa, Corporate Officer, and S. Norton, Deputy Corporate Officer (Recorder)

Also Present: A. Sweetnam, Program Director, Seaterra Program

ABSENT: Directors: L. Cross, N. Jensen

The Chair called the meeting to order at 1:34 pm.

1. APPROVAL OF THE AGENDA

MOVED by Director Derman, **SECONDED** by Director Alto,
That the agenda and supplementary agenda be approved.

CARRIED

2. ADOPTION OF MINUTES OF APRIL 9 AND APRIL 30, 2014

MOVED by Director Blackwell, **SECONDED** by Director Wergeland,
That the minutes of the meeting of April 9 and April 30, 2013 be adopted.

CARRIED

3. REPORT OF THE CHAIR – No report

4. PRESENTATIONS/DELEGATIONS

1. Presentation: Colwood Councillor Cynthia Day, Chair of the Victoria Family Court and Youth Justice Committee, reviewed highlights of the Committee's Annual Report and special initiatives.

Director Leonard entered the meeting at 1:35 pm.

The impact of the closure of the youth detention centre in Victoria was discussed. Directors noted the efforts by some municipalities to pressure the provincial government to reverse the closure.

2. Presentation: As the CRD representative on the Island Corridor Foundation (ICF) Board, Director Isitt reported on the following:
 - structure of ICF
 - imminent agreement with Southern Rail of Vancouver Island (Southern Rail) to operate the rail service
 - business model for inter-city passenger, freight, tourist and commuter services
 - capital improvements required over next 20 years

Director Isitt advised that a representative of Southern Rail would like to make a presentation to the CRD Board to discuss rail service.

3. Delegation: Richard Atwell, STAG, re agenda item 5.1.2 – referenced a Stantec report regarding the inclusion of UV disinfection for capital budgeting purposes, and requested clarification regarding the \$5,221,200 amount being an additional cost.

5. REPORTS OF COMMITTEES

5.1 CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE – May 14, 2014

1. Wastewater Treatment Plant – Transportation of Materials by Barge

MOVED by Director Young, **SECONDED** by Alternate Director Screech,
That the Seaterra Program budget NOT be increased by \$8.5 million to cover the incremental cost of the use of barges for transportation of materials.

On the motion, it was felt that there should not be any changes or further negotiations on the amenity package with Esquimalt pending the decision from the Minister regarding the McLoughlin Point rezoning.

MOVED by Director Desjardins, **SECONDED** by Director Derman,
That consideration of the motion be postponed until the decision regarding the approval of the McLoughlin wastewater treatment plant site has been received from the Minister of Environment.

CARRIED
Brownoff, Fortin, Isitt, Seaton, Young OPPOSED

2. Wastewater Treatment Plant – Installation of Advanced Disinfection/Oxidation

Discussion ensued regarding the environmental benefits of advanced disinfection versus the modest cost increase to the overall project.

MOVED by Director Young, **SECONDED** by Director Isitt,
That implementation of advanced oxidation (ozonation, hydrogen peroxide) be included as part of the proposed procurement contract; and that an increase in the Seaterra Program budget of \$5,221,200 be approved.

CARRIED

MOVED by Director Young, **SECONDED** by Director Brice,
That the Board Chair write to the Minister of Environment regarding the above decision to include advanced oxidation as part of the proposed procurement contract.

CARRIED

3. Seatterra Program and Budget Update No. 11

MOVED by Director Young, **SECONDED** by Director Blackwell,
That the Seatterra Program and Budget Update No. 11 be received for information.

CARRIED

4. Financial Implications of Seatterra Program's Recent Proponent Announcements

MOVED by Director Young, **SECONDED** by Director Brice,
That the staff report be received for information.

CARRIED

5.2 ELECTORAL AREA SERVICES COMMITTEE – April 16, 2014

1. Pender Island Building Inspection Office – Lease

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That a lease agreement be approved between Driftwood Properties Ltd and the Capital Regional District for the lease premises located at the Driftwood Centre, Parcel Identifier 018-948-4134, Lot 1, Sections 10 and 15, Pender Island, Cowichan District, Plan VIP59811 for a five year term commencing in 2014 at an average rent of \$19.50 per square foot for year 1 to 3 and \$20.50 for years 4 and 5 plus a proportional share of property taxes and common area costs; with an option for a further renewal.

CARRIED

2. Community Works Fund Allocation – St. Mary Lake Water Quality Study

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That a contribution of \$35,000 be authorized from the Salt Spring Island Electoral Area portion of the Federal Gas Tax Community Works Fund to conduct the St. Mary Lake Field Data Acquisition & Analysis Program for 2014.

CARRIED

3. Community Works Fund Allocation: Magic Lake Estates Water System Upgrade

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That a contribution of \$60,000 be authorized from the Southern Gulf Islands portion of Community Works Funds to the Magic Lake Estates Water System Upgrade project.

CARRIED

4. Bylaw No. 3954: A Bylaw to Repeal Three Parks and Recreation Defined Area Bylaws

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That Bylaw No. 3954, cited as "Bylaw to Repeal Bylaws No. 2390, "Community Recreational Programs Participating Electoral Areas Bylaw No. 1, 1986, Amendment Bylaw No. 2, 1996", 2403, "Community Parks Participating Electoral Areas Bylaw No. 1, 1992, Amendment Bylaw No. 1, 1996" and 2404, "Community Parks Participating Electoral Areas Bylaw No. 1, 1995, Amendment Bylaw No. 1, 1996" be introduced and read a first and second time,

CARRIED

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That Bylaw No. 3954 be read a third time

CARRIED

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That Bylaw No. 3954 be adopted.

CARRIED

5. Grants-in-Aid

Director Hicks noted a reduction in the grant for the East Sooke Neighbourhoods Association from \$2,000 to \$1,145 at the Association's request.

MOVED by Director Hicks, **SECONDED** by Director Howe,
That payments be made for the following grants-in-aid: That payments be made for the following grants-in-aid:

- 1) Juan de Fuca Grant-in-Aid as approved by Director Hicks
 - a. Sooke Lions Club – Canada Day Project: \$ 1,000
 - b. Juan de Fuca Community Land Trust \$ 1,500
 - c. East Sooke Neighbourhoods Association \$ 1,145
- 2) Southern Gulf Islands Grant-in-Aid as approved by Director Howe
 - a. Pender Islands Field Naturalists \$ 650
 - b. Pender Islands Marine Association \$ 3,000
- 3) Salt Spring Island Grant-in-Aid as approved by Director McIntyre
 - a. Salt Spring Island Water Council Society \$ 1,500

CARRIED

5.3 ENVIRONMENTAL SERVICES COMMITTEE – April 23, 2014

1. Solid Waste Advisory Committee – Review of Terms of Reference (ERM 14-16)

MOVED by Director Mendum, **SECONDED** by Director Brice,
That the Solid Waste Advisory Committee (SWAC) Terms of Reference be revised,
in accordance with the Capital Regional District (CRD) Procedures Bylaw, for SWAC
to provide input on issues at the request of the Environmental Services Committee
and to serve as the Plan Monitoring Advisory Committee for the CRD's Solid Waste
Management Plan.

CARRIED

**2. Integrated Solid Waste and Resource Management Plan – Financial
Management Memorandum (ERM 14-19)**

MOVED by Director Mendum, **SECONDED** by Director Brice,
1) That the staff report be received for information;
2) That staff be directed to organize a workshop for all Board members in May or
June 2014 to review the seven technical memorandums and provide direction on
drafting the new Integrated Solid Waste and Resource Management Plan; and
3) That staff distribute a summary of all technical memorandums to Board members
prior to the workshop.

CARRIED

5.4 FINANCE COMMITTEE – May 7, 2014

1. Investment Portfolio Annual Update

There was discussion regarding ethical investments.

MOVED by Director Leonard, **SECONDED** by Director Blackwell,
That the staff report be received for information.

CARRIED

2. Island Corridor Foundation Funding Update

As the Board appointee to the Island Corridor Foundation Board, Director Isitt left the meeting at
2:37 pm to avoid any conflict of interest.

MOVED by Director Leonard, **SECONDED** by Director Derman,
That the staff report be received for information.

CARRIED

Director Isitt returned to the meeting at 2:38 pm.

3. Bylaws No. 3914 and 3915: Vancouver Island Regional Library District Borrowing Service

MOVED by Director Leonard, **SECONDED** by Director Blackwell,
That Bylaw No. 3914, cited as "Vancouver Island Regional Library District Borrowing Service Establishment Bylaw No. 1, 2014", be introduced and read a first and second time.

CARRIED

MOVED by Director Leonard, **SECONDED** by Director Milne,
That Bylaw No. 3914 be read a third time.

CARRIED

MOVED by Director Leonard, **SECONDED** by Director Milne,
That Bylaw No. 3915, cited as "Vancouver Island Regional Library District Borrowing Service Loan Authorization Bylaw No. 1, 2014", be introduced and read a first and second time.

CARRIED

MOVED by Director Leonard, **SECONDED** by Director Milne,
That Bylaw No. 3915 be read a third time.

CARRIED

MOVED by Director Leonard, **SECONDED** by Director Milne,
That CRD Staff be directed to initiate elector approval by Alternative Approval Process under Section 801.3 of the Local Government Act.

CARRIED

4. Bylaw 3953: Temporary Borrowing Bylaw for Capital Financing (Regional Water Supply Water Works Facilities)

MOVED by Director Leonard, **SECONDED** by Director Alto,
That Bylaw No. 3953, "Temporary Loan (Regional Water Supply Water Works Facilities) Bylaw No. 1, 2014" be introduced and read a first and second time.

CARRIED

MOVED by Director Leonard, **SECONDED** by Director Alto,
That Bylaw No. 3953 be read a third time.

CARRIED

MOVED by Director Leonard, **SECONDED** by Director Alto,
That Bylaw No. 3953 be adopted.

CARRIED

5.5 JUAN DE FUCA LAND USE COMMITTEE – VOTING BLOCK A – April 15, 2014

- 1. Rezoning Application – Board Voting Block A
Z-02-13 - Strata Lot 14, Section 16, Otter District, Plan VIS7096 (Specialty
Medijuana Products Ltd. – 6-7450 Butler Road)**

MOVED by Director Hicks **SECONDED** by Director Milne,
That proposed Bylaw No. 3923, "Juan de Fuca Land Use Bylaw, 1992, Amendment
Bylaw No. 119, 2014", for Strata Lot 14, Section 16, Otter District, Plan VIS7096, as
included in Appendix 3 of the staff report, be introduced and read a first and second
time.

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Milne,
That in accordance with the provisions of Section 890 and 891 of the Local
Government Act, the Director for the Juan de Fuca Electoral Area, or the Alternate
Director, be delegated authority to hold a public hearing with respect to Bylaw
No. 3923.

CARRIED

- 2. Rezoning Application – Board Voting Block A
Z-03-13 - Lot 3, Section 16, Otter District, Plan 1959 (Purdy & Vowles – 3384
Otter Point Road)**

MOVED by Director Hicks, **SECONDED** by Director Milne
That Bylaw No. 3934, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw
No. 120, 2014" be introduced and read a first and second time.

CARRIED

The following motion was amended to delete reference to the Alternate Director, to
avoid any conflict of interest as Alternate Director Vowles was related to the
applicant.

MOVED by Director Hicks, **SECONDED** by Director Milne,
That in accordance with the provisions of Section 890 and 891 of the Local
Government Act, the Director for the Juan de Fuca Electoral Area be delegated
authority to hold a public hearing with respect to Bylaw No. 3934, "Juan de Fuca
Land Use Bylaw, 1992, Amendment No. 120, 2014".

CARRIED

- 3. Proposed Bylaw Amendments – Board Voting Block A
Marihuana for Medical Purposes Regulations (Bylaw Nos. 3922, 3927, 3928 and
3929)**

Discussion ensued regarding locating these facilities on agricultural land, which is
permitted under legislation. The conditions for allowing rezoning to permit these
facilities in the Juan de Fuca Electoral Area were outlined.

MOVED by Director Hicks, **SECONDED** by Director Milne,
That proposed Bylaw No. 3922, Juan de Fuca Land Use Bylaw, 1992, Amendment
Bylaw No. 118, 2014, as included in Appendices 2-5 of the staff report, be introduced
and read a first and second time.

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Milne,
That proposed Bylaw No. 3927, Malahat Land Use Bylaw, 1981, Amendment Bylaw
No. 144, 2014, as included in Appendices 2-5 of the staff report, be introduced and
read a first and second time.

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Milne,
That proposed Bylaw No. 3928, Comprehensive Community Plan for Willis Point
Bylaw No. 1, 2002, Amendment Bylaw No. 2, 2014, as included in Appendices 2-5 of
the staff report, be introduced and read a first second time.

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Milne,
That proposed Bylaw No. 3929, Comprehensive Community Development Plan for
Port Renfrew Bylaw No. 1, 2003, Amendment Bylaw No. 6, 2014 as included in
Appendices 2-5 of the staff report, be introduced and read a first and second time.

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Milne,
That in accordance with the provisions of Section 890 and 891 of the Local
Government Act, the Director for the Juan de Fuca Electoral Area, or the Alternate
Director, be delegated authority to hold a public hearing with respect to Bylaw Nos.
3922, 3927, 3928 and 3929.

CARRIED

5.6 JUAN DE FUCA LAND USE COMMITTEE – FULL BOARD VOTE – April 15, 2014

- 1. Agricultural Land Commission Application to Subdivide Land within the
Agricultural Land Reserve: ALR-01-13 - That Part of Section 34, Otter District
Shown Outlined in Red on Plan Deposited Under DD 17655, Except That Part
on Plan 459-R and 39411 (Richardson & Hanslip - 4164 and 4188 Otter Point
Road)**

Discussion ensued regarding the impact of subdividing large agricultural land
properties for housing family members, and the potential for future subdivision
resulting in the loss of large lot agricultural land over time. The economic viability of
small lot farming versus large lot farming was also discussed.

MOVED by Director Hicks, **SECONDED** by Director Milne,
That the CRD Board authorize the application for Subdivision of Land Within the ALR (ALR-01-13) for That Part of Section 34, Otter District, Shown Outlined in Red on Plan Deposited Under DD 17655, Except That Part on Plan 459-R and 39411, and that it forward the authorizing resolution to the Agricultural Land Commission.

CARRIED

Bryson, Derman, Desjardins, Fortin, Isitt, Ranns, Young **OPPOSED**

5.7 PLANNING, TRANSPORTATION AND PROTECTIVE SERVICES COMMITTEE – April 23, 2014

1. Regional Growth Strategy (RGS) Consistency of Proposed Juan de Fuca Electoral Area Land Use Regulations for Medical Marihuana Production Facilities (PPS/RSP 2014-08)

Staff advised that the legislation allows for this use on agricultural land and therefore it is consistent with the Regional Growth Strategy.

Director Brownoff left the meeting at 3:05 pm.

MOVED by Director Desjardins, **SECONDED** by Director Milne,
That the proposed Bylaw No. 3926, to amend the Rural Resource Lands Land Use Bylaw No. 3602, be reviewed as it relates to the Regional Growth Strategy (RGS) and deemed consistent with the RGS.

CARRIED

Derman, Isitt **OPPOSED**

5.8 REGIONAL PARKS COMMITTEE – March 19, 2014

1. Juan de Fuca Regional Park Watch Society Services in CRD Regional Parks

Director Hicks left the meeting at 3:06 pm.

MOVED by Director Brice, **SECONDED** by Director Blackwell,
That a letter be written from the Board Chair to the appropriate Provincial ministry recommending that additional funding be provided to the Juan de Fuca Park Watch Society and that the letter be copied to area Members of the Legislature.

CARRIED

Director Hicks returned to the meeting at 3:07 pm.

5.9 REGIONAL PARKS COMMITTEE – April 16, 2014

1. Community Works Fund Allocation – Development of a Salt Spring Island (SSI) Cycling and Pedestrian Trail Map

MOVED by Director McIntyre, **SECONDED** by Director Brice,
That the development of a cycling and pedestrian trail map for Salt Spring Island (SSI) to integrate with the Experience the Gulf Islands initiative be authorized, with a contribution of \$25,000 from the SSI portion of the Gas Tax Community Works Fund.

CARRIED

6. NEW BUSINESS

Director Brice left the meeting at 3:07 pm.

6.1 Water Service for Proposed East Sooke Fire Hall

It was pointed out that the recommendation referred to the wrong water service and this was corrected in the motion.

MOVED by Director Hicks, **SECONDED** by Director Howe,
That a contribution of \$25,000 be authorized from the Juan de Fuca portion of the Gas Tax Community Works Fund to supplement \$125,000 previously allocated for a water service line extension (within the Juan de Fuca Water Distribution Service) to the CRD-owned property on which the East Sooke Fire Hall property will be built.

CARRIED

6.2 Construction of East Sooke Fire Hall Award of Contract 13-1771

MOVED by Director Hicks, **SECONDED** by Director Howe,
That Contract 13-1771, for the construction of the East Sooke fire hall, be awarded to Verity Construction Corp. in the amount of \$1,897,480 plus tax.

CARRIED

6.3 Fire and Rescue Services Mutual Aid Agreement with the District of Sooke

MOVED by Director Hicks, **SECONDED** by Director Milne,
That the amendment to the Fire and Rescue Services Mutual Aid Agreement be approved and duly signed and sealed by authorized officers of the Board.

CARRIED

Director Brownoff returned to the meeting at 3:08 pm.

7. MOTION TO CLOSE THE MEETING

MOVED by Director Blackwell, **SECONDED** by Director Brownoff,
That the Board close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district (Items 3.1.1 and 4.1); (e) the acquisition, disposition or expropriation of land or improvements, if the Board considers that disclosure could reasonably be expected to harm the interests of the regional district (Items 3.1.2 and 3.2.1); and (m) a matter that, under another enactment, is such that the public may be excluded from the meeting (Item 3.1.3)

CARRIED

The Board moved to closed session at 3:09 pm and rose and reported at 3:52 pm

8. RISE AND REPORT

8.1 CRD Nominees to CREST Board

The following persons were nominated to the Board of Directors of Capital Regional Emergency Services Telecommunications (CREST) Incorporated:

- Rob Reeleder, representing the Southern Gulf Islands Electoral Area
- Jeri Grant, representing the Juan de Fuca Electoral Area; and

Staff will work with the Salt Spring Island Electoral Area Director to recommend a nominee to the CREST Board of Directors to represent the electoral area.

9. ADJOURNMENT

MOVED by Director Brice, **SECONDED** by Director Milne,
That the meeting be adjourned at 3:52 pm.

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



Making a difference...together

**REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 11, 2014**

SUBJECT ED MACGREGOR MEMORIAL BURSARY 2014

ISSUE

To provide information on the 2014 Ed MacGregor Memorial Bursary and the selected student recipient from Saanich School District No. 63, Mr. Trevor Calton.

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.

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 2014 recipient, as chosen by the selection committee from Saanich SD No. 63, is Trevor Calton (see Appendix A.) Mr. Calton will graduate from Stelly's Secondary School with a Grade 12 academic average above 90%. He will be entering the Faculty of Engineering at the University of Victoria this fall, aspiring to civil engineering. He has exemplified leadership and service, and was recognized with a "Service to the School" award in 2013. Mr. Calton will attend the June meeting of the CRD Board to receive the bursary.

RECOMMENDATION

That the Capital Regional District Board recognize the recommendation of the Saanich School District No. 63 Selection Committee to award the 2014 Ed MacGregor Memorial Bursary to Mr. Trevor Calton.


Treace Alton
Executive Assistant, CAO and Board Chair


Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

Stelly's

May 7, 2014

Ed MacGregor Memorial Bursary

To whom this may concern:

As an applicant of the Ed MacGregor Memorial Bursary, I am a dedicated student maintaining an academic average above 90% in my grade 12 courses. As I will be entering the Faculty of Engineering at the University of Victoria in the Fall of 2014, science courses have been the main focus of my senior years at Stelly's Secondary School. With the aspirations of becoming a civil engineer, not only is hard work required, but also community leadership. As a recipient of the "Service to the School Award" in 2013, along with being an active member of the Athletic Council, I strive to make our community and school a better place for individuals to learn and excel. As a student from a one income household, the financial assistance offered by this award would support the transition into pursuing a career I have been interested in for many years. I hope my dedication to the community and school, combined with academic achievements allows me to be considered for this award.

Sincerely

A handwritten signature in black ink, appearing to read 'Trevor Calton', written in a cursive style.

Trevor Calton

Stelly's School

1627 Stelly's X Road, Saanichton, B.C. V8M 1S8
Telephone (250) 652-4401 - Fax (250) 652-4404

Website: www.stellys.sd63.bc.ca - E-mail: stellys_high@sd63.bc.ca

January 21, 2014

To whom it may concern:

Re: Trevor Calton

I have had the pleasure of knowing Trevor Calton for the past six years both at Bayside Middle School and Stelly's Secondary School. In my twenty- two year teaching career Trevor stands out as one of the most exceptional young men I have ever had the chance to get to know.

Trevor is an outstanding academic student. He is highly intelligent and hard working. He is at the top of his class, whether it is French, Pre-Calculus Math or English. In the classroom, Trevor is a leader. His excellent work ethic and interpersonal skills make him a role model for his peers. Trevor is well liked by all his peers as he is kind, generous and encouraging to others. He is always polite, friendly and he has a positive attitude.

In addition to his academic success, Trevor is also a highly accomplished student athlete and leader. Trevor has played hockey, baseball and basketball. He is highly regarded by his coaches for his discipline, his sportsmanship and his natural athletic ability. Trevor plays an important ongoing leadership role on the Stelly's Athletic Council.

Above all his academic and extra-curricular activities, Trevor has maintained a part time job during the school year with full time work in the summer months. His employers regard him as highly as we do at Stelly's.

As you can see, Trevor Calton is a very special young man. He has accomplished all this and yet he is gracious, humble and generous with his time and his energy. I am so proud and honoured to have taught Trevor Calton. I look forward to seeing where his talent, hard work and his heart will take him.

Please accept my highest recommendation and regard for this outstanding young man.

Sincerely,



Tina Pierik
Vice- Principal
Stelly's Secondary
tpierik@sd63.bc.ca
250-652-4401

Core Area Liquid Waste Management Committee's Report

Victoria, BC June 11, 2014

To the Chair and Directors of the Capital Regional District Board:

The following items are subject to consideration by the Core Area Liquid Waste Management Committee at its meeting on May 14, 2014, prior to the CRD Board meeting.

The Core Area Liquid Waste Management Committee reports and recommends as follows:

1. Macaulay and Clover Points – Application for Transitional Authorization to Discharge Deleterious Substances under the Federal Wastewater Systems Effluent Regulations

That staff be directed to complete the request for a transitional authorization, prior to June 30, 2014, based on the existing approved Core Area Liquid Waste Management Plan and indicate in the application that an amendment may be submitted if a revised Core Area Liquid Waste Management Plan is approved.

(Background information can be found in the attached staff report.)

2. Implications of the Minister's Decision on the Seatterra Program

- 1) That the Capital Regional District respond to the Ministers' letter of May 27, 2014 as detailed in the closed report on today's agenda; and
- 2) That the Capital Regional District submit a request for an amendment to the Core Area Liquid Waste Management Plan including the details of the McLoughlin Sewage Treatment Plant such that the Minister of Environment has the full information in order to consider the result of the procurement process approved and/or delegated by the Board.

(Background information can be found in the attached staff report.)

3. Alternative Approaches to Address the Ministers' Decision on the McLoughlin Rezoning

- 1) That the Capital Regional District recommence a siting process for a centralized wastewater treatment plant site through a municipal/First Nations competition.
- 2) That the Capital Regional District concurrently with recommendation No. 1 above and in consultation with the public, conduct a new pricing exercise for a decentralized system.

4. Seatterra Program and Budget Update No. 12

That the Seatterra Program and Budget Update No. 12 be received for information.

(Background information can be found in the attached staff report.)

5. Motion with Notice: Seatterra Program and Core Area Liquid Waste Management Plan

THEREFORE BE IT RESOLVED that: The Core Area Liquid Waste Management Plan, as pertains to the Seatterra Project, be suspended until January 2015, allowing the CRD Board and participant municipalities an opportunity to explore possible directions going forward and for a complete and fully independent review of such options;

AND THAT Termination of all current Seatterra Program and Projects occur and be completed before September 30, 2014 (with exception of necessary system maintenance)

AND THAT The CRD submit a request to the Ministry of Environment for an extension of the construction and funding deadline to 2020, to ensure that the participants meet the federal deadline.

(Find the complete Notice of Motion attached.)

**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, JUNE 11, 2014**

SUBJECT **MACAULAY AND CLOVER POINTS – APPLICATION FOR TRANSITIONAL AUTHORIZATION TO DISCHARGE DELETERIOUS SUBSTANCES UNDER THE FEDERAL WASTEWATER SYSTEMS EFFLUENT REGULATIONS**

ISSUE

The Capital Regional District (CRD) is subject to requirements in the new federal Wastewater Systems Effluent Regulations and must apply by June 30, 2014 for a transitional authorization for Macaulay and Clover Point facilities to remain in compliance with the federal wastewater regulatory framework.

BACKGROUND

The Canadian Council of Ministers of the Environment developed and endorsed a Canada-wide Strategy for the Management of Municipal Wastewater Effluent in February 2009. This strategy provided a framework for managing the effluents from the more than 3,500 wastewater facilities across the country, along with setting effluent quality performance standards to ensure protection of human health and the environment. The standards require final effluent quality from all municipal wastewater systems to be equivalent to secondary treatment, or better, and include limits on the average effluent concentrations of carbonaceous biochemical oxygen demand (CBOD), total suspended solids (TSS), total residual chlorine, and the maximum concentration of un-ionized ammonia. Any facilities with effluent discharges that do not meet the standards would be considered non-compliant (i.e., with discharges of “deleterious substances” under the *Fisheries Act*). Approximately 75% of the facilities are in compliance with the regulations; the regulatory framework is focused on achieving compliance for the remaining 25%.

The federal government released the Wastewater Systems Effluent Regulations on July 18, 2012, which came into effect on January 1, 2013 with requirements for all facilities to monitor their effluent for one year to determine the risk ranking of each discharge. The CRD has fulfilled its monitoring requirements and completed risk rankings for its facilities. The Regulation also addresses the requirement to reduce effects associated with combined sewer overflows (CSOs).

The outfalls at Macaulay and Clover Points currently do not meet the effluent quality performance standards and will be considered to be discharging deleterious substances when this section of the regulation comes into force on January 1, 2015. Under the Regulation, the CRD must submit a request for “transitional authorizations” to continue discharging effluent until treatment is installed and the standards can be met. The applications for these authorizations are due to Environment Canada by June 30, 2014. The applications must include a plan and timeline for meeting the regulatory requirements, and include provisions to address any existing combined sewer overflows. The information must also be factual and known to be true and the federal authorization officer must refuse to issue the transitional authorization if they have reasonable grounds to believe that the information contained in, or provided in support of, the

Core Area Liquid Waste Management Committee – June 11, 2014
Macaulay and Clover Points – Application for Transitional Authorization to Discharge
Deleterious Substances Under the Federal Wastewater Systems Effluent Regulations 2

application is false or misleading in a material respect. The compliance plan may change during the transition period; however the operator must then submit an amended plan as soon as possible.

The Clover Point outfall system includes two CSOs located at the CRD's Humber and Rutland pump stations. The District of Oak Bay is responsible for these CSOs, which result from Oak Bay's municipal system flows. Oak Bay has planned to eliminate the CSO's in 2015, under Amendment No. 8 of the Core Area Liquid Waste Management Plan. The Macaulay Point outfall system does not have any CSOs.

The regulations include deadlines for upgrades that depend upon the effluent flow volume, effluent quality, receiving environment and presence of combined sewer overflow points of each facility. The applications for temporary authorization consider these factors in determining the dates by which facilities must upgrade. Higher risk facilities must be upgraded by December 31, 2020, while the deadlines for medium and low risk facilities are December 31, 2030 and December 31, 2040, respectively.

Based on the relatively high wastewater flow volumes and concentrations of CBOD and TSS in Macaulay and Clover points effluent, these two facilities will be considered higher risk facilities. The temporary authorizations under the regulation will allow the CRD to continue discharging at the current level of treatment from January 1, 2015 until the December 31, 2020 compliance deadline.

ALTERNATIVES

That the Core Area Liquid Waste Management Committee recommend to the Board:

1. That staff be directed to complete the request for a transitional authorization, prior to June 30, 2014, based on the existing approved Core Area Liquid Waste Management Plan and indicate in the application that an amendment may be submitted if a revised Core Area Liquid Waste Management Plan is approved.
2. That an alternate application be made as directed by the Board.

ENVIRONMENTAL IMPLICATIONS

Federal regulations are designed to protect human health and the environment. The Macaulay and Clover Point outfalls will be out of compliance for discharging municipal wastewaters to the marine environment under the new federal regulations, effective January 1, 2015. The transitional authorization allows the CRD to continue discharging wastewater effluent without fear of non-compliance.

ECONOMIC IMPLICATIONS

There are no direct cost implications of filing the application; however, not applying is not responsible and will imminently subject the operations (e.g., individuals and/or local governments) to heavy fines and penalties under the federal *Fisheries Act* for non-compliance.

Core Area Liquid Waste Management Committee – June 11, 2014
Macaulay and Clover Points – Application for Transitional Authorization to Discharge
Deleterious Substances Under the Federal Wastewater Systems Effluent Regulations 3

LEGAL IMPLICATIONS

The plan submitted with the request for the transitional authorization must specify the modifications to be made to the wastewater system, including process changes, in addition to a schedule to implement the plan. Staff have no alternative but to file the existing CALWMP consistent with the provincial ministers recent correspondence, which states *the CRD is expected to fully comply with its Liquid Waste Management Plan (LWMP)*. An amendment to the CALWMP is recommended to the committee under a separate report on this agenda to further specify and supplement the information in the approved Plan for the McLoughlin facility.

If the applications for the temporary authorization to discharge are not received by the June 30, 2014 deadline, or if the temporary authorization is not granted by January 1, 2015, the CRD will be considered out of compliance with the *Fisheries Act* as of January 1, 2015. If the CRD does not apply for a transitional authorization by June 30, 2014, there is no explicit mechanism for the federal government to accept an application afterwards. The CRD will also be out of compliance with the *Fisheries Act* if sufficient additional treatment is not in place for Macaulay Point and Clover Point by December 31, 2020.

Under the *Fisheries Act*, any officer, director, or agent of the corporation who directed, authorized, assented to, acquiesced in or participated in the commission of the offence is party to and guilty of the offence and is, therefore, liable on conviction to the punishment provided for the offence, whether or not the corporation has been prosecuted. Escalating penalties include fines of up to \$500,000 and/or imprisonment for a term up to two years per offence under the *Fisheries Act*. Each day the violation occurs constitutes a separate offence.

CONCLUSION

Applications for temporary authorization to discharge deleterious substances through the Macaulay and Clover Points outfalls, and address the Humber and Rutland combined sewer overflows, must be made to the federal government to remain in compliance with the requirements of the Wastewater Systems Effluent Regulations under the *Fisheries Act*. These applications are due by June 30, 2014. The installation of secondary treatment that results in significantly better effluent quality must proceed to bring these outfalls into compliance with the regulations by the December 31, 2020 deadline.

RECOMMENDATION

That the Core Area Liquid Waste Management Committee recommend to the Capital Regional District Board:

That staff be directed to complete the request for a transitional authorization, prior to June 30, 2014, based on the existing approved Core Area Liquid Waste Management Plan and indicate in the application that an amendment may be submitted if a revised Core Area Liquid Waste Management Plan is approved.

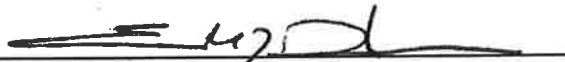
Core Area Liquid Waste Management Committee – June 11, 2014
Macaulay and Clover Points – Application for Transitional Authorization to Discharge
Deleterious Substances Under the Federal Wastewater Systems Effluent Regulations 4



Glenn Harris, Ph.D., R.P.Bio.
Senior Manager, Environmental Protection



Larisa Hutcheson, P.Eng.
General Manager
Parks & Environmental Services
Concurrence



Ted Robbins, B.Sc., C.Tech.
General Manager
Integrated Water Services
Concurrence



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

CL:cam

**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, JUNE 11, 2014**

SUBJECT IMPLICATIONS OF THE MINISTERS' DECISION ON THE SEATERRA PROGRAM

ISSUE

In response to the Capital Regional District's (CRD) request for intervention by the Province on the impasse between Esquimalt and the CRD in the rezoning of McLoughlin Point, the Minister of Environment and the Minister of Community, Sport and Cultural Development have indicated that the Province will not intervene and restated the requirement for the CRD to comply with its Core Area Liquid Waste Management Plan (CALWMP) and with the federal and provincial regulations for implementation of secondary sewage treatment. The Ministers' letter is attached as Appendix A.

BACKGROUND

Following the Township of Esquimalt's rejection of the CRD's revised rezoning application, the CRD wrote to the Minister of Environment requesting intervention to enable the facility at McLoughlin Point to proceed.

The CRD also requested direction from the Province on how to move forward with the Seaterra Program in the event that the Province was unwilling to suspend the operation of provisions of the existing zoning bylaw.

In response the Ministers' stated that the Province will not attempt to override the zoning decisions of the duly elected Esquimalt Council. The Ministers' further state that the CRD is expected to fully comply with its CALWMP. The Minister has also stated that if the CRD does not meet the implementation timelines, the federal and provincial funding will be at risk. The Ministers did not provide direction to the CRD on how to move forward with the project.

The refusal of the Province to intervene puts the CRD in the position of having the responsibility for implementation of the CALWMP but not the authority to discharge those responsibilities.

The CALWMP Amendment No. 8 approved by the Province in August 2010, includes approval of McLoughlin Point as the location of the wastewater treatment plant and Hartland as the location of the resource recovery centre and required the CRD to comply with the CALWMP by the end of 2016. With the delays in funding approvals, the CRD has requested an extension until the end of 2018 (Amendment No. 9). The funding agreements have been negotiated with consideration of this revised completion date.

Under the *Wastewater Systems Effluent Regulations* (WSER), unless the CRD applies for and obtains a transitional authorization, it would be obliged to comply with the WSER by January 1, 2015. Under the regulation, the CRD has until June 30, 2014, to apply for a transitional authorization to deposit effluent that contains deleterious substances (as defined by the regulation). The application must include 'a plan for modifications to be made to the wastewater system, including a description of the modifications to be made to its processes, so that the effluent deposited via its final discharge point is not acutely lethal and meets the conditions for authorization set out in paragraph 6(1) (a) and (b) (25 mg/L CBOD, 25 mg/L SS) along with a schedule for implementation of the plan.'

Failure to submit a plan would mean that the CRD must comply with the Wastewater Systems Effluent Regulations (WSER) by January 1, 2015, i.e. have secondary sewage treatment in place. If the CRD does not comply, it is subject to prosecution and potentially to fines under the *Fisheries Act*.

Staff has an obligation to recommend the actions that are the ones most likely to enable the Board to comply with Federal and Provincial regulations and to advise the Board of the potential financial implications of not proceeding according to an approved CALWMP. Accordingly, this report recommends a course of action that allows the current funding agreement to be preserved, that follows the approved CALWMP and for the CRD to apply to Federal and Provincial authorities by the June 30, 2014 deadline, with the option to modify the current plan at a later date as necessary.

ALTERNATIVES

- 1) That the Core Area Liquid Waste Management Committee recommend to the Capital Regional District Board:
 - a. The Capital Regional District respond to the Province's letter of May 27, 2014 as detailed in the closed report on today's agenda.
 - b. The Capital Regional District submit a request for an amendment to the CALWMP including the details of the McLoughlin Sewage Treatment Plant, such that the Minister of Environment has the full information in order to consider the result of the procurement process approved and/or delegated by the Board.
- 2) That the Capital Regional District respond to the Ministers' letter of May 27, 2014 as detailed in the closed report.

FINANCIAL IMPLICATIONS

The Esquimalt decision not to rezone the McLoughlin Point property has significant implications for the funding agreements and Program schedule. All four funding agreements will have to be renegotiated (for details refer to the section 'Intergovernmental Implications'). Optimistically, even if a new site for a central treatment plant could be selected after public consultation, the necessary environmental assessments completed, the CALWMP amended and approved by the MOE and the site rezoned by June 2015, the current completion dates cannot be met.

As clearly stated by the Minister, the ongoing delays to proceeding with the Program will place the \$501 million senior level funding at risk. If the funding is withdrawn, the implications for a typical household will vary in each jurisdiction based on the results of the CRD's earlier review. The following table provides an estimate only on the range of how the sample annual charges might vary with or without the grant funding. These sample charges are based on the current capital cost estimate of \$788.5 million. The sample charges for the 6 plant distributed option is based on a capital cost of \$1.54 billion and the 12 plant option is based on a capital cost of \$1.85 billion. The table below should be read as follows – if a household was expected to pay \$200 per year under the proposed Seaterra Program they would have to pay \$440 per year if the provincial and federal funding was lost and \$802 or \$950 per year if a one of the two distributed systems were implemented.

Sample Annual Costs per Household (\$)			
Current Plan (Centralized System)		Decentralized System Options Previously Reviewed	
with funding	without funding	6 plant system - option 2	12 plant system - option 3
200	440	802	950
250	550	1,002	1,188
300	660	1,203	1,425
350	770	1,403	1,662
400	880	1,604	1,900

The operating and maintenance cost for the current plan irrespective of grant funding remains unchanged. For the distributed system options the operating and maintenance costs would however increase significantly and the relative increase in operating cost is not included in the numbers above.

Suspending or cancelling the current Program has significant consequences and liabilities for the CRD. The exposure of the CRD to potential liabilities is estimated at \$27 million. These are summarized in the closed report to the Committee.

INTERGOVERNMENTAL IMPLICATIONS

A change in location of the treatment plant site from McLoughlin Point will require renegotiations of the funding agreements. The changes that would be required are summarized below:

Funding Agreement	Change Required
PPP Canada (Resource Recovery Centre)	Replace references to the McLoughlin WWTP
	Revise clause - RFP for McLoughlin Wastewater Treatment Plant to be issued by November, 2013
	Revise date - Financial Agreement by March 31, 2015
	Update Key Projected Project Milestone dates
	Update Schedule B – Project Costs

Funding Agreement	Change Required
Building Canada Fund – McLoughlin Treatment Plant and Marine Outfall	Replace references to the McLoughlin WWTP and Victoria Harbour Crossing with new site
	Update dates where applicable: - Project Completion Date (January 31, 2019) - Duration of Agreement (March 31, 2019) - Time limit for claims (January 31, 2019)
	Update Schedule B – Project Components, Timeline and Cost Breakdown

Funding Agreement	Change Required
Green Infrastructure Fund – Conveyance System Project	Update dates where applicable: - Project Completion Date (January 31, 2019) - Duration of Agreement (March 31, 2019) - Time limit for claims (January 31, 2019)
	Update Schedule B – Project Scope, Project Components, Timeline and Cost Breakdown
Funding Agreement	Change Required
Province of BC	Update Schedule A , if applicable – reference to heat reuse in Esquimalt and Victoria
	Update dates where applicable: - Project Completion Date (March 31, 2019) - No payment after March 31, 2020

CONCLUSION

In order to comply with Federal and Provincial regulations and the current funding agreements it is necessary that the CRD follow an approved CALWMP. The Minister has made it clear that the CRD is fully expected to comply with the plan however has not provided any direction to the CRD on how to move forward with the project despite the decision not to attempt to override the zoning decisions of the duly elected Esquimalt Council. This report recommends a course of action that allows the current funding agreements to be preserved and for the CRD to apply to Federal and Provincial authorities by the June 30, 2014 deadline, with the option to modify the current plan at a later date as necessary.

The Federal *Wastewater Systems Effluent Regulations* (WSER) require the CRD to apply for a transitional authorization by June 30, 2014 and to submit an acceptable plan outlining proposed sewage treatment infrastructure. Failure to submit a plan would make the CRD subject to fines under the *Fisheries Act* in January 2015.

RECOMMENDATIONS

That the Core Area Liquid Waste Management Committee recommend to the Capital Regional District Board:

- a. That the Capital Regional District respond to the Ministers' letter of May 27, 2014 as detailed in the closed report on today's agenda.
- b. That the Capital Regional District submit a request for an amendment to the Core Area Liquid Waste Management Plan including the details of the McLoughlin Sewage Treatment Plant such that the Minister of Environment has the full information in order to consider the result of the procurement process approved and/or delegated by the Board.



Albert Sweetnam, P. Eng
Program Director
Sealterra Program



Ted Robbins, B. Sc., CTEch
General Manager, Integrated Water Services



Larisa Hutcheson, P.Eng
General Manager Parks Environmental Services



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Capital Regional District

AS:RL hr:tr

Attachments: 1

Appendix A: Letter from Minister Polak May 27, 2014

Received

MAY 27 2014



☒ Chair *AK* ☐ Board
☒ CAO ☐ Communications
☐ GM *ELT*
☐ For action / resp. by _____
☐ Corresp. for Board / Committee meeting
☐ For Information Only
☒ Copies to *A. Sweetman*
0400-20 MCE 5220-20 McPerrine
previously circulated by email

Reference: 206424

May 27, 2014

Alastair Bryson, Chair
 and Directors
 Capital Regional District
 625 Fisgard Street
 PO Box 1000
 Victoria BC V8W 2S6

Dear Chair Bryson and Directors:

Further to your letter of April 10, 2014, the Province has considered your request for the Provincial Cabinet to issue an order under Section 37(6) of the *Environmental Management Act* to suspend the operation of those provisions of the existing rezoning bylaw (as amended by Bylaw No. 2806) of the Township of Esquimalt.

After giving careful consideration to your request, the Province will not attempt to override the zoning decisions of the duly elected Esquimalt Council. How locally elected municipal officials in the Capital Region achieve consensus on sewage treatment logistics is not something for the provincial government to dictate. Even if the Province were willing to intervene, the facts at this time do not provide a strong basis for intervention using the provisions of the *Environmental Management Act*.

While we fully appreciate the timelines the Capital Regional District (CRD) is working under to implement secondary sewage treatment in order to comply with the requirements of both the federal and provincial governments, the CRD is expected to fully comply with its Liquid Waste Management Plan (LWMP).

With respect to your request to approve Core Liquid Waste Management Plan Amendment No. 9, that decision will follow in a separate letter that you will be receiving shortly.

...2

As you continue with your efforts, provincial staff are available to assist the CRD in achieving compliance with its LWMP. In the meantime, please feel free to contact Deputy Minister Wes Shoemaker, at 250 387-5429 or at Wes.Shoemaker@gov.bc.ca, should you have any questions regarding this matter.

Sincerely,



Mary Polak
Minister of Environment



Coralee Oakes
Minister of Community, Sport and Cultural
Development

**REPORT TO CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE
MEETING OF WEDNESDAY, JUNE 11, 2014**

**SUBJECT ALTERNATIVE APPROACHES TO ADDRESS THE MINISTERS' DECISION
ON THE MCLOUGHLIN REZONING**

ISSUE

Alternative approaches to move forward with sewage treatment for the Core Area need to be considered should the Minister of Environment reject any further request to amend the CALWMP to allow the construction of the McLoughlin Treatment Plant.

BACKGROUND

A complementary staff report 'Implications of the Ministers' Decision on the Seatterra Program' included on this agenda recommends that the CRD submit an amendment to the CALWMP to allow the Minister of Environment to have full information and consider the result of the procurement process for McLoughlin Point. Concurrently, alternative approaches have been developed to provide options to move forward with sewage treatment in consideration of Federal and Provincial regulatory obligations.

While the Ministers of Environment and Community Sport and Culture have indicated that the Province will not attempt to override the zoning decisions of the duly elected Esquimalt Council they have also stated that the CRD is expected to fully comply with its Liquid Waste Management Plan (LWMP).

Although it would appear that the major concerns that were raised by the public during the McLoughlin rezoning process have been addressed (Attachment 1), the current situation is that the required zoning for McLoughlin has been rejected by Esquimalt and their council have passed, at first and second readings, bylaws that would prohibit the construction of a waste water treatment plant at McLoughlin.

ALTERNATIVES

That the Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:

1. That the Capital Regional District reengages the Province.
2. That the Capital Regional District reengages with the Township of Esquimalt.
3. That the Capital Regional District recommence a siting process for a centralized wastewater treatment plant site through a municipal/First Nations competition
4. That the Capital Regional District concurrently with Alternative No. 3 above and in consultation with the public, conduct a new pricing exercise for a decentralized system.

Alternatives for Moving Forward with Sewage Treatment

1. Reengaging the Province (refer to Attachment 2) – Possible approaches

a. Provincial Project

Given Esquimalt's rejection of the rezoning of the McLoughlin site, the CRD could request, as the Province has given the CRD the responsibility to implement the liquid waste management plan but not the authority, that the Province make the Seaterra Program a provincial Project and take over responsibility for implementation of the Seaterra Program. The CRD would contribute its part of the funding and the Program could then proceed as currently planned without further delay, as the Province could proceed without rezoning the McLoughlin Point property.

b. Arbitration

The CRD request the Province to mandate binding arbitration with the Township of Esquimalt in the form of 'final proposal arbitration' which would be far quicker, less costly and more likely to result in the CRD obtaining what it needs to construct the project, as the CRD's presentation would be based upon the negotiated set of agreements and conditions that were close to being acceptable to Esquimalt staff, that are workable and manageable within the context of the CRD's authority and resources; and that are driven by the practical and engineering necessities of the approved site for the WWTP. Given the clear position of the Township of Esquimalt against arbitration this approach is unlikely to be successful.

c. Empowered Commission

Under this approach the CRD would request the Province to establish an independent Commission with the responsibility and authority to implement sewage treatment for the core area municipalities. The powers delegated to the Commission would be similar to the those given to the Greater Vancouver Regional District under the Greater Vancouver Sewerage and Drainage District Act, specifically 'Section 7 (1) (b) that states the Regional District may acquire, hold, and use any property of any nature whatsoever within or without its area for any of the purposes of its objects;' Given the Province's refusal to exercise its powers under Section 37 of the *Environmental Management Act* it is unlikely to establish such a commission.

d. Amend the LWMP to Permit Individual Municipalities to Take Responsibility for Sewage Treatment

Currently core area sewage treatment is the responsibility of the CRD under the LWMP. For individual municipalities to take responsibility for sewage treatment the Board would have determine that it is unable or unwilling to proceed pursuant to section 10 of CALW Establishment Bylaw This would require the approval of the

service participants and agreements between the CRD and individual municipalities. Alternatively, a bylaw repealing the liquid waste function could be considered. This would require the consent of two-thirds of the participants (i.e., 5 of the 7 core area participants) and, most importantly, would require the approval of the Inspector of Municipalities. The dissolution of the Liquid Waste Management Service for the core area would only be approved by the Inspector if the Province were completely satisfied that adequate provision had been made to provide for sewage treatment for the various core area municipalities, either acting alone or in concert with one another, and only if the LWMP had first been amended to ensure that the Capital Regional District itself as a corporation was not going to be exposed to any legal vulnerability for failing to comply with the LWMP.

With respect to infrastructure, assuming that optimal use was made of existing infrastructure in order to minimize the cost, eight plants would be required. For example, most of the sewage from Oak Bay is pumped from Currie Road Pump Station, so a plant in Windsor Park would minimize the cost. Using this approach the plants could be located as presented in Table 1:

Table 1

Possible Wastewater Treatment Plant Locations and Capacity (Average Dry Weather Flow (ADWF))

Municipality	Location	ADWF Capacity (ML/d)
Saanich	Haro Woods	9.2
Saanich	Marigold	23.7
Oak Bay	Windsor Park	6.6
Victoria	Clover Point	38.3
Esquimalt	Town Centre	9.5
View Royal, First Nations	Thetis Cove	4.3
Colwood	Juan de Fuca Rec Centre	4.7
Langford	TBD	14.1

The actual capacity and location of each plant would be determined following detailed engineering analysis and municipal/public consultation. Under current Ministry of Environment (MOE) requirements, each plant would have to have access to a marine outfall as discharge to local creeks is not permitted. More plants could be considered; however, this would entail additional modifications to sewage collection and trunk systems in the form of additional pipelines and pump stations. This approach is not recommended as it has been previously established that this is a much more costly approach than for a centralized system. In addition the zoning requirements for 8 plants would be very difficult to achieve.

- e. Update the Liquid Waste Management Plan to incorporate the winning proponent's design

The Seatterra Program implemented a very successful procurement process for the McLoughlin wastewater treatment plant that provided the CRD with a very innovative and economical design that would meet the needs of the CRD to 2065. It is important that the details of this design be incorporated into the LWMP as there is currently only a generic description of the McLoughlin facility in the plan. This would result in more elements of the LWMP being determined and approved. This alternative is specifically addressed in a separate staff report titled "Implications of the Ministers' Decision on the Seatterra Program".

2. Reengage with Esquimalt (refer to Attachment 3)

- a. Renegotiate with Esquimalt

The significant increases (\$60 to \$100M) related to moving to a different central site (if one could be found and rezoned) may allow the CRD to consider increasing the amenities offered to Esquimalt. The CRD could also propose a lump sum payment for an amenity and mitigation fund that could be utilized by Esquimalt as they wished. Alternatively, cost sharing could be altered to change the funding formula so as to reduce the cost allocation resulting in the citizens of Esquimalt having to pay a significantly reduced amount for their sewage service. However, given the unanimous and decisive rejection of the CRD's rezoning application and the Council decision to move forward with the process to rescind the zoning bylaw amendment (Bylaw No. 2806) that included sewage treatment as a permitted use and to downzone the property to exclude sewage treatment as a permitted use, it is unlikely that a publically and politically acceptable agreement could be reached with Esquimalt.

- b. Comply with Bylaw No. 2806

By reducing the footprint of the McLoughlin plant and lowering the height of the facility it may be possible to comply with the existing zoning bylaw. It would mean that the treatment process could no longer be a gravity only system and the size of the plant would have to be reduced to comply with the setback and height requirements. The unit cost of construction would be significantly higher given the smaller capacity, greater depth of excavation to comply with the height restrictions, requirement to pump, intrusion into the contaminated soils and the risk of seawater infiltration during construction. It is unlikely that this approach would be acceptable to the Township of Esquimalt as the Esquimalt council has already approved first and second readings to bylaws that prohibit a wastewater treatment plant from being constructed at McLoughlin Point.

- c. Comply with the Agreement Reached with Esquimalt in October 2013

With a mandate from Esquimalt Council, Esquimalt staff and CRD staff, with Ministry of Community Sports and Cultural Development staff as observers, negotiated agreements that Esquimalt staff were prepared to support to Council. The CALWMC directed CRD staff to reject and renegotiate. Esquimalt staff made it clear that they had no mandate to renegotiate and would not necessarily support changes to Council. Complying with the October agreements would require redesign of the plant and would increase the construction costs because the plant would have to be lowered increasing excavation costs. Encroachment into the 7.5 m setback zone would be eliminated. Given the passage of time and ensuing events, it is unlikely that an acceptable agreement could be reached with Esquimalt.

- d. Comply with Proposed Bylaws No. 2829 and No. 2830

Following the denial of the CRD's amended rezoning application Esquimalt initiated the process to amend its OCP and the existing zoning which if approved would make it impossible to construct the wastewater treatment plant at McLoughlin Point. Compliance with these bylaws would make it impossible to build a wastewater treatment plant at McLoughlin Point.

3. New Site(s) (refer to Attachment 3)

- a. Municipalities to Identify Potential Sites

While as part of the planning process the CRD undertook an exhaustive search for possible sites for sewage treatment facilities there may be sites that were not offered up at that time but could now be an option, for example, municipally owned property. In order to expedite the search for alternative sites for a central facility, the CRD could conduct a 'competition' among the participating and non-participating municipalities and First Nations requesting that they identify potential sites and indicate the amenity package that would be acceptable to their council if the CRD selects their site. The sites could be privately or municipally owned property such as parks, golf courses, recreation facilities etc. The sites proposed would be evaluated based on costs of additional conveyance infrastructure and proposed amenity packages. The selected site would then be rezoned and used for developing a revised LWMP and implementation strategy.

- b. Distributed Treatment Systems

Opponents of a centralized treatment system have advocated that a decentralized, tertiary treatment system with multiple plants could be constructed at significantly less cost than the current plan despite the loss of the economies of scale with smaller plants. The CRD had a previous consultant prepare a cost estimate for multiple plant systems which concluded that as the number of plants increased so

did capital and operating costs. While no verifiable information has been presented to substantiate the claim of a lower cost distributed treatment system, and in order to finally resolve this issue to the satisfaction of the public, the CRD could, in consultation with the public, prepare terms of reference for a study to estimate the cost of tertiary treatment plants and fund the three (or the winning) international consortia selected to prepare proposals for the McLoughlin plant to estimate the cost of a small (~ 3 ML/d) medium (~ 14 ML/d) and large (~30 ML/d) sized tertiary treatment plant. Specific site conditions would not be considered, however, the requirement for an outfall or enhanced nutrient removal to potentially allow discharge to fresh water bodies, would need to be addressed. As land application is not permitted by the CRD, options for residual solids disposal would also be included in the scope of work. This study could be conducted in parallel to the siting exercise for a centralized plant with no commitment being made to a centralized solution before the results of this pricing exercise were known. Without a parallel process the 2020 deadline could not be met.

With a distributed, tertiary treatment system each treatment plant would require facilities for collecting and transporting screenings from the raw sewage, and which may include truck tanker loading facilities to transport residual solids to a central processing/treatment facility.

FINANCIAL IMPLICATIONS

The Esquimalt decision not to rezone the McLoughlin Point property has significant implications for the Seaterra Program budget and schedule. The extent of the financial implications cannot be determined until the CRD Board decides on the path forward and until the chosen path forward is developed, finalized and priced. The bid validity for the winning proposal for the McLoughlin plant expires on July 26, 2014. It may be possible to negotiate an extension, but if possible it would be measured in weeks not months as the pricing provided was very competitive.

CONCLUSION

It is unlikely that reengaging with Esquimalt will result in allowing the CRD to proceed with the current plan at McLoughlin Point (Attachment 3). If this is agreed as the likely outcome, then the viable options open to the CRD are to reengage the Province and look for a new site for a central treatment plant while concurrently conducting a pricing exercise for a decentralized system to finally resolve the issue of which is the lower cost option, centralized or decentralized (Attachment 2 and 4). This is the recommended approach unless it is believed that the Township of Esquimalt will change their present position.

In order to comply with federal and provincial regulations and the current funding agreements it is necessary that the CRD follow the approved LWMP. The Minister has made it clear that the CRD is fully expected to comply with this plan however has not provided any direction to the CRD on how to move forward with the project despite the decision to not intercede to override the zoning decisions of the duly elected Esquimalt Council.

Given the Minister's comment on the potential loss of funding if the timelines are not met, it should be noted that the centralized plan option with a new site (Attachment 4) pushes the Program completion to December 2020. The decentralized option would further elongate the schedule to 2023 and therefore invalidating the funding agreement. The option of the municipalities going on their own also would invalidate the funding agreement. Any change to the current plan will also require an amendment to the LWMP that needs to be approved by the Minister after public consultation.

RECOMMENDATIONS

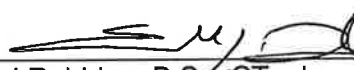
The recommendations associated with reengaging the Province are provided as part of a separate staff report titled "Implications of the Ministers' Decision on the Seaterra Program". The recommendations associated with the alternatives in this report are presented below.

The Core Area Liquid Waste Management Committee recommend to the Capital Regional District Board that:

1. The Capital Regional District recommences a siting process for a centralized wastewater treatment plant site through a municipal/First Nations competition.
2. The Capital Regional District concurrently with recommendation No. 1 above and in consultation with the public, conduct a new pricing exercise for a decentralized system.



Albert Sweetnam, P.Eng
Program Director
Seaterra Program



Ted Robbins, B.Sc, CTech
General Manager, Integrated Water Services



Larisa Hutcheson, P.Eng
General Manager,
Parks & Environmental Services



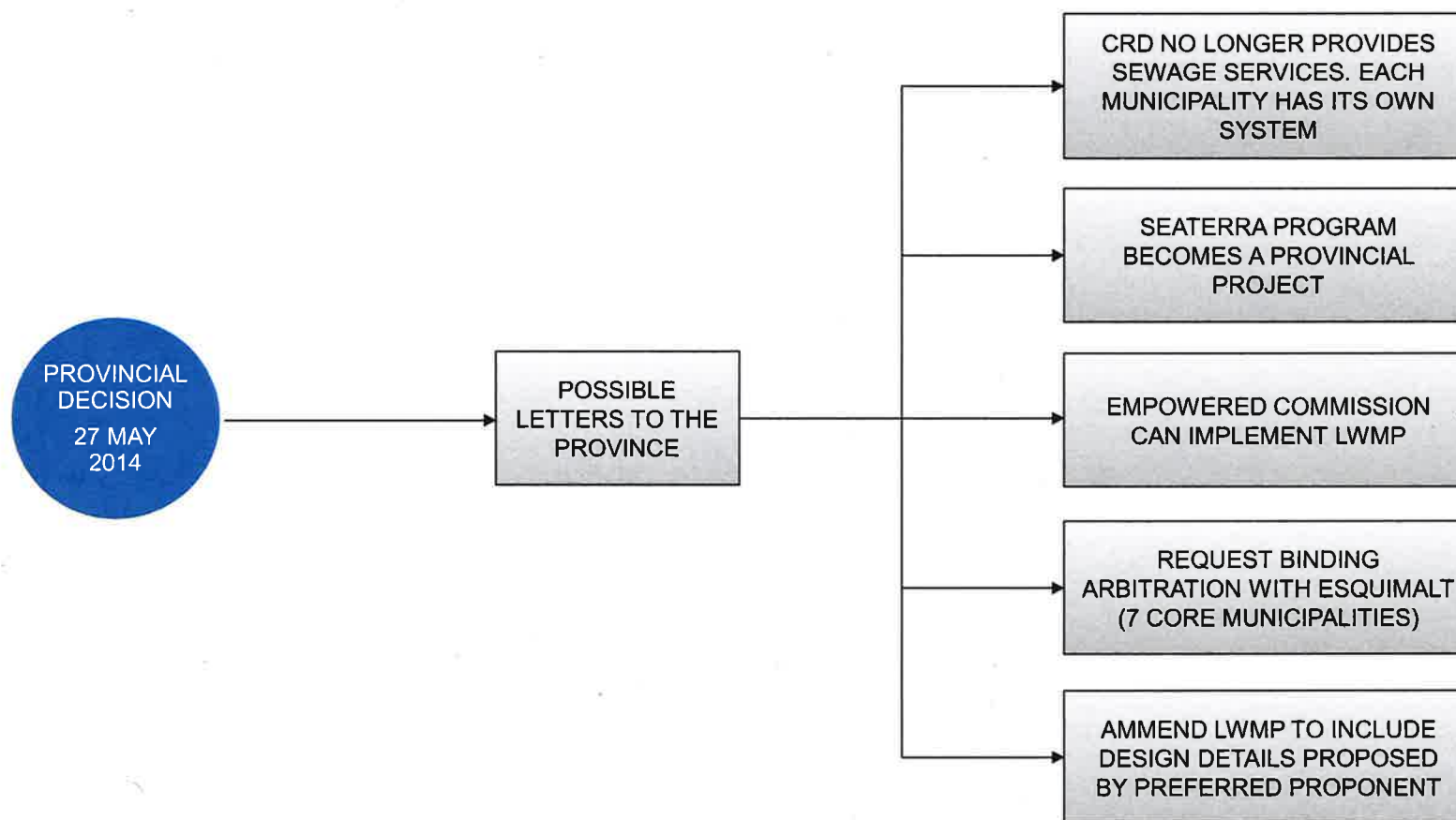
Robert Lapham, MCIP, RPP
Chief Administrative Officer
Capital Regional District

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Attachments: 4

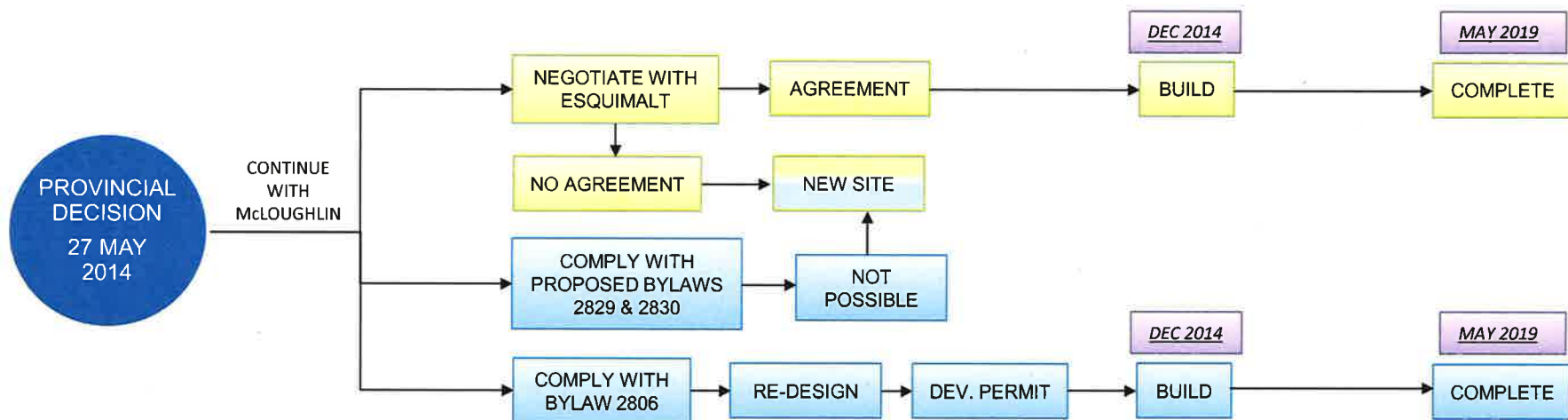
CALWMP Decision Tree Path 2 June 11, 2014

2 – Re-engage Province



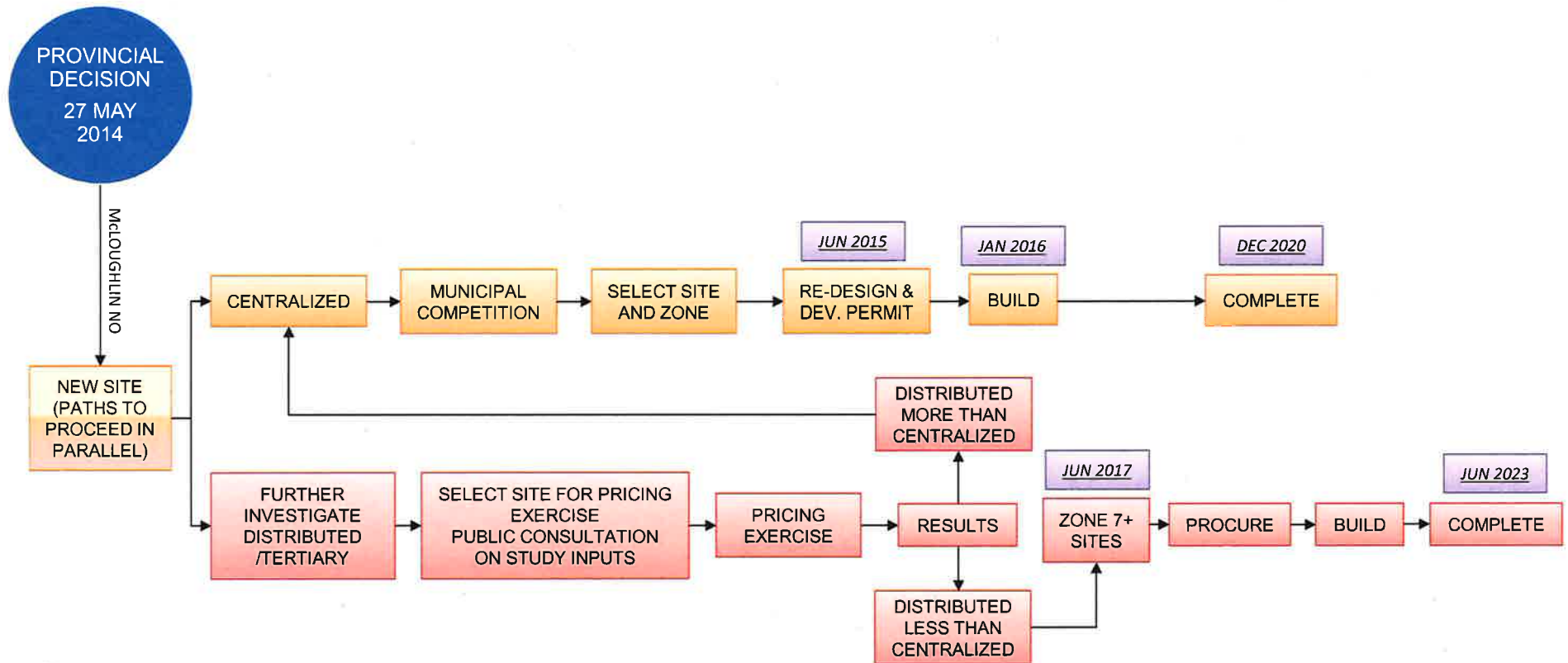
CALWMP Decision Tree Path 3 June 11, 2014

3 – Re-engage Township of Esquimalt



CALWMP Decision Tree Path 4 June 11, 2014

4 - Find an Alternate Site



Reasons for Rejection of Revised Rezoning Application for McLoughlin Point

During the public hearing process for the revised rezoning application for McLoughlin Point site, the public presented to Council a number of grounds for rejection of the application. These were taken into consideration in Esquimalt Council's rejection of the application. The main concerns expressed were addressed as detailed below:

Plant Aesthetics

Because of the competitive design-build procurement process the Seaterra Program (the Program) was unable to make public the architectural designs as part of the public hearing process. The public perception was that the plant would be an eyesore at the entrance to the harbour. This was a consideration despite the Esquimalt's Design Review Committee's opinion that the designs met the intent of the design guidelines. The winning design shows a building with a glass front, a green roof, public walkway and 'an airy feeling that would stand up well alongside any other building in the harbour'. Given the response to the design since its release, the public fears about an 'eyesore' at the harbour entrance would appear to be unfounded.

Outdated Technology

Many members of the public commented that secondary treatment was outdated technology and that tertiary treatment with membrane technology was the latest technology and should be employed to address concerns with antibiotic resistant bacteria and substances of emerging concern (discussed in the next section). Secondary and tertiary treatment are standards of treatment, not technologies. Membrane technology was developed in the early 1990's and over the years has been improved and membrane costs have come down, but represent less than 10% of the cost of a membrane treatment plant. The indicative design for McLoughlin Point was based on biological aerated filter (BAF) technology also developed in the early 1990's. This too has undergone refinements and performance improvements since initial development. Throughout the competitive procurement process, the preferred proponent has used innovation and state of the art technology to design a facility that will produce an effluent that will be better than the regulatory standard that the CRD must meet. The public concerns about outdated technology are unfounded.

Substances of Emerging Concern and Antibiotic Resistant Bacteria

Tertiary treatment using membrane technology was promoted as necessary to address substances of emerging concern (SOEC) and antibiotic resistant bacteria 'superbugs'. While tertiary treatment using membrane bioreactor (MBR) technology will produce an effluent with lower SOEC's it will not be significantly lower than with BAF secondary technology. MBR technology will not address the concerns expressed at the public hearings. While MBR technology will reduce the level of 'superbugs' in the effluent it will not entirely eliminate them. Studies have shown that even with well-run tertiary treatment plants, occurrence of superbugs downstream of outfalls is greater than upstream. With MBR technology the superbugs are not destroyed but end up in the residual solids and are only destroyed as part of the subsequent treatment of the residual solids. With the inclusion of advance oxidation (ozone and hydrogen peroxide) in the plant design, as recently approved by the CRD Board, the treatment process will provide a higher level of destruction of substances of emerging concern and 'superbugs'.

ATTACHMENT 1

than tertiary treatment using membrane technology. The winning design addresses the concerns raised by the public.

McLoughlin Point Site Too Small

Many commented that the McLoughlin Point site was too small to accommodate the wastewater treatment plant. The capacity of the plant design (124 ML/d) by the winning proponent will provide capacity until 2065, deferring the need for a \$150 million treatment plant on the Westshore for decades. While a treatment facility at Macaulay/McLoughlin Points was identified early in the planning process, the CRD did conduct an exhaustive search for alternative sites. All possible sites away from the Macaulay/McLoughlin area involved significant additional costs for conveyance of sewage to the alternative location. As the CRD was focused on the least cost to the local taxpayers and senior government funding partners, McLoughlin Point was confirmed as the site for the central treatment facility. As the planning process proceeded the capacity at McLoughlin Point increased from 84 ML/d to 91 ML/d under Amendment No. 7 and to 107.8 ML/d under Amendment No. 8.

Cost Over-runs

Many expressed the opinion that projects of this nature typically exceeded allocated budgets. As the senior government grants are fixed, local taxpayers are responsible for all cost over-runs. The first construction contract tendered, Craigflower Pump Station, came in under budget and the financial proposal by the winning proponent for the McLoughlin Plant, at \$179M for a 124 ML/d plant is below the established affordability ceiling for the treatment plant, in other words, below budget. The overall Program continues to be within the approved budget which was prepared in 2010.

Tsunami Protection

Concerns were expressed that the CRD was improperly using the tsunami report prepared by AECOM for establishing the elevation of the tsunami wall at the McLoughlin plant. This was despite the fact that the terms of reference were amended to include higher resolution analysis at McLoughlin Point and that Bylaw No. 2804 Section 4(2) (c) (x) requires 'Any proposed buildings or structures must incorporate the findings of the "Modelling of Potential Tsunami Inundation Limits and Run-up" for the Capital Regional District's Local Government Emergency Program Advisory Commission. In order to dispel these fears the CRD commissioned and paid for an independent expert to conduct a review of the previous report. The use of 6.1 m as the height of the tsunami wall was confirmed to be appropriate and conservative.

**2014 Program Summary Report
Year to Date 30-April-2014**

SCHEDULE A-1

	2014 Budget	Year to Date Actuals	Commitments Unpaid (CU)	Total YTD Actuals + CU	Forecast Actuals 2014	Variance Budget - Forecast	Projected CU Dec 31 2014
WASTEWATER TREATMENT - MCLOUGHLIN	14,166,000	519,706	1,717,798	2,237,504	14,166,000	0	200,000,000
CONVEYANCING PIPES AND PUMPSTATIONS	19,875,000	1,391,520	9,585,016	10,976,536	19,875,000	0	41,000,000
RESOURCE RECOVERY CENTRE	4,734,000	1,105,152	3,424,484	4,529,636	4,734,000	0	2,000,000
COMMON COSTS	8,302,000	1,306,758	5,023,311	6,330,069	8,302,000	0	1,100,000
INTERIM FINANCING	435,000	0	0	0	435,000	0	0
PROGRAM CONTINGENCY	6,399,000	0	0	0	6,399,000	0	0
TOTAL	53,911,000	4,323,136	19,750,609	24,073,745	53,911,000	0	244,100,000

Seatterra
Program Management Expenditure Report
Year to Date 30-April-2014

SCHEDULE A-2

	2014 Budget	Year to Date Actuals	Budget Remaining	Commitments (Note 1)
CAPITALIZED COSTS				
Salaries and Wages	2,305,000	535,179	1,769,821	
Consultants	4,261,000	532,226	3,728,775	4,767,612
Allocations - Finance	34,000	11,333	22,667	
Allocations - IT	57,000	18,810	38,190	
Allocations - Human Resources	57,000	7,333	49,667	
Allocations - Other (OutReach, Admin)	42,000	12,590	29,410	
Rentals and Leases	372,000	77,968	294,032	173,891
Operating - Other Costs	829,000	47,837	781,163	81,804
TOTAL	7,957,000	1,243,276	6,713,724	5,023,307

Note 1: Includes multi year commitments

Seatterra
Commission Expenditure Report
Year to Date 30-April-2014

SCHEDULE A-3

	2014 Budget	Year to Date Actuals	Budget Remaining	Commitments
CAPITALIZED COSTS				
Honoraria	243,000	39,375	203,625	0
Travel	40,000	1,768	38,232	0
Operating - Other Costs	62,000	21,979	40,021	0
TOTAL	345,000	63,122	281,878	0

Seaterra Program Financial Plan

SCHEDULE B

	Estimated Costs to Date Dec 2013	2014	2015	2016	2017	2018	Total
WASTEWATER TREATMENT - MCLOUGHLIN	9,612,000	14,166,000	72,460,000	141,844,000	39,926,000	553,000	278,561,000
CONVEYANCING PIPES & PUMP STATIONS	6,264,000	19,875,000	53,672,000	39,907,000	6,962,000	106,000	126,786,000
RESOURCE RECOVERY CENTRE	3,233,000	4,734,000	31,388,000	166,958,000	48,072,000	291,000	254,676,000
COMMON COSTS	4,786,000	8,302,000	9,460,000	9,593,000	11,234,000	6,962,000	50,337,000
INTERIM FINANCING	37,000	435,000	2,211,000	7,116,000	14,906,000	6,696,000	31,401,000
PROGRAM CONTINGENCY	0	6,399,000	9,560,000	19,944,000	4,922,000	100,000	40,925,000
TOTAL	23,932,000	53,911,000	178,751,000	385,362,000	126,022,000	14,708,000	782,686,000

SOURCES OF FUNDING

Government of Canada	0	35,492,000	72,808,000	61,700,000	0	74,600,000	244,600,000
Province of BC	0	0	0	0	0	248,000,000	248,000,000
CRD debt	1,932,000	6,965,000	52,633,000	183,426,000	101,021,000	(277,891,000)	68,086,000
Proponent financing	0	1,454,000	38,310,000	120,236,000	0	(60,000,000)	100,000,000
Requisition	5,000,000	10,000,000	15,000,000	20,000,000	25,000,000	30,000,000	105,000,000
CRD Capital	17,000,000	0	0	0	0	0	17,000,000
	23,932,000	53,911,000	178,751,000	385,362,000	126,021,000	14,709,000	782,686,000

Note 1: Actual proponent financing will be determined at contract finalization

Note 2: The budget for 2014 does not include contract amounts committed in 2014 which will be paid in 2015-2018

Note 3: Costs to date reflect Seatererra implementation costs. Costs to date do not include CAWTP Program planning costs from 2006-2013.

Note 4: The PPP Canada grant is less than the maximum funding level of \$83,400,000 by \$8,800,000. Assumes \$35,000,000 of risk costs will not be incurred.



**Seaterra Program
Progress Report No. 12**

April 30, 2014

Prepared by:

Seaterra Program Management Office

Seatterra Program Progress Report No. 12

In addition to reporting on activities that are the responsibility of the Seatterra Program Commission, this progress report also includes updates on activities that are the responsibility of the Core Area Liquid Waste Management Committee (CALWMC) and the Capital Regional District (CRD) Board, namely, activities related to facility siting and agreements with municipalities or other government agencies. Those matters that are the direct responsibility of the CALWMC and CRD Board are clearly identified in the text as "CRD responsibility" and are identified in Section 1.2.

Seatterra Program Progress Report No. 12

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Seaterra Program Progress Report No. 12

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Seatterra Program Progress Report No. 12

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Appendix A Monthly Program Cost Report

Appendix B Program Schedule Extracts

Overall Program

April 2014 Project Status

SAFETY



- No Lost Time Incidents in the previous 3 months.

COST



- Program on budget - <20% Program Contingency Committed.

SCHEDULE



- Procurement of McLoughlin DBF Contract delayed by 3.5 months.
- Uncertainty on approval of Esquimalt bylaw continues to threaten the Program schedule

QUALITY



- No critical NCR's recorded.

ENVIRONMENT



- No incidents or breach in regulatory compliance recorded.

RISK



- Mitigation strategies in place for most high probability high impact risks.
- Uncertainty on approval of Esquimalt bylaw continues to threaten the Program schedule.

COMMUNITY



- Public & Municipal engagement ongoing.

Key Issues: ▪ Uncertainty on approval of Esquimalt bylaw continues to threaten the Program schedule.

Financial Summary

(\$M)

Budget	782.6
Commitment To Date	48.7
Forecast at Completion	782.6
Variance	-

Schedule Key Dates

Target

McLoughlin Pt, Outfall, Harbour Crossing	
DBF Awarded	Q2 2014
Construction Complete	Q4 2017
Commissioning Complete	Q2 2018
Resource Recovery Centre & Pipeline	
DBFO Awarded	Q1 2015
Construction Complete	Q4 2017
Commissioning Complete	Q4 2018
Conveyance Pump & Pipeline	
Macaulay PS DB Awarded	Q4 2015
Clover PS DB Awarded	Q2 2014
All Conveyance Complete	Q3 2017

Legend On Track Delayed At Risk Critical/Late

Major Program Components

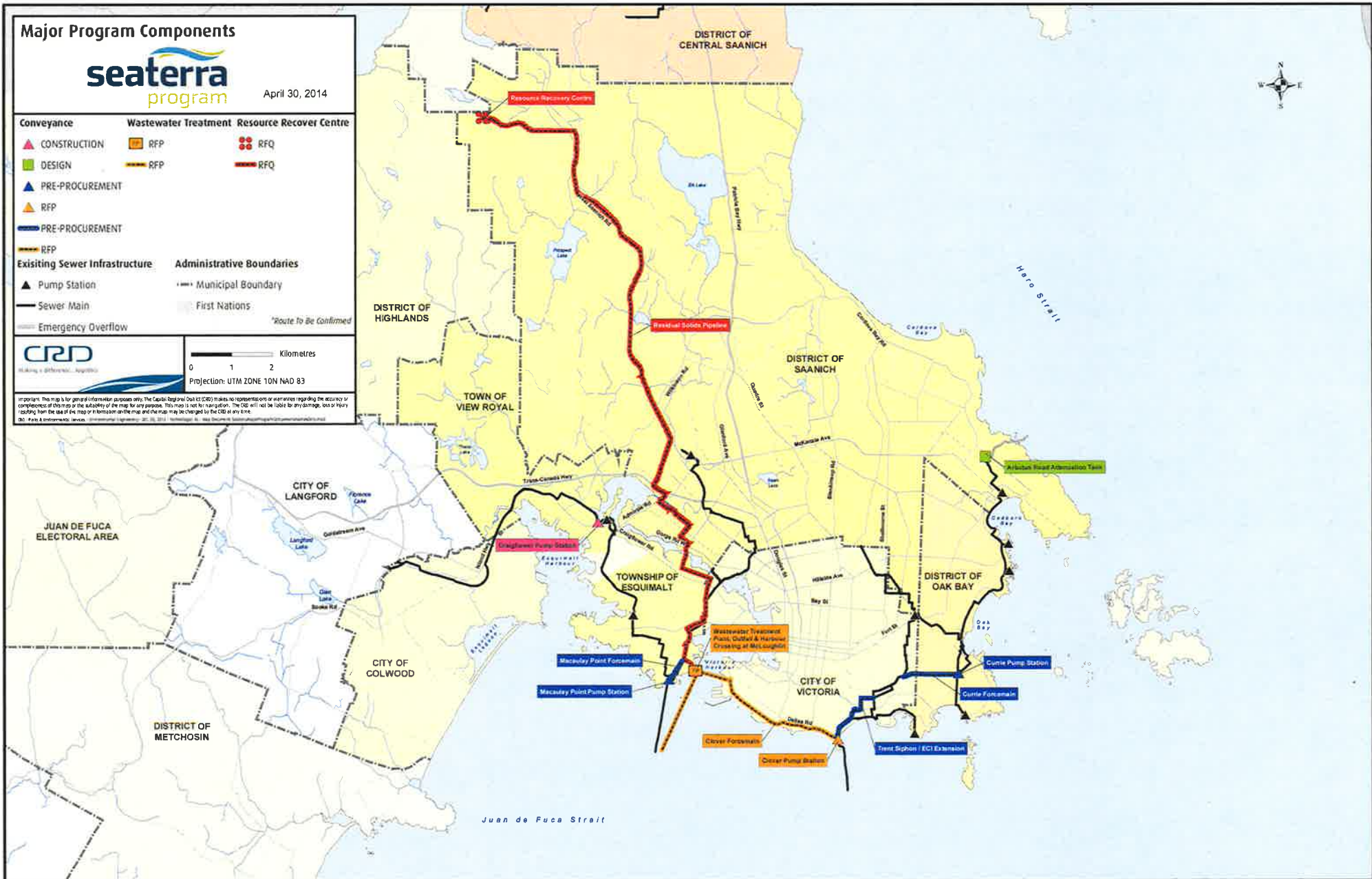


April 30, 2014

Conveyance	Wastewater Treatment	Resource Recover Centre
CONSTRUCTION	RFP	RFQ
DESIGN	RFP	RFQ
PRE-PROCUREMENT		
RFP		
PRE-PROCUREMENT		
RFP		
Existing Sewer Infrastructure	Administrative Boundaries	
Pump Station	Municipal Boundary	
Sewer Main	First Nations	
Emergency Overflow		



Important: This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of drawings or the suitability of the map for any purpose. This map is not to be used for any purpose, including but not limited to, any liability resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.



Seatterra Program Progress Report No. 12

1. Executive Summary

1.1 Seatterra Program

- 1.1.1 Costs this period are \$1,548,936 for a total cost to date of \$28,921,751 which is trending within budget and the projected Seatterra Program (Program) cash flows.
- 1.1.2 Commitments this period are \$459,911 for a total commitment to date of \$48,672,360 (approximately 6.2% of the Program budget).
- 1.1.3 Work is proceeding in accordance with the Program Schedule for completion in 2018. Construction and commissioning of the McLoughlin Point Wastewater Treatment Plant (WWTP) and the Resource Recovery Centre (RRC) continues to drive the Program critical path.
- 1.1.4 Evaluation of all of the McLoughlin Design-Build-Finance (DBF) proponent's technical submissions and financial proposals was completed and a staff report with a recommendation for a preferred proponent was prepared for the Commission for their consideration at the May 2, 2014 Commission meeting.
- 1.1.5 Throughout April 2014 the Clover Pump Station DB Proponents requested updates and information through the Request for Information (RFI) Process. Approximately 65 RFI's have been received and closed.
- 1.1.6 Evaluation of all of the Request for Qualifications (RFQ) submissions for Clover Forcemain (Conveyance Pipe) Design Consulting Services was completed and the Request for Proposals (RFP) issued to a shortlist of 3 preferred proponents. The RFP is scheduled to close May 16, 2014.
- 1.1.7 Construction related activities continued on the Craigflower Pump Station project. The foundation slab and pump room floor were completed and forming of the pump station walls commenced.
- 1.1.8 Design continued on the Arbutus Road Attenuation Tank.
- 1.1.9 Public Open Houses were held in Esquimalt and Saanich (Prospect Lake) to receive input on the selected alignment and pump station locations for the Residual Solids Conveyance Pipe.
- 1.1.10 Evaluation of the submissions for the RFP for the Residual Solids Conveyance Pipe Geotechnical Investigation Services was completed. Ryzuk Geotechnical was selected as the preferred proponent and will be awarded a contract for the services.
- 1.1.11 The RFP for Residual Solids Conveyance Pipe Surveying Services closed on April 17, 2014. Evaluation of the submissions was completed. Focus Corporation (Section 1) and Kerr Wood Leidal Associates (Sections 2 and 3) were selected as the preferred proponents and will be awarded contracts for the services.

Seatterra Program Progress Report No. 12

- 1.1.12 Evaluation of the submissions received from 6 proponents for RFQ-300 for the RRC Design- Build-Finance-Operate (DBFO) was completed in April. A staff report was prepared for presentation to the Commission at their May 2, 2014 meeting recommending a shortlist of proponents.
- 1.1.13 The Biosolids Disposal Services RFP closed April 28, 2014. Submissions were received from 4 proponents for evaluation.

Major Issues:

CRD:

- At its meeting of April 7, 2014 the Township of Esquimalt unanimously voted against CRD's request for an amendment to the zoning bylaw for McLoughlin Point (Bylaw No. 2805).
- On April 9, 2014 the CRD Board approved submitting a request to the Minister of Environment to set aside the Township of Esquimalt's rejection of the CRD's rezoning application.
- Liquid Waste Management Plan (LWMP) Amendment No. 9 approved by the CRD Board and forwarded to Ministry of Environment (MOE) for approval is pending approval by the Minister.
- Clover Pump Station zoning approvals.
- Relocation of rock/gravel stockpile from the proposed site of the Resource Recovery Centre at Hartland.

Commission/PMO:

- None to report this period.

Major Activities Planned – Next Period:

CRD:

- Follow up with the Minister of Environment on CRD's request for intervention in the dispute with the Township of Esquimalt for rezoning of the McLoughlin Point site.
- Continue with zoning approval process for the Clover Pump Station.

Commission/PMO:

- None to report this period.

1.2 Core Area Liquid Waste Management Committee/CRD Board Issues

- 1.2.1 Completion of Federal and Provincial Funding Agreements – pending final zoning approvals and sign off by the Ministers.
- 1.2.2 Esquimalt Council, at its meeting of April 7, 2014, unanimously voted against CRD's request for an amendment to the zoning bylaw for McLoughlin Point (Bylaw No. 2805).

Seatterra Program Progress Report No. 12

2. Activities – McLoughlin Point Wastewater Treatment Plant Project

2.1 Design/Engineering Status

- 2.1.1 PMO provided review comments to Proponents for technical design submissions and evaluation model.
- 2.1.2 Regular design development meetings continued this month with the PMO and BC Hydro for the temporary and permanent power for the McLoughlin point site.

2.2 Procurement Status

- 2.2.1 Evaluation of all of the McLoughlin Design-Build-Finance (DBF) proponent's technical submissions and financial proposals was completed and a staff report with a recommendation for a preferred proponent was prepared for the Commission for their consideration at the May 2, 2014 Commission meeting.

2.3 Construction Status

- 2.3.1 Construction is anticipated to begin in 2014.

2.4 Status of 3rd Party Approvals

- 2.4.1 McLoughlin Point siting approvals – Esquimalt Council rejected the revised zoning bylaw at its meeting on April 7, 2014.
- 2.4.2 Agreements with the Greater Victoria Harbour Authority (GVHA) for the utility rights-of-way and a working easement at Ogden Point were completed in April 2014.
- 2.4.3 An Environmental Approval in Principle (AIP) was prepared and submitted for the McLoughlin Point site in March 2014. It was successfully screened by CSAP and transferred to the MOE for final release in March 2014. Comments from MOE were received in April 2014 and are being reviewed.

2.5 Major Commitments This Period

- 2.5.1 \$101,417 - BC Hydro – Construction Charges (payable in advance) for McLoughlin WWTP temporary power, upstream improvements and power line upgrades on Victoria View Rd.

2.6 Schedule

- 2.6.1 The DBF procurement process is two months behind schedule. Any further delays will impact the critical path and extend the completion date of the Program.

2.7 Significant Issues/Decisions Pending

- 2.7.1 Municipal approvals for the McLoughlin Point site rezoning.

3 Activities – Resource Recovery Centre (RRC)

3.1 Design/Engineering Status

- 3.1.1 The RFP document and performance based technical specifications have been completed. The location of the RRC plant on the Hartland site has been finalized with the CRD. CRD will provide all landfill gas for use in the RRC. CRD will discharge landfill leachate into the new centrate return line.
- 3.1.2 Following alignment assessments for the Residual Solids Conveyance Pipe and Pump Station locations in collaboration with the respective impacted municipalities an optimal routing was selected. Public Open Houses were held in Esquimalt and Saanich (Prospect Lake) to present information to the communities and to receive input on the selected alignment and pump station locations.
- 3.1.3 A geotechnical investigation of the proposed RRC plant site located at Hartland was completed.

3.2 Procurement Status

- 3.2.1 Evaluation of the 6 responses received for the RRC DBFO RFQ was completed. A staff report was prepared for presentation to the Commission at their May 2, 2014 meeting with a recommended shortlist of proponents.
- 3.2.2 The Biosolids Disposal Services RFP closed April 28, 2014. Submissions were received from 4 proponents for evaluation.
- 3.2.3 Evaluation of the proposals received in response to the RFP for Residual Solids Conveyance Pipe Geotechnical Investigation Services was completed. Ryzuk Geotechnical was selected as the preferred proponent and will be awarded a contract for the services.
- 3.2.4 RFP for Residual Solids Conveyance Pipe Surveying Services closed April 17, 2014. Evaluation of the proposals received in response to the RFP was completed. Focus Corporation (Section 1) and Kerr Wood Leidal Associates (Sections 2 and 3) were selected as preferred proponents and will be awarded contracts for the services.

3.3 Status of 3rd Party Approvals

- 3.3.1 After announcement of the conveyance pipe alignment and pump station siting options, public Open Houses were held during April in Esquimalt and Saanich (Prospect Lake) to present information to the communities and to receive input on the alignment and pump station locations.

Seaterra Program Progress Report No. 12

3.3.2 An Environmental Impact Study (EIS), geotechnical investigation, and surveying of the alignment from McLoughlin Point to the RRC at Hartland will commence in May 2014.

3.3.3 A Power Utility Service Application has been submitted and planning for service extension to the Hartland RRC site continues with BC Hydro.

3.4 Major Commitments This Period

3.4.1 None.

3.5 Schedule

3.5.1 The project is proceeding on schedule in general accordance with the detailed schedule included in Appendix B

3.6 Significant Issues/Decisions Pending

CRD:

- LWMP Amendment No. 9 approved by the CRD Board and forwarded to MOE for approval is pending approval by the Minister.
- RRC plant location within the North Hartland site and status of the gravel stockpile was confirmed.
- Confirm water servicing at Hartland
- Use of landfill gas at Hartland for the RRC was confirmed.
- Leachate discharge into the new centrate return line was confirmed.
- Complete EIS for RRC plant and Residual Solids Pipeline.

Commission/PMO:

- None to report this period.

4. Activities – Macaulay Pump Station

4.1 Design/Engineering Status

4.1.1 Development of technical specification will commence Q4 2014.

Seaterra Program Progress Report No. 12

5. Activities – Craigflower Pump Station

5.1 Construction Status

- 5.1.1 Foundation slab and pump room floor complete. Forming of pump station walls commenced. Pumps will be arriving shortly and will be stored onsite until installed.

5.2 Schedule

- 5.2.1 The completion date for the project has been adjusted and is now scheduled to be complete by the end of October 2014, with no impact to the Program critical path.

5.3 Significant Issues/Decisions Pending

- 5.3.1 None to report this period.

6. Activities – Clover Pump Station

6.1 Design/Engineering Status

- 6.1.1 The Project Agreement and all supporting technical reports and schedules for the RFP were completed.

6.2 Procurement Status

- 6.2.1 Throughout the month all of the Clover Pump Station DB Proponents requested updates and information through the Request for Information (RFI) Process. Approximately 65 RFI's have been received to date and closed. The RFP closes on June 4, 2014.

6.3 Status of 3rd Party Approvals

- 6.3.1 A rezoning application for Clover Point Pump Station has been submitted to the City of Victoria. The application was tabled by City Council on April 10, 2014. A staff report has been prepared to revisit this issue and receive 1st and 2nd reading on May 8, 2014.

6.4 Major Commitments This Period

- 6.4.1 No major commitments this period.

6.5 Schedule

- 6.5.1 The project is proceeding on schedule in general accordance with the detailed schedule included in Appendix B.

6.6 Significant Issues/Decisions Pending

- 6.6.1 None to report this period.

Seaterra Program Progress Report No. 12

7. Activities – Currie Pump Station

7.1 Design/Engineering Status

7.1.1 Design is scheduled to commence Q3 2015.

8. Activities – Arbutus Road Attenuation Tank

8.1 Design/Engineering Status

8.1.1 Design Meeting No. 4 was held on April 11, 2014. KWL is preparing the 50% design report. An open house, to present design information, is being planned for early June 2014.

8.2 Procurement Status

8.2.1 An RFQ, to prequalify contractors, is being prepared and will be issued in May 2014.

8.3 Status of 3rd Party Approvals

8.3.1 LWMP Amendment No. 9 which includes updating the Arbutus Road Attenuation Tank size has been approved by the CRD Board and is pending approval by the Ministry of Environment.

8.4 Major Commitments This Period

8.4.1 No major commitments this period.

8.5 Schedule

8.5.1 The project is proceeding on schedule in general accordance with the detailed schedule included in Appendix B.

8.6 Significant Issues/Decisions Pending

8.6.1 None to report this period.

9. Activities – Clover Forcemain

9.1 Design/Engineering Status

9.1.1 Design is scheduled to commence in Q2 2014.

9.2 Procurement Status

9.2.1 Evaluation of all of the RFQ submissions for Clover Forcemain (Conveyance Pipe) Design Consulting Services was completed and the RFP was issued to a shortlist of 3 preferred proponents. The RFP is scheduled to close on May 16, 2014.

Seattera Program Progress Report No. 12

9.3 Status of 3rd Party Approvals

- 9.3.1 A License Agreement for Clover Forcemain has been submitted to the City of Victoria.
- 9.3.2 Collaboration with the City of Victoria and First Nations is ongoing for the establishment of a reburial site at Beacon Hill Park, should historical remains be discovered during the work on this project and require reburial.

9.4 Major Commitments This Period

- 9.4.1 No major commitments this period.

9.5 Schedule

- 9.5.1 The project is proceeding on schedule in general accordance with the detailed schedule included in Appendix B.

9.6 Significant Issues/Decisions Pending

- 9.6.1 None to report this period.

10. Activities – Currie Forcemain

10.1 Design/Engineering Status

- 10.1.1 Design is scheduled to commence in Q1 2016.

11. Activities – ECI/Trent Twinning

11.1 Design/Engineering Status

- 11.1.1 Design is scheduled to commence in Q4 2014.

12. Activities – Macaulay Forcemain

12.1 Design/Engineering Status

- 12.1.1 Design is scheduled to commence in Q2 2015.

13. Program Updates

13.1 Program Cost/Budget Update

- 13.1.1 This report covers the period of April 2014.
- 13.1.2 Total program budget is \$782,686,000.
- 13.1.3 Costs this period are \$1,548,936.

Seaterra Program Progress Report No. 12

13.1.4 Costs to date are \$28,921,751(Appendix A)

13.1.5 Commitments to date are \$48,672,360.

13.1.6 Commitments this period are \$459,911.

13.2 Program Schedule Update

13.2.1 The Program is proceeding within the overall schedule. The schedule continues to support a 2018 completion of the McLoughlin Point plant, subject to rezoning approval.

13.2.2 The Program Schedule has been reviewed and updated based on current activities. See Program Schedule extracts in Appendix B of this report for:

- Critical Path Schedule
- Summary Task Schedule
- Look-ahead Schedule to July 2014

13.2.3 Major activities and Milestones achieved in April include the following:

- CRD confirmed specific site location of the RRC facility at Hartland.
- Public engagement on the Residual Solids Conveyance Pipe Alignment and Pump Station locations commenced.
- Evaluation of the McLoughlin WWTP DBF RFP completed
- RFP for RRC DBFO finalized for release in May 2014.
- Evaluation of RRC DBFO RFQ completed and recommended short list of preferred proponents determined.

13.2.4 Major activities and Milestones scheduled the next 90 days include the following:

Program:

- Ministry of Environment approval of LWMP Amendment No. 9.

McLoughlin WWTP:

- Complete rezoning process for the McLoughlin Point WWTP.
- Select McLoughlin WWTP DBF preferred vendor by beginning May 2014 and finalize contract negotiations by June 2014.
- MOE approval of Environmental AIP Q2, 2014.
- Commence Environmental Characterization of McLoughlin Point site May 2014.
- Continue with BC Hydro to develop the detailed design for temporary and permanent power for McLoughlin Point site.

Resource Recovery Centre (RRC):

- Release RRC RFP Project Agreement and schedules to shortlisted proponents May 2014.
- Complete public engagement on the Residual Solids Conveyance Pipe Alignment and Pump Station locations in May 2014.

Seatterra Program Progress Report No. 12

- Commence Residual Solids Conveyance Pipe Geotechnical Investigation May 2014.
- Commence Residual Solids Conveyance Pipe Surveying May 2014.
- Provide recommendation to the Commission on the Biosolids Disposal Services RFP contract June 27, 2014.

Conveyance Infrastructure:

- Complete 50% detailed design for Arbutus Road Tank early May 2014 and present information to the public at an open house in June 2014.
- Complete the pump station walls of Craigflower Pump Station.
- Complete rezoning for Clover Pump Station Q2 2014.
- Award Clover Point Pump Station DB contract June 27, 2014.
- Award Clover Point Forcemain design consultant contract June 27, 2014.

13.3 Procurement this Period

- 13.3.1 An RFP for the Residual Solids Conveyance Pipe Surveying Services closed April 17, 2014.
- 13.3.2 The Biosolids Disposal Services RFP closed April 24, 2014.
- 13.3.3 Evaluations completed for the Resource Recovery RRC RFQ, McLoughlin Point RFP, Clover Forcemain Design Consultant RFP, Residual Solids Conveyance Pipe Geotechnical Investigation Services and Surveying Services RFP's.

13.4 Major Commitments This Period

- 13.4.1 \$101,417 - BC Hydro – Construction Charges (payable in advance) for McLoughlin WWTP temporary power, upstream improvements and power line upgrades on Victoria View Rd.

13.5 Project Controls

- 13.5.1 Program schedule continues to be developed and will be presented for approval to the Commission once the McLoughlin DBF contract is awarded.

13.6 Environmental

- 13.6.1 A consolidated EIS Final Report for the complete Program, except for the RRC, is currently being updated. The RRC EIS will be completed within 4 months of final site selection of the conveyance pipe routing.
- 13.6.2 No environmental issues to report this period.

13.7 Safety

- 13.7.1 No safety incidents to report this period.

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14. Communications/Public Engagement

14.1 Activities

- 14.1.1 Education and Awareness Campaign:
 - Materials developed including updated website, householder and video.
 - Coordination with CRD IT to confirm website update.
- 14.1.2 In support of the Residual Solids Conveyance Pipe:
 - Ongoing preparation for meetings/open houses including letters, Information Sheets, FAQ's, location coordination, poster board development and ad placement.
 - Liaison with and email updates to Community Associations in Esquimalt, Victoria and Saanich).
 - Open Houses held on April 28 and 30, 2014.
- 14.1.3 Preparations for the Seatterra Spring Newsletter.
- 14.1.4 Prepare News Release for announcement of McLoughlin RFP preferred proponent selection and Resource Recovery Centre RFP Shortlist.
- 14.1.5 Media Relations and Issues Management:
 - Respond to various enquiries about current Seatterra issues.
 - Prepare news release to address polling conducted by external parties.

15. Environmental

15.1 Activities

- 15.1.1 Craigflower Pump Station Project - environmental documentation including permit applications, environmental management plans and project activity was reviewed. Site was visited to meet with contractor and consultants and conduct an environmental site audit. No non-compliances were observed.
- 15.1.2 Program – ongoing review of Program components for potential environmentally sensitive activities regarding environmental issues.

16. Program Financing

16.1 Federal Agreement Management Committee

The federal agreement has yet to be fully executed. A governmental overview committee is expected to be appointed after execution of these agreements.

16.2 Intergovernmental Coordination Committee

The next meeting is scheduled for summer 2014.

Seaterra Program Progress Report No. 12

16.3 Status of Funding Agreements:

No change from last report

Funding Partner	Status of agreement
Building Canada Fund	Approved in principle but awaiting Minister's signature
Green Infrastructure Fund	Approved in principle but awaiting Minister's signature
PPP Canada	Approved
Province of BC	Approved

16.4 Status of Funding Received:

No change from last report

Funding Partner	Payments Received – Current Month	Received to Date	Grant Claims Submitted	Maximum Partner Contribution
Building Canada Fund	-	-	-	\$120,000,000
Green Infrastructure Fund	-	-	-	\$50,000,000
PPP Canada	-	-	-	\$83,400,000
Province of BC	-	-	-	\$248,000,000

Seattera Program Progress Report No. 12

Appendix A

Monthly Cost Report

Program Summary Report Month Ending 30-April-2014

	Budget	Cost to Date	Commitments Unpaid	Total CTD + CU	Forecast to Complete	Forecast at Completion	Variance	Variance from Last Report
WASTEWATER TREATMENT - MCLOUGHLIN	278,561,192	10,233,537	1,717,798	11,951,335	266,609,857	278,561,192	0	0
CONVEYANCING -PUMP STATIONS & PIPES	126,786,364	8,287,854	9,585,016	17,872,870	108,913,494	126,786,364	0	0
RESOURCE RECOVERY CENTRE	254,675,629	4,099,588	3,424,484	7,524,072	247,151,557	254,675,629	0	0
COMMON COSTS	50,337,316	6,264,172	5,023,311	11,287,483	39,049,833	50,337,316	0	0
INTERIM FINANCING	31,400,000	36,600	0	36,600	31,363,400	31,400,000	0	0
PROGRAM CONTINGENCY	40,925,499	0	0	0	40,925,499	40,925,499	0	0
TOTAL	782,686,000	28,921,751	19,750,609	48,672,360	734,013,640	782,686,000	0	0

Seaterra Program Progress Report No. 12

Appendix B

Schedule Extracts



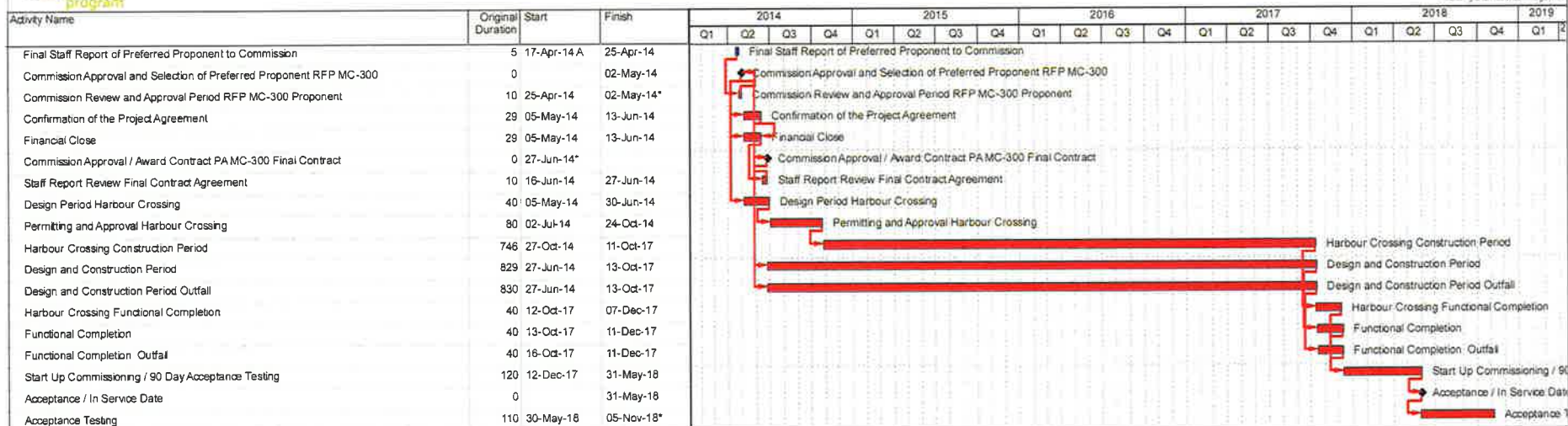
Seatterra Program Level I Schedule (DD 25 April 2014)



Activity ID		Activity Name		Original Duration	Start	Finish	2013201420152016201720182019																											
							Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
SEATERRA PROGRAM																																		
KEY MILESTONES																																		
PROGRAM																																		
MCLOUGHLIN POINT WASTEWATER TREATMENT PLANT (PLANT, HARBOUR CROSSING, C																																		
RESOURCE RECOVERY CENTRE (DBFO)																																		
CRAIGFLOWER PUMP STATION (DBB)																																		
ARBUTUS ROAD ATTENUATION TANK (DBB)																																		
CLOVER PUMP STATION (DB)																																		
CLOVER FORCEMAIN (DBB)																																		
ECI / TRENT TWINNING (DBB)																																		
MACAULAY PUMP STATION (DB)																																		
MACAULAY FORCEMAIN (DBB)																																		
CURRIE PUMP STATION (DBB)																																		
CURRIE FORCEMAIN (DBB)																																		
PROGRAM COMMISSIONING, HANDOVER & START-UP																																		

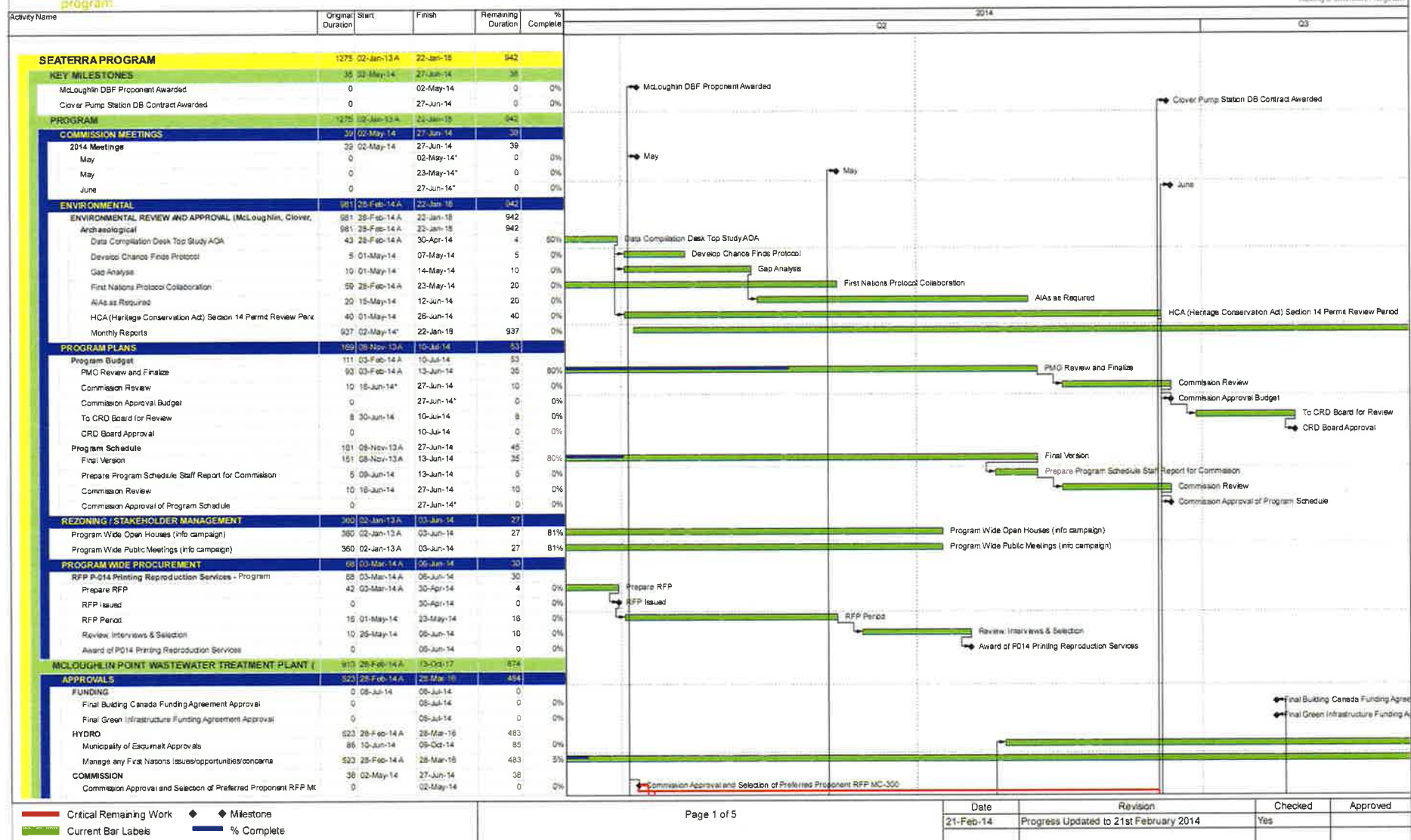


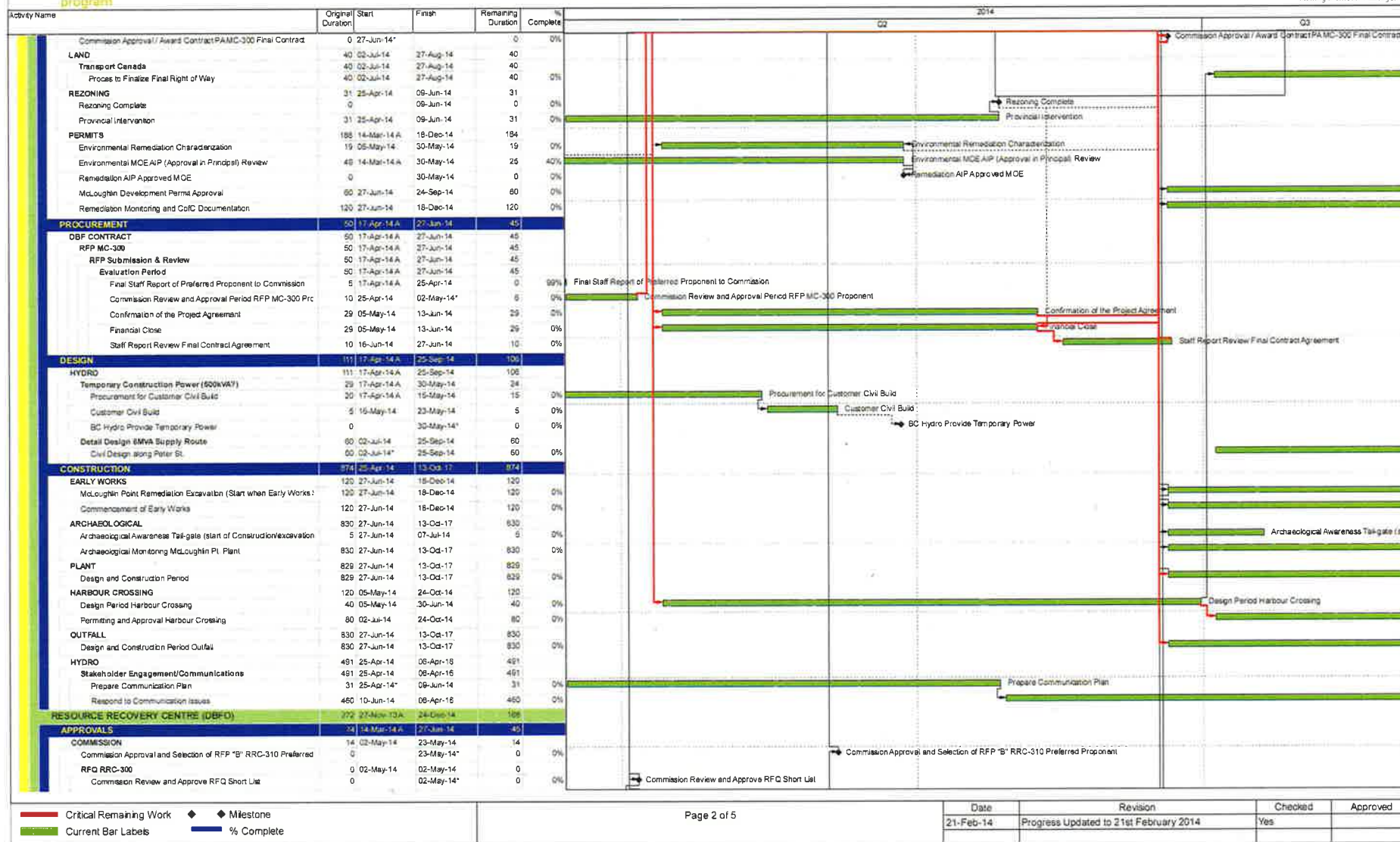
Seattera Program Critical Path (DD 25 April 2014)



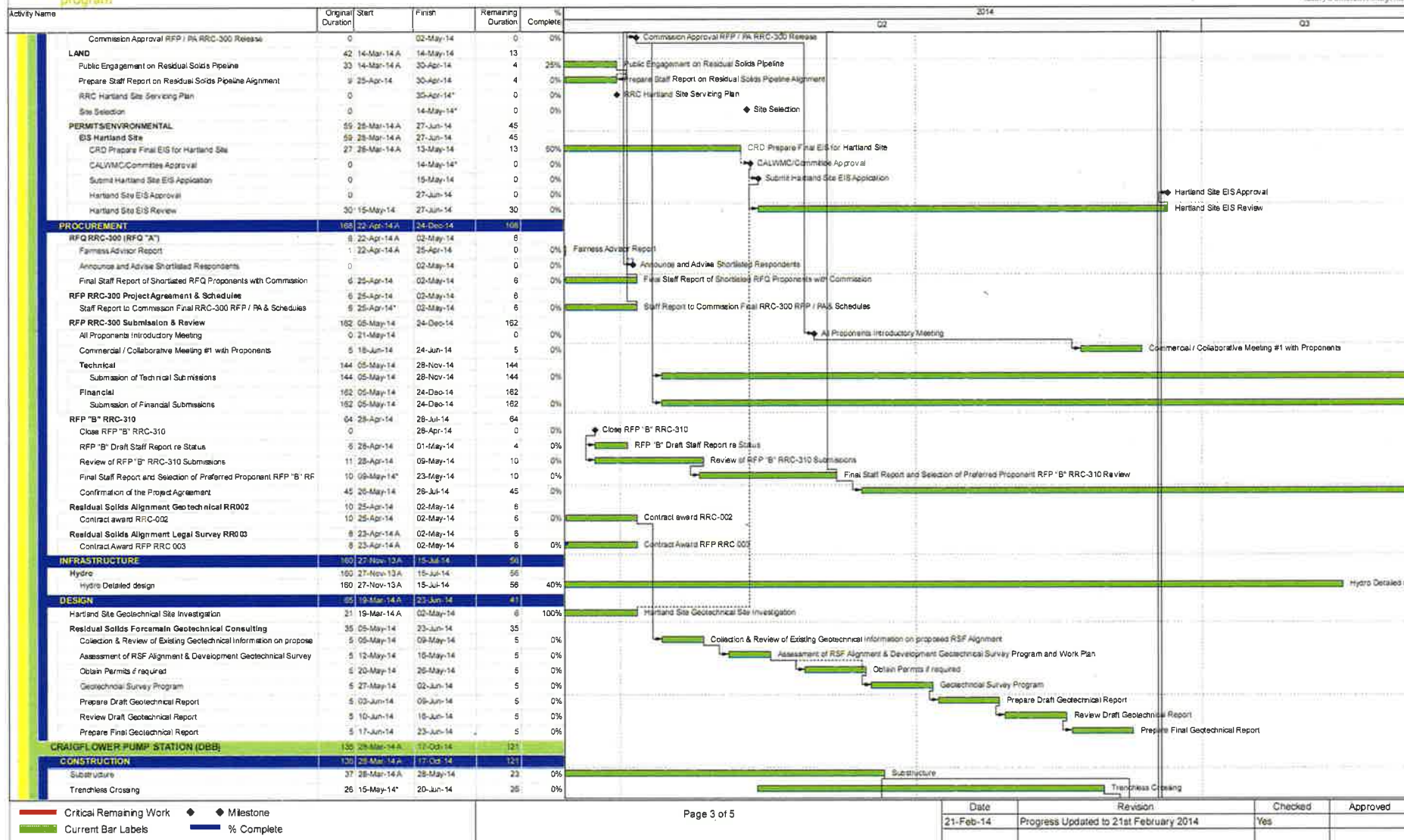
■ Actual Work ■ Critical Remaining Work ■ Summary
■ Remaining Work ♦ Milestone

Seattera High Level Schedule - 3 Month Lookahead (DD 25th April 2014)

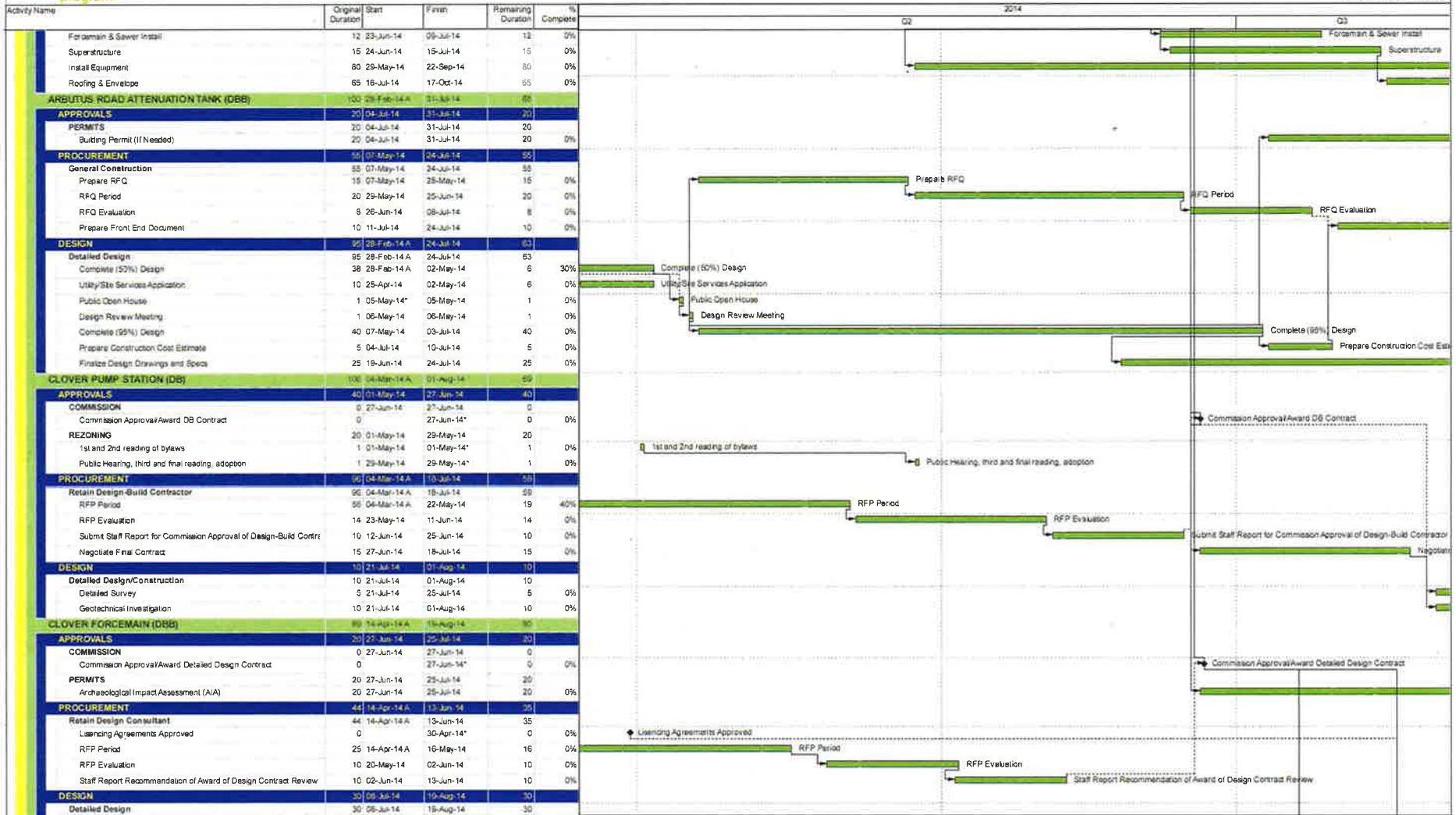




Seatterra High Level Schedule - 3 Month Lookahead (DD 25th April 2014)

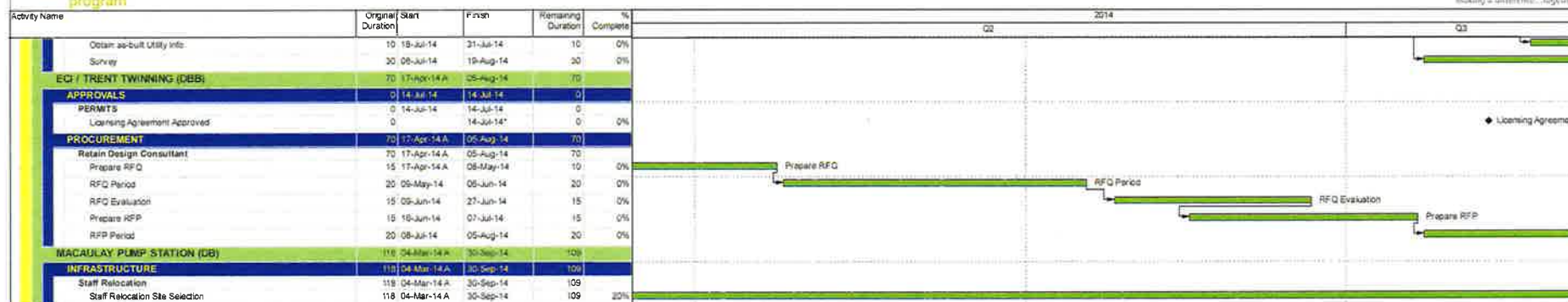


Seatterra High Level Schedule - 3 Month Lookahead (DD 25th April 2014)



Date	Revision	Checked	Approved
21-Feb-14	Progress Updated to 21st February 2014	Yes	

Seatera High Level Schedule - 3 Month Lookahead (DD 25th April 2014)



Critical Remaining Work ♦ ♦ Milestone
 Current Bar Labels ■ % Complete

Date	Revision	Checked	Approved
21-Feb-14	Progress Updated to 21st February 2014	Yes	

Notice of Motion Submitted by Director Desjardins

To Core Area Liquid Waste Management Committee, for Meeting of June 11, 2014

WHEREAS the Minister of Environment has stated "After giving the request due consideration, The Province will not attempt to override the zoning decisions of the duly elected Esquimalt council", thus stopping the uncertainty and the possibility of a single centralized sewage treatment plant being built on McLoughlin Point and subsequently affecting many other components of the current LWMP;

AND WHEREAS there is an urgent need to minimize all financial risk to CRD from the Seatterra Program;

AND WHEREAS alternate solutions and options need to be explored that meet senior government deadlines, public approval, and environmental and fiscal best practices:

THEREFORE BE IT RESOLVED that:

The Core Area Liquid Waste Management Plan, as pertains to the Seatterra Project, be suspended until January 2015, allowing the CRD Board and participant municipalities an opportunity to explore possible directions going forward and for a complete and fully independent review of such options;

AND THAT Termination of all current Seatterra Program and Projects occur and be completed before September 30, 2014 (with exception of necessary system maintainance)

AND THAT The CRD submit a request to the Ministry of Environment for an extension of the construction and funding deadline to 2020, to ensure that the participants meet the federal deadline.

Electoral Area Services Committee's Report

Victoria, BC May 21, 2014

To the Chair and Directors of the Capital Regional District Board:

The Electoral Area Services Committee reports and recommends as follows:

1. Salt Spring Island Noise Suppression Bylaw

- 1) That Bylaw No. 3855, "Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006, Amendment Bylaw No. 1, 2014", be introduced and read a first and second time; and
- 2) That the Islands Trust be informed that any further land use restrictions with respect to hours and days of the gun range operation are the responsibility of the Islands Trust.

(Background information can be found in the attached staff report. Note that after due deliberation, the Committee recommendation differed from the staff recommendation and the bylaw as presented has been amended as directed by the Committee.)

2. Community Works Fund Allocation – Juan de Fuca (JDF) Water Distribution System Bulk Water Dispensing Station

That an allocation of \$80,000 of Juan de Fuca (JDF) Community Works Fund (CWF) resources be authorized for development of a bulk water dispensing station near the end of the Juan de Fuca Water Distribution System in the District of Sooke subject to approval by the Juan de Fuca Water Distribution Commission and the District of Sooke.

(Background information can be found in the attached staff report.)

3. Grants-in-Aid

That the following grants-in-aid applications be approved for payment:

- a) Juan de Fuca Grant-in-Aid as approved by Director Hicks
 - Juan de Fuca Rural Publication Society \$ 2,000
 - Navy League of Canada Sooke Branch \$ 500
 - Sooke Fine Arts Society \$ 2,000
- b) Southern Gulf Islands Grant-in-Aid as approved by Director Howe
 - Pender Island Child Care Society \$ 2,500
 - Village Bay Improvement Association \$ 4,000
 - Mayne Island Integrated Water Systems \$ 2,000
- c) Salt Spring Island Grant-in-Aid as approved by Director McIntyre
 - Ruckle Heritage Farm Day \$ 1,500
 - Salt Spring Trail and Nature Club \$ 2,400

(Background information can be found in the attached two staff reports. Note that the Committee considered the two reports as one, as above.)

**REPORT TO ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, MAY 21, 2014**

SUBJECT SALT SPRING ISLAND NOISE SUPPRESSION BYLAW

ISSUE

The Committee referred the April 16, 2014 report "SSI Noise Bylaw Proposed Amendments" back to staff with direction to undertake certain actions.

BACKGROUND

At the January 15, 2014 Electoral Area Services Committee (EASC), a motion was passed directing staff to establish maximum sound levels in regards to use of the Gun Club. Further, at the April 16, 2014 meeting a motion by the Committee directed staff to undertake sound studies, to determine the impact of mitigation efforts by the club and to consider the decision of the judge in the civil matter between Mr. Milne and the Gun Club.

Since the April meeting, staff and Director McIntyre met with the neighbours to further understand their concerns. In that meeting, it was very clear that the neighbours strongly recommend the inclusion of a definition of maximum noise levels.

The Chief Administrative Officer and General Manager of Planning and Protective Services attended the Gun Club property and met with John Foley. At that meeting, they were shown the mitigation efforts made to date by the Gun Club. This included work to reduce noise from the indoor range, and insulation work done on the shooting shed for the 100 yard range. Staff has requested the club provide to the CRD, documentation showing steps being considered and the impact that these would have. This information has been previously requested in writing both to the club and the club's lawyer and was most recently requested on May 8 in a conversation with John Foley. The CRD has yet to receive any the information back. On May 10, 2013, bylaw officers served the Gun Club with two tickets for shooting after hours on the dates of November 12 and 29 and we have not received any further communication from the club.

The EASC also directed staff to review the pending decision in the civil matter that the Gun Club is involved with in order to understand any implications that may arise from that decision. This may include provisions ordered against the Gun Club that may conflict with any CRD bylaw amendments, or alternatively have a cumulative effect of doubling the impact on the Gun Club to an unreasonable level, such as the courts barring the Gun Club from shooting on those days that are allowable under the bylaw. The judge has not rendered a decision on this matter as yet, but staff will continue to monitor for any information that is released.

MAXIMUM NOISE LEVEL AMENDMENT

In addition to the bylaw amendments presented in the April 16, 2014 staff report, the following wording that defines a maximum noise level could be considered:

(1) By adding to Section 1 the following definitions:

"Point of Reception" means:

- a) for residential uses any place on individual residential premises where sound originating from any source, other than a source of the same individual residential premises, is received; or
- b) for non-residential uses any place on premises where sound originating from any source, other than a source on the entirety of the same non-residential use premises, is received.

(2) By adding Sections 4.9:

- 7. Despite any other provision of this bylaw a person, when discharging a firearm at an Outdoor Shooting Range, may not make noise that exceeds 70 dBA when measured on an Impulse Sound Level Meter set to measure impulse response and expressed in terms of the Logarithmic Mean Impulse Sound Level (LLM) when measured at the Point of Reception.

ALTERNATIVES

That the Electoral Area Services Committee:

- 1. Recommends to the CRD Board that Bylaw No. 3855, "Noise Suppression Bylaw (Salt Spring Island)" No. 1, 2006, Amendment Bylaw No. 1, 2014" be introduced and given first and second reading.
- 2. Direct staff to request the SSI Rod and Gun Club provide to the CRD within 30 days, a letter of commitment outlining potential mitigation efforts for the Gun Club, the impact those efforts would have on the maximum noise levels of the outdoor range, including trap shooting and a timeline for the implementation of those mitigation efforts and that this information be presented back to the EASC prior to consideration of any further bylaw amendments.
- 3. Direct staff to include maximum noise levels in Bylaw No. 3855, "Noise Suppression Bylaw (Salt Spring Island)" No. 1, 2006, Amendment Bylaw No. 1, 2014", and recommends to the CRD Board that the Bylaw be introduced and given first and second reading.
- 4. Direct staff to include the proposed language regarding maximum noise levels in a bylaw amendment for consideration without reduced hours of operation.

ENFORCEMENT IMPLICATIONS

Enforcement of this bylaw in relation to the Gun Club can be challenging given the contentious nature of the file. The proposed amendments prepared in the open staff report of April 16, 2014 define set rules which are enforced based specifically on time of day.

The use of decibel levels creates a far higher level of responsibility in enforcement, and is more likely to be subject to a challenge. In order to successfully prosecute a ticket, enforcement staff will be required to prove that the noise that was created by a specific gunshot exceeded the level prescribed through the bylaw. This includes taking a measurement of the shot that produced the noise or may require monitoring of the Gun Club. This would require CRD to purchase, calibrate and train staff on sound equipment. Alternatively, we would be required to contract with a private company to undertake these studies.

Alternatively, the use of decibel levels could be proactively used to determine allowable activities, with the Gun Club provided the opportunity to demonstrate the type of firearms to be used that can be operated within the tolerance of the maximum noise levels. However, should a

different firearm be used, or if a neighbour feels that a gun was used that exceeded the maximum level, CRD enforcement staff would be required to undertake the steps noted above.

GUN CLUB IMPLICATIONS

Justice Bowden also recognized that the activity of discharging firearms on an outdoor range will create noise and further appears to suggest that the noise would be considered a noise that disturbs. As the Gun Club activities are authorized through a zoning bylaw, it would not be reasonable to use a noise bylaw to eliminate the ability of the Gun Club to undertake their activities.

The maximum noise level wording provided in this report uses a maximum noise level of 70 dBA based on other jurisdictions researched, most notably Ontario and Australia. These levels will be difficult for the Gun Club to achieve at the 100 yard outdoor range, although significant upgrades and mitigations efforts to the shooting area may make it possible. Trap shooting, which takes place in the open, appears to have no way for the Gun Club to achieve a level of 70 dBA, effectively shutting down the trap range.

SOUND STUDY IMPLICATIONS

The neighbours have provided the CRD a copy of a study undertaken by Wakefield Acoustics that shows maximum noise levels measured during use of the outdoor range. These noise levels exceed 100 dBA in some instances, far exceeding maximum noise levels found in other noise bylaws or other documented gun range guidelines, including that of the RCMP.

Further sound studies at this time would be costly and would most likely only serve to confirm the Wakefield study or a close approximation to. Staff would recommend any sound study be undertaken only once the Gun Club has demonstrated significant mitigation and to determine the impact of that mitigation.

ECONOMIC IMPLICATIONS

As noted above in the enforcement implications, monitoring and enforcement of decibel levels will directly increase the cost of enforcement for this bylaw.

The CRD would be required to purchase, maintain and calibrate measuring devices, as well as undertake training in the operation of such. Alternatively, a third party would be required to attend the Gun Club under contract when a complaint is received.

The noise bylaw budget required a substantial increase in requisition to cover the costs of this file in 2013, where a deficit of \$40k resulted from the associated court case. The 2014 operational budget has some funds remaining in both legal and enforcement, but will need to preserve much of that for complaints not associated with the SSI Gun Club file.

If maximum noise levels are considered, staff will provide the EASC an updated budget request for future years (starting 2015) that will include increased funding for enforcement. In addition, if a sound study is required this year, a request to the EASC will be brought forward for additional funding to be found outside the current noise bylaw budget to cover the costs. A clear definition of the study requested will allow staff to gather quotes, but it would be expected the study would be in the \$5k-\$15k range.

CONCLUSION

The draft Amendment Bylaw prepared for the April 16, 2014 EASC (Attachment 1) did not include language establishing maximum noise levels. This recommendation was based on staff research that use of maximum noise levels creates difficulty and expense on the enforcement of the bylaw and that, when challenged, maximum noise levels may be subject to challenge by the courts.


The decision of the Committee is to either proceed with a bylaw amendment or to provide further opportunity for the Club to provide meaningful mitigation to the noise created by their activities.

If the Committee proceeds with reduced hours of operation, it would provide some restrictions on the Club. The CRD could then provide the club a set time to complete mitigation and then at that date, undertake a study to determine the effects of those works and at that time consider further amending the bylaw to include maximum noise levels.


RECOMMENDATION

That the Electoral Area Services Committee

1. Recommends to the CRD Board that Bylaw No. 3855, "Noise Suppression Bylaw (Salt Spring Island)" No. 1, 2006, Amendment Bylaw No. 1, 2014" be introduced and given first and second reading.
2. Direct staff to request the SSI Rod and Gun Club provide to the CRD within 30 days, a letter of commitment outlining potential mitigation efforts for the Gun Club, the impact those efforts would have on the maximum noise levels of the outdoor range, including trap shooting and a timeline for the implementation of those mitigation efforts and that this information be presented back to the EASC prior to consideration of any further bylaw amendments.



Travis Whiting
Senior Manager, Protective Services



Kevin Lorette, P.Eng., MBA
General Manager,
Planning and Protective Services
Concurrence



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

TW:tt

Attachments:

Appendix 1 Bylaw No. 3855 A Bylaw to Amend Bylaw No. 3384

Appendix 1

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3855

DRAFT

**A BYLAW TO AMEND BYLAW NO. 3384, BEING "NOISE SUPPRESSION BYLAW
(SALT SPRING ISLAND) NO. 1, 2006"**

The Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 3384, "Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006" is amended as follows:

(1) By adding to Section 1 the following definitions:

"Outdoor Shooting Range" – means using the property at 223 Long Harbour Road, Salt Spring Island, as operated by the Salt Spring Island Rod and Gun Club and for all outdoor shooting activities.

"Indoor Shooting Range" – means using the indoor shooting range at 223 Long Harbour Road, Salt Spring Island, as operated by the Salt Spring Island Rod and Gun Club for any shooting activities provided that all doors and windows are closed.

"Permitted Shooting Days" - means using the Outdoor and Indoor Shooting Range on three Sundays per year if public notification is made 30 days in advance through the local newspaper and/or website of the Salt Spring Island Rod and Gun Club.

(2) By removing Section 3.6:

"No person shall discharge a firearm before 9:00 am or after sunset that disturbs other people as described in Section 2 of this Bylaw."

(3) By adding Section 4.7:

"The use of the Outdoor Shooting Range as follows:

- (i) Tuesday through Friday between the hours of noon and 7:00pm or sunset, whichever is earlier;
- (ii) Saturday between the hours of noon and 5:00pm or sunset, whichever is earlier;
- (iii) Closed Sundays, Mondays and Statutory Holidays, with the exception of Permitted Shooting Days as defined;
- (iv) Trap shooting only on Tuesdays and Fridays between the hours of 4:30pm and 7:00pm or sunset whichever is earlier."

(4) By adding Section 4.8:

"The use of the Indoor Shooting Range shall be on the same days and hours as the Outdoor Shooting Range with a time extension on Tuesdays through Fridays until 9:00pm."

2. This Bylaw may be cited as "Noise Suppression Bylaw (Salt Spring Island) No. 1, 2006, Amendment Bylaw No. 1, 2014".

READ A FIRST TIME THIS _____ day of _____, 2014.

READ A SECOND TIME THIS _____ day of _____, 2014.

READ A THIRD TIME THIS _____ day of _____, 2014.

ADOPTED THIS _____ day of _____, 2014.

CHAIR

CORPORATE OFFICER

READ A SECOND TIME THIS _____ day of _____, 2014.

READ A THIRD TIME THIS day of , 2014.

ADOPTED THIS day of , 2014.

CHAIR

CORPORATE OFFICER



Making a difference...together

**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, MAY 21, 2014**

SUBJECT **COMMUNITY WORKS FUND ALLOCATION - JUAN DE FUCA (JDF) WATER
DISTRIBUTION SYSTEM BULK WATER DISPENSING STATION**

ISSUE

Funding is required to construct a bulk water dispensing station in the JDF Water Distribution System near the JDF Electoral Area boundary to facilitate more efficient potable water delivery to the residents of Otter Point and Shirley.

BACKGROUND

The JDF Electoral Area Director (Director) is requesting the installation of an additional bulk water dispensing station near the end of the JDF Water Distribution System in the District of Sooke to facilitate efficient potable water delivery to the residents of Otter Point and Shirley.

The Director has advised that approximately 200 families in Otter Point and Shirley (in the JDF Electoral Area) are dependent on the delivery of potable water by a private bulk water hauler which has been accessing water from a fire hydrant near the end of the water distribution system in the District of Sooke. Now that the Capital Regional District (CRD) has installed bulk water dispensing stations to more safely and effectively manage the provision of bulk water from the distribution system, customers in the JDF Electoral Area who rely on the delivery of bulk water for potable use are claiming that water delivery costs have risen by \$40 per load because of the longer travel time and additional fuel costs involved in accessing the closest bulk water dispensing station.

At its April 2014 meeting, the Juan de Fuca Water Distribution Commission directed CRD staff to proceed with the installation of the third and final bulk water dispensing station, with an openness to consider the Director's request of an additional station based on a proposal that identifies costs, funding sources, and implications, and also ensures CRD requirements are met.

The Director has proposed a location in the District of Sooke for the construction of the fourth station that meets the CRD's conceptual approval and the Director has agreed to meet the CRD's technical requirements for the design and construction of the station; prior to construction, the District of Sooke and the Juan de Fuca Water Distribution Commission will need to approve of the installation. Although the design and construction budget for the previously completed bulk water dispensing stations has been \$110,000 each, staff have agreed to review the budget for the proposed station given the lower anticipated site servicing requirements and costs at the proposed location.

For this proposed station, the Director is proposing to allocate gas tax funds from the JDF portion of Community Works Funds to partially fund the installation. The project is eligible for gas tax funding under the Water and Wastewater category of the Federal Gas Tax Agreement, even if it is to be located outside the Juan de Fuca Electoral Area boundary, provided that the CRD owns the facility and it is located within the CRD region.

ALTERNATIVES

That the Electoral Area Services Committee recommend to the Capital Regional District Board:

1. That the Board authorize an allocation of \$80,000 of Juan de Fuca (JDF) Community Works Fund (CWF) resources for development of a bulk water dispensing station near the end of the Juan de Fuca Water Distribution System in the District of Sooke subject to approval by the Juan de Fuca Water Distribution Commission and the District of Sooke.
2. That CWF funding not be allocated to fund the development of a fourth bulk water dispensing station.

IMPLICATIONS

The requested funding is available in JDF's portion of the Gas Tax CWF (Appendix A – CWF statement). These funds can be used to cover the grant-eligible costs of the project as per Schedule B of the Community Works Fund Agreement.

CONCLUSION

It is proposed to allocate \$80,000 in CWF funds to partially fund the development of a bulk water dispensing station near the JDF Electoral Area boundary. A station in the proposed location would assist in mitigating the water rate increases resulting from travel time associated with the existing station locations for the delivery of bulk potable water to the residents of Otter Point, Shirley, and other areas of the Electoral Area.

RECOMMENDATION

That the Electoral Area Services Committee recommend to the Capital Regional District Board:

That the Board authorize an allocation of \$80,000 of Juan de Fuca (JDF) Community Works Fund (CWF) resources for development of a bulk water dispensing station near the end of the Juan de Fuca Water Distribution System in the District of Sooke subject to approval by the Juan de Fuca Water Distribution Commission and the District of Sooke.



Rajat Sharma, MBA, CMA
Senior Manager, Financial Services



Diana Lokken, CPA, CMA
General Manager, Finance and Technology Dept.
Concurrence



Ted Robbins, BSc., CTech
General Manager, Integrated Water Services
Concurrence



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

Juan de Fuca Community Works Funds Project Allocations

JUAN DE FUCA COMMUNITY WORKS FUNDS								
CWF PROJECT CATEGORY (GL:215091) JDF TOTAL ALLOCATION:	DESCRIPTION	APPROVAL DATE (M/Y)	AMOUNT	ALLOCATED	UNALLOCATED	UNSPENT (as of 12/13)	COMPLETED PROJECT SURPLUSES RETURNED TO EA	BALANCE UNASSIGNED TO PROJECTS
\$1,081,423								
Public Transit/Active Transportation								
Mt Matheson/Roche Lake Connector Trail	Access trail between Roche Cove/Matheson Lake and Mt Matheson Estates	Dec-13	\$ 20,000	\$ 20,000		\$ 20,000		
Community Energy Systems								
JDF Admin Building	Air to water heat pump system for in-slab radiant heating system	Aug-13	\$ 100,000	\$ 100,000		\$ 5,057		
JDF Admin Building	Solar energy technology for the building	Oct-13	\$ 50,000	\$ 50,000		\$ 50,000		
Water and Wastewater								
Wilderness Mountain Water System	To fund shortfall on water treatment plant upgrade.	Jun-12	\$ 30,000	\$ 30,000		\$ 30,000		
East Sooke Fire Hall	Water service line extension to fire hall	Dec-12	\$ 125,000	\$ 125,000		\$ 103,700		
Willis Point Water Tower	Water tank for emergency water supply	Jun-13	\$ 40,000	\$ 40,000		\$ 40,000		
JDF Admin Building	Water and wastewater conservation systems	Aug-13	\$ 100,000	\$ 100,000		-\$ 4,832		
JDF Bulk Water Fill Station	Bulk water station for residents of Otter Pt & Shirley	TBC	\$ 80,000					
Sherringham Water Works	Water system infrastructure repair	Apr-14	\$ 20,000	\$ 20,000		\$ 20,000		
Solid Waste management								
Capacity Building								
Otter Pt. Env. Inventory	Otter Pt. Environmental Inventory	Apr-10	\$ 100,000	\$ 100,000		\$ -		
JDF Fire Suppression	Inventory of fire suppression water sources	Dec-11	\$ 20,000	\$ 20,000		\$ -		
Kemp Lake Water Quality	Planning work for safe drinking water infrastructure development	Feb-13	\$ 11,500	\$ 11,500		\$ -		
Shirley/Jordan River OCP	Shirley/Jordan River and East Sooke OCP updates	Aug-13	\$ 150,000	\$ 150,000		\$ 142,331		
Fund Allocation Summary			\$ 846,500	\$ 766,500	\$ -	\$ 408,256	\$ 2,354	\$ 237,277

*NOTE: This schedule includes an \$80,000 allocation for the proposed bulk water station.

SUBJECT **GRANTS-IN-AID**

Attachments: 7 Applications



CAPITAL
REGIONAL
DISTRICT

Corporate Services

524 Yates St. PO Box 1000 Victoria BC V8W 2S6 | T 250.360.3000 | F 250.360.3023 | www.crd.bc.ca

CRD FINANCE

MAY 05 2014

RECEIVED

DO NOT MAIL

GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES
CORPORATE SERVICES DEPARTMENT

DATE: 02/05/14
(dd/mm/yy)

FROM: Director Mike Hicks

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: Juan de Fuca

Organization for which the Grant in Aid is requested:

Juan de Fuca Rural Publication Society

Amount Approved: \$ 2,000.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF ✓
100083 – SSI
100085 – SGI

Requested by:

Director's Signature

Director Mike Hicks

Print Name

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name

Date Received (dd/mm/yy)

CRD GRANT-IN-AID APPLICATION FORM

Application Submitted By

Name and Address of Applicant: Juan de Fuca Rural Publication Society
6790 East Sooke Road
Sooke, BC V9Z 1A6

Contact(s): Charlotte Senay 250-642-7282 250-642-7263
(name) (phone) (fax)
cksenay@telus.net
Email address

Contact(s): Janet Caplan 250-642-4359
(name) (phone) (fax)
jcapl@telus.net
Email address

Application Summary

Project or purpose for which you require assistance:

We require assistance to help defray a portion of the costs of publication and distribution of the Rural Observer, the publication we send out to the Juan de Fuca electorate.

Amount of grant requested \$ 4,000.00

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

Charlotte K Senay
(signature of authorized signatory)

Juan de Fuca Rural Publication Society
(title)

CHARLOTTE SENAY
(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?

The Rural Observer brings news, issues and information to the residents of the Juan de Fuca electoral area. We provide the ONLY link between each of the rural communities that make up the region. We promote our rural lifestyle and provide a venue for businesses in the electoral area (and those in the service area) as well as the CRD to advertise. We serve visitors to the region by providing information about local businesses, parks, trails, cultural events and issues.

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

Port Renfrew, Jordan River, Otter Point, East Sooke, Malahat and Willis Point.

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.

No remuneration is paid to our officers/executive - we are strictly volunteers.

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

138 members

We are in our 11th year of operation

Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Publication and distribution costs-partial _____)

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

We require support in order to publish and distribute our valuable publication within the Juan de Fuca area. You will note from our attached financial statement that we operated at a small loss last year. With the uncertainty of the economy, maintaining our advertisers can be difficult and finding additional sources of ad revenue is a task we continue to work at. In 2013 with a grant from the CRD and as a result of our own fundraising efforts and with the assistance of a few donations, we did keep our loss to a minimum. However, financial assistance is essential to our ability to provide the service we do in the community. We will continue with our efforts and need the CRD to provide some funding.

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

See response to Question #1 and accompanying letter to Mr. Mike Hicks.

Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
 - project budget,
 - grants / funding from other sources,
 - funding contributed by applicant through fund raising activities or other sources of revenue and,
 - 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)
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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
2013	\$ 2,000.00	for publication & Canada Post distribution
2012	\$ 2,000.00	for publication & Canada Post distribution
2009	\$ 2,000.00	for publication & Canada Post distribution
2004	\$ 4,000.00	to put out first issue of "Rural Observer"

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

Juan de Fuca Rural Publication Society

Financial statement for 2013

Bank balance carried forward 1/1/13

JDF a/c \$1083

R.O.a/c \$142

REVENUE

Advertising sales \$11943

Membership/fund raising \$1204

Grant-in-aid \$4400

Total \$17547

EXPENDITURE

Graphic/domain \$3734

5 issues Rural Observer \$10545

Commission \$3583

Total \$17862

Profit/loss for year ending 31/12/13 (\$315)

Bank balance for year ended 31/12/13

JDF a/c \$608

R.O. a/c \$302

April 3, 2012.

Mr. Mike Hicks
Regional Director
Juan de Fuca Electoral Area
Box 283, Sooke BC V9Z 0S9

Dear Regional Director Hicks:

We are writing on behalf of the JdF Rural Publication Society, publisher of the *Rural Observer*. Our newspaper is now in its eighth year of serving the communities you represent.

As a non-profit society, our mandate is to bring Electoral Area communities together, promote and preserve our rural lifestyle and provide a venue for electoral area businesses [and those in the service area of residents] to advertise. We also serve visitors to the area by providing information about local businesses, parks, trails and cultural events. The newspaper is delivered to homes in the JdF Electoral Area. It is also distributed to businesses in the region including many in Sooke, Metchosin and beyond.

Our purpose in contacting you is to apply for a grant-in-aid in the amount of \$5000.

Residents have come to rely on the paper for news about events in their communities as well as stories and photographs about neighbours, artists, local farms and markets, public service announcements and news from both the MP, MLA and you, our Regional Director. The information we provide local citizens is generated by community members themselves via the submission of articles, letters and more. Columns provided by you and the other elected officials are invaluable to our readership. And since the *Rural Observer* is the only publication that reaches everyone in the Electoral Area, we believe that it is very useful to the CRD for disseminating information about meetings and policies.

In 2003, when we first formed the Publication Society, we received a small grant from the JdF Economic Development Committee. In 2009 we received funding from the CRD. We are certainly grateful for this assistance. Our fundraising efforts have included local events that we have run ourselves: among others, a wine tasting and musical events. We have a good membership base, loyal readers and committed advertisers who have told us repeatedly that our readers' support is crucial to their profitability.

Our efforts have met with some success but cash flow continues to be problematic. While we feel that our advertising sales are sufficient to meet our costs, many advertisers do not pay their bills on time or, in the case of government agencies, payment of invoices can only be made once the paper has been published. Our suppliers don't provide us extensions and so we often find ourselves with temporary cash flow difficulties.

Unfortunately we have not been able to build up a sufficient reserve so that we can cover the shortfall until monies are received. We could raise the price of our advertising, but have deliberately kept it low to accommodate small businesses with small budgets for advertising. Many of our JdF businesses and associations would not advertise with us if we did raise our rates; a few state they are too high now, though they love the *Rural Observer* and so support us.

We believe that a grant of \$5000 would provide sufficient funds in the bank to cover publication and distribution of one complete issue. This would give us the stability we need to move forward.

We hope that you see the benefits to the Electoral Area of continued publication of the *Rural Observer* and will be able to assist with a grant.

Thank you for your consideration. We look forward to hearing from you.

Sincerely,

Charlotte Senay
Chair
cksenay@telus.net

June Roots
Sec/Treas.
juneroots@shaw.ca

Janet Caplan
Director
jcapl@telus.net

Juan de Fuca Rural
Publication Society
c/o 6790 East Sooke Road
Sooke, BC
V9Z 1A6



CAPITAL
REGIONAL
DISTRICT

Corporate Services

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CRD FINANCE

APR 17 2014

RECEIVED

DO NOT MAIL

GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES
CORPORATE SERVICES DEPARTMENT

DATE: 16/04/14
(dd/mm/yy)

FROM: Director Mike Hicks

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: Juan de Fuca

Organization for which the Grant in Aid is requested:

Navy League of Canada Sooke Branch

Amount Approved: \$ 500.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF ✓
100083 – SSI
100085 – SGI

Requested by:

Director's Signature

Director Mike Hicks

Print Name

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name

Date Received (dd/mm/yy)

CRD GRANT-IN-AID APPLICATION FORM

Application Submitted By

Name and Address of Applicant: Navy League of Canada Sooke Branch

PO Box 412

Sooke, BC V9Z-1H4

Contact(s): Julie Muttitt 778-425-0387 _____
(name) (phone) (fax)

muttittj@shaw.ca

Email address

Contact(s): Merle Fulton 250-642-7248 _____
(name) (phone) (fax)

sookenavyleague@gmail.com

Email address

Application Summary

Project or purpose for which you require assistance:

Renovating training space for the Cadets at the Sooke Legion

Amount of grant requested \$ 500.00

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**

Merle Fulton
(signature of authorized signatory)

secretary
(title)

Merle Fulton
(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?

The Cadet program, as a youth program, offers youth ages 9-13 for Navy League Cadets and 12-18 for Sea Cadets the opportunity, under a Naval umbrella, to learn valuable life skills such as teamwork, leadership, a sense of duty and respect for others. Older Cadets then help teach the younger Cadets, thus creating a full circle for learning. While the Sea Cadets do receive some help from DND in partnership with the civilian Navy League, the Navy League Cadets receive no government funding, which is provided through the hard work of dedicated volunteers and generous support of the community.

The Sooke NL Branch is made up from members of the community who volunteer their time and energy to help ensure the success of our Corps. Most members of the NL work directly at the community level with the Cadet Corps in areas of fund-raising and recruiting.

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

The Cadets parade, train and live in Sooke and the surrounding CRD area.

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.

All positions with Sooke Branch are voluntary and unpaid. Navy League officers are volunteers, while Sea Cadet officers receive a small remuneration through DND.

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

Currently there are approximately 60 members. The Navy League of Canada -Sooke Branch has been operating in conjunction with the Cadet Corps for almost 20 years.

Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Updating current training space in the Legion)

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

The local Cadet Corps have paraded in the Sooke Legion for many years, using the upper hall as their training space. It is now showing the wear and tear of years of parade boots, training activities and constant weekly use. With important anniversary dates coming up for the Corps, Sooke Branch would like to take on some badly needed renovations and update the space, benefiting the Cadets and ultimately the Legion.

By replacing the existing lattice screens with a new hanging system, charts and training aids can be displayed for training purposes and moved if needed. We are recommending using a system specifically designed for concrete block walls so to minimize wall damage and maximum flexibility for the items hung.

The Legion is aware that we are pursuing funding for renovations and are in agreement to allowing this to proceed.

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

For the Cadets, there are limitations due to the lack of storage space and the open concept which can make teaching classes difficult. With renovating we can achieve a brighter space and rearrange existing items such as tables and chairs in the space to maximize it's usage. Having a brighter, cleaner space can only have a positive effect on the Cadets morale and esprit-de-corps. While the Cadets are primary users of the upper hall at the Legion, other user groups will also be able to enjoy a brighter, fresher space for their events as well.

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)
District of Sooke	\$ 22,377.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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
2012	\$ 500.00	CPR manikins

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



THE ROYAL CANADIAN LEGION

Branch No. 54

Box 337, Sooke, BC V9Z 1G1

E-Mail: secretary@rc154.shawbiz.ca

Telephone: 642-2052 Telephone and Fax: 642-4414

12 March 2014

To whom it may concern

The Sooke Navy League is seeking funding and donations for their renovation of the Upstairs of the Legion where they parade weekly. This endeavor has our complete support. This renovation will be the highlight of the Anniversary Events for the Sooke Navy League for next year. Please contact myself if you have any questions.

Janice Watson
President

Legion Renovation Project

Proposed Budget

Apr-14

Submitted by the Navy League of Canada Sooke Branch

Main Hall

Proposed Cost

Painting main hall	\$1,250.00
Painting stage	\$150.00
Painting bathrooms (2)	\$700.00
Painting ceiling	\$2,500.00

\$4,600.00

Taxes (12%) \$552.00

Total Painting estimate \$5,152.00

Flooring sub-floor	\$1,750.00
Flooring supplies	\$6,500.00
Flooring installation (labour costs)	\$5,000.00

\$13,250.00

Taxes (12%) \$1,590.00

Total Flooring estimate \$14,840.00

Hanging System (see attached quote) \$500.00

Lighting - replace ceiling fans (6) \$900.00

Taxes (12%) \$108.00

Total Lighting \$1,008.00

Miscellaneous Expenses

Window Film	\$30.00
Storage doors below stage - plywood, brackets, 2x4 for frame, hinges	\$300.00
Replace stairs to stage	\$200.00
Curtains for stage area	\$200.00
Waste Disposal bin	\$500.00

\$1,230.00

Taxes (12%) \$147.60

Total Misc. \$1,377.60

Total Proposed Budget \$22,877.60

Note: Our funding for this project is dependent on grant monies as all our current funds are allocated for cadet training purposes. Our by-laws preclude us from using any of these monies for this project.



Hanging Systems

AS Hanging Systems
3600 Matte Blvd., Unit L
Brossard QC J4Y 2Z2 Canada
Toll-free: 866 935 6949
Phone: 450 619 7999
www.ASHanging.com

Quote
#628635

CUSTOMER
#1017647

Order Date MAR-31-2014	Order Number 628635	Terms/Paid by Quote	Due Date	Shipped via Canada Economy (2)	Currency CAD
---------------------------	------------------------	------------------------	----------	-----------------------------------	-----------------

BILLING ADDRESS

Navy league of Canada Sooke Branch
Merle Fulton
PO BOX 412
Sooke British Columbia V9Z1H4
Canada
Tel: 2506427248
Email: sookenavyleague@gmail.com

SHIPPING ADDRESS

Navy league of Canada Sooke Branch
Merle Fulton
PO BOX 412
Sooke British Columbia V9Z1H4
Canada
Tel: 2506427248
Email: sookenavyleague@gmail.com

PO# :

Shipping options:
Note: Canada economy (2-8 business days) 36.20\$
(included by default)
Canada express (2 business day) 53.30\$

Product	Product Description	Quantity	Unit Price	Total
A1004HB	Wall Track - Natural, 72-in	12	19.64	235.68
H3007AA	Self-Gripping Hook	15	7.98	119.70
C2001GL	J-End Galvanized Steel Cable (patented), 48-in	15	4.94	74.10

Reference	Shipping Description	Total
eco-ca16	Canada Economy (2 to 8 business days)	36.20

Products \$429.48		Shipping \$36.20		Sub-Total \$465.68	GST BC (5%) \$23.28		Total \$488.96
-----------------------------	--	----------------------------	--	------------------------------	-------------------------------	--	--------------------------

Disclaimers

This quote is valid for 90 days.

The amount of materials ordered for this project is the responsibility of the buyer, not AS Hanging Systems.

Conditions of purchase: All invoices not paid within thirty (30) days will be subject to a service charge of the higher of 1% per month compounded monthly (annual rate of 12.68%) or the highest rate permitted by law. Collection costs and all penalties permitted by law will be assessed on late payment. Any return of merchandise must be pre-approved. Items listed on your invoice remain the property of AS Hanging Systems until full payment of invoice. EXPORT# 105931356-RM0002. TPS# 105931356. TVQ# 1002954598

Navy League of Canada

Sooke Branch

STATEMENT OF

Actual Revenue & Expenses

For

January 1 to December 31, 2013

REVENUE	100 - SEA CADET PROGRAM	101 - NAVY LEAGUE CADET PROGRAM	102 - GENERAL FUND	GAMING FUND	TOTALS
Bank Interest	\$0.75	\$0.52	\$1.14	\$0.78	\$3.19
Donation - from govt sources	\$0.00	\$0.00	\$3,845.20	\$0.00	\$3,845.20
Donation - from other non-profit organization	\$750.00	\$1,800.00	\$0.00	\$0.00	\$2,550.00
Donation - General (no tax rect)	\$20.00	\$0.00	\$468.00	\$0.00	\$488.00
Donation - Tax Receipted	\$700.00	\$0.00	\$1,525.00	\$0.00	\$2,225.00
Federal Funding (note 1)	\$2,043.34	\$0.00	\$0.00	\$2,205.20	\$4,248.54
Fundraising (note 2)	\$865.36	\$909.08	\$9,100.03		\$10,874.47
Municipal Funding	\$1,500.00	\$0.00	\$2,484.00	\$0.00	\$3,984.00
Program (note 3)			\$1,565.00		\$1,565.00
Provincial Funding	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training (note 5)		\$2,050.00			\$2,050.00
Transfers In (note 4)	\$223.40	\$0.00	\$300.00		\$523.40
Total Revenue	\$6,102.85	\$4,759.60	\$19,288.37	\$2,205.98	\$32,356.80

EXPENSES	100 - SEA CADET PROGRAM	101 - NAVY LEAGUE CADET PROGRAM	102 - GENERAL FUND	GAMING FUND	TOTALS
Administration (note 9)	\$1,720.49	\$307.86	\$535.36		\$2,563.71
Allocations - diving program				\$1,429.12	\$1,429.12
Allocations - Duke of Ed program				\$0.00	\$0.00
Assessments (note 8)			\$2,714.44		\$2,714.44
Bin expenses				\$1,168.12	\$1,168.12
Equipment (note 11)	\$590.47	\$1,922.46	\$940.17	\$478.13	\$3,931.23

Events (note 14)	\$137.03	\$5.69			\$142.72
Functions (note 10)	\$1,066.83	\$837.22	\$1,239.49		\$3,143.54
Fundraising			\$3,729.87		\$3,729.87
Grants - Municipal (note 13)			\$3,162.81		\$3,162.81
Maintenance (note 12)			\$687.64		\$687.64
Rent - NL				\$0.00	\$0.00
Rent - SC				\$0.00	\$0.00
Training (note 15)	\$613.48	\$3,536.60			\$4,150.08
Transfers Out (note 7)	\$2,090.23	\$0.00	\$75.00	\$3,605.20	\$5,770.43
Total Expenses	\$6,218.53	\$6,609.83	\$13,084.78	\$6,680.57	\$32,593.71
Surplus/Deficit for FY2013	-\$115.68	-\$1,850.23	\$6,203.59	-\$4,474.59	-\$236.91

Bank Balances:					
Opening Balances - as of January 1, 2013 (note 16)	\$2,409.75	\$3,110.13	\$1,093.36	\$4,515.73	\$11,128.97
plus Total Revenue	\$6,102.85	\$4,759.60	\$19,288.37	\$2,205.98	\$32,356.80
minus Total Expenses	\$6,218.53	\$6,609.83	\$13,084.78	\$6,680.57	\$32,593.71
Closing Balance - as of Dec 31, 2013	\$2,294.07	\$1,259.90	\$7,296.95	\$41.14	\$10,892.06
Uncleared cheques as of Dec 31, 2013 (note 6)	\$0.00	\$27.59	\$176.65	\$0.00	\$204.24

Notes:

(1) Local Support Allocation (LSA) provided by Regional Cadet Support Unit Pacific through Memorandum of Understanding and Department of National Defence, GST/HST rebate

(2) Fundraising Income Includes bottle drives, tag days, car wash, bulbs, scrap metal, cash donations during fundraising

(3) Program - Includes money received from award sponsorship, NL reg fees, membership fees

(4) Transfers - transfers between accounts to correct banking mistake, or to repay amount

(5) Training - the Navy League program charges additional fees to attend training

(6) Uncleared cheques are already accounted in total expenses but have not been debited from account by recipient

(7) Transfers Out - transfer out is to correct the deposit amount into the wrong account ie. Bank deposited into wrong account, and money was taken out to correct mistake

(8) Assessments - based on number of cadets at the end of the training year (June 30), annual fee

(9) Administration - costs associated with administration of programs ie. Office supplies, postal box rental, bank fees, wreath....

(10) Functions - Annual Ceremonial Review, Vancouver Island Annual General Meeting/Gala

(11) Equipment - all equipment purchases for either programs

(12) Maintenance - Includes office/hall maintenance

Events (note 14)	\$137.03	\$5.69			\$142.72
Functions (note 10)	\$1,066.83	\$837.22	\$1,239.49		\$3,143.54
Fundraising			\$3,729.87		\$3,729.87
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Closing Balance - as of Dec 31, 2013	\$2,294.07	\$1,259.90	\$7,296.95	\$41.14	\$10,892.06
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Notes:

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(7) Transfers Out - transfer out is to correct the deposit amount into the wrong account ie. Bank deposited into wrong account, and money was taken out to correct mistake

(8) Assessments - based on number of cadets at the end of the training year (June 30), annual fee

(9) Administration - costs associated with administration of programs ie. Office supplies, postal box rental, bank fees, wreath....

(10) Functions - Annual Ceremonial Review, Vancouver Island Annual General Meeting/Gala

(11) Equipment - all equipment purchases for either programs

(12) Maintenance - includes office/hall maintenance


(13) Grants - Municipal

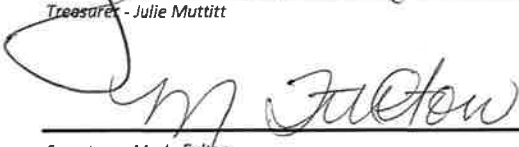
(14) Events - different from a function ie. Annual picnic, halloween, anything not part of training

(15) Training - the NLC program covers the cost of officers to attend training, and transportation costs. These costs are not reflected in the Training income, hence why the difference is almost \$1500 over

(16) - #102 GENERAL ACCOUNT - 3 cheques were written in 2012 but not deposited by recipients until Jan 2013 - the amount of 168.23 should have been reported in 2012 financial statement under 'uncleared' cheques but weren't, 01-Jan-2013 opening balance has been adjusted to reflect this

Submitted by:


Treasurer - Julie Muttitt


Secretary - Merle Fulton



CAPITAL
REGIONAL
DISTRICT

Corporate Services

524 Yates St. PO Box 1000 Victoria BC V8W 2S6 | T 250.360.3000 | F 250.360.3023 | www.crd.bc.ca

DO NOT MAIL

GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES
CORPORATE SERVICES DEPARTMENT

DATE: 30/04/14
(dd/mm/yy)

FROM: Director Mike Hicks

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: Juan de Fuca

Organization for which the Grant in Aid is requested:

Sooke Fine Arts Society

Amount Approved: \$ 2,000.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF ✓
100083 – SSI
100085 – SGI

Requested by:

Director's Signature

Director Mike Hicks

Print Name

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name

Date Received (dd/mm/yy)

CRD GRANT-IN-AID APPLICATION FORM

Application Submitted By

Name and Address of Applicant: Sooke Fine Arts Society

PO Box 471

Sooke, BC V9Z 1H4

Contact(s): Catherine Keogan 250-642-7256 _____
(name) (phone) (fax)

sfas@sookefinearts.com
Email address

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

Email address

Application Summary

Project or purpose for which you require assistance:

Sooke Fine Arts Show

Amount of grant requested \$ 2,000.00

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)

Executive Director
(title)

Catherine Keogan
(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?

The Sooke Fine Arts Show is one of the largest juried art shows in the province, attracting more than 8000 visitors to Sooke each summer and showcasing the talents of hundreds of local and regional artists. It is a unique community event in a region with limited access to art galleries and exhibitions. The show features special events and programs for visitors of all ages, such as artist demos, to foster an appreciation of the arts, encourage a hands-on engagement with many artistic techniques and connect with the artists. Children and youth are given live musical performance opportunities, and a Youth Art Gallery displays nearly 100 works by local students. Seniors socialize with their peers and experience the show at 2 Senior's Teas. Daily live music also provides the opportunity for more than 30 professional musicians from the CRD to perform to a wide audience.

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

The show is open to artists across BC's coastal islands. 634 artists submitted in 2013, 82% from within the CRD. 75% of last year's 8200 show guests were also from the CRD. The 2014 Youth Art Gallery will include work from students of EMCS, Belmont Secondary and Journey Middle School. 90% of volunteers are from Sooke.

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.

The Sooke Fine Arts Society employs two staff members (one full-time and one part-time), with wages and benefits projected at \$67,640 for 2014. Volunteers and board members are not remunerated, but their efforts are recognized with small gifts, lunches, a volunteer celebration after the show, and occasional gatherings during the year.

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

The Sooke Fine Arts Show is coming up on its 28th year. It was operated by the Sooke Historical Society until 2005, and resumed by the newly-founded Sooke Fine Arts Society in 2006. There are currently 66 members, including the board of directors, and more than 300 volunteers take part in the planning, organization and operation of the show.

Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Gallery lighting - electrical contracting and equipment)

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

The Sooke Fine Arts Show occupies a temporary 16,000-square-foot gallery built within the SEAPARC Leisure Complex's hockey arena. More than 375 works of art are individually lit to showcase them to best effect. Lighting is also needed for a small gift shop, featuring smaller works for sale by show artists, and the stage which features live music and artist talks daily. Professional gallery and stage lighting contribute greatly to the gallery's ambience and high-quality presentation and an outstanding guest experience.

An electrical contractor, Sooke Harbour Electric, is hired to obtain the permits and connect the lighting panel, and Paul Croy Stage Lighting Co. sets up the stage lighting for the duration of the show. Both contractors discount their services considerably (in excess of \$1000 each). The Sooke Fine Arts Show requests assistance in defraying \$2000 of the total \$6500 in fees, supplies and permits needed for gallery lighting.

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

Now coming into its 28th year, the show has become a vital element of the local community's economy with an estimated economic spin-off of more than \$500,000. It is also a tremendous source and focus of community spirit and skill-building thanks to the concerted efforts of 300+ volunteers who plan, build and operate the show.

In 2014 the Society launched two new programs to support young artists: a Youth Arts Scholarship for an EMCS student wishing to pursue post-secondary studies in the arts, and an "Artists in Class" program that brings show artists into local classrooms. These initiatives would not be possible without the Sooke Fine Arts Show as a core element of the Society's operations. The existence of a world-class fine arts show in Sooke greatly increases the availability of cultural experiences locally, attracts a wide audience to the community, promotes the region as a cultural tourism destination, and supports the talents of regional artists and future artists.

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)
Canadian Heritage	\$ 59,555.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BC Gaming	\$ 2,500.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
District of Sooke	\$ 7,000.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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
2013	\$ 2,000.00	Electrical contracting - 2013 Sooke Fine Arts Show
2012	\$ 2,000.00	Electrical contracting - 2012 Sooke Fine Arts Show

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

Sooke Fine Arts Society
Financial Statements
Year Ended December 31, 2012
(Unaudited - See Notice To Reader)

Sooke Fine Arts Society
Index to Financial Statements
Year Ended December 31, 2012
(Unaudited - See Notice To Reader)

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NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Operations	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 7

JAMIESON & IRWIN & ASSOC.

Chartered Accountants

A Partnership of Incorporated Professionals

SOOKE OFFICE

102-6661 Sooke Rd

Sooke, BC V9Z 0A1

tel: 250.642.5277

fax: 250.642.4047

jamiesonco.com

VICTORIA OFFICE

550-2950 Douglas St

Victoria, BC V8T 4N4

tel: 250.370.1067

fax: 250.370.1073

info@jamiesonco.com

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Sooke Fine Arts Society as at December 31, 2012 and the statements of operations, changes in net assets and cash flows for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Sooke, British Columbia

February 8, 2013

Jamieson Irwin & Associates

Chartered Accountants

SOOKE FINE ARTS SOCIETY
Statement of Financial Position
December 31, 2012
(Unaudited - See Notice To Reader)

	2012	2011
Assets		
Current	\$ 52,721	\$ 57,883
Bank - General	15	4
Bank - Direct Access Gaming (Note 3)	38,066	37,135
Bank - Term Deposits	-	4,722
Bank - Cultural Mapping and Planning Project	-	1,965
Accounts receivable	693	549
Goods and services tax recoverable	1,635	789
Prepaid expenses		
	93,130	103,047
Capital assets (Note 4)	45,316	53,899
	\$ 138,446	\$ 156,946
Liabilities and Net Assets		
Current	\$ 3,612	\$ 2,581
Accounts payable and accrued liabilities	-	4,722
Due to Cultural Mapping and Planning Project	5,000	-
Deferred income		
	8,612	7,303
Net Assets	59,518	70,744
Unrestricted fund	45,316	53,899
Capital asset fund	25,000	25,000
Asset development fund		
	129,834	149,643
	\$ 138,446	\$ 156,946

ON BEHALF OF THE BOARD

Director

Director

See accompanying notes to financial statements.
JAMIESON IRWIN & ASSOC.

Chartered Accountants

jamiesonco.com

SOOKE FINE ARTS SOCIETY
Statement of Operations
Year Ended December 31, 2012
(Unaudited - See Notice To Reader)

	2012	2011
Sales		
Art	\$ 76,828	\$ 120,853
Gift shop	36,823	47,330
	113,651	168,183
Cost of sales		
Art purchases	57,821	94,210
Gift shop purchases	26,390	33,804
Damage and breakage	-	713
	84,011	128,727
Gross profit (26%: 2011 - 23%)	29,640	39,456
Other income		
Advertising in programs	8,103	5,013
Artist fees	31,987	31,401
Corporate sponsors	19,200	20,050
Donations - tax receipted charitable donations	12,426	27,547
Fundraising events	8,605	10,353
Gaming grants	3,450	2,650
Interest income	1,000	609
Miscellaneous revenues	1,229	1,449
Operating grants	19,000	29,188
Other donations and memberships	628	2,134
Ticket sales	45,242	46,973
	150,869	177,367
	180,509	216,823
Expenses		
Administration	16,361	15,835
Advertising and promotion	37,395	38,772
Amortization	9,236	8,876
Artist awards and honoraria	14,700	14,350
Education and volunteer costs	5,526	6,982
Gallery setup and event costs	45,685	58,966
Occupancy costs	25,234	25,625
Professional fees	525	1,745
Wages and benefits	45,656	15,168
	200,318	184,319
Excess (deficiency) of sales over expenses from operations	(19,809)	32,504
Other income (expenses)	-	(2,000)
Excess (deficiency) of sales over expenses	\$ (19,809)	\$ 30,504

See accompanying notes to financial statements.

JAMIESON IRWIN & ASSOC.

Chartered Accountants

jamiesonco.com

Sooke Fine Arts Society
Statement of Changes in Net Assets
Year Ended December 31, 2012
(Unaudited - See Notice To Reader)

	Unrestricted Fund	Capital Asset Fund	Asset Development Fund	2012	2011
Net assets -					
beginning of year	\$ 70,744	\$ 53,899	\$ 25,000	\$ 149,643	\$ 119,139
Excess (deficiency) of sales over expenses	(10,573)	(9,236)	-	(19,809)	30,504
Interfund transfers	(853)	853	-	-	-
Net assets - end of year (Note 5)	\$ 59,318	\$ 45,516	\$ 25,000	\$ 129,834	\$ 149,643

See accompanying notes to financial statements.

JAMIESON IRWIN & ASSOC.

Chartered Accountants

jamiesonco.com



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CRD FINANCE

MAY 07 2014

RECEIVED

DO NOT MAIL

GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES
CORPORATE SERVICES DEPARTMENT

DATE: May 14
(dd/mm/yy)

FROM: David Howe

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: SG1

Organization for which the Grant in Aid is requested:

Pender Island Child Care Society

Amount Approved: \$ 2500

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF _____
100083 – SSI _____
100085 – SGI _____

Requested by:

David Howe

Director's Signature

David Howe

Print Name

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name

Date Received (dd/mm/yy)

CRD GRANT-IN-AID APPLICATION FORM

Application Submitted By

Name and Address of Applicant: Pender Island Child Care Society
5714 Canal Road, Pender Island, BC
V0N 2M2

Contact(s): Carole Nicholson 250-629-3039 _____
(name) (phone) (fax)
dragonflyfamilycentre@yahoo.ca
Email address

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

Email address

Application Summary

Project or purpose for which you require assistance:

Imagine Nation Journeys Day Camp for 3 to 5 year olds (4 days)
Art Extravaganza 2014 for 3 to 5 year olds (3 days)

Amount of grant requested \$ 2,500.00

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**

Chicholson
(signature of authorized signatory)

Facility and Program Manager
(title)

Carole Nicholson
(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?

Pender Island Child Care Society; Mission Statement

The mission of PICCS is to provide high-quality, affordable child care and offer Family Resource programs and services that foster the emotional, social, cognitive and physical development of children, involve and support parents. These programs enhance the lives of children and families and provide a caring and vital community service.

Since 2005 our Family Resource Centre has been providing programs and services that allow families to grow and share new experiences together. Programs are open to all parents and children and are led by trained facilitators in our friendly and welcoming Dragonfly Centre. Please see our brochure for a list of some of the programs that we offer.

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

North and South Pender Islands

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.

The Pender Island Child Care Society (PICCS) is a non-profit society administered by a volunteer Board of Directors. We have 4 to 5 part time paid staff as well as parent volunteers.

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

Our organization has been founded in 1996. We have an average of 5 board members in any given year. We currently have 51 members in good standing which represents 51 families with young children on Pender Island.

Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Two weeks of camps for children 3 to 5)

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

Week 1: Imagine Nation Journeys is a summer day camp for children aged 3.5 – 5 years old. The activities will be focused on deepening our connection with the natural world. Each day we will explore one of the four elements; water, earth, air and fire. This will be an hands-on learning experience integrated and expressed through art and movement (yoga & dance).

Week 2: Art Extravaganza will provide 3-5 years old an opportunity to experiment with color. By using items found around the house and providing a booklet complete with recipes the program will encourage parents to engage in art activities at home.

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

The camps will enhance the art experience of all the children involved. It will give parents a much need respite during the summer months when many programs have closed.

Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
 - project budget,
 - grants / funding from other sources,
 - funding contributed by applicant through fund raising activities or other sources of revenue and,
 - 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)
Green Angels	\$ 500.00	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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
2012	\$ 2,150.00	re mediation of garden space after wind storm
2013	\$ 3,500.00	2 weeks of art camp for children 3 to 6

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

Pender Island Child Care Society
Income Statement 04/01/2013 to 03/31/2014

REVENUE

CENTRE REVENUE

Child Care Fees from Parents	26,093.50
Gov't Operating Funds Per Child	2,436.54
Gov't Subsidies for Parents	1,347.50
Gaming Grant	10,250.00
Fundraising	543.00
Other Income	19,570.68
Interest Income	21.59

TOTAL CENTRE REVENUE 60,262.81

PROJECT REVENUE

Dad & Me	2,050.94
HOP	2,185.63
Music Program	25.00
Op./Training Funds	0.00
Parent Education	2,154.07
Parents & Babes	4,137.71
Resource & Referral	5,089.27
Book/Toy Library	566.32
Victoria Foundation	2,690.82
CRD grant-in-aid garden	1,091.64
Camp Fund	5,395.70

TOTAL PROJECT REVENUE 25,387.10

TOTAL REVENUE 85,649.91

EXPENSE

CENTRE EXPENSES

Amortization	1,761.88
Bookkeeping	183.75
SD64 Operating Agreement	3,500.00
Insurance/Fees/WCB	1,885.83
Leasehold Improvements	386.99
Office Supplies	1,589.25
Childcare Supplies	1,017.33
Telephone/Utilities	1,057.93
Miscellaneous Expense	1,094.63
Training	255.90
Fundraising	360.19
Wages (Gross)	37,135.73
Vacation Pay	2,599.82
Employer's EI Premiums	1,499.51
Employer's CPP Contributions	1,970.51

TOTAL CENTRE EXPENSES 56,299.25

PROJECT EXPENSES

Dad & Me	2,050.94
HOP	2,185.63
Music Programs	25.00
Op./Training Funds	0.00
Parent Education	2,154.07
Parents & Babes	4,137.71
Resource & Referral	5,089.27
Book/Toy Library	566.32
Victoria Foundation	2,668.82
CRD Garden Expenses	1,113.64
Camp Fund Fees	5,395.70

TOTAL PROJECT EXPENSE 25,387.10

TOTAL EXPENSE 81,686.35

NET INCOME 3,963.56

Pender Island Child Care Society

Balance Sheet As at 03/31/2014

ASSET

CURRENT ASSETS

GIC Term Deposit (2255792)	2,500.00
ISCU General Account (2255792)	12,548.70
ISCU Gaming Account (2269900)	10,261.46
TOTAL CURRENT ASSETS	<u>25,310.16</u>

CAPITAL ASSETS

Computer Items	1,269.78
Computer Items - Less Accum Depr.	-1,002.24
Other Indoor Items	9,794.05
Other Indoor Items - Less Accum Dep	-5,849.02
Outdoor Items	6,253.79
Outdoor Items - Less Accum Depr	-4,012.43
TOTAL CAPITAL ASSETS	<u>6,453.93</u>
TOTAL ASSET	<u><u>31,764.09</u></u>

LIABILITY

CURRENT LIABILITIES

EI Premiums Payable	0.00
CPP Contributions Payable	0.00
Income Tax Remittance Payable	<u>0.00</u>
Total CRA Remittance Payable	0.00
Accounts Payable	<u>0.00</u>
TOTAL CURRENT LIABILITIES	<u>0.00</u>
TOTAL LIABILITY	<u><u>0.00</u></u>

EQUITY

MEMBER'S EQUITY

Retained Earnings - Previous Years	17,812.33
Current Earnings	3,963.56
Project Reserve: Dad & Me	355.79
Project Reserve: HOP	3,413.55
Project Reserve: Music Program	178.34
Project Reserve: Op./Training Funds	0.00
Project Reserve: Parent Education	402.05
Project Reserve: Parents & Babes	1,861.36
Project Reserve: Resource&Referral	2,134.79
Project Reserve: Book/Toy Library	500.00
Project Reserve:Victoria Foundation	768.48
Reserve: CRD grant-in-aid garden	340.84
Reserve: Gaming Grant	0.00
Fundraising Reserve	33.00
TOTAL MEMBER'S EQUITY	<u><u>31,764.09</u></u>

TOTAL EQUITY	<u><u>31,764.09</u></u>
---------------------	-------------------------

LIABILITIES AND EQUITY	<u><u>31,764.09</u></u>
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Generated On: 04/28/2014

Dragonfly Summer Camp 2014

Budget

ITEM	PROJECTS COSTS	IN KIND DONATIONS	FEEES	
Facility Use Fee	1000.00	200.00		
Camp Leaders	2700.00			
Supplies	500.00			
Registration fees			2000.00	
Administration	500.00			
	4700.00	200.00	2000.00	
TOTAL REQUESTED				2500.00



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CRD FINANCE

MAY 07 2014

RECEIVED

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GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES
CORPORATE SERVICES DEPARTMENT

DATE: May 14
(dd/mm/yy)

FROM: David Howe

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: SG1

Organization for which the Grant in Aid is requested:

Village Bay Improvement Association

Amount Approved: \$ 4000

Tax Code:

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 - JDF _____
100083 - SSI _____
100085 - SG1 _____

Requested by: David Howe
Director's Signature

Print Name

Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name

**CAPITAL REGIONAL DISTRICT
Grant-In-Aid Application****Application Submitted By:**

Name and Address of Applicant:

J. Carole Neill3426 Allison WayNanaimo, B.C. V9T 5L4

Contact(s):

J. Carole Neill(name) Vice President250-751-0091

(phone)

(fax)

Jill Nelli(name) President250-539-2898

(phone)

(fax)

Application Summary

Project or purpose for which you require assistance:

Removal of seaweed
from tidal flats Village BayAmount of grant requested \$ 4,000.00Village Bay Improvement Association

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 or a private individual.

J. Carole Neill
(signature of authorized signatory)J. Carole Neill
(print name)Vice President
(title)
Village Bay Improvement
Association

N.B. Please direct cheque to Jill Nelli
511 Dalcon Drive
Mayne Island
VON 2J2

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? *No.*

Village Bay Improvement Association harvests the seaweed at the head of Village Bay to provide fertilizer for local farms and gardens. We have a Ford Bronco and two stainless steel seaweed trailers and we deliver to farms and gardens within a km of beach head. Trailers are able to attach to ordinary tow hitches.

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

Gardens and farms located on Mayne Island

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

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

No remuneration is paid to members.

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

V.B.I.A. has approximately 25 members around the bay. We have had this operation going since 2000. Volunteers handle maintenance on our equipment, a Ford Bronco and two stainless steel seaweed trailers.

Project / Proposal Profile

1. Assistance is being requested for:

___ capital project and/or equipment

___ special event

___ other purpose Wages for students and local labourers.

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

Removal of seaweed from tidal flats Village Bay
Grant pays salary for boys harvesting ulva
and maintenance of equipment

Beach ramp 150 feet went out without permits
and traps seaweed on either side.

We have Ford Bronco and two stainless steel
seaweed trailers to remove for local farms and
gardens. Putrefaction caused foul odours.

3. Describe how this proposal will benefit the community.

Elimination of foul odours for 12 years.
Before our project locals would appeal their
taxes and win significant reductions.

Funding and Financial Information

1. Attach supporting financial information, ie., budget / financial report. Ensure the following information is clearly itemized:

- total cost of project / proposal
- grants / funding from other sources
- funding contributed by applicant through fund raising activities or other sources of revenue
- 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)? ☐ YES ☒ NO

If yes, complete the following chart. If not, please comment. _____

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?

☒ YES ☐ NO If yes, complete the following chart.

Year:	\$ Amount	Purpose for which assistance was used
2000 2004	4000	Wages and Equipment Maintenance
2004 2012	3500	Wages and Equipment Maintenance
2013	4000	Wages and Equipment

***Funding and Financial Information
(Continued)***

4. Does your organization:

(a) Offer direct financial assistance to individuals or families? ☐ Yes ☒ No

(b) Provide services that fall within the mandate of either
a senior government or a local service agency? ☐ Yes ☒ No

(c) Provide an opportunity for individuals to make direct
Contributions to the project (e.g., fundraising for the project)? ☐ Yes ☒ No

Or, is your organization:

(d) part of a Provincial or National fund raising campaign? ☐ Yes ☒ No

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

Don't forget to attach the required financial report.

End of Application

David Howe,
Director, Southern Gulf Islands
Capital Regional District

Regarding Grant-In-Aid - Village Bay Improvement Association \$4000

Budget for Labour is set at \$2400 for 12 weeks June 30 to September 30th
Local Volunteer Labour used extensively so we do not exceed this budget.
Student Wages @ \$15.00 per hour

We budget \$200 per week for wages and hours are monitored by our President, Jill Noll. As job is labour intensive so we ensure at least a two day break. Last summer we employed a family with 4 boys. Volunteer labour is required from June 15th to June 30th when the students begin. It is also required from the end of August until September 30 when the seaweed is particularly heavy. Equipment consists of rubber boots, pitchforks and rakes which deteriorate rapidly in the salt water, so these items are replaced as necessary. Tire repairs are required as needed. Repairs to the vehicles, the Bronco and stainless 2 steel trailers made especially for our project are done by one of our volunteer members. Generally, we supply the parts required for the vehicle and a volunteer installs them. Vehicle insurance for the 3 months and fuel and oil for the vehicle are purchased with the remaining budget.

Summer Labour	\$2400.00
Vehicle Insurance 3 Mos.	600.00
Equipment - Forks/Rakes	100.00
Fuel and Oil	150.00
Vehicle Maintenance	700.00
(Brakes Fluids, etc.)	
Miscellaneous	50.00

TOTAL \$4,000

We have been diligent in keeping this project going and would appreciate your cooperation. We would like to discuss our project at some point and possibly invite you to come to Mayne Island to see it in person.
G.Noll 1-250-539-2898. President



Carole Neill
Vice President

April 4, 2014

This application for Grant In Aid was to be the last, as you felt this was not the appropriate source of funding but you felt it was a worthy project.

Perhaps we could meet later in the summer to discuss the future funding. or

RATIONALE FOR CONTINUING CRD GRANT FOR SEAWEED REMOVAL IN VILLAGE BAY, MAYNE ISLAND

The following points are intended to support the decision to continue the annual CRD grant:

- The 150 foot boat ramp was built on the Crown foreshore, although all permits were denied at the time of its illegal construction.
- Both Environment Canada and Department of Fisheries and Oceans each state that part of the pollution problem is the boat ramp. Seaweed has always come into Village Bay, however the boat ramp has created a trap. The higher end of the bay no longer flushes and seaweed collects and rots unless removed constantly throughout the summer months.
- The pollution problem caused by rotting seaweed exists and had been overlooked by the CRD for many years prior to 2000 when the Grant-in-Aid was awarded.
- There is considerable disparity between CRD and Environment Canada reports as to the reporting of fecal coliform counts. Environment Canada uses more sophisticated equipment and copies of their reports dating back to 1978 are on file with a local homeowner. CRD reports routinely under reported these levels. Environment Canada determined there is serious problem with fecal coliform counts. Dye tests determined two septic fields were leaking into the bay. Village Bay Improvement District was notified and the problem was corrected. B C Ferries washroom facilities was also identified as a problem and corrected. Ships were warned not to discharge near Village Bay. It is not known whether compliance with this provision is routinely monitored.
- Prior to 2000, a group of homeowners on Village Bay appealed their property taxes because the putrid smell caused property values to plunge. CRD granted tax relief. This will be the case again should the CRD grant-in-aid be rescinded.
- Riparian rights of homeowner Al Cannon, 539 Dalton Drive directly in front of the Village Bay boat ramp, were to be addressed in any potential solution. He has legal standing and the Grant-in-Aid that began in 2000 satisfied this issue.
- Homeowners on the bay worked with DFO beginning in 2000 and Deacon Creek or M10 was substantially improved by building a weir with DFO approval to keep seaweed out of the creek during the summer season. Debris such as oil drums, large quantities of discarded linoleum and discarded railway track and ties were taken to the Hartland Landfill.



CAPITAL
REGIONAL
DISTRICT

Corporate Services

4th Floor | 625 Fisgard St. PO Box 1000 Victoria BC V8W 2S6 | T 250.360.3000 | F 250.360.3023 | www.crd.bc.ca

DO NOT MAIL

GRANT IN AID REQUEST FORM (Vendor 900)

TO: MANAGER ADMINISTRATIVE SERVICES
CORPORATE SERVICES DEPARTMENT

DATE: April 23, 2014
(dd/mm/yy)

FROM:

SUBJECT: **REQUEST FOR GRANT IN AID**

Electoral Area:

Salt Spring Island

Organization for which the Grant in Aid is requested:

Puckle Heritage Farm Day

Amount Approved: \$ 1,500.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 - JDF _____
100083 - SSI _____
100085 - SGI _____

Requested by:

[Signature]
Director's Signature

WAYNE MCINTYRE
Print Name

16/04/14
Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name

CRD GRANT-IN-AID APPLICATION FORM

Application Submitted By

Name and Address of Applicant: Ruckle Heritage Farm Day
c/o M. Lane
1801 Beaver Point Rd., SS Isl. V8K 1W3

Contact(s): Marjorie Lane 250-653-4071 778-353-1516
(name) (phone) (fax)

rucklefarm@shaw.ca
Email address

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

Email address

Application Summary Re: Ruckle Farm Day

Project or purpose for which you require assistance: While trying to maintain a "Free Family Fun" Event, expenses are incurred for advertising; in providing payment for music/video/honorariums for volunteer time+expenses. Our account needs "working capital" to get us operating ahead of other hoped-for Grant assistance from BC Parks which comes later in form of re-impursement.

Amount of grant requested \$ 1500.⁰⁰

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

M Lane
(signature of authorized signatory)

Organizer for Ruckle Heritage
(title) Farm Day

Marjorie Lane
(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?

- Ruckle Farm Day provides a fun, free, family day at the Farm / Park to educate visitors in farming & experience a Historical perspective on farming. This is an interactive event with fun for the whole family. It provides a setting for folks to mingle & visit with friends, family, neighbors & visitors alike.
- The closest similar community event would be the Fall Fair.

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

All of Salt Spring Isl. benefits in business we might bring to the island drawing from Van. Isl. & nearby communities as our invited participants & as those coming to attend Farm Day. (Emails come from off-isl. asking for date of event)

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

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

100% volunteer organization - no payment or benefits for our members/officers. Honorariums paid where possible to assist travel exp. to guests ask to display for the day: ie) Blacksmithing, Horse tailoring etc.

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

- Myself & 2 others do the pre-preparation work toward Farm Day. Day-of event, involves more than 100 volunteers.
- This event must be around 20 years 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.

- see attached press-release for description of event.
- we request funding assistance for working capital to pay costs such as advertising ; music + video hires ; we try to look after the many volunteers to assist their travel expenses ; provide free burger + drink as "thanks for being here" ; hope they'll return again next year. We try to develop our setup / presentation with purchases of tent canopy ; folding tables.

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

- (see attached press-release)
- This event draws off-island attendance, perhaps for weekend stays @ our many B+B's / restaurants.
- Members of our community enjoy a day at the Park, sharing a farm atmosphere with their children, friends ; neighbors ;
- One of the few remaining FREE events available to our young families in our community.

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

By means of a Donation Box @ Welcom-Table ... got \$20. donation
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

Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
 - ✓ total cost of project / proposal, *(see attached Financial Statement)*
 - ✓ grants / funding from other sources, *(see below)*
 - ✓ funding contributed by applicant through fund raising activities or other sources of revenue and, *(our own personal Loan)*
 - 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)? ☒ YES ☐ NO

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)
BC Parks	Hope for \$2500.00			✓
	but unknown what grant available			awaiting notice of availability
			Previously their grants come as "reimbursement of expenses incurred"	

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

☒ YES ☐ NO

If yes, please complete the following chart.

Year	\$ Amount	Purpose for which assistance was used
2011	\$1500.00	as described prev. pages: Ruckle Farm Day
(previous years Grant - Applic. may have been via our local 4-H Club for Farm Day participation - I do not have access to those records)		

Ruckle Heritage Farm Day is a long standing educational family day for the community and visitors alike. Scheduled for Sunday, May 4, 10:00 to 3:00, this event displays heritage farming and crafts side-by-side with nature in the beautiful Ruckle Farm's setting. As few free family events remain, this day has proven in the past to bring out a large crowd to experience the beauty of this magnificent Park, made particularly unique & special with the '*oldest operating family farm in BC*' tucked right into the middle. The day is geared toward children & educational farm related themes, free family fun! This event invites participation on every level, be it volunteering, attending, or taking part in the day's many hands-on activities. Last year's fun filled day was thanks to over 100 volunteers giving of their time.

Typically, the day and event will look something like this... Educational booths are located in the Heritage Farm area demonstrating such old crafts as spinning & weaving, basket making, fruit tree grafting & propagation and others. The Blacksmithing group & the Leather-Crafter are alongside the old forge building, and the ice cream & butter are being churned fresh at the Milk House with the Jersey cow nearby. The 4-H Club provide their information & animals for display as well as sell baked goods. The Lions Club are making BBQ'd burgers & hotdogs while the kids are getting their faces painted or trying their hand at log sawing or nail hammering or the fish pond or the tug-of-war! Alongside the old heritage barn are farm product displays such as wool, hide items, and antique tool display. The Quilters are busy on a project while other finished works are displayed around the barn for viewing. Inside the barn the old farm equipment is on display while a film of '*The Making of Ruckle Park*', featuring interviews with Lotus Ruckle & other local farmers is being shown. Later, the farm manager runs his border collies through their paces doing a sheep herding demonstration. Also on hand are the farm's turkeys, bottle-fed lambs and the 4-H animals. The Firehall displays their old & new trucks and we have "then & now" tractors for all to see. Local acoustical music groups are there for added entertainment! Folks can walk all over the grounds enjoying a day at the farm - don't forget to look inside the white heritage house for another peek into the past. Sunny skies on order!

Volunteers may contact Marjorie Lane at 250-653-4071 or rucklefarm@shaw.ca

Fun d m n ?

Number	Date	Description of Transaction	C Debit (-)	Credit (+)	Balance
ck # 10	May 9/13	Driftwood Volunteer Thankyou	\$61.90		\$217.57
ck # 1	May 10/13	Art Filardro tools display / signs / mileage	\$50.00		\$167.57
ck#128	May 13/13	C. Mackie Banner Hydro/Chambe	\$56.00		\$111.57
deposit	May 14/13	LOAN FROM M&M LANE		\$1,500.00	\$1,611.57
ck # 133	May 17/13	Henry Brade blacksmith Honorarium	\$100.00		\$1,511.57
deposit	Jun 4/13	Rebate from Lions Club on Volunteer Burgers		\$100.00	\$1,611.57
deposit	Jun 19 /13	donation to Farm Day		\$20.00	\$1,631.57
deposit	Jun 30/13	System Generated Entry		\$0.12	\$1,631.69
bank fee	July 31/12	Statement Fee	\$2.00		\$1,629.69
	Jul 31/13	System Generated Entry		\$0.14	\$1,629.83
ck# 11	Aug 1/13	M. Lane Hughes Excavating Gravel Delivery	\$130.00		\$1,499.83
ck # 13	Aug. 26/13	D. Davies Laminator & film, fish pond toys	\$117.81		\$1,382.02
ck# 14	Aug. 26/13	M. Lane plywood, bulbs, hardware, cream	\$155.54		\$1,226.48
		OUTSTANDING CK# 12 Hughes Excavating	\$186.27		\$1,040.21
		OUTSTANDING CK# 6 Firefighter's Old Truck	\$100.00		\$940.21
INSUFFICIENT FUNDS		M&M LANE LOAN REPAYMENT FROM MAY 14	\$1,500.00		-\$559.79

RUCKLE HERITAGE FARM DAY 2013

Number	Date	Description of Transaction	C Debit (-)	Credit (+)	Balance
deposit	July 21/12	System Generated Entry		\$0.13	\$1,575.51
	Aug. 31/12				
	Sept. 30/12				
	Oct. 31/12				
	Nov. 30/12				
	Dec. 31/12	balance Forward			\$3,024.20
deposit	Jan. 31/13	System Generated Entry		\$0.26	\$3,024.46
deposit	Feb. 28/13	System Generated Entry		\$0.23	\$3,024.69
deposit	Mar. 18/13	Cheque Deposit		\$250.00	\$3,274.69
deposit	Mar. 31/13	System Generated Entry		\$0.26	\$3,275.95
ck# 125	Apr.02/13	Tents X2 Tables X4	\$862.37		\$2,412.58
ck# 126	Apr. 25/13	Driftwood Ad and Spring Leisure Ad	\$392.64		\$2,019.94
deposit	Apr. 30/13	System Generated Entry		\$0.17	\$2,020.11
ck# 127	May 1/13	TNT Signs for 2 Banners	\$640.64		\$1,379.47
ck# 4	May 6/13	Barley Brothers Music	\$200.00		\$1,179.47
ck# 129	May 6/13	Lion's Club free burgers for volunteers	\$500.00		\$679.47
ck# 2	May 7/13	Weavers and Spinners	\$50.00		\$629.47
ck # 132	May 7/13	L. Rithaler 4-H Honorarium	\$100.00		\$529.47
ck # 5	May 7/13	Peter Prince Videography	\$200.00		\$329.47
ck # 8	May 9/13	Leatherworks - Honorarium	\$50.00		\$279.47



Corporate Services

4th Floor | 625 Fisgard St. PO Box 1000 Victoria BC V8W 2S6 | T 250.360.3000 | F 250.360.3023 | www.crd.bc.ca

DO NOT MAIL

GRANT IN AID REQUEST FORM (Vendor 900)TO: MANAGER ADMINISTRATIVE SERVICES
CORPORATE SERVICES DEPARTMENTDATE May 8, 2014
(dd/mm/yy)

FROM:

08/05/2014

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: Salt Spring Island

Organization for which the Grant in Aid is requested:

SALT SPRING TRAIL AND NATURE CLUBAmount Approved: \$ ~~2,400.00~~ 2,400.00

Tax Code:

PO

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 - JDF _____
100083 - SSI _____
100085 - SGI _____

Requested by

Director's Signature

WAYNE H MCINTYRE

Print Name

01/05/2014

Date Received (dd/mm/yy)

FINANCE ONLY

Request received and acted upon by:

Signature

Print Name


CRD GRANT-IN-AID APPLICATION FORM

Application Submitted By		
Name and Address of Applicant: <u>Salt Spring Trail and Nature Club</u>		
<u>PO Box 203, Ganges PO</u>		
<u>Salt Spring Island, BC V8K 2V9</u>		
Contact(s):	<u>David Denning</u>	<u>250-537-0664</u>
	(name)	(phone)
	<u>ddenning@telus.net</u>	(fax)
	Email address	
Contact(s):	<u>Nieke Visser</u>	<u>250-537-5443</u>
	(name)	(phone)
	<u>nieke.visser46@gmail.com</u>	(fax)
	Email address	

Application Summary
Project or purpose for which you require assistance:
The Salt Spring Trail and Nature Club is requesting funds to conduct Phase I of the Salt Spring Atlas of Shorelines, a shoreline inventory of ecological and anthropogenic features of Ganges and Fulford Harbour.
Amount of grant requested \$ <u>2,420.00</u>

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)

President
(title)

Nieke Visser
(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?

We organize weekly nature excursions for members (for non-members on a limited basis), monthly nature oriented presentations open to members and the general public. A few times a year we organize excursions with a special theme (e.g. birding, wild flower, marine biology, visit to Prevost Island etc.)

We maintain trails in the provincial parks on the island and just signed a contract with BC Parks to that effect. We also maintain trails in other natural areas and right-of-ways not managed by other organizations and hold an annual broom pull where needed.

? why
not Park,

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

Salt Spring Island.

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.

None

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

Current members in good standing: about 150. The Salt Spring Trail & Nature Club exists since the late 1970 (no record available), and was officially declared a naturalist club on 29 January 1980.

Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (Shoreline ecological survey and community engagement project)

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

This is Phase I of a project to conduct an inventory of the shoreline ecological and human made features in high profile/high use areas of Salt Spring (Ganges and Fulford Harbours), and to increase public awareness about the ecological importance of shorelines and near-shore areas by engaging volunteers in ecological inventory development. The objectives of the project are as follows: 1) Raise public awareness of shoreline ecological, geophysical, and diversity issues through beach walks, presentations, volunteer training and data collection. 2) Map ecological and human-made features of the backshore, shoreline and nearshore as a baseline inventory for monitoring ecosystem health and environmental impacts. The data as a GIS database and appropriate map tools will provide planners and members of the public with information for science based decision-making, identification of essential biological habitats, information and stewardship opportunities. 3) Conduct intertidal survey of key indicator species along sections of the shoreline study area that are walkable at low tide, using volunteers to collect the data. 4) Establish an ecological rating of shorelines in the study area as part of a full Island shoreline monitoring program (Phase II). 5) Present results to SSI Local Trust Committee and the public through presentations and publications.

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

Salt Spring Island is rimmed by waters of the Salish Sea and has a great diversity of shoreline types and features. The ecological importance of shorelines and nearshore areas is not widely understood by the public. Shorelines are ecologically and physically dynamic places. Backshore vegetation filters pollution, provides habitat for wildlife and provides nutrients to the nearshore. As juvenile salmon forage along the shore and are dependent on insects that drop off overhanging vegetation for up to 60% of their diet. Pacific sand lance and surf smelt spawn on sandy beaches and are critical sources of food marine birds and adult salmon. Nearshore habitats like eelgrass and kelps provide nurseries and feeding grounds for fish, seabirds, crabs and mammals. Eelgrass stabilizes sediments and kelp forests buffer the impact of wave action on shores. As sea levels rise nearshore habitats need to be able to migrate shoreward. We need to raise public awareness about protecting the ecological function and maintaining resilience of shorelines. This project will provide critical baseline ecological data from which to monitor impacts such as oil spills or improvements such as conservation and restoration efforts.

Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized;
 - project budget,
 - grants / funding from other sources,
 - funding contributed by applicant through fund raising activities or other sources of revenue and,
 - 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)
BC Nature	\$ 2,000.00	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 ☒ NoProvide services that fall within the mandate of either
a senior government or a local service agency?☐ Yes ☒ No

yes ?

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**

Budget	Cash	In-Kind	BC Nature	Grant in Aid
Publicity - posters,newspaper ads	\$70		\$70	
Hall Rental – (2 @ \$75)	\$150		\$50	\$100
Consultant/Trainer (Boyer): 8 days @ \$250/day	\$2,000		\$780	\$1,220
Educator/Trainer (Denning): 4 days @ \$250/day	\$1,000		\$500	\$500
Underwater camera rental: 8 days @ \$50/day	\$400		\$200	\$200
Gas and Oil for boat (8 days @ \$50/day)	\$400		\$200	\$200
Administration fee (for Salt Spring Trail and Nature Club)	\$400		\$200	\$200
Total:	\$4,420		\$2,000	\$2,420
In-kind costs to be contributed (largely secured):				
Community volunteers: 5 (30 hours each @ \$15/hr)		\$2,250		
Community Volunteers: 10 (8 hours each @ \$15/hr)		\$1,200		
Boat use: (8 days @ \$250/day)		\$2,000		
Forage Fish Survey Trainer 2 days @ \$250		\$500		
Total:		\$5,950		
Total Project Budget:	\$10,370			

**Salt Spring Trail & Nature Club
Balance Sheet As At 31/12/2013**

Current Assets

ING Savings Acct	5,417.42	
Bank of Montreal	<u>4,450.99</u>	
Total Cash (per Bank Statements)		9,868.41
Outstanding cheques		<u>0.00</u>
Total Cash (per SST&N accts)		9,868.41

Other Assets

Prepaid Expenses	0.00	
Equipment - projector	550.00	
Depreciation on equip	<u>(550.00)</u>	
Total Other Assets		<u>0.00</u>

TOTAL ASSETS 9,868.41

=====

LIABILITIES

Current Liabilities

Tax, CPP, EI	137.76	
Pre-paid memberships	<u>1,953.33</u>	
Total Current Liabilities		2,091.09

TOTAL LIABILITIES 2,091.09

EQUITY

Retained Earnings - Previous Year	9,048.09	
Current Earnings	<u>(2,270.77)</u>	
Total Retained Earnings		7,777.32

TOTAL EQUITY 7,777.32

LIABILITIES AND EQUITY 9,868.41

=====

Salt Spring Trail & Nature Club
Income Statement 01/01/2013 to 31/12/2013

Revenue	
Donations	1,095.10
Membership Dues	<u>3,441.67</u>
Member Revenue	4,536.77

Other Revenue	
CRD Grant	11,302.87
UVIC grant	14,025.00
SS Foundation grant	1,200.00
Interest income	108.28
Xmas lunch tkt sales	1,225.00
Other Income	<u>42.00</u>
Total Other Revenue	27,903.15

TOTAL REVENUE	32,439.92
---------------	-----------

EXPENSE

General & Admin Expenses	
PARC project payroll	25,303.93
Fees/Ins (BCNF)	1,873.40
Bank Charges	48.84
Office Expenses	751.27
Socials & meetings	840.81
Xmas lunch expenses	1,225.00
Trails	1,219.67
Travel	472.77
Society registration & Gov't chgs	75.00
Donations, gifts & honoria	<u>1,900.00</u>
Total General & Admin	33,710.69

TOTAL EXPENSE	33,710.69
---------------	-----------

NET INCOME	<u>(1,270.77)</u>
------------	-------------------

=====

**Salt Spring Trail & Nature Club
Budget 2014**

<u>INCOME</u>	<u>Budget 2013</u>	<u>Actual 2013</u>	<u>Budget 2014</u>
Donations & Grants (see Note below)	1200	2361	500
Interest	120	108	100
Membership dues	3900	3442	3,500
Other	0	42	
Total	5,220	5,911	4,100
<u>EXPENSES</u>			
BC Nature Dues	2,100	1,873	2,000
Socials, meetings	370	841	500
Donations	500	1,900	500
Office & Oystercatcher	600	751	500
Travel (BC Nature)	400	473	400
Trails	1,200	1,220	50
Bank charges	50	49	0
Gov't fees	<u>100</u>	<u>75</u>	<u>100</u>
Total	<u>5,320</u>	<u>7,182</u>	<u>4,050</u>
Surplus/ -Deficit	-100	-1,271	50

Note: 2013 Actual does not include grants from UVIC & PARC as this project came after last year's AGM



**REPORT TO ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, MAY 21, 2014**

SUBJECT GRANTS-IN-AID

ISSUE

To approve the grants-in-aid applications for the Electoral Areas.

BACKGROUND

The Supplementary Letters Patent for grants-in-aid require that Capital Regional District (CRD) Board approval be obtained before any payments for grants-in-aid are made on behalf of one or more member electoral areas to any organization deemed by the Board of the CRD to be contributing to the general interests and advantage of the area. This service covers the Electoral Areas.

Before exercising the powers described above, the Supplementary Letters Patent require that the Board obtain the written approval of the Director of each Electoral Area to the proposed grant-in-aid for such Electoral Area.

FINANCIAL IMPLICATIONS

These grants-in-aid are within the budgeted amount requisitioned for the current year.

RECOMMENDATION

That the Electoral Area Services Committee recommend to the Capital Regional District Board:

That payment be made for the following grant-in-aid:

- 1) Southern Gulf Islands Grant-in-Aid as approved by Director Howe
 - Mayne Island Integrated Water Systems \$ 2,000

Diana Lokken, CPA, CMA
General Manager, Finance & Technology Dept.
Concurrence

Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

Attachments: 1 Application



Making a difference...together

4th Floor | 625 Fisgard St. PO Box 1000 Victoria BC V8W 2S6 | T 250.360.3000 | F 250.360.3023 | www.crd.bc.ca

GRANT IN AID REQUEST FORM (Vendor 900)

TO: ACCOUNTS PAYABLE SUPERVISOR
FINANCE & TECHNOLOGY DEPARTMENT

DATE: 14/05/14
(dd/mm/yy)

SUBJECT: REQUEST FOR GRANT IN AID

Electoral Area: Southern Gulf Islands

Organization for which the Grant in Aid is requested:

Mayne Island Integrated Water Systems

Amount Approved: \$ 2000.00

Tax Code:

P0

Account Assignment:

B/A

G/L

Cost Centre

1001

544000

100082 – JDF _____
100083 – SSI _____
100085 – SGI _____

Requested by:

David Howe
Director's Signature

David Howe
Print Name

FINANCE ONLY

Request received and acted upon by:

Signature: _____

Print Name: _____

May 15, 2014
Date Received (dd/mm/yy)

CRD GRANT-IN-AID APPLICATION FORM

Application Submitted By

Name and Address of Applicant: Bill Warning, Chair, Mayne Is. Integrated Water Systems

562 Bayview

Mayne Island, B.C. VON 2J0

Contact(s): Bill Warning

(name)

250-539-2399

(phone)

(fax)

bkwarning@shaw.ca

Email address

Contact(s): Diane Plucinak

(name)

250-539-3701

(phone)

(fax)

Mayne263@shaw.ca

Email address

Application Summary

Project or purpose for which you require assistance:

Amount of grant requested \$ 2500.00

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

Marie Elliott
(signature of authorized signatory)

Secretary, MIWSS
(title)

Marie Elliott
(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?

MIIWSS is the sole society on Mayne Island providing education to water users. We are facilitators of workshops for the individual well owner and technical workshops for water systems operators. We draw mainly from 5 southern Gulf Islands (Salt Spring, Galiano, Pender, Saturna and Mayne) but are based on Mayne.

2. Describe the geographic area that receives services or benefits from your organization.
The southern Gulf Island region and adjacent portions of Vancouver Island (Cowichan).

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.

There are none.

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

MIIWSS was formed in the mid 1980s. The combined systems from all islands totals 32, and individual memberships 120.

Project / Proposal Profile

1. Assistance is being requested for:

capital project and / or equipment

special event

other purpose (\$2,500 for operator training, certification maintenance and community education workshops)

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

MIWSS brings in experts in various fields pertinent to the EOCP requirements for maintenance of the operator's certification process. We open the day to our entire island communities so that users have a better education on well maintenance, water board trustee training and, in general, how to protect their supply and aquifers. (Off island participants are met at our two public docks and the presentations begin early to accommodate ferry schedules.) Operators share their knowledge by replying to questions in a free-wheeling and island casual atmosphere. The community users are more likely to ask here where there may be a simple solution, than get involved with hiring someone.

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

It is imperative that we have an educated group of operators in the southern Gulf Islands/Vancouver Island region who know one another and can share knowledge and support. They also need to be regularly updated on the latest technology and equipment. Their knowledge becomes more valuable to the community in general as they update to the latest available methods and equipment.

Funding and Financial Information

1. Attach supporting financial information, i.e., budget / financial report. Ensure the following information is clearly itemized:
 - project budget,
 - grants / funding from other sources,
 - funding contributed by applicant through fund raising activities or other sources of revenue and,
 - 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)
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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
2013	\$1500	Operator certification & community education workshop
2012	\$3000	Operator certification & community education workshop
2011	\$3600	Septic savvy workshop
2010	\$3,500	Operator certification & community education workshop

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

Mayne Island Integrated Water Systems Society

BUDGET

Operator Training, Certification Maintenance and Community Education Workshop - January 2014

Income	\$ 675.00
Expenses:	
Food/Beer/etc.	600.00
Hall rental/liq. Lis.	150.00
Speaker exp.(ferry/B&B)	500.00
Advertising	500.00
EOCP	200.00
<u>Contingency</u>	<u>200.00</u>
<u>Total</u>	<u>2150.00</u>

Mayne Island Integrated Water System Society
2013 Budget

Income:

Membership	\$ 500.00
Water System Membership	640.00
Workshops	1200.00
CRD Grant	1500.00
BCWWA Donation	1000.00
Green Angels Donation	<u>500.00</u>

Total

\$5340.00

Expenses:

Membership:

Society Act	\$ 25.00
CWSA Membership	50.00
Website	600.00
Advertising	600.00
Office Supplies	250.00
Meeting Exp.	<u>400.00</u>

Workshops	\$ 1925.00
Education and Outreach(Water Week)	1600.00
Fall Fair	1650.00
	<u>150.00</u>

\$ 5235.00

Environmental Services Committee's Report

Victoria, BC May 28, 2014

To the Chair and Directors of the Capital Regional District Board:

The Environmental Services Committee reports and recommends as follows:

1. Waste Flow Management – Overview of Implications for the Capital Regional District (ERM 14-23)

- 1) That staff report ERM 14-23 on waste flow management implications for the CRD be received for information; and
- 2) That the Board Chair send a letter to the Minister of Environment supporting local government authority to implement a bylaw enabling waste flow management.

(Background information can be found in the attached staff report.)

2. Environmental Resource Management – 2013 Annual Report (ERM 14-21)

That the Environmental Resource Management 2013 Annual Report be received for information.

(Background information can be found in the attached staff report.)

3. Climate Action Program – 2013 Annual Report and 2014 Update (EEP 14-25)

That the Climate Action Program 2013 Annual Report be received for information.

(Background information can be found in the attached staff report.)

4. Regional Source Control Program – Five-Year Plan Update (EPT 14-20)

That the Regional Source Control Program Five-Year Plan Update be received for information.

(Background information can be found in the attached staff report.)

5. Bowker Creek Initiative – 2013 Annual Report (EEP 14-22)

That the Bowker Creek Initiative 2013 Annual Report be received for information.

(Background information can be found in the attached staff report.)

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, MAY 28, 2014**

SUBJECT **WASTE FLOW MANAGEMENT – OVERVIEW OF IMPLICATIONS FOR THE
CAPITAL REGIONAL DISTRICT**

ISSUE

To provide an overview of waste flow management implications for the Capital Regional District.

BACKGROUND

At its March 26, 2014 meeting, the Environmental Services Committee reviewed a request from Metro Vancouver to send a letter supportive of the *Greater Vancouver Sewerage and Drainage District Recyclable Material Regulatory Bylaw No. 280* to the Minister of Environment. Committee members tabled the recommendation and directed staff to prepare a report on the implications of waste flow management in the Capital Regional District (CRD).

Legislative Context

The CRD Solid Waste Disposal Establishment Bylaw empowers the Board to adopt bylaws to regulate solid waste. However, the Board must exercise its authority in accordance with the Environmental Management Act (EMA), which requires regional districts to amend their Solid Waste Management Plan and conduct appropriate consultation.

To date, the CRD has exercised this authority by licensing composting facilities within the region (Bylaw No. 2736) and transfer stations on Salt Spring Island (Bylaw No. 2810). Both bylaws were included as amendments to the Solid Waste Management Plan after extensive public consultation and subsequent approval by the Minister.

Purpose of Waste Flow Management

Waste flow management refers to a regional district's ability to regulate the flow of solid waste and recyclable materials to or from a site within its jurisdictional boundaries. The province's delegation of solid waste management to local governments means that regional districts have to set up and maintain core systems and programs to implement their SWMPs. Waste flow management is an important regulatory tool to support the implementation of these plans and their diversion goals, enables waste streams to be dealt with within the region where they were generated and helps ensure the long-term financial sustainability of the system.

Regional solid waste facilities, such as the Hartland landfill, require ongoing funding to cover their significant costs, which include the funding of regional waste diversion programs. If haulers don't deliver materials to regional facilities, the remaining regional facility users, including municipalities and residents, pay for a disproportionate amount of the regional system costs. Waste flow management can help to ensure that regional programs are funded by all waste generators.

Waste Flow Management in Canadian Jurisdictions

Halifax Regional Municipality is the only Canadian municipality to have implemented a Designated Facilities Bylaw for kitchen scraps. In 2002, Halifax, required haulers to deliver organics and construction and demolition waste, along with residential and commercial sector

waste, to designated facilities. The bylaw was challenged in court but was upheld in the Nova Scotia Court of Appeal in 2007. The judge concluded that the bylaw had a proper municipal purpose and was intended to: assure that the municipality had management of all of the waste for which it was responsible, provide a predictable flow of revenue to help fund the waste-resource management system, and support municipal efforts to maximize source separation and diversion of waste.

In May 2012, Metro Vancouver staff reported garbage flow issues to their Board, as some garbage was no longer being delivered to regional facilities but to an adjacent regional district. Haulers were thus avoiding material disposal bans and not paying their share of the costs of Metro's solid waste management system. Staff identified several management options for discussion in a public consultation process. Initially, the Board identified hauler licensing and delivery of materials to designated facilities as their preferred approaches. However, as a result of significant opposition by the hauling industry during the first phase of consultation, the Board removed hauler licensing from further consideration in March 2013. Bylaw 280 regulates the flow of municipal solid waste to designated regional facilities. The bylaw lists nine facilities or transfer stations which are either owned by Metro Vancouver or have agreements with Metro Vancouver to receive garbage on its behalf, thus providing ownership of the material and authority over its management to the regional district. Bylaw 280 does not preclude garbage from leaving the region nor does it prevent waste coming into the region, thus allowing for potential cooperation among different regional districts. The Board gave third reading to the bylaw in October 2013 and it is currently awaiting approval by the Minister of Environment.

Waste Flow Management Implications in the Capital Region

One of the main issues identified as part of the development of the new Integrated Solid Waste and Resource Management Plan (ISWRMP) is that the current financial management practice of paying for all solid waste programs from tipping fees is becoming unsustainable. New revenue sources could include raising tipping fees, reducing expenses or introducing requisition/utility fees or a combination thereof. If the CRD decides to raise tipping fees, it could use flow management to direct haulers to deliver all garbage generated within the region to Hartland landfill, thus preventing waste export and ensuring a predictable flow of revenues to help fund the system. Since all garbage (except for inert materials delivered to the Tervita site) is already disposed of at Hartland, this would not be a significant change for haulers in the region.

The CRD could also use flow management to direct haulers to deliver all kitchen scraps generated within the region to a designated facility, thus ensuring sufficient quantities of materials to make it economical to establish such a facility. Alternatively, the material could be received at a designated regional facility or transfer station but subsequently be transferred outside the region. Flow management of kitchen scraps could also be accomplished through service agreements with those municipalities that provide this service.

Haulers in other areas have opposed waste flow management as creating a monopoly and limiting their ability to operate in the market place.

Steps for Implementation of Waste Flow Management in the CRD

Any new regulatory regional bylaw established under the authority of the Environmental Management Act, including a waste flow bylaw, has to be included in the regional SWMP and requires a public consultation process. It is possible to conduct a parallel consultation process for a SWMP and a new bylaw.

The CRD is currently developing its new Integrated Solid Waste and Resource Management Plan (ISWRMP), which is expected to go to public consultation in the spring of 2015. This provides an opportunity for discussion and consultation of flow management and associated regulatory approaches in our region.

The issue of flow management will be discussed as part of the planned workshop on the development of the new ISWRMP in June 2014.

Response to Metro Vancouver's Request

Staff propose to draft a letter to the Minister of Environment, under the Board Chair's signature, acknowledging the work done by Metro Vancouver and indicating support for the authority of local governments to decide upon this matter as long as they meet the Ministry's consultation requirements. To date, seven regional districts, as well as the Recycle First Coalition, a coalition of eleven major competing recycling and waste management companies, have written to the Minister to indicate their support of Metro Vancouver's initiative.

CONCLUSION

Waste flow management regulatory approaches can be applied to ensure the long-term financial sustainability of solid waste management systems within the CRD. The CRD has an opportunity to review the issue of waste flow management and possible regulatory approaches as part of the development of its new Integrated Solid Waste and Resource Management Plan. Waste flow management will be discussed at the upcoming workshop in June 2014.

RECOMMENDATION

That the Environmental Services Committee recommend to the Board:

1. That this staff report on waste flow management implications for the CRD be received for information.
2. That the Board Chair send a letter to the Minister of Environment supporting local government authority to implement a bylaw enabling waste flow management.



Russ Smith, Senior Manager
Environmental Resource Management



Larisa Hutcheson, P.Eng., General Manager
Parks & Environmental Services
Concurrence



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, MAY 28, 2014**

SUBJECT ENVIRONMENTAL RESOURCE MANAGEMENT – 2013 ANNUAL REPORT

ISSUE

To provide the Environmental Services Committee with the 2013 Environmental Resource Management annual report.

BACKGROUND

The Environmental Resource Management annual report has been produced since 1992, in response to requests for information and statistics regarding the Capital Regional District's (CRD) solid waste programs. The annual report is used by residents, students, businesses, other government agencies and CRD staff. It is available to the public at all community outreach events and on the CRD website.

Environmental resource management in the CRD is based on the 5R hierarchy of Reduction, Reuse, Recycling, Resource Recovery and Residual Management. This strategy is used to optimize the capacity of Hartland landfill by minimizing waste disposal and maximizing diversion opportunities.

Highlights for 2013 include:

- **Kitchen Scraps Strategy** – The first phase of a region-wide kitchen scraps strategy was implemented in 2013. This phase provided a \$20/tonne incentive for diversion of 7,700 tonnes of kitchen scraps from Hartland landfill to approved composting facilities.
- **Packaging and Printed Paper** – A new extended producer responsibility program for curbside blue box program items, as well as Styrofoam and film plastic generated by the residential sector, will begin in May 2014. Agreements to May 2015 with the program steward and collection service providers have been secured.
- **Hartland Gas Utilization Facility** – The gas utilization facility, commissioned in 2003 in partnership with Maxim Power Corporation, produces enough green electricity for 1,600 homes. In an effort to better maximize the value associated with this resource, the CRD acquired full ownership of the facility in 2013.
- **Capital Works** – With active filling of the Phase 2 area at Hartland continuing, installation of new horizontal gas wells and leachate collectors and commissioning of new wells to increase gas collection efficiency were conducted in 2013.
- **Hartland Learning Centre** – Opened in 2011, the Hartland Learning Centre provides place-based learning for youth and the community. In 2013, 135 workshops were hosted at the on-site classroom and 3,700 individuals participated in landfill tours.

- **Abandoned Waste and Illegal Dumping Campaign** – Launched in 2013, the goals for the campaign are to raise awareness about abandoned waste and illegal dumping activities and promote safe and responsible methods for disposal of unwanted items. The campaign will continue in 2014.
- **Integrated Solid Waste and Resource Management Plan** – Development of a new provincially-mandated plan commenced in 2012. With Stage 1 (the analysis of existing systems and identification of issues) complete, work on Stage 2 commenced in 2013. The new plan is expected to be finalized in 2015.
- **Diversion Rate** – A baseline waste generation rate of 671 kilograms per capita was established 1989. Since that time, a steady decrease in disposal rates and an increase in diversion activities in the region have been recorded. In 2013, the diversion rate increased 4% to 52% and annual per capita disposal was reduced to 322 kg.

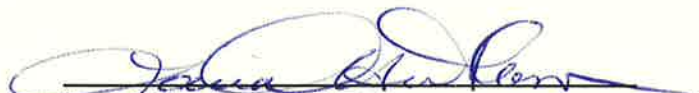
RECOMMENDATION

That the Environmental Services Committee recommend to the Capital Regional District Board:

That the Environmental Resource Management 2013 Annual Report be received for information.



Russ Smith, Senior Manager
Environmental Resource Management



Larisa Hutcheson, P.Eng., General Manager
Parks & Environmental Services
Concurrence



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

WD:dd

Attachment: 1

Environmental Resource Management Annual Report

Capital Regional District | 2013



CRD

Making a difference...together

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Overview of CRD Solid Waste Managment

Background

The Capital Regional District (CRD) is the regional government for the 13 municipalities and three electoral areas located on the southern tip of Vancouver Island. The urban centre of the Capital Region is the City of Victoria, and the regional district also includes many Gulf Islands, a number of rural municipalities and a vast tract of wilderness that lies along the southwestern coast of Vancouver Island.

The CRD provides regional governance and services for the entire Capital Region, including regional parks, regional planning and solid waste management. The CRD creates partnerships between any combination of municipalities and electoral areas for services or projects that are specific to only part of the region.

The CRD became responsible for solid waste disposal for the region in 1973 when the Province of British Columbia directed all regional districts to take control of solid waste disposal within their borders. Hartland landfill, which had been operated as a private facility since the early 1950s, was acquired by the CRD in 1975. The facility continued to be operated by a private contractor until January 1985, when the CRD assumed direct operation of the site.

Aerial photo of Hartland landfill and recycling facility, July 2013.





Compactor at Hartland's active face.

Hartland landfill and recycling facility is owned and operated by the CRD and is located about 14 km northwest of Victoria. It is a multi-employer site and is the only sanitary landfill in the Capital Region, serving just over 382,000 people. The operation is a multi-purpose facility providing: recycling, household hazardous waste (HHW) collection, a salvage area, yard and garden waste collection and processing, controlled waste disposal and landfill services to commercial and residential customers.

Residential garbage collection services in the region are provided by municipal crews or contractors in six municipalities. Residents in the remaining seven municipalities and three electoral areas, as well as all commercial business, are serviced by private haulers.

All solid waste programs are funded with revenue generated from fees collected at Hartland landfill, the sale of recyclable materials and landfill gas and participation in extended producer responsibility programs. No funding is drawn from the municipal tax system.

Solid Waste Management Plan

Integrated Solid Waste and
Resource Management Plan



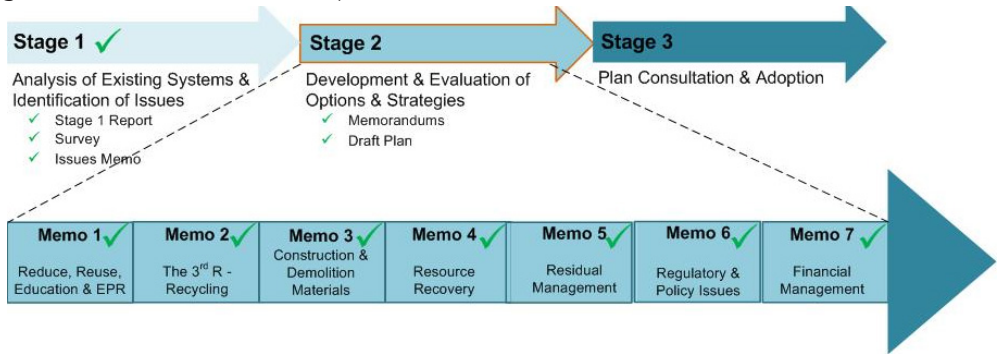
The Solid Waste Management Plan is a legally binding document mandated by the Province of British Columbia. The original CRD Solid Waste Management Plan was approved by the Minister of Environment in 1989. There have been two subsequent revisions to the original plan plus eight amendments. In 2012, the CRD started the development of a new Integrated Solid Waste and Resource Management Plan and appointed a Public and Technical Advisory Committee.

The development of the new plan involves three stages:

Stage 1: Analysis of Existing Systems and Identification of Issues

Stage 2: Development and Evaluation of Options and Strategies

Stage 3: Plan Consultation and Adoption



Stage 1 was completed in 2012, including a report of existing programs, a public survey and a list of issues for consideration during the development of the new plan. Stage 2, which consists of technical memorandums on solid waste topics and the development of the draft plan, began in 2013 and is expected to be completed in 2014. The new plan is expected to be finalized in 2015.

Environmental Resource Management Division

With a mandate of focusing on the environmental future, Environmental Resource Management is responsible for planning, developing and applying systems that will best ensure an integrated and beneficial use and reuse of our resources, some of which may now be seen as waste. For example, rather than looking at waste to be disposed of, the CRD is focused on looking at waste as a commodity for beneficial reuse. This includes a focus towards zero waste in our landfill, landfill gas capture, utilization of other energy from waste initiatives, compost and organics initiatives, and other emerging opportunities.

The Environmental Resource Management division is part of the CRD Parks & Environmental Services department and consists of:

- Landfilling Operations
- Landfill Gas Utilization
- Recycling Programs
- Hartland Public Drop-off Area
- Household Hazardous Waste Collection
- New Waste Reduction Initiatives
- Regulatory and Financial Management
- Planning and Policy Development



Hartland staff tarping and securing their load.

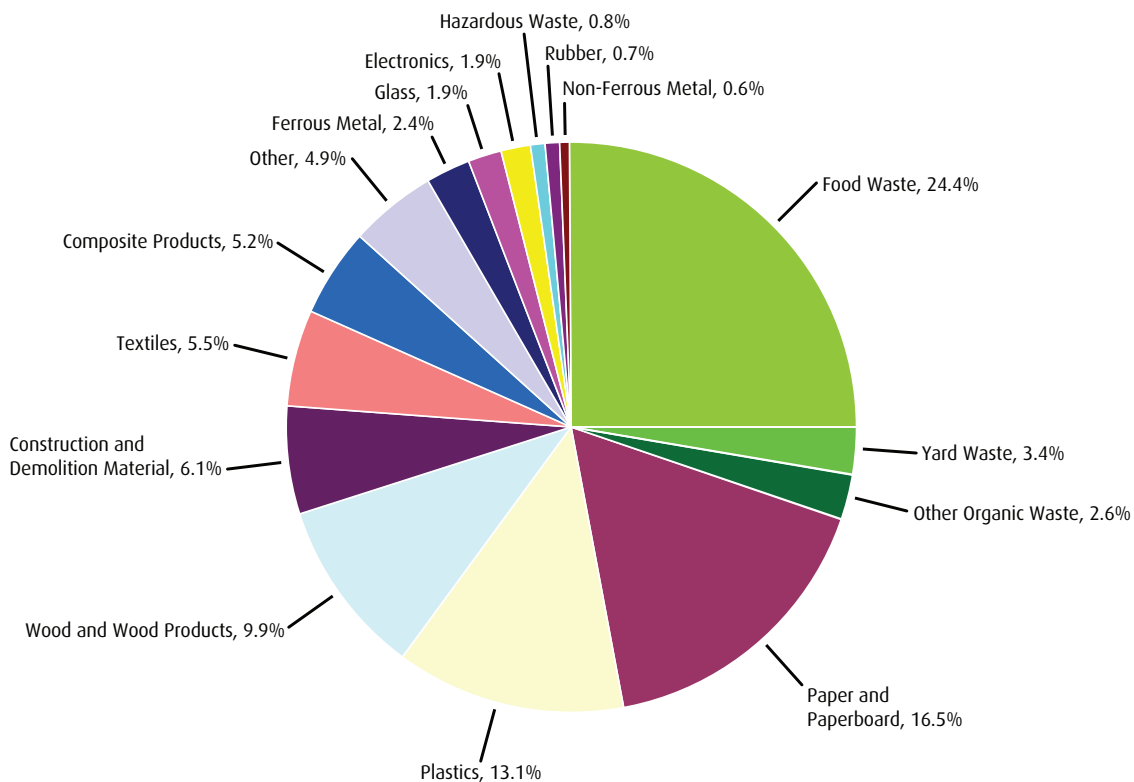
The solid waste function of the CRD reports to the Environmental Services Committee (ESC). The ESC is supported by two advisory committees. The Solid Waste Advisory Committee (SWAC) provides feedback to ESC on solid waste operational issues. SWAC also acts as the Plan Monitoring Advisory Committee to monitor the implementation of the CRD Solid Waste Management Plan, as required by the BC Ministry of Environment. The Salt Spring Island Solid Waste Advisory Committee provides a community based forum for discussion of solid waste and resource management issues on Salt Spring Island. The Environmental Services Committee also acts as the steering committee for the development of the new Integrated Solid Waste and Resource Management Plan.

Waste Stream Analysis

Since 1990, the CRD has commissioned five studies to assess the composition of waste being landfilled at Hartland. These studies provide valuable benchmark data and analysis for evaluating the success of solid waste management programs. The studies also provide information on waste types to target, for example, household hazardous waste in 2001 and, most recently, organic materials such as yard and garden waste and kitchen scraps.

The latest waste stream analysis took place in 2009/2010, with one phase conducted in the fall of 2009 and the second phase conducted in the spring of 2010. The study is conducted in two phases to allow for seasonal variance. A detailed statistical evaluation was completed as part of the final report that was published in 2010. Objectives of the study included determining the overall waste composition by material type, characterizing the waste by source sector (residential, industrial/commercial/institutional and demolition/land clearing), and reviewing trends from different areas of the Capital Region.

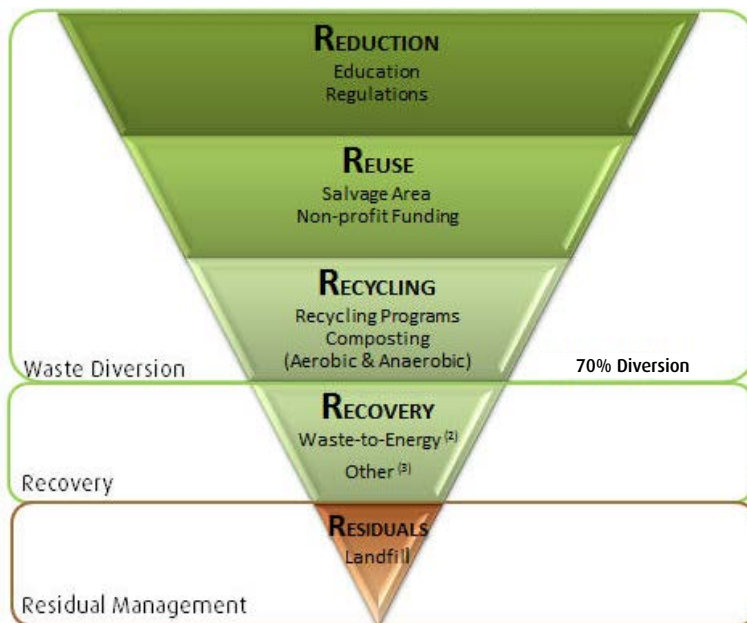
2009-2010 Solid Waste Stream Composition Study



Solid Waste Diversion Strategy

Environmental resource management in the Capital Regional District is based on the 5R hierarchy of Reduction, Reuse, Recycling, Resource Recovery and Residual Management. The plan is to extend the life of Hartland landfill by minimizing waste disposal and maximizing diversion opportunities. The key strategies to divert waste from Hartland landfill are outlined in the 5R graphic.

CRD Solid Waste and Resource Management Strategy



⁽¹⁾ The Ministry expects local government to have a minimum target of 70% waste reduction before utilizing a WTE facility as a waste management option.

⁽²⁾ A WTE facility has to achieve 60% energy efficiency to be considered resource recovery. Otherwise it will be classified as residual management.

Reduce & Reuse

Education & Outreach Programs

The Environmental Resource Management division, with support from Environmental Partnerships and Corporate Communications, has a number of education programs that support all solid waste diversion services in addition to promoting behaviour changes based on the Waste Diversion 3Rs. These behaviour changes contribute significantly to the “qualitative diversion” of waste from landfill. Education services include:

- Education and outreach for all solid waste programs
- Communication planning and research
- Advertising, promotional and educational materials
- Media relations (print, radio and television)
- Presentations, tours and outreach displays
- Hartland bi-annual open house

CRD Hotline

The CRD Hotline (250.360.3030) is an essential part of education and outreach programs. Callers can access an automated voice messaging service 24 hours a day or speak with a Hotline clerk during office hours of 8:30 am to 4:30 pm (closed 12 noon to 1 pm). The CRD Hotline can be reached by e-mail at Hotline@crd.bc.ca. Information can also be obtained on the CRD website at www.crd.bc.ca.

Myrecyclopedia.ca

Myrecyclopedia.ca contains a comprehensive online listing of household products and items—from aluminum to zinc—and includes the environmental story behind each item, recycling facility listings and tips on how to reduce and reuse in daily living. Myrecyclopedia was developed to encourage sustainable practices and to reinforce the 3Rs of Reduce, Reuse and Recycle.



The Hartland Learning Centre



Environmental education is of paramount importance to the CRD, and the Hartland Learning Centre allows for place-based learning, which gives our youth and our communities a chance for experiential, interactive involvement in education. Place-based learning links learners to the space around them, creating awareness of natural and social history and the relation of our community with the rest of the world. The Learning Centre hosted over 135 school workshops and landfill tours in 2013, for over 3,700 participants.

Green 365 Initiative



Green 365 is a year-long campaign, which launched in June 2013, promoting the use of green behaviours in and around the home. The campaign aims to provide free resources, tools and information to illustrate that doing the green thing is easy and has many rewards.

Abandoned Waste & Illegal Dumping Campaign



The Abandoned Waste and Illegal Dumping campaign was launched in April 2013. The primary goal of this campaign is to raise awareness about abandoned waste and illegal dumping and promote how to safely and responsibly dispose of unwanted household items.

Abandoned Waste is defined as waste placed in public spaces (such as boulevards) or left at non-profit recycling organizations, often with the intention of re-using, but ending up as garbage.

Illegal Dumping is defined as waste purposefully left in private or public areas instead of being properly recycled or safely and legally disposed.

Every year, municipalities and local non-profit charities are burdened with improperly disposed of waste. There are many economic, social and environmental issues associated with abandoning waste and illegally dumping materials. The estimated volume of waste associated with this problem is 650 tonnes per year.



University of Victoria students at the Abandoned Waste campaign launch at the Student Union Building.

This campaign focused on encouraging residents to make the smart and safe decision to properly dispose of their unwanted items. By creating awareness around the desired behaviour, we hope to encourage and foster improved environmental behaviour in the region.

The overall objectives were to increase awareness of the impacts that random dumping has on the environment and taxes; educate residents on appropriate proper disposal methods for waste materials; and, increase participation in choice behaviour of disposing materials appropriately.

Overall campaign components consisted of community outreach, Junk It Kit distribution, a social media campaign and paid advertising.

Holiday Campaign

Every holiday season, we launch the “Remember the 3Rs this Holiday Season” campaign to remind residents to make the 3Rs part of their holiday actions. Since 2011, in partnership with Metro Vancouver, the “Creating Memories, Not Garbage” campaign has been delivered to capital region residents. The purpose of the campaign is to engage and inspire residents to celebrate the holidays without creating unnecessary waste that will end up at Hartland landfill.

Diversion by Program (TONNES)

Program	Newspaper	Mixed Paper	Cardboard	Mixed Fibres ¹	Glass Containers	Metal Containers	Plastic Containers	Mixed Containers ²	Asphalt Shingles	Batteries	Books	Electronics	Food Waste
Blue Box & Bag Curbside Recycling/Organics Diversion													
Saanich				4,562				1,817					28
Victoria				1,872				785					1,694
Oak Bay				943				320					189
Esquimalt				630				259					
Central Saanich				1,002				393					
Langford				1,050				413					
North Saanich				641				255					
Colwood				704				277					
Sidney				384				153					
Sooke				457				180					
View Royal				301				129					274
Metchosin				249				98					
Highlands				106				42					
Juan de Fuca EA				346				136					
Total				13,247				5,257					2,185
Other Recycling													
Apartment Containers								233					
Oak Bay Recycling Depot		139	102				28						
Total		139	102				28	233					
Hartland Recycling Operations													
Recycling Depot		125	132					36	803		42	293	
HHW										40			
Total		125	132					36	803	40	42	293	
Electoral Area Recycling Depots													
Salt Spring Island		211	133		138	42	62			3		55	19
Pender Island		44	40		7					1		7	
Mayne Island		36	19		5	4	7			1		6	
Galiano Island		30	25		34	1	10					3	
Saturna Island	1	8	9		2	3							
Port Renfrew				18				8					
Total	1	329	226	18	186	50	79	8		5		71	19
GRAND TOTAL	1	593	460	13,265	186	50	107	5,534	803	45	42	364	2,204

¹ Includes newspaper, cardboard and mixed paper

² Includes metal cans, glass bottles and jars and plastic containers and packaging

³ Product Care includes paint at all depots, pesticides/solvents and fluorescents/CFLs at Hartland and Salt Spring depots.

⁴ Includes: cooking oil and reusable goods at Hartland, milk cartons on Salt Spring; deposit containers on Pender; deposit and polycoated containers on Mayne

HHW Orphans	Mattresses	Metals	Metal Appliances	Motor Oil, Filters, Containers & AF	Plastic (large rigid)	Plastic Film	Product Care ³	Propane Tanks & Fire Exting.	Styrofoam	Tires	Toilets	Wood Waste	Yard Waste	Miscellaneous ⁴	Total
															6,407
															4,351
															1,452
															889
															1,395
															1,463
															896
															981
															537
															637
															704
															347
															148
															482
															20,689
															233
						7									276
						7									509
	189	591	131		142	7				43	7	1,432	620	10	4,603
63				36			166	20	20					2	347
63	189	591	131	36	142	7	166	20	20	43	7	1,432	620	12	4,950
		38				8	26		7	8				8	758
		43			16	4	4			1				36	203
				1		3	6							38	126
		32				4				3					142
															23
		62													88
		175		1	16	19	36		7	12				82	1,340
63	189	766	131	37	158	33	202	20	27	55	7	1,432	620	94	27,488

Compost Education Centre



The Greater Victoria Compost Education Centre (GVCEC) was established in 1992 to educate local residents about composting and conservation. Under contract to the CRD, the GVCEC annually offers presentations, workshops, educational compost demonstrations, volunteer training, quarterly newsletter and maintains the GVCEC Hotline and website.

In 2013, The Greater Victoria Compost Education Centre changed their name to the Compost Education Centre (CEC) to reflect that they serve as a resource to people beyond the Greater Victoria area, covering the entire Capital Regional District. A new logo and website was designed to emphasize education on organic gardening, urban agriculture, and compost and conservation practices. In 2013, the CEC delivered 86 school presentations to over 2,300 children from pre-school to grade 12, and facilitated 64 community workshops on topics from Grow Your Own Food 101, to Soil Building and Backyard Beekeeping. Over 15,000 CRD residents visited the CEC's demonstration site or participated in one of its 40 educational community events and compost demonstrations. The CEC hosted five core community events in 2013, including a spring and fall organic plant sale, the 10th anniversary of their popular Pumpkin Smash in November and two Green Cone food waste digester subsidized sale and educational days in June, in partnership with the CRD. The CEC reached a total of 124,632 residents in 2013 through all avenues of their educational mandate, an increase of 112% from 2012! Since 1992, the CEC has made over 581,681 contacts with CRD residents.

Community Clean-Up Funding

The CRD Community Clean-up program financially supports non-profit groups that make visible environmental improvements to their community through organized clean-ups. In 2013, the CRD provided funding to eight non-profit groups. This funding provided support in the areas of:

- Collection, processing and marketing of recyclables recovered during clean-up.
- Container rental for transportation and disposal of non-recyclable material.
- Supplies, such as rubber gloves and collection bags.

Diversion Funding for Non Profit Recycling Organizations

Since 1992, the CRD has provided funding to non-profit organizations involved in recycling clothing and used household goods. The funding assists with their garbage disposal costs at Hartland, in recognition that some donated used goods are unusable and destined for the landfill. Seven organizations received funding in 2013.

Hartland Reusable Materials Program

The CRD partners with five organizations for the management of donated items received in the public drop-off area at Hartland. Goods such as textiles, books, household items and bicycles are redistributed through a variety of networks operated by these non-profit associations.

Recycle

Recycling Programs

Curbside/Depot/Apartment Recycling

CRD residential recycling programs consist of the blue box curbside collection program, a funding program for recyclables collection from multi-family dwellings (apartment program), and funding for depots in areas not serviced by the curbside program.

In 2013:

- 21,557 households were serviced in the blue box curbside program
- 11,458 households on Salt Spring Island and the other Southern Gulf Islands were serviced in the depot program
- 1,042 apartment buildings participated in the funding program
- 10,892 blue boxes and 21,793 blue bags were distributed to residents
- 39,610 apartment recycling tote bags distributed since 2006

The CRD apartment recycling program offers funding to residential buildings that have five or more units. The funding is intended to supplement the costs of recycling so that it is equitable with the service provided to single-family homes on the curbside blue box program.

In an effort to improve recycling behaviours in multi-family dwellings, the CRD, in partnership with the Carton Council of Canada, conducted an apartment recycling pilot project in 2013. The campaign consisted of recycling and waste audits and engagement and education campaigns.

2013 Achievements

- Conducted 55 Hartland school tours
- Delivered 80 school program presentations and workshops
- Delivered 16 community presentations and 25 community tours
- Provided waste reduction messaging at 35 community displays
- Provided event recycling bins at 33 community events
- Received 55,000 Hotline enquiries



Front end section of Hartland landfill and recycling facility.

Hartland Public Drop-Off Area

The public drop-off area at Hartland receives garbage, recyclables and household hazardous waste. Over 80 items from 25 product categories are accepted for recycling. This area is intended for residential quantities only for vehicles with a maximum GVW of 5,500 kg.

New stewardship programs added in 2012 included outdoor power equipment, exercise equipment, power tools, light fixtures, video gaming equipment, musical instruments and medical devices. Other new initiatives included permanent collection and recycling programs for mattresses and box springs, asphalt shingles, and polycoated cartons following successful pilot programs for these items. Film plastic, Styrofoam and electronic toys continue to be collected as pilot studies.

Recycling Rates:

- \$107/tonne for wood waste and mattresses
- \$57/tonne for yard and garden material
- \$6 gate fee for recycling area (residents)
- \$26 gate fee for recycling area (small commercial loads)
- No charge for product stewardship materials
- No charge for household hazardous waste

Additional charges include a \$10 fee for general refuse deposited in the transfer bin and \$20 for appliances containing refrigerants.

Extended Producer Responsibility Programs

British Columbia's industry-led product stewardship programs require producers of designated products to take Extended Producer Responsibility (EPR) for the life-cycle management of their products, including collection and recycling. The BC Recycling Regulation, under authority of the Environmental Management Act, sets out the requirements for product stewardship in BC.

The CRD supports industry-led product stewardship with participation in the following provincial programs:

Beverage Containers

Glass, plastic, aluminum, tin and metal beverage containers are accepted in the curbside blue box recycling and apartment recycling programs, as well as at the Hartland recycling facility and Southern Gulf Island recycling depots. Polycoated cartons (drinking boxes) were added to these programs in 2012. Beverage bags and pouches are not included in CRD programs.

Electronics, Electrical Products, Batteries and Lighting Products

In 2013, the CRD partnered with seven stewardship agencies for the collection of electrical items at the Hartland recycling facility:

- Encorp Pacific (computers, monitors, printers, TVs, audio visual, toys)
- ElectroRecycle (small appliances, power tools, sewing machines, exercise equipment)
- Call2Recycle (batteries and mobile phones)
- LightRecycle (residential fluorescent lamps and CFL bulbs and lighting fixtures)
- Switch the 'Stat (thermostats)
- AlarmRecycle (smoke detectors)
- Outdoor Power Equipment (processed through metal recycler)

The CRD received an ElectroRecycle Civic Award in 2013 for its commitment to small appliance and power tool recycling in the region.

Lead-Acid Batteries

Lead-acid batteries have been accepted at the Hartland recycling facility since 1992, shortly after the BC Lead Acid Battery Collection program was introduced. This first generation program transitioned in 2012 to being managed under the BC Recycling Regulation. Batteries are broken down at smelters into lead, plastic and acid.

Paints, Solvents and Flammable Liquids, Gasoline and Pesticides

Since 1994, the CRD has worked with the Product Care Association (PCA) to provide the region with waste paint collection at the Hartland recycling facility. Since then, the program has expanded to include solvents, flammable liquids, gasoline and pesticides (paint plus) and a paint exchange.

PCA paint depots in the region:

- 1 paint plus with paint exchange (Hartland Recycling)
- 3 paint plus
- 4 paint only with paint exchange
- 4 paint only

Pharmaceuticals

The pharmaceutical EPR Medications Return Program is promoted regionally through the CRD Hotline, CRD website and MyRecyclopedia.ca, as well as in CRD Source Control messaging. In 2013, the CRD partnered with the Medications Return Program and Island Health to raise awareness about safe and proper disposal of medications, specifically working with home care providers.

Packaging and Printed Paper

In May 2011, the BC Recycling Regulation was amended to add packaging and printed paper (PPP) from residential generators. The amendment shifts the financial responsibility for managing these materials from local governments to producers as of May 2014. PPP includes all materials currently collected in the blue box recycling program. Additional materials such as Styrofoam and plastic bags will be accepted at depots.

Producers of PPP have formed a not-for-profit stewardship agency called Multi Material BC (MMBC) to manage and fund the collection and processing of these materials on their behalf. In 2013, the Capital Regional District entered into agreements with MMBC to provide curbside and depot collection services for PPP from May 2014 to April 2015.

Tires

Tires have been accepted at Hartland recycling since the depot opened in 1992, in conjunction with the province's Financial Incentives to Recycle Scrap Tires ("FIRST") program. In 2007, this provincial initiative was replaced with an EPR program under the BC Recycling Regulation managed by Tire Stewardship



Toys collected at Hartland under the stewardship program.

BC (TSBC). TSBC, in partnership with the Bicycle Trade Association of Canada and the local biking community, also offer a voluntary program for the recycling of tires and tubes through bike retailers. Collection of bicycle tires and tubes at Hartland began in 2011.

Used Lubricating Oil, Filters and Containers

The BC Used Oil Management Association manages the product stewardship program that provides for the collection and recycling of used oil, oil filters, antifreeze and containers. The program strives to ensure every drop of used oil and antifreeze, every filter and container, is brought to a collection facility to be properly recycled.

Organics Management

Regional Kitchen Scraps Strategy

Since 2007, over 4,000 residents in the District of Oak Bay and Town of View Royal have been separating their kitchen scraps from their garbage. This program, which originally began as a CRD pilot, involves curbside collection of kitchen scraps, which together with curbside recycling and yard and garden material programs, has these residents diverting upwards of 75% of their household waste from the landfill.



Options for diversion of kitchen scraps, from the residential sector were explored in 2010. Extensive consultation with the business sector was conducted in 2011.



Staff educating residents at a Digester Distribution event in the WestShore.

In April 2012, the CRD Board voted to implement a region-wide kitchen scraps strategy starting in 2013. Kitchen scraps include meat, bones, grains, dairy products, eggs, vegetables, fruits and soiled paper products.

The initial phase of the strategy includes a \$20/tonne incentive, in 2013 and 2014, for waste haulers who deliver separate kitchen scraps loads to CRD-approved transfer stations and composting facilities. In 2013, 7,700 tonnes of kitchen scraps were diverted from Hartland landfill through the incentive. The 20% surcharge component of the strategy was delayed. In the final phase of the strategy, the CRD will implement a ban on kitchen scraps from Hartland landfill starting January 1, 2015.

The kitchen scraps collection program will save landfill airspace and help to ensure that the CRD meets its diversion goals. Regional greenhouse gas emissions that contribute to climate change will also be reduced. In addition, kitchen scraps processing will create a valuable resource, such as compost and/or biogas. It is estimated that 30,000 tonnes of processed kitchen scraps would generate approximately 17,000 tonnes of finished compost.

Compost Facilities Bylaw

The CRD Board adopted the regional composting bylaw in December 2005. The bylaw came into effect immediately for new facilities and 12 months afterwards for existing facilities. The bylaw regulates the operation of composting facilities to protect public health and the environment. There are currently no approved facilities in the region.

Financial Management

Revenues	
Tipping Fees (including Kitchen Scraps)	\$15,373,443
Recycling Program Revenues	\$294,823
Power Plant	\$288,883
Permits, Fines & Misc	\$165,077
EPR Programs	\$139,461
TOTAL	\$16,261,687
Costs	
Recycling Collection Programs	\$5,869,811
Landfill Operations	\$5,604,940
Capital Spending	\$4,805,000
Closure & Post-Closure Fund	\$817,117
Household Hazardous Waste	\$758,035
Hartland Recycling	\$655,720
Debt Charges	\$646,385
SW Initiatives & Enforcement	\$639,788
Planning	\$449,984
Kitchen Scraps (hauling and processing)	\$460,300
Community Support Programs	\$410,025
Equipment Fund	\$328,708
Power Plant Costs	\$85,174
TOTAL	\$21,530,987
Surplus (Deficit)	\$(5,269,300)

Financial Management

A sustainable financial business model is essential for the provision of solid waste services. In the CRD, the majority of funding has traditionally been drawn from landfill tipping fees. This form of financing has practical limits as diversion increases and landfill volumes decline. The 2013 deficit can be covered from a sustainability reserve fund that was established in 1998; however, it is anticipated that the fund will be exhausted by 2017. Long term financial sustainability of the CRD solid waste function will form a critical part of the new Integrated Solid Waste and Resource Management Plan.

Yard & Garden Material Landfill Restriction

A number of private facilities in the area accept the region's yard and garden material. In June 2006, a yard and garden material landfill ban came into effect. The ban excludes invasive, infectious and noxious plants. Source-separated yard and garden material is accepted for a fee at Hartland, where it is ground and used on-site. In 2013, 620 tonnes of material was received.

Household Hazardous Waste

In 2005, the number of items collected at the Hartland recycling facility was expanded to include non-stewardship household hazardous wastes. This expansion provided the region's residents with a "one-stop" drop for virtually all of their Household Hazardous Waste (HHW) and is the only program of its kind in British Columbia. The material is accepted in residential quantities only, at no charge, for recycling (where feasible) or disposal at a Hazardous Waste facility.

Salt Spring and the Southern Gulf islands are serviced by means of mobile HHW collection events held on the islands. Initial events were conducted on these five islands during 2006/2007, with subsequent events scheduled for every two years. In 2013, HHW collection events were held on Galiano, Mayne and Saturna Islands.

Household Hazardous Waste mobile collection event on Mayne Island.





Hartland Gas Utilization Facility.

Recovery

Hartland Gas Utilization Facility

The gas utilization facility currently produces about 1.6 megawatts of “green” electricity, which is enough to supply power to approximately 1,600 homes. The CRD hopes to optimize landfill gas production with a 75% capture rate by 2016.

In 2013, the CRD purchased Maxim Power Corporation’s portion of the power project, which gives the CRD full control over the landfill gas. In addition to landfill gas recovery, staff are continually investigating other resource recovery opportunities.

Residual

Hartland landfill is a state-of-the-art, award-winning facility receiving the Silver Landfill Management Excellence Award from the Solid Waste Association of North America in 2005, as well as other awards for leadership and innovation in gas utilization and best practices for household hazardous waste collection. The CRD received four awards in 2010 for its safety initiatives, including the prestigious National Award for Best Safety Week Program in Canada, in which Hartland landfill played a major role. In 2011, Hartland was recognized with the Leader in Sustainability, Top 100 Participants in Canada award from Call2Recycle.

Landfill Disposal Rates

Landfill tipping fees provide a financial incentive to reduce the quantity of solid waste being brought to the landfill for disposal. The landfill tipping fee structure for 2013 included:

- \$107/tonne for general refuse
- \$152/tonne for controlled waste
- \$247/tonne for bulky waste

Residential User Pay Garbage Collection

The six municipalities in the region that offer residential garbage collection utilize a user pay system. This system limits the amount of refuse each household may place out for collection to the equivalent of one can/bag per week. Additional cans or bags are only collected if residents purchase and attach garbage tags. Households using private garbage collection services are on a full user-pay system.

Landfill Material Restrictions

Landfill restrictions have been part of the CRD waste diversion strategy since 1991 and are only implemented when viable and sustainable recycling alternatives exist. Recyclable materials banned from disposal include drywall (1991); corrugated cardboard, white goods, tires, directories (1993); scrap metal, aggregate, concrete, asphalt, rubble, clean soil (1995); paper fibres (1998); yard and garden waste (2006); and product stewardship materials (2011).

Capital Works

Each year, on average \$2 million is spent on capital works towards installation of environmental controls and general site improvements. Typical works include building site access roads, installing leachate and gas collection systems, stormwater management system and interim and final covers.

In 1997, Phase 1 of the landfill site was closed and the filling of Phase 2 (Heal basin) was initiated. It is expected that Phase 2 will continue to receive landfill materials until about 2040, at which time it will have reached its current design capacity. All capital works are planned with the overarching aim of maximizing landfill life.



Truck moving rock in Phase 2 of Hartland landfill.

Following are achievements for 2013:

- Installation of new horizontal gas wells and leachate collectors in the east half of the 171m landfilling lift and commissioning of five horizontal wells to increase gas collection efficiency.
- Environmental Engineering oversees the landfill contractor's contract.
- Environmental Engineering worked with Seattera on the development of the Hartland North pad for the Resource Recovery Centre.
- Vision casting with Environmental Resource Management for Hartland 2100 (vertical expansion of landfill).

Site Reclamation

Since the Phase 1 closure, significant efforts have gone towards site rehabilitation. A long-standing vision for Hartland landfill is to restore the land to a condition that will blend in naturally with the surrounding forest. Planting began in 2004 and includes Douglas Fir, Big Leaf Maple and Red Alder, as well as ocean spray, indian plum and mock orange (all of which are native to the area). Phase 1, Cell 1 Final Closure design was completed in 2010, which included a final cover complete with a new wetland sedimentation pond in addition to gas, leachate and road upgrades.

In 2008, Hartland landfill received a \$50,000 Trees for Tomorrow grant to plant thousands of native trees, seedlings and bushes over top of the first phase of the landfill, which was filled to capacity in 1997 and closed. Phase 1 of the landfill has been capped and sealed with a plastic liner and layer of soil, allowing vegetation to grow as a top cover. Because landfill areas can settle and shift over time, a green space or a park is an ideal end use for a closed landfill. Over 22,000 trees and bushes have been planted over Phase 1 of Hartland landfill.

Trees for Tomorrow is a provincial program funded by the Ministry of Community Development and designed to support urban and rural communities in the planting of over four million trees by 2012, which has been met. The goal of the program is to reduce greenhouse gases in the atmosphere by at least 33% below current levels by 2020. New trees will clean the air and lock away carbon dioxide that would otherwise contribute to global warming.

Leachate Management

Leachate is liquid that is produced from decomposing refuse and includes any precipitation that comes in contact with the refuse. To minimize the leachate generation area, impermeable covers have been installed on the southwest and northwest faces of the landfill and perimeter ditches are lined to divert more clean surface water away from the landfill. In 2011, the Cell 1 Final Closure was completed and the 3.5 hectare final (impermeable) cover was installed. This has reduced the total leachate generation area from more than 20.5 to 17.5 hectares.

Environmental Monitoring

The operation of a landfill can result in potential environmental effects and health and safety issues, specifically to surface water and groundwater, and the production of landfill leachate and landfill gas. Hartland landfill uses a number of control measures to prevent or reduce effects on groundwater, surface water and air. An environmental monitoring, assessment and management program is in place to measure the effectiveness of these control measures, and to identify potential impacts of landfill operations and solutions.



Environmental monitoring near Hartland landfill.

In 2013, landfill gas monitoring confirmed that the landfill gas collection system worked effectively to control emissions from Phase 1. Additionally, new gas wells installed in Phase 2, as part of a long-term gas management plan, resulted collection efficiency. Water quality monitoring indicated that landfill leachate is effectively contained and controlled on site. Leachate quality monitoring confirmed that leachate discharged from the site was generally in compliance with CRD's Sewer Use Bylaw, which regulates discharges to the sanitary sewer. Surface water issues associated with runoff from aggregate stockpiled on the Hartland North site continue to improve as a result of the cover installed on the stockpile and continual reduction of stockpile size.

2013 Summary

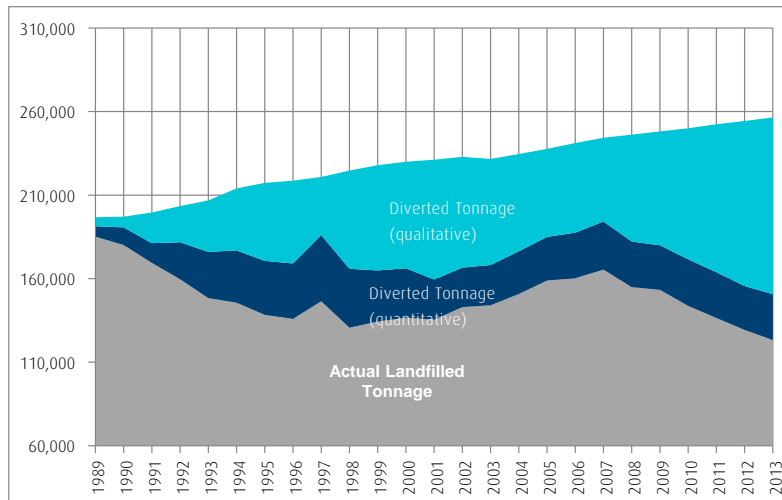
Environmental resource management in the Capital Region consists of a complex and mature materials management system that is constantly evolving. The Environmental Resource Management division uses its mandate to educate, facilitate and regulate to help minimize waste and maximize resources. A number of successful programs have been implemented over the years that have resulted in a diversion rate of 52%.

Total Refuse by Type

Type of Waste Declared	2012 Annual Total (tonnes)	2013 Annual Total (tonnes)	% Change from 2012
General Refuse	129,279	123,210	-5%
<u>Controlled Waste</u>			
Miscellaneous	678	735	8%
Liquid Waste	721	676	-6%
Asbestos	1,417	1,711	21%
Screenings	4,668	5,086	9%
Sub-Total	7,484	8,208	10%
Total	136,763	131,418	-4%

- Miscellaneous includes food processing, surface coating and health hazard wastes, fibre optic cable, spoiled food, animal feces, dead animals, contaminated drywall and soot
- Liquid waste includes pumpings from catch basins, car wash sumps and other sumps containing non-hazardous waste
- Asbestos also includes material from outside of region

Solid Waste Diversion



Qualitative diversion is a result of unmeasurable CRD programs as well as private sector activities.

Diversion Rates (1989-2013)

Year	CRD Population ¹	Projected Tonnage ²	Actual Landfilled Tonnage	Diverted Tonnage ³ (quantitative)	Diverted Tonnage ⁴ (qualitative)	Diversion Per Capita (tonnes)	Diversion Rate
1989	284,730	196,763	185,128	6,243	5,392	0.041	6%
1990	291,880	197,076	180,118	10,549	6,409	0.058	9%
1991	299,133	199,608	169,419	11,809	18,380	0.101	15%
1992	304,200	203,416	159,634	22,134	21,648	0.144	22%
1993	308,720	206,826	148,341	27,700	30,785	0.189	28%
1994	321,585	214,017	145,585	31,263	37,169	0.213	32%
1995	326,010	217,310	138,303	32,342	46,665	0.242	36%
1996	328,880	218,643	135,869	33,190	49,584	0.252	38%
1997	329,135	220,850	146,442	39,634	34,774	0.226	34%
1998	334,871	224,698	130,604	35,310	58,784	0.281	42%
1999	339,643	227,900	134,257	30,643	63,000	0.276	41%
2000	342,718	229,964	136,654	29,537	63,773	0.272	41%
2001	344,567	231,204	135,425	24,010	71,769	0.278	41%
2002	347,095	232,901	142,940	23,636	66,325	0.259	39%
2003	345,223	231,645	144,043	24,116	63,486	0.254	38%
2004	349,638	234,607	150,787	25,580	58,240	0.240	36%
2005	354,206	237,672	158,848	26,132	52,692	0.223	33%
2006	359,439	241,184	160,260	27,261	53,663	0.225	34%
2007	364,121	244,325	165,381	28,802	50,142	0.217	32%
2008	366,934	246,213	154,881	27,315	64,017	0.249	37%
2009	369,791	248,130	153,263	26,674	68,193	0.257	38%
2010	372,565	249,991	143,669	27,874	78,448	0.285	43%
2011	376,222	252,445	136,414	27,388	88,643	0.308	46%
2012	373,709	250,759	129,279	26,269	95,211	0.325	48%
2013	382,252	256,491	123,210	27,493	105,788	0.349	52%

¹ Population data provided by CRD Regional Planning Services

² Projected annual waste based upon the 1989 waste generation rate of 0.671 tonnes per capita

³ Diversion tonnage as per Table 2

⁴ Qualitative tonnage diverted = actual material landfilled at Hartland - quantitative tonnage diverted

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Capital Regional District | 2013



CRD

Making a difference...together

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, MAY 28, 2014**

SUBJECT CLIMATE ACTION PROGRAM – 2013 ANNUAL REPORT AND 2014 UPDATE

BACKGROUND

The Capital Regional District (CRD) signed the BC Climate Action Charter in 2007 and committed to achieving carbon neutrality within corporate operations by 2012. In 2008, the CRD Board adopted a target to reduce greenhouse (GHG) emissions 33% by 2020 from a base year of 2007.

The Climate Action Program was established in 2009 and is resourced with a program coordinator and part-time assistant. The program works to implement the Climate Action and Adaptation Service Establishment Bylaw, 2008, and directly supports stakeholders in five ways:

1. Assisting local governments in developing and implementing corporate and community climate action goals (emissions reductions and climate adaptation) as part of Official Community Plans and voluntary commitments under the BC Climate Action Charter.
2. Providing scientific information, data and indicators related to local and regional GHG emissions and projected climactic impacts.
3. Supporting the CRD in fulfilling its own corporate mitigation and adaptation objectives, including becoming carbon neutral in its own operations beginning in 2012.
4. Liaising with senior levels of government on climate change-related programs, policies and legislation that impact the Capital Region.
5. Building capacity and catalyzing action through educational partnerships with public and private sectors, non-governmental organizations and community organizations.

The Climate Action Program 2013 Annual Report, attached as Appendix A, is also available on the CRD website at <https://www.crd.bc.ca/about/document-library/Documents/annual-reports/environmental-protection>.

2014 PROGRAM UPDATE

The CRD met the commitment of carbon neutrality within its corporate operations in 2012 through the purchase of carbon offset credits from a private offset provider. In June 2014, CRD staff will complete provincial reporting to achieve the designation of carbon neutrality for 2013. GHG emissions reductions generated through the Hartland landfill gas capture project will be calculated, validated, verified by a third party and balanced against the 2013 CRD operational emissions inventory.

The CRD Climate Change Corporate Action Plan (2008) identifies strategies to reduce operational emissions and all departments are mandated with the responsibility for emissions reductions. Staff continue efforts to identify and achieve emissions reductions. In 2013, CRD operations produced 3,682 tonnes carbon dioxide equivalents (Co2e), representing a 1% decrease from 2012 levels.

Since the November 2013 program update, CRD staff have:

- Assisted and supported local governments:
 - Facilitated three Climate Action Inter-Municipal Working Group meetings, provided one-on-one support for municipal staff and participated in various municipally-led climate action consultation and outreach events.
- Provided information, data and indicators:
 - Undertook a Sea-Level Rise Mapping and Risk Assessment Project to provide information necessary to understand risk and vulnerability related to sea-level rise in the region.
 - Held a regional stakeholder workshop to identify assets vulnerable to sea-level rise.
 - Presented findings and results to date, through presentations at the 2013 Livable Cities Forum, the Urban Sustainability Directors Network Cascadia Workshop and on a Natural Resources Canada national webinar.
- Supported the CRD in meeting corporate Climate Action objectives.
 - Complied 2013 CRD operational GHG emissions inventory, and prepared report to meet requirements for the Climate Action Revenue Incentive Program.
 - Led CRD efforts to achieve carbon neutrality through the Climate Action Framework carbon-balancing option.
- Liaised with senior levels of government on climate change-related issues.
 - Participated in a working group to review the Flood Hazard Area Land Use Management Guidelines.
 - Facilitated CRD signing of a joint letter calling for ongoing provincial action on energy-efficient buildings.
- Built capacity through partnerships.
 - Delivered the LiveSmart Small Business program, which resulted in 140 business energy assessments and 41 business upgrades.
 - Delivered the Tap by Tap program for eligible multi-unit residential buildings in the region, which offered free water and energy savings fixtures, including showerheads, kitchen faucet aerators, and bathroom faucet aerators. The program installed over 5,800 fixtures and saved 43, 700,000 L of water and 265 tonnes Co2e.


CONCLUSION

The Climate Action Program continues to provide corporate and municipal support on a variety of climate-related issues to achieve local and regional objectives. Information and support requests, both internally at the CRD and externally with community stakeholders, continue to grow.


RECOMMENDATION

That the Environmental Services Committee recommend to the Capital Regional District Board:

That the Climate Action Program 2013 Annual Report be received for information.



Glenn Harris, Ph.D., R.P.Bio.
Senior Manager, Environmental Protection



Larisa Hutcheson, P.Eng.
General Manager
Parks & Environmental Services
Concurrence



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

LF:cam

Attachment: 1

Climate Action Program 2013 Annual Report

CRD | Capital Regional District



Climate change may be the single biggest challenge facing our planet. The impacts of a changing climate continue to affect our ecological and economic systems, human health and community well-being around the world.

In 2007, the Capital Regional District (CRD) signed the BC Climate Action Charter and committed to becoming carbon neutral in corporate operations by 2012. In early 2008, the CRD set the target of reducing operational emissions 33% by 2020, from 2007 levels. To help meet these targets, the CRD formalized our commitment to climate action in 2008 through the Climate Action and Adaptation Service Establishment Bylaw No. 3510. In 2009, the CRD launched the Climate Action Program, dedicating staff and resources to support the shifts in policy, infrastructure, behaviour and planning that are required to create a vibrant, healthy and low-carbon Capital Region. Building upon these successes, in 2012, the CRD became one of the first BC local governments to achieve carbon neutrality within its operations and, in 2013, we continued to make gains in reducing our operational impact and planning for future climate impacts.

The benefits of action at the local and regional levels are numerous. For example, economic development initiatives can drive competitiveness and improve quality of life, while creating jobs and enhancing the skills of the local workforce. Reducing energy consumption in housing and commercial buildings lowers operating costs for companies and households. Strategic investment in energy efficient and climate resilient local government operations can produce substantial cost savings and reduce corporate risk. Looking ahead, the CRD plans to continue taking bold leadership on climate action by generating concrete emissions reductions within our corporate operations, working with the municipalities in the region to find tangible solutions to climate change, and seeking solutions that improve our resiliency to climate impacts.

The contents of this report provide a snapshot of the CRD's climate action activities in 2013. More information is available at www.crd.bc.ca.

Establishing a Climate Action Service

The CRD Climate Action Program serves the region's municipalities and electoral areas by acting as a resource, hub and facilitator on both climate mitigation and adaptation issues.

The Program is resourced with 1.5 staff members and directly supports stakeholders in five important ways:

1. Assisting local governments in developing and implementing emissions reductions and climate adaptation policies, actions and programs under their corporate and community portfolios.
2. Providing scientific information, data and indicators related to local and regional greenhouse gas (GHG) emissions and projected climate impacts for the capital region.
3. Supporting the CRD in fulfilling its own corporate climate objectives on mitigation and adaptation, including becoming carbon neutral in its own operations starting in 2012.
4. Liaising with senior levels of government on climate change related programs, policies and legislation that impact the capital region.
5. Increasing public awareness of climate change issues and catalyzing action through partnerships with public and private sectors, non-governmental organizations and community organizations.





Fulfilling the BC Climate Action Charter

The CRD, the Islands Trust and the 13 CRD municipalities are signatories to the BC Climate Action Charter. The CRD measures its corporate emissions annually and is taking action to reduce energy and fuel use in its buildings, fleet and major operations.

The CRD became carbon neutral in corporate operations in 2012. There are four annual steps associated with carbon neutrality under the Climate Action Charter:

- 1. Measure** corporate energy and fuel use and calculate GHG emissions with a robust approach using a standardized scope of responsibility.
- 2. Reduce** emissions each year through policy, infrastructure, technology, behavior
- 3. Offset** emissions to achieve no net GHG impact for operations.
- 4. Report** on efforts to fulfill program requirements and share progress.

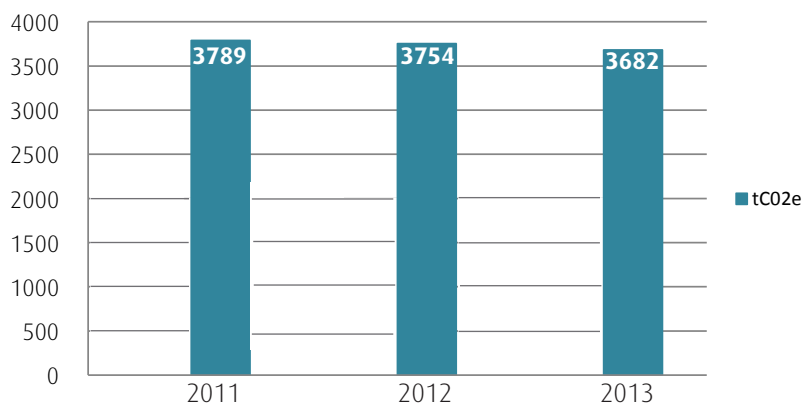
Corporate Climate Action

2013 GHG Emissions Inventory

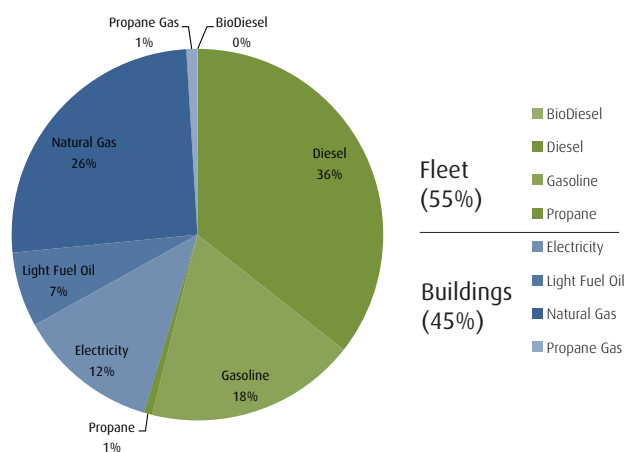
The CRD generated 3682 tonnes of CO₂e from corporate operations and services in 2013. This represents a decrease of approximately 1% below 2012 levels.

The main source of emissions from CRD operations is our vehicle fleet, and the power to heat and cool our buildings.

Three Year Emissions Trend



2013 Corporate Emissions Breakdown



Reducing the CRD's Carbon Footprint

To meet our target of reducing GHG to 33% below 2007 levels by 2020, responsibility for emissions reductions has been mandated across all CRD departments. The Climate Action Program helps champion efforts to reduce energy use and prepare for climate change impacts. Some 2013 activities included:

- Analyzing GHG benefits associated with various CRD reduction projects.
- Integrating climate-related information and research into the development of the forthcoming Regional Sustainability Strategy.
- Working to incorporate fuel consumption data into request for proposals and contracts, where appropriate.
- Communicating technical information and sharing new provincial guidelines related to sea-level rise.
- Providing appropriate climate messaging for various environmental education campaigns.

In addition to fulfilling the objective to be carbon neutral in corporate operations, the CRD is committed to taking action and incorporating GHG reduction strategies into the policies, programs and services we deliver, helping to create future-friendly communities that are resilient in a changing climate.

Reducing Emissions at Hartland landfill

The Hartland landfill provides services for recycling, household hazardous waste collection, yard and garden collection, controlled waste and landfill disposal. The landfill currently occupies approximately 36 hectares and contains an estimated 6,500,000 tonnes of municipal solid waste. Decomposition of refuse creates landfill gas, primarily made up of methane and carbon dioxide. Methane is a GHG and has 21 times the warming potential of carbon dioxide. In 2013, the landfill generated 70,779 Tonnes of CO₂e. These emissions fall outside of the scope of the CRD's corporate emissions inventory, however still have an impact on the climate.

In 2012, the CRD implemented a landfill gas management plan to minimize emissions and meet the provincial regulatory target of 75% gas collection efficiency by 2016. Five gas capture wells were installed and upgrades were completed to increase gas capture efficiency on existing wells. Combined, these initiatives increased gas capture efficiency from 34% to 48.8%. The installation of six additional wells in 2013 further increased efficiency to 58%. Ten new well installations are scheduled for 2014, to keep up with the increasing volume of waste being added to the landfill. These will help the CRD meet the commitment of reducing GHG emissions and achieving further gas collection efficiency.



Energy Audits

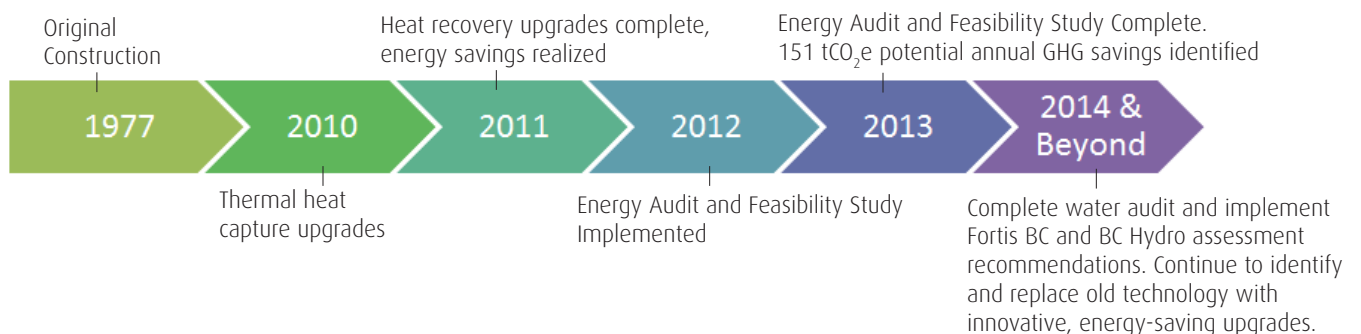
Finding ways to reduce energy consumption within CRD buildings is a key strategy in meeting our climate commitments. Working with BC Hydro, the CRD completed energy audit assessments and feasibility studies on Panorama and SEAPARC Recreation Centres. These studies, which assessed over 17,000 m² of internal floor space, sought to identify energy conservation opportunities and reveal potential mechanical and electrical utility savings measures. Some strategies the audits identified include:

- Replacing indoor and outdoor lights with high efficiency LED
- Installing low-flow showerheads in arena change rooms
- Implementing pool ventilation
- Replacing the Freon-based ice plant with an updated, energy saving model

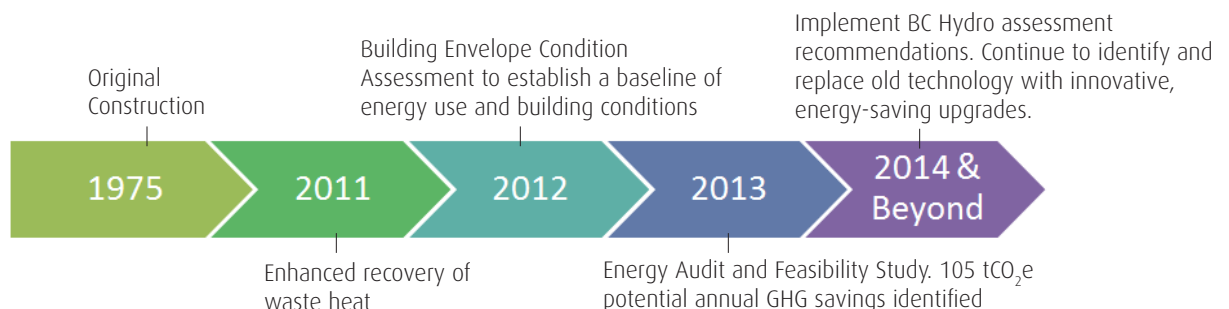
In 2014, CRD staff will review the results of the energy audits to determine which energy savings recommendations to implement.

The energy audits follow a timeline of commitment to reducing energy and GHG emissions at the Panorama and SEAPARC Recreation Centres.

Panorama Recreation Centre Timeline



SEAPARC Recreation Centre Timeline





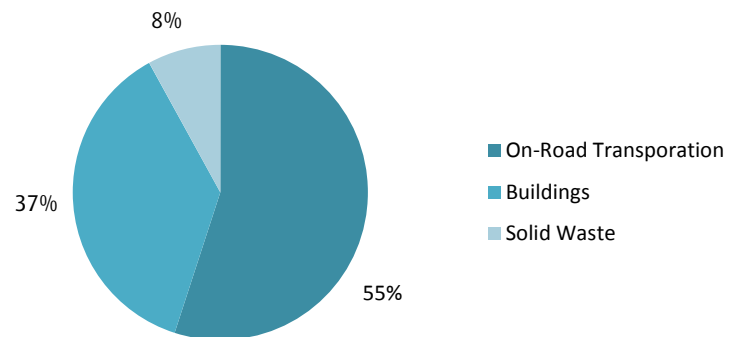
Climate Action at a Regional Scale

The CRD works with the Province of BC to compile **Community Energy and Emissions Inventory (CEEI)** reports for municipalities and electoral areas. Each receives a custom report articulating GHG emissions associated with buildings, transportation and solid waste, along with relevant climate related indicators to help measure progress against targets.

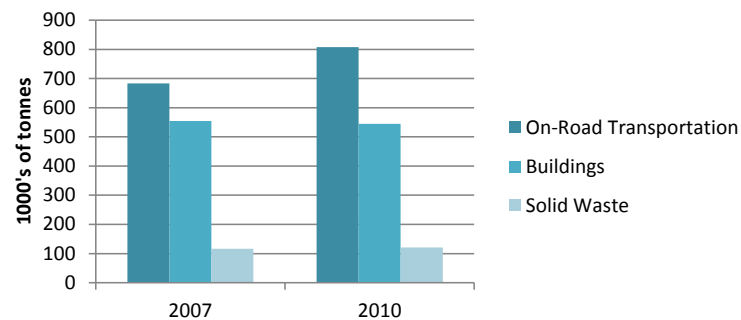
The CEEI reporting cycle is every two years – the next being a 2012 inventory report expected in late 2014. The most recent CEEI reports provide information on the region's 2010 GHG emissions.



2010 Greenhouse Gas Emissions for the Capital Region



Comparison of 2007 and 2010 Greenhouse Gas Emissions for the Capital Region



Transportation-related activities are the largest source of emissions, followed by building energy consumption and solid waste diversion. This data informs regional actions on policies and programs.



Municipal Climate Action

For more than a decade, local governments in the region have been stepping up to the climate challenge. The CRD has a diverse climate change portfolio that is shaped by the priorities and interests of our partner local governments.

Each community has unique priorities for climate action. Throughout 2013, CRD staff provided customized support to local governments through activities such as:

- Assisting with the implementation of corporate and community-wide policies, programs, information reports and educational initiatives.
- Undertaking technical analysis of GHG benefits in proposed projects and initiatives.
- Sharing data and indicators on projected climate impacts and reporting on community-wide emissions trends.
- Assisting staff with completion of corporate GHG inventories.
- Attending public events and open houses.
- Communicating information and processes associated with the BC Climate Action Charter.
- Undertaking research on best practices related to topics of electric vehicles, climate change risk assessments, building retrofits, sustainable development guidelines and GHG modelling.
- Initiating a sea-level rise mapping and risk assessment project to provide detailed data and indicators on future climate risk throughout the region.
- Working with the Province to offer a local government sea-level rise policy workshop for Climate Action Working Group members.
- Hosting capacity-building workshops, guest speakers, and webinars.
- Sponsoring the Cowichan Energy Alternatives presentation for the Inter-Municipal Climate Action Working Group.
- Hosting a Solar CRD workshop for municipal building inspectors to support the adoption and installation of solar hot water systems across the region in 2014.
- Working with the Pembina Institute to support a joint letter to the BC government to improve building energy efficiency policies.

In 2013, the CRD supported climate change mitigation and adaptation programs that affect the entire region.

Responding to the needs of local governments, the CRD hosts a **Climate Action Inter-Municipal Working Group** and the **Inter-Municipal Climate Action Steering Committee**. Through quarterly meetings, CRD staff provide resources and support to municipal staff working on climate issues. These committees are a forum for information sharing and networking to identify common opportunities and challenges related to climate change within the region.

Beginning in Fall 2013, the CRD embarked on a **Sea-Level Rise Mapping & Risk Assessment Project**. Using the provincial sea-level rise guidelines, the CRD is undertaking a multi-year regional mapping and risk assessment project in partnership with Natural Resources Canada. The goals are to understand where we are vulnerable to sea-level rise, provide technical information to municipal planning departments in establishing flood hazard construction levels and develop a model bylaw.

To communicate region-wide climate related news, the CRD produces local government and community **Climate E-Newsletters** with information, events, resources and grant opportunities for local government staff and community members. Combined, the newsletters directly reach more than 500 people each month.



Climate Action in the Community

The CRD also works to support residents, businesses and students in the region in learning about climate change, and meeting their own climate action goals. Here are some of the initiatives undertaken in 2013:



Established in January 2011, the **Resilient Region Breakfast Exchange** connects individuals from government, business, the public sector, non-profits and academia who work on climate and sustainability issues in the region. The location changes each month, showcasing innovative organizations, buildings and people. The five 2013 events attracted more than 500 individuals and membership in the online community exceeds 400 citizens.



The **Regional Sustainability Strategy** incorporates climate change mitigation and adaptation policies throughout the document. An associated “blueprint” will provide actions and strategies for the CRD and its partners to undertake over the next decade.



In partnership with local libraries, the **Climate Action To-Go Kit** program is a creative way to engage households on energy conservation and climate action. Across the local branches of the Greater Victoria, Vancouver Island Regional and the Salt Spring Island public library systems, 24 kits have been in circulation since 2012. Each kit includes books, videos, energy efficiency tools, LED light bulbs, and select print information. The CRD designed the program for replication in other jurisdictions and the Sunshine Coast Regional District adopted it in 2012. This program is one of many energy conservation educational initiatives under an ongoing partnership with BC Hydro.



As the local government partner, the CRD delivered the **LiveSmart BC: Small Business Program** to further support the business community. In partnership with the West Shore Chamber of Commerce and City Green Solutions, this program provided 98 local businesses with a free energy assessment and access to enhanced financial incentives from utility providers. Since 2011, the Small Business program has served close to 300 businesses.



Launched in March 2013, the **Tap by Tap Retrofit Program**

provided more than 6000 direct installations for eligible multi-unit residential buildings, retrofitting units with low-flow shower heads and faucet

aerators, and providing free walk-through assessments. The program resulted in approximately 11,500 GJ of energy savings and up to 590 tonnes CO₂e in emissions savings. Delivered in partnership with City Green Solutions, this program was funded by the CRD, BC Hydro and Fortis BC.



The **Climate Change Showdown Program**

delivered through the BC Sustainable Energy Association, helps young people learn about climate change and take action to reduce GHG emissions in the classroom and at home. The CRD and local municipalities provided funding for program in 26 schools across the region.



The CRD supported the **Vancouver Island Green Business Certification Pilot Program**

to help kick start a green economy in the region. VIGB certification is a unique way to identify and award businesses for making substantial energy upgrades and greening their operations. This innovative program will be available in the region in 2014.



The CRD Student Climate Challenge

The **Ready, Set, Solve Program**

challenged 18 teams of undergraduate students to solve real climate and energy related challenges submitted

from municipalities, non-profit organizations and institutions. An awards ceremony in April 2013 celebrated the results of their work.



Community Networks

CRD staff engaged more than 12,000 citizens and 30 community organizations in climate change action and awareness. By engaging diverse stakeholders in its work, the CRD helps citizens and decision makers understand the magnitude of climate change and how it will affect the economy, environment and community in the region.

The CRD supported a number of community projects in 2013, including:

- **Off-the-Grid Youth Climate Action Festival.** A one-day regional festival to celebrate youth empowerment in environmental stewardship that attracts over 200 regional youth.
- **Lifecycles Project Society Urban Agriculture Hub Website.** An interactive, community-driven online tool kit to assist with urban agriculture and biodiversity projects.
- **My Green Plan.** An online tool that helps households select and prioritize sustainability actions they want to undertake.
- **My Green High School Plan.** A challenge promoting sustainable behaviour changes in secondary schools.
- **BCSEA Climate Change Showdown Workshops.** In-school workshops that teach students about climate change and many of the solutions available to address this problem.
- **Living the New Economy Opportunity Fair.** A workshop to showcase local businesses, projects and initiatives creating a positive social and environmental impact.
- **Green 365 Indoor and Outdoor Living campaigns.** A year-long campaign promoting the use of green behaviours in and around the home.



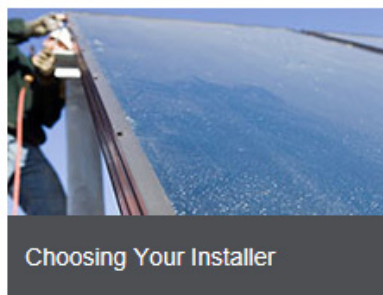
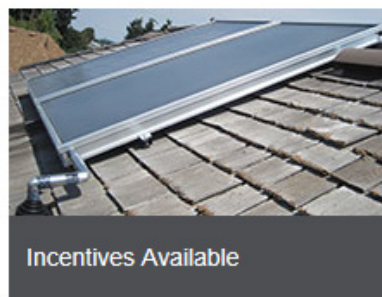


Looking Ahead to 2014

The CRD continues to build momentum and regional capacity to reduce GHG emissions and adapt to a changing climate. In 2014, the CRD will continue to focus on projects that reduce our corporate and community-wide emissions, and help improve resiliency to increasing climate impacts. Some 2014 work includes continued progress towards our BC Climate Action Charter commitments, integration of climate-related targets and indicators within the Regional Sustainability Strategy, completion of the Sea-Level Rise Mapping and Risk Assessment Project, and the launch of the Solar CRD program.



The **Solar CRD** program launches in Spring 2014 and offers solar hot water financial incentives for single family and multi-unit residential dwellings, as well as businesses within the Capital Region.





Making a difference...together

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, MAY 28, 2014**

SUBJECT REGIONAL SOURCE CONTROL PROGRAM – FIVE-YEAR PLAN UPDATE

ISSUE

To update the Environmental Services Committee (ESC) on the Capital Regional District (CRD) Regional Source Control Program (RSCP) five-year plan (the Plan) covering the period 2011-2015.

BACKGROUND

The Plan, attached as Appendix A, consists of four main strategies aligned with the Environmental Partnerships three-year Service Plan (2013-2015). Progress on the strategies and activities of the Plan over the period 2011-2014 is outlined in Appendix B. Some of the highlights are summarized as follows:

1. Coordinated Inspections and Monitoring

- Since 2012, RSCP inspectors have been conducting coordinated inspections, providing businesses with relevant program information, co-inspections with other regulators, and augmented services such as water audits.
- Adoption of a “sector-by-sector” approach (2012-present) to code of practice inspections, focusing on enhanced customer service and support in achieving compliance.

2. Coordinated Outreach and Education

- Completion of six medication return program education sessions (2012-2013) for Vancouver Island Health Authority (VIHA) health care staff and private clinicians.
- Initiation of *Green 365*, a 2013-2014 seasonal campaign applying a “one-window” philosophy to promote sustainable behaviour changes both inside and outside the home.
- Development of two new K-12 education plans in 2012-2013. All new initiatives incorporate key messaging from a variety of CRD programs.
- Launch of a new process for permit applications within View Royal, Colwood, Saanich and Oak Bay to access relevant CRD regulations and programs (2011-2012).
- Establishment of an information-sharing agreement (2012) with VIHA for new food service facility applicants.

- Collaboration with Seaterra to ensure clear messaging to the industrial, commercial and institutional sectors and residents about the importance of source control as the first step and integral part of wastewater treatment.

3. Program Review and Metrics

- Percentage of regulated businesses with proper waste treatment installed: steady progress between 2005-2011.
- Percentage of priority contaminants showing no increase in loads to the core area environment: significant decreasing trends in 95% of contaminants.
- Percentage of biosolids and sludge samples that meet Class A standards for metals: 100% rating from 2009-2012 for Class A criteria for all metals, including mercury.

4. Research and Emerging Technologies

- Studies of emerging contaminants (2011-2014) investigated impacts and reduction strategies. Two emerging contaminants (Nonylphenols and Triclosan) are currently being assessed.
- A pilot study of automatic grease recovery devices (2013-2014) in the food services sector tested the effectiveness of the technology.

ALTERNATIVES

1. That the Environmental Services Committee recommend to the CRD Board that the Regional Source Control Program five-year plan update be received for information.
2. That the Environmental Services Committee seek further information and ask staff to amend the five-year plan.

ECONOMIC IMPLICATIONS

The Plan is funded through the RSCP annual budgets for the period 2011-2015.

ENVIRONMENTAL IMPLICATIONS

Trend results (1990-2011) show strong evidence of stable or decreasing loads of priority substances in wastewater, attributed to a combination of source control efforts, including application of regulations and public and industry education.

RSCP is designed to protect the environment by reducing the amounts of contaminants that industries, businesses, institutions and households discharge into the district's sanitary sewer systems. The program is the first step of wastewater treatment by reducing contaminant loadings and protecting the wastewater treatment process. Source control, in combination with

the planned core area wastewater treatment program (Seatterra), including advanced oxidation, will result in high quality effluent that minimizes the impact on the receiving environment.

CONCLUSION

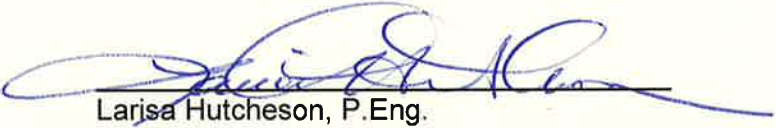
Overall, the implementation of the Plan is on schedule. All of the activities within the Plan's four strategies are either complete, integrated into operations, or in progress. An independent review of the program from 2009-2013 is scheduled for 2014.


RECOMMENDATION

That the Environmental Services Committee recommend to the Capital Regional District Board:

That the Regional Source Control Program five-year plan update be received for information.


Heidi Gibson, M.N.R.M.
Senior Manager, Environmental Partnerships


Larisa Hutcheson, P.Eng.
General Manager
Parks & Environmental Services
Concurrence


Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

TJ:km

Attachments: 4

**REGIONAL SOURCE CONTROL PROGRAM
FIVE-YEAR PLAN – 2011-2015**

MAIN STRATEGIES AND ACTIVITIES	TIMELINE
1. Coordinated Outreach and Education	
<ul style="list-style-type: none"> Develop, through stakeholder consultation, new business outreach materials for industrial, commercial and institutional sectors incorporating a “one-window” approach to service delivery. 	2011-2015
<ul style="list-style-type: none"> Enhance and update four existing “Clean Water Begins at Home” residential outreach campaigns, including: <ul style="list-style-type: none"> Medications return—expand to home and community care and investigate container labelling Launch Source Control 201, “Sustainable U”, social media campaign 	2011-2015 2011 2012
<ul style="list-style-type: none"> Develop and launch new “Clean Water Begins at Home” initiatives including: <ul style="list-style-type: none"> Promote alternative household cleaners through “Clean Green” Promote proper hazardous waste and hobby waste disposal 	2011-2015 2011 2013
<ul style="list-style-type: none"> Develop education plans for K-12, post-secondary and trade schools, incorporating Regional Source Control Program (RSCP) themes and information from other CRD programs 	2012
<ul style="list-style-type: none"> Enhance relationships with municipal and other agency staff by establishing procedures that facilitate efficient information exchange 	2012
<ul style="list-style-type: none"> Update business and residential components of RSCP website, incorporating interactive features and a “one-window” approach 	2015
2. Coordinated Inspections and Monitoring	
<ul style="list-style-type: none"> Coordinate inspections and audits for all Partnerships programs <ul style="list-style-type: none"> Demand Management, Cross Connection Control, Onsite Systems, Stormwater Source Control (Saanich Peninsula) 	2012
<ul style="list-style-type: none"> Focus inspection efforts on priority industrial, commercial and institutional sources <ul style="list-style-type: none"> Hospitals, metal platers, ship waste treatment, vehicle washing, photo imaging, printing 	2011-2015
<ul style="list-style-type: none"> Enhance all RSCP monitoring plans (annual reviews) for: <ul style="list-style-type: none"> Permits, authorizations, codes of practice, key manholes 	2011-2015
3. Program Review and Metrics	
<ul style="list-style-type: none"> Maintain existing program components to ensure Liquid Waste Management Plan commitments are met 	2011-2015
<ul style="list-style-type: none"> Review program measures of success 	2012
<ul style="list-style-type: none"> Review, develop and adopt standard operating procedures for all RSCP activities 	2013

<ul style="list-style-type: none"> • Review, update and amend the Sewer Use Bylaw (coordinate with reviews of other program bylaws) 	2014
<ul style="list-style-type: none"> • Coordinate data management and database development with all Partnerships programs 	2015
4. Research and Emerging Technologies	
<ul style="list-style-type: none"> • Research priority contaminants, sources, reduction strategies and targets <ul style="list-style-type: none"> - Investigate use of molybdenum-based corrosion inhibitors in heating/cooling systems and potential local impacts - Develop a reduction plan for phthalates (plasticizers) - Research use of copper-based algaecides and local impacts - Investigate local use of nano-silver products and potential impacts 	2011-2015 2011 2012 2013 2014
<ul style="list-style-type: none"> • Research and pilot test new pre-treatment technologies for effectiveness at achieving contaminant reductions and meeting regulations 	2011-2015

**PROGRESS ON FIVE-YEAR PLAN STRATEGIES AND ACTIVITIES
REGIONAL SOURCE CONTROL PROGRAM
2011-2014**

1. Coordinated Inspections and Monitoring

Coordinated Inspections and Audits

Efforts to inform businesses about other CRD programs, coordinate inspections with other regulators, and provide augmented services such as water audits have been successful. Regional Source Control Program inspectors provide customers with literature and contacts for Cross Connection Control, Trucked Liquid Waste, and current initiatives such as the Regional Kitchen Scraps Strategy. Staff are also working with the Environmental Protection Division to begin education regarding the Saanich Peninsula Stormwater Source Control Program in 2014, and collaborate with the Onsite Management Program to encourage sound source control practices for businesses on septic systems.

Priority Inspections

Responding to recommendations in a 2011 consultant's report, RSCP has focused more attention in the following areas:

- Hospital permit management
- Metal plating permit management
- Ship waste authorizations
- Vehicle wash code of practice (COP) and associated authorizations

In 2012 and 2013, the RSCP adopted a new "sector-by-sector" approach to COP inspections, which focuses on enhanced customer service. This approach yielded higher inspection numbers, increased site visits and more comprehensive investigations in comparison to previous years.

Enhanced RSCP Monitoring

RSCP staff conduct permit compliance, authorization compliance, COP, key manhole and treatment plant influent/mixed liquor monitoring. Most monitoring targets set for 2011-2013 were achieved.

In 2012, the dry cleaning, food services, vehicle wash and automotive repair COP sectors received increased customer attention and repeat samples rather than stepped enforcement. Through this process, customer relationships improved while contaminant loadings decreased.

In 2013, monitoring of the food services COP sector was revised from the previous random sampling scheme to uniform sampling at five distinct food service types (e.g., fast food, family restaurant, pizza places) to appraise performance of grease interceptors at various capacities. The investigation raised awareness of different effluent challenges unique to food service types (e.g., high pH in pizza place wastewater), and will influence future food service sampling protocols.

Key manhole monitoring has been stable and continued largely unchanged between 2011-2013. Its purpose is to provide information to support mass balance assessment and trending for contaminant loadings and sources in the region.

2. Coordinated Outreach and Education

Stakeholder Consultation and Outreach Materials

Between 2011 and 2013, new business outreach materials and educational videos were developed based on industrial, commercial and institutional stakeholder consultations with both the food services and automotive sectors in 2010. A “one-window” philosophy (i.e., covering multiple related program messaging at once) was applied to include messaging from stormwater, Onsite (septic system), Cross Connection Control and Demand Management programs.

Posters were finalized in 2012 and have been distributed throughout the food services and automotive sectors (see Appendix C); videos were finalized and posted online in 2013. RSCP is awaiting feedback on the final videos from both sectors.

Clean Water Begins at Home

The following *Clean Water Begins at Home* residential campaign updates and initiatives occurred between 2011 and 2013:

- Six medication return program education sessions (2012-2013) were presented to Vancouver Health Authority (VIHA), community health care staff and home care clinicians. This initiative was promoted through outreach events at local pharmacies with the slogan *Fish Can't Say No to Drugs...Bring Old Meds to your Pharmacist*.
- An outreach campaign (2012) using staffed booths titled *Save Your Soap* delivered to local businesses and residents, reaching more than 800 people. RSCP partnered with the David Suzuki Foundation for the campaign.
- A residential outreach campaign *Clean Green* (2011) targeted the proper disposal of household cleaners and promoted the use of non-hazardous alternatives.
- A 2012 study was completed by Royal Roads University (RRU) Environmental Science students titled *An Investigation into Unregulated Art Waste Discharges from Institutions, Businesses and Residences in the Capital Regional District*. A consultant was later hired to undertake an inter-jurisdictional survey on arts and crafts waste management for the preparation of Best Management Practices for the sector. The brochure is currently in development internally.

Green 365 (new)

In 2013, *Green 365* was launched in the region. This pilot campaign promotes sustainable behaviors at the home, with the emphasis on common activities instead of CRD program specific messaging. The four themes are:

- Outdoor Living
- Indoor Living
- In the Kitchen
- Spring Cleaning

Green 365 combines messaging for hazardous household waste disposal, composting, abandoned waste, protecting drinking water, managing what goes down the drain, water conservation, septic maintenance, pesticide reduction and climate change adaptation.

Education Plans

The following initiatives have been developed between 2012 and 2014:

- *Every Drop Counts* (2012) is an updated Grade 2 learning resource about drinking water. RSCP worked with Demand Management staff to develop a holistic approach to water stewardship. The resource included specific RSCP messaging and links indoor drains and the environment with fats, oil and grease diversion, medications; surfactants and chemicals (e.g., cleaners).
- A new two-year K-12 environmental education development coordinator position was created in 2013. Educational materials will help students prepare for the workforce through environmental best management practices related to food and automotive Services.
- The K-12 project partnered with the Shaw Ocean Discovery Centre to develop a public watersheds education program and green cleaning workshops for school children. The program, scheduled for launch in 2014, utilizes resources from *Every Drop Counts*, *Clean Green*, *Septic Savvy*, and *Myrecyclopedia*, as well as key messaging from a variety of CRD programs.

Enhanced Inter-jurisdictional Relationships

In 2011-2012, RSCP staff enhanced their relationships with View Royal and Colwood staff in designing a process for permit applicants to access relevant CRD regulations and programs, further streamlining the application process (see Appendix D). This approach was repeated for both Saanich and Oak Bay in 2012.

In 2012, an information-sharing agreement was established between VIHA and RSCP. Digital food facility application forms for new businesses are shared with RSCP inspection staff.

3. Program Review and Metrics

Liquid Waste Management Plan Commitments and Program Measures of Success

The RSCP commitments in the Saanich Peninsula and Core Area Liquid Waste Management Plan are reviewed in every annual report, as well as through a five-year review cycle. The next five-year plan, for the period 2016-2020, will be based on a review of the work conducted between 2009-2013.

Below are the three program performance measures, developed between 2004-2006, and their successes through to 2012:

1. Percentage of regulated businesses with proper waste treatment installed: steady progress between 2005-2011.
2. Percentage of priority contaminants showing no increase in loads to the core area environment: significant decreasing trends in 95% of contaminants.
3. Percentage of biosolids and sludge samples that meet Class A standards for metals: 100% rating from 2009-2012 for Class A criteria for all metals, including mercury.

A new suite of qualitative performance measures for RSCP permit, authorization and codes of practice inspections were developed in 2013, such as communication tracking for CRD programming (e.g., answering questions related to the kitchen scraps initiative, information resources distributed (e.g., Cross Connection Control Program rack card), and co-inspections (e.g., an inspection attended by an RSCP inspector and a health authority official).

Standard Operating Procedures

Development of Standard Operating Procedures for all RSCP activities began in 2013, and will continue in 2014 and 2015.

Sewer Use Bylaw Review, Updates and Amendments

An entire review of the Sewer Use Bylaw is slated for 2014-2015.

Data Management

The Cross Connection and Regional Source Control Information Management System (CRIMS) was integrated with the CRD geographic information system in 2012. The integrated product, CRIMS Spatial, allowed RSCP inspectors to have visual access to all facilities regulated under the Sewer Use Bylaw, significantly improving inspection planning efficiency.

4. Research and Emerging Technologies

Priority Contaminants

In 2011, five “Emerging Contaminants of Concern” were identified by a consultant recommending further investigation into reduction strategies. Each identified group has been scrutinized for feasibility of effective source reduction as well as assessed risk to receiving environments, human health, infrastructure, biosolids quality and treatment works. In summary:

- Molybdenum-based corrosion inhibitors in heating/cooling systems were reviewed in 2011 and determined to be a lower priority, based on evidence that molybdenum loadings were not increasing in the Core Area.
- A 2012 RRU Environmental Science study found copper-based algaecides, silver nanoparticles and phthalates to be less suitable for targeting for reduction by the RSCP.

- The above RRU study identified Nonylphenols and Triclosan as most suitable for targeting for reduction by the RSCP. A 2014 consultant report evaluating environmental risks and potential source reduction strategies for these two contaminants is currently under review.

In 2013, RSCP staff initiated a pilot project to test the effectiveness of automatic grease recovery devices in the food services sector. The study measures fats, oil and grease removal efficiencies of two technologies, which are not currently accepted for installation under the food services COP, against two conventional grease interceptors that are accepted under the same code. Phase I (fast food/food processing) of the study was completed in 2013, and Phase II (Asian restaurants) is scheduled for 2014.

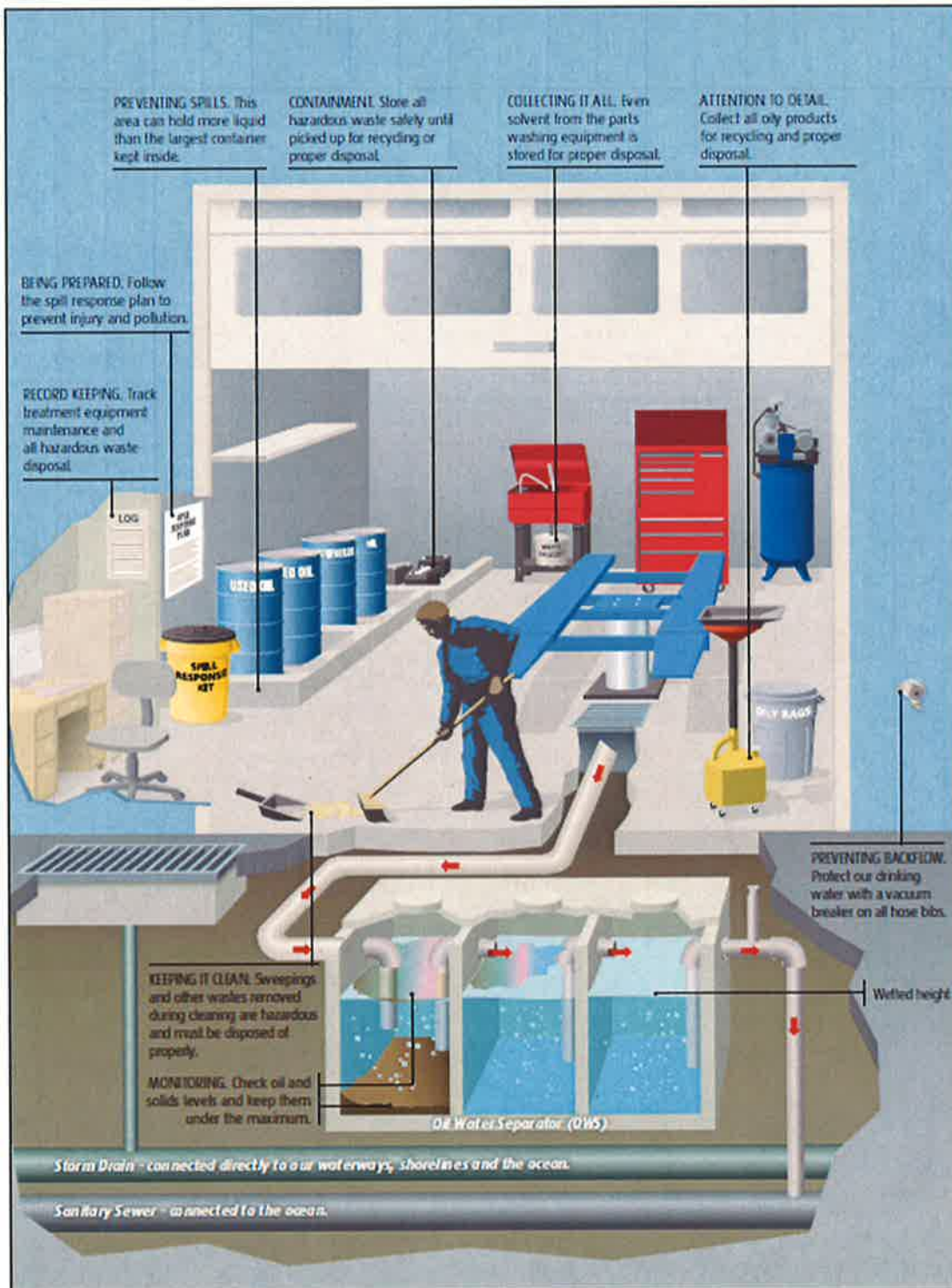
AUTOMOTIVE SECTOR POSTER

REGIONAL SOURCE CONTROL PROGRAM

Preventing Pollution

Environmental Actions of Automotive Repair Operations

T: 250.360.3030
www.crd.bc.ca



VIEW ROYAL PERMIT APPLICATION



Starting a new
business?



Undergoing a
renovation?



Seeking a
plumbing permit?

If any of the above apply to you, the Town of View Royal now requires you to FIRST contact the Capital Regional District to make sure that you are aware of regional bylaws and programs that may affect you. You may also find yourself eligible for a free assessment or rebate aimed at conserving resources and saving you money! For information on any of these programs, call CRD Environmental Partnerships at **250.360.3256**.

Bylaw Requirements and Best Management Practices

Regional Source Control

CRD's Regional Source Control Program (RSCP) was created to reduce the amount of contaminants that industry, businesses, institutions and households discharge into the district's sanitary sewer systems. For more information visit www.crd.bc.ca/sourcecontrol.

If you are involved with one of the following businesses, please contact CRD Environmental Partnerships for assistance with the bylaw requirements and/or best management practices:

- Food Services
- Automotive Repair
- Breweries & Wineries (Fermentation)
- Aestheticians/Hair Salons
- Vehicle Wash
- Photographic Imaging
- Carpet Cleaning
- Printing
- Painting
- Dental Operations
- Dry Cleaning
- Laboratories
- Recreational Facilities
- Hotel and Motel Operators
- Furniture and Piano Restorers
- Denture Clinics
- Bathtub Restoration Operations
- Hair Salons and Estheticians

If your business does not fall into one of the above categories, but will be discharging a high volume of wastewater (greater than 10 cubic metres per day) or wastewater that is potentially harmful to human health or the environment, you may need to apply for a waste discharge permit or authorization.

Cross Connection Control

CRD's regional Cross Connection Control Program (CCC) was created to protect the quality of Greater Victoria's drinking water through prevention of reverse flow in supply lines. All businesses in the region are required to undergo a cross connection assessment. Please complete the assessment online at www.crd.bc.ca/crossconnectionsurvey.pdf and contact CRD Environmental Partnerships for further assistance.

Onsite (Septic Systems) Management Program

Buildings that are serviced by an onsite septic system in the municipalities of Colwood, Langford, View Royal and Saanich are affected by CRD Onsite Sewage System Maintenance Bylaw 3479. This bylaw has specific maintenance requirements for property owners, depending on the type of system installed. For more information, visit www.crd.bc.ca/septic or contact CRD Environmental Partnerships.

Audits and Rebates

CRD offers rebates and audits designed to assist businesses in maximizing water conservation, operational efficiency, and ultimately saving you money! For more information, please contact CRD Environmental Partnerships.

Water Conservation Rebates for Cooling Equipment

www.crd.bc.ca/ici

For industrial, commercial and institutional customers within the Greater Victoria water supply system, CRD Integrated Water Services offers rebates of up to \$5,000 to eliminate once-through cooled condensers and once-through cooled ice makers.

Free Water Use Audits

www.crd.bc.ca/ici

Water use audits are available to facilities in the Institutional/Commercial/Industrial (ICI) sector in Greater Victoria. Water use audits can help to identify the most cost-effective ways to increase savings and to reduce water use. The CRD has already conducted over 40 water use audits at different facilities throughout the region, including food services, offices, retail, schools, municipal buildings and in the hospitality industry.

Resources

Town of View Royal Plumbing Permit

http://www.viewroyal.ca/search/viewroyalsearch.asp?zoom_query=plumbing+permit

View Royal Town Hall
250.479.6800



The Regional Source Control Program

Five-Year Plan Update (2011-2015)

Presentation to the Environmental Services Committee
May 28, 2014



CRD

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Regional Source Control Program Objectives

Pollution prevention to protect:

- marine environment
- human health
- wastewater treatment and infrastructure



Four Main Strategies

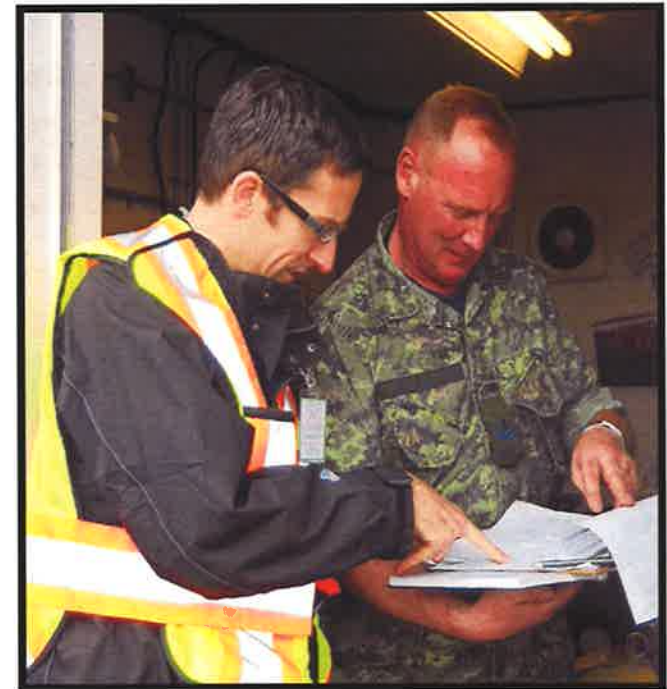
1. Coordinated Inspections and Monitoring
2. Coordinated Outreach and Education
3. Program Review and Metrics
4. Research and Emerging Technologies



Coordinated Inspections and Monitoring

- Over 900 RSCP site inspections in 2012
- 375 of these were “coordinated inspections”

RSCP has adopted a “sector by sector” approach for codes of practice inspections including dry cleaning, automotive repair and vehicle wash.



Coordinated Outreach and Education

Six medication return program sessions
presented to VIHA staff and promoted
at pharmacies

Green 365 launched in 2013

Two new K-12 education plans:

1. Every Drop Counts
2. Source Control curriculum for high schools

Collaboration with Seaterra



seaterra
program

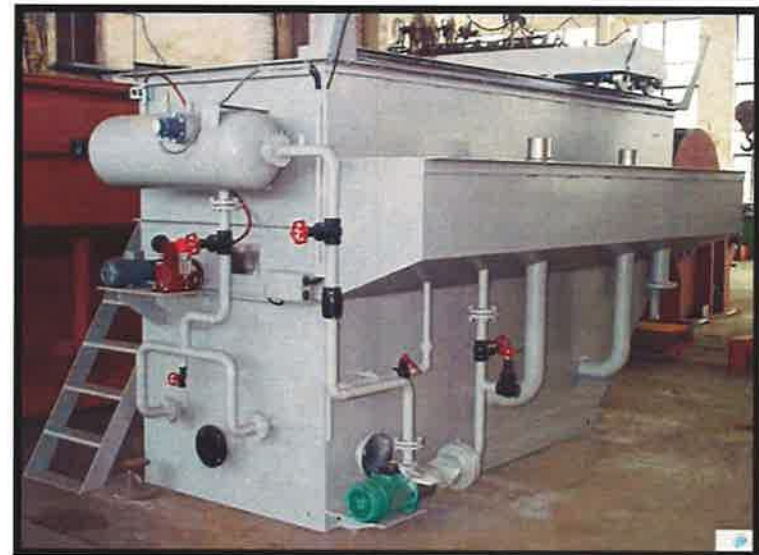
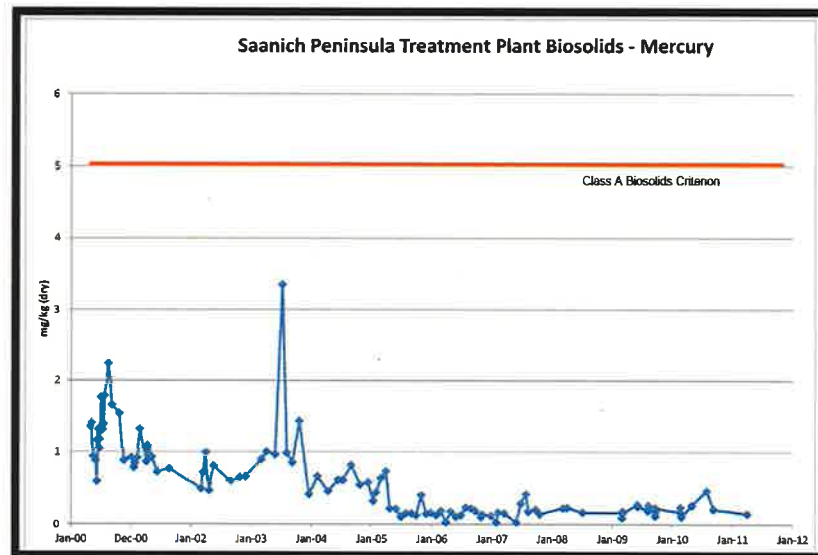


Program Review and Metrics

90% of regulated businesses with proper waste treatment

No increase in 95% of priority contaminants in Core Area

100% of sludge samples meet Class A standards for metals



Research and Emerging Technologies

Commissioned four “emerging contaminant” studies to investigate impacts and reduction strategies

Two emerging contaminants (Nonylphenols and Triclosan) have been assessed in 2014

Phase I of Automatic Grease Recovery Devices pilot study complete



Next Steps

- Complete Annual Report for 2013
- Undertake Program Review 2009-2013
- Review Sewer Use Bylaw 2014-2015
- Develop next Five-Year Plan 2016-2020



**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, MAY 28, 2014**

SUBJECT BOWKER CREEK INITIATIVE – 2013 ANNUAL REPORT

ISSUE

To present the Bowker Creek Initiative (BCI) 2013 Annual Report and update the committee on the implementation of the Bowker Creek Watershed Management Plan and the *Bowker Creek Blueprint: A 100-Year Action Plan to Restore the Bowker Creek Watershed* (the Blueprint).

BACKGROUND

Established in 2004, the BCI is a broad coalition of community, local governments and institutions working together to protect and enhance the ecological, social and economic health of the Bowker Creek watershed. The Capital Regional District (CRD) supports the initiative through the part-time coordinator position that is funded by District of Saanich (59%), City of Victoria (23%) and District of Oak Bay (18%).

The BCI works through a consensus-based, multi-stakeholder steering committee to coordinate and implement actions required to achieve the goals of the Bowker Creek watershed management plan. The three participating municipalities and the CRD approved the plan in 2003 and endorsed the Blueprint in 2011-2012.

Major accomplishments in 2013 include:

- Progressed on key Blueprint short-term actions, including:
 - Ensured major planning processes incorporated Blueprint recommendations and fostered achievement of the Plan's goals (including the Shelbourne Valley Action Plan, Royal Jubilee Hospital Master Campus Plan and the redesign of Hillside Mall lands)
 - Worked to identify and mitigate the impacts of the invasive Lesser Celendine (*Ranunculus ficaria*), which has aggressively invaded the lower reaches of Bowker Creek over two years
 - Moved forward on the development of watershed-wide tools, such as Environmental Development Permit Areas, to help municipalities make the Blueprint's principles, goals and actions part of their "regular business"
 - Initiated the multi-partner Bowker Creek restoration project at Oak Bay High School. This project is supported by a \$738,000 grant from the federal and provincial Gas Tax Innovation funds awarded to Oak Bay by the Union of BC Municipalities
- Continued to support the Monteith Riparian garden volunteers, focusing on the "food forest" theme
- Provided input to Saanich, including creek and site conditions for Reach 17, the intent of and rationale behind the recommended Blueprint actions for this reach, and pertinent Blueprint actions and concerns regarding the proposed Cedar Hill Clay Courts development

- Redesigned BCI website and brochure template
- Continued to increase awareness of Bowker Creek, the Blueprint and how the community can help restore the watershed through various outreach activities, participation in community events and watershed tours
- Initiated the process of succession planning to prepare the BCI for long-term Blueprint implementation options

The BCI 2013 Annual Report (Appendix A) highlights the creek restoration projects, outreach activities and partnerships that the BCI participated in, as well as key accomplishments in the short-term actions identified in the Blueprint (available online at www.bowkercreekinitiative.ca).

CONCLUSIONS


The implementation of the Blueprint continues to gain momentum throughout the watershed and is supported by the local governments, the business and development sector, and community associations within the watershed. The BCI and the Bowker Creek Blueprint are recognized across BC and Canada as a successful multi-stakeholder, watershed-scale planning initiative that translates integrated watershed management principles into action.

In 2013, the partner municipalities decided it was time to sunset the BCI coordinator position and determine long-term implementation options for the Blueprint moving forward. In 2014 through 2016, the BCI steering committee will focus on succession planning to determine what roles the BCI will play into the future, without the involvement of the CRD and a dedicated coordinator, and clearly identify the functions that the municipalities and community can take on regarding this watershed.


RECOMMENDATION

That the Environmental Services Committee recommend to the Capital Regional District Board:

That the Bowker Creek Initiative 2013 Annual Report be received for information.



Glenn Harris, Ph.D., R.P.Bio.
Senior Manager, Environmental Protection

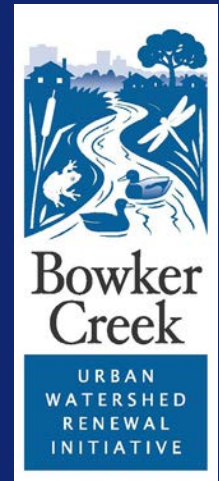
Larisa Hutcheson, P.Eng.
General Manager
Parks & Environmental Services
Concurrence

Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

JW:cam
Attachment: 1

Bowker Creek Initiative

2013 Annual Report



Introduction

The Bowker Creek Urban Watershed Renewal Initiative (BCI) is a coalition of communities, governments and institutions working together to protect and enhance the ecological, social and economic health of the Bowker Creek watershed. The BCI was established in 2004 following the completion and adoption of the Bowker Creek Watershed Management Plan by the District of Saanich, City of Victoria, District of Oak Bay, the Capital Regional District (CRD) and community groups.

The BCI is led by a consensus-based steering committee chaired by the CRD. The committee's role is to implement the watershed plan. A part-time coordinator at the CRD initiates and manages projects, seeks funding and organizes the BCI. This position is funded by the partner municipalities of Saanich (59%), Victoria (23%) and Oak Bay (18%). This is the 9th annual report since the establishment of the BCI.

BCI Goals

The BCI is based on the four goals of the watershed plan:

Goal 1:

Individuals, community and special interest groups, institutions, governments and businesses take responsibility for actions that affect the watershed.

Goal 2:

Manage flows effectively.

Goal 3:

Improve and expand public areas, natural areas, and biodiversity in the watershed.

Goal 4:

Achieve and maintain acceptable water quality in the watershed.



Accomplishments

It was another “watershed” year for BCI, as the member municipalities and volunteers were pleased to see great progress on many fronts of Blueprint implementation, including the start of a multi-partner restoration project where Bowker Creek divides the properties of Oak Bay High and the Oak Bay Recreation Centre.

This project was a key short-term action identified in the Blueprint and is funded with a \$738,000 grant from the federal and provincial Gas Tax Innovations Fund awarded by the Union of British Columbia Municipalities.

This year also saw Blueprint objectives being successfully included in a number of community plans, municipal decision making and actions. Blueprint work continued to gain momentum throughout the watershed. The 2013 Annual Report highlights activities by the various BCI partners.

Bowker Creek Blueprint

A 100-Year Action Plan to Restore the Bowker Creek Watershed

The Bowker Creek Blueprint is a first-of-its-kind, opportunistic plan that lays out many principles of Integrated Watershed Management and includes specific reach-by-reach actions that the municipalities and community groups can undertake to improve the watershed over time. The Blueprint is precedent-setting and has garnered provincial attention.

The Blueprint offers ways to deal with the flooding, water pollution and habitat loss that the creek has suffered due to a history of agriculture, followed by urbanization. It also provides recommendations for a greenway corridor and pockets of nature within the watershed.

Photo Caption: Volunteers at the Bowker Creek Riparian Garden – Monteith are restoring a riparian area that was infested with invasive species and now blooms with native plants.



During the second year of Blueprint implementation, the BCI focused on key short-term actions:

- Provided input into new and revised municipal planning documents, including the District of Saanich's Shelbourne Valley Action Plan, to ensure that they reflected the Blueprint's goals and watershed-wide principles.
- Supported Royal Jubilee Hospital 2013-2030 Master Campus Plan in taking initiative to include Bowker Creek goals and ensuring that land is set aside for potential future restoration.
- Provided input to Saanich on the Clay Courts development proposal and outlined on the current creek and site conditions, the intent of the Blueprint vision as it pertains to this section of the creek (Reach 17 in the Blueprint), and pertinent watershed-wide Blueprint actions.
- Worked with Hillside Centre owners to ensure rainwater infiltration features were incorporated into the parking lot improvements.
- Supported volunteers at Bowker Creek Riparian Garden Monteith Restoration site.
- Worked to identify and mitigate impacts of invasive flora species in the Bowker Creek watershed.
- Worked with School District 61, District of Oak Bay and Oak Bay High School to begin the design for restoration work and curriculum development for the multi-partner Oak Bay High School Bowker Creek Restoration project.
- Hosted tours and outreach events to raise awareness and celebrate the Bowker Creek watershed.
- Moved forward on the development of watershed-wide tools, such as Environmental Development Permit Area tools to help municipalities make the Blueprint's principles, goals and actions part of their "regular business".

Photo Caption: Annual rubber duck race and Bowker Creek Clean Up event.



Blueprint Implementation in Action

The following are examples of how the BCI partners are making the Blueprint's principles, goals and actions part of "regular business".

City of Victoria's Stormwater Utility

After 150 years of serving Victoria's stormwater needs, the City of Victoria is changing the way they manage and bill for these services to create a system that is environmentally, financially and socially sustainable. They are introducing a new stormwater utility model and a rainwater management credit program.

The City of Victoria will change the management of municipal stormwater services to:

- Create equitable user-pay stormwater utility.
- Offer rainwater management credits for property owners who manage rainwater sustainably.
- Help clean our waterways and reduce flooding as we prepare for wetter, stormier winters and sea level rise.

Saanich's Shelbourne Valley Action Plan

Saanich's Shelbourne Valley Action Plan is a 30-year plan that identifies actions to transform the Shelbourne Valley into an exceptional place to live, work and play. The first draft of the Plan was released in Fall 2013 and incorporates many of the Bowker Creek Blueprint's recommendations. These include: incorporating the Blueprint's watershed principles into the Plan; providing incentives to encourage daylighting of Bowker Creek; managing stormwater on redevelopment sites; supporting the acquisition of property to achieve restoration; and adding interpretive displays at key locations in the watershed.

Extending the Bowker Creek Greenway on the west side of Shelbourne Street, as shown in the Blueprint, is another element that has been incorporated into the Plan. Presentation of the final Draft Plan to Saanich Council is targeted for Spring 2014.

Photo Caption: Innovative stormwater management incorporated into the Hillside Centre parking lot will ensure rainwater infiltration and help reduce peak flows.

A design charrette is an intensive workshop in which stakeholders and experts are brought together under a collaborative approach to create realistic and achievable design ideas to address a particular design issue.

Oak Bay High School Bowker Creek Restoration

The Oak Bay High School Bowker Creek Restoration project is a flagship project for the Blueprint. The current redesign of the school and construction of a neighbourhood learning centre, new soccer and rugby fields, allow us the opportunity to restore the section of Bowker Creek through Oak Bay High School lands.

This is the first major restoration along the creek and is a joint project of the District of Oak Bay and the BCI, in collaboration with School District 61 and Oak Bay High School. Restoration will improve flow conveyance, create habitat, improve water quality, provide a community-accessible outdoor classroom space and refurbish a greenway. The design for this project will be developed in 2014 through a series of educational workshops, a facilitated design charrette and several community open houses.

As the creek runs through the high school property, this project creates an opportunity to develop place-based learning and involve students in all aspects of the creek restoration. Potential learning includes channel design, landscaping, monitoring water flows, other related careers and volunteer opportunities. A project goal is to create curriculum where the naturalized creek becomes an outdoor classroom and a valued community amenity.

Design workshops are planned for 2014, with creek restoration scheduled for June 15 – September 15, 2015.

Hillside Centre Improvements

Hillside Centre continued with their watershed-wise parking lot improvements– complemented by rain gardens along Hillside Avenue and Edgeware Road. Hillside Centre is the single largest impervious surface in the Bowker Creek watershed. The new tree wells, native plant gardens and rain gardens will contribute to slowing down and reducing runoff from the parking lot and road, which helps in managing creek flows.

This innovative partnership, between Hillside Centre and the City of Victoria, is an excellent example of the Blueprint implementation in action.

Bowker Creek Riparian Garden Monteith

The Bowker Creek Riparian Garden at Monteith continues to flourish with native plants under the care of a group of dedicated gardeners and frequent help from UVic students. This successful restoration project was made possible by a TD Friends of the Environment grant, the cooperation of Oak Bay Parks and an amazing team of volunteers.

The Community Association of Oak Bay officially adopted this site, located behind Fireman's Park, and now manages its care. The shift toward increased local responsibility for the Riparian Garden reflects the strong local ownership and community development principles embodied by the BCI.

This year, volunteers continued to focus on the garden's "food forest" theme planting and caring for local native shrubs and small trees with edible fruit.

Work sessions continue on 2nd and 4th Wednesdays, 1-3 pm. All are welcome!





Photo Caption: Bowker Creek Pennant Printing Workshop volunteers at the Creatively United for the Planet Festival.

Outreach Activities

Urban watershed education increases opportunities for celebrating and appreciating nature in the city. Outreach keeps the BCI in the public eye, develops and nurtures community connections, and helps grow the movement for watershed renewal.

In 2013, Outreach Committee members, Soren Henrich, Andrea Gleichauf, Gerald Harris and Carolyn Knight focused on the following:

- Hosted the BCI display and watershed model at the 15th Annual Oak Bay High School Rubber Ducky Race and Bowker Creek Clean-up during Oak Bay Culture Days, at the Creatively United for the Planet Festival on April 21-22, and at the Bowker Creek Celebration on Sept 28.
- Presented the Bowker Creek Blueprint to community groups.
- Hosted a Bowker Creek tour with students and teachers from Oak Bay High School and Willows Elementary School and held public watershed tours to raise awareness and celebrate the Bowker Creek watershed.



Photo Caption: Oak Bay Mayor Nils Jensen unveils the 'Returning Home' salmon mosaic by community artist Carolyn Knight.



Coordinator Change 2013 Funding

Natalie Bandringa, former BCI Coordinator, hosting an Educator's tour of the Bowker Creek watershed. Natalie focused on municipal adoption of the Blueprint, fostering community capacity and coordinating implementation of key Blueprint actions during her time with us. Thanks, Natalie, for all your excellent work!

Nikki Curnow is the new BCI Coordinator and we look forward to working with her in the next phase of the BCI.

Photo Caption: Thank you Natalie Bandringa for your excellent work as the BCI Coordinator.

BCI receives funding through various sources. The municipalities of Saanich, Victoria and Oak Bay provide funding for the BCI Coordinator. Grants from previous years were used to complete the Bowker Creek Blueprint and begin implementation.

Funding Source	Funding (\$) *	Item
Coordinator Funding		
District of Saanich	38,851	BCI Coordinator
City of Victoria	15,145	BCI Coordinator
District of Oak Bay	11,853	BCI Coordinator
Project Funding		
Capital Regional District	3,080	Printing Blueprint, implementation, outreach and administrative costs
TOTAL 2013: *	\$68,929	

**figures in this table do not include the value of municipal staff and*

Bowker Creek Initiative

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625 Fisgard Street

Victoria, BC, V8W 2S6

www.bowkercreekinitiative.ca

BCI Partners

- District of Saanich
- City of Victoria
- District of Oak Bay
- Capital Regional District
- University of Victoria
- Friends of Bowker Creek Society
- Quadra Cedar Hill Community Association
- Camosun Community Association
- North Jubilee Neighbourhood Association
- Community Association of Oak Bay
- Urban Development Institute



What's Next?

As the BCI moves into a three-year phase to make the Bowker Creek Blueprint a part of regular business, 2014 activities will focus on succession planning, achieving the identified key actions for "short term implementation" and addressing actions for specific creek reaches as they arise. The major project is to undertake the Design Phase of the Oak Bay High School restoration. Another key focus will be the identification and removal of invasive species that have moved into the Bowker Creek watershed.

The BCI will continue to support municipalities in a reduced capacity as we progressively reduce the BCI Coordinator position, to sunset the role in December 30, 2015.

*Photo Caption: **Lesser Celandine (Rununculus ficaria)** is a new invasive species that has aggressively invaded the riparian areas of Bowker Creek; the BCI partners are coordinating removal efforts. Keep an eye out for this invader!*

Finance Committee's Report

Victoria, BC June 4, 2014

To the Chair and Directors of the Capital Regional District Board:

The Finance Committee reports and recommends as follows:

1. Capital Regional District 2013 Audit Findings Report and Statement of Financial Information

That the Capital Regional District 2013 Statements of Financial Information (SOFI) be approved.

(Background information can be found in the attached staff report.)

2. Capital Regional District (CRD) 2013 Financial Performance

That the Capital Regional District (CRD) 2013 Financial Performance report be received for information.

(Background information can be found in the attached staff report.)

**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, JUNE 4, 2014**

**SUBJECT CAPITAL REGIONAL DISTRICT 2013 AUDIT FINDINGS REPORT AND
STATEMENT OF FINANCIAL INFORMATION**

ISSUE

To approve the *Capital Regional District (CRD) 2013 Statements of Financial Information (SOFI)*

BACKGROUND

Legislation requires that annual Audited Financial Statements are prepared for the CRD and presented at a public Board meeting. The 2013 Statements of Financial Information have been prepared by management in accordance with Canadian Public Sector Accounting Standards (PSAB), as recommended by the Canadian Institute of Chartered Accountants. These statements must be approved by the CRD Board and submitted to the Ministry of Community, Sport and Cultural Development within six months of the fiscal yearend.

The 2013 SOFI includes:

1. Consolidated Statement of Financial Position
2. Consolidated Statement of Operations
3. Consolidated Statement of Change in Net Debt
4. Consolidated Statement of Cash Flows
5. Schedules of Long Term Debt
6. Schedule of Guarantee and Indemnity Agreements
7. Schedule of Supplies of Goods and Services
8. Schedule of Remuneration and Expenses - Employees
9. Schedule of Remuneration and Expenses - Directors
10. Statement of Severance

Under PSAB regulations, governments are required to present four statements with explanatory notes - Statement of Financial Position, Statement of Operations, Statement of Net Debt and Statement of Cash Flows. The CRD also includes a number of schedules for additional reference. The consolidated financial statements combine the accounts of the CRD.

KPMG has audited the 2013 CRD financial statements and has submitted its *Audit Findings Report* to the Finance Committee. The executive summary is attached in Appendix 1. KPMG has not identified any misstatements in the financial statements that remain uncorrected, nor are there any significant internal control deficiencies.

The 2013 SOFI report is attached to this report as Appendix 2. All these reports are available online at www.crd.bc.ca/about/financial-accountability

DISCUSSION

It is important to note that CRD consolidated financial statements are prepared and presented in accordance with PSAB. The budget numbers presented on the financial statements are therefore different relative to the approved annual CRD budget.

The Consolidated Statement of Financial Position and the Consolidated Statement of Operations form the basis of the audited financial statements and are similar to the Balance Sheet and Income Statement, respectively, in private organizations.

For 2013 the Capital Region Housing Corporation (CRHC) was consolidated in the CRD's financial statements. Historically CRHC's numbers were recorded in the CRD statements as an investment in subsidiary. However due to new requirements outlined by the Public Sector Accounting Board (PSAB), CRHC is required to consolidate with the CRD. The consolidation provides clarity and transparency by reporting the accounts on CRHC on a gross basis, as opposed to net.

HIGHLIGHTS

Consolidated Statement of Financial Position

The purpose of this statement is to present the organization's assets, liabilities, net debt position, and accumulated surplus or equity position. The accumulated surplus can be considered the net worth of the organization.

The key performance indicator on this statement is the Accumulated Surplus. The accumulated surplus for the CRD is favourable at \$830.3 million, which indicates that the organization owns assets (Financial and Non-Financial) of greater value than what it owes (Liabilities). This amount is often referred to in private organizations as "Net Worth". It is comprised of reserve balances of \$80.2 million, investment in tangible assets of \$713.7 million and operating surplus of \$36.4 million.

The accumulated surplus increased by \$34.2 million in 2013. The annual surplus for the year is calculated as the difference between revenues and expenses.

CRD had additions of \$58.6 million in Tangible Capital Assets in 2013, of which \$27.8 million was spent on engineering structures and land acquisitions, compared to additions in 2012 of \$47.1 million. Amortization expense for CRD for 2013 was \$23.3 million, which is consistent with the annual average of approximately \$25 million per year.

Consolidated Statement of Operations

This statement identifies the results of the organization's financial activities for the year by presenting revenues less expenses, resulting in the organization's annual surplus. This statement consolidates the financial activities (revenues and expenses) of CRD and CRHC.

There was a net surplus of \$34.2 million in 2013 compared to \$30.7 million in 2012. This is primarily due to increased revenues. The annual surplus as presented under PSAB differs from the annual surplus as determined when comparing revenues to expenses in the context of the annual budget. The primary difference is that PSAB excludes transfers to and from capital and

reserves and principal payments on long term debt. These exclusions form a significant part of the annual approved budget.

To put this difference in context, the 2013 actual surplus was \$4.6 million. This surplus was carried forward into 2014 budget and used to reduce the appropriate service requisitions.

When budgets are produced, they are based on current information at that time. However changing operational priorities and unforeseen operational constraints can sometimes lead to, results that differ from expectations. Financial surpluses generated from operations are generally carried forward and used to reduce the appropriate service requisitions and or funding requirements.

Net Debt

The net debt position indicates the amount by which the organization's liabilities exceed the financial assets. Although this would appear as an unfavourable position, the vast majority of the organization's liabilities are long-term debt which is repayable over several years.

At December 31, 2013, the total Long Term Debt was \$363 million, which includes \$116 million related to Member Municipalities, making CRD's Long Term Debt \$247 million. There was an increase in debt of \$16 million in 2013 and debt reductions of \$26 million achieved through standard debt repayment.

ALTERNATIVES

These financial statements are a statutory requirement prepared in accordance to specific accounting principles. The statements have been audited by KPMG and no misrepresentations were identified. The statements are now ready for the Board's approval. No alternatives are therefore presented.

FINANCIAL IMPLICATIONS

Board-approved financial statements are required by legislation and must be filed with the Ministry of Community, Sport and Cultural Development, the Municipal Finance Authority, the CRD's bankers, and various other institutions. Unapproved financial statements may compromise the CRD's ability to borrow funds.

CONCLUSION

Board approval of the CRD 2013 Statements of Financial Information (SOFI) is required under the Local Government Act, Community Charter and Financial Information Act. As noted in the Auditors' Report, it is the Auditors' opinion that these Financial Statements present fairly the consolidated financial position of the CRD as of December 31, 2013, and the results of their financial activities and changes in their financial position for the year then ended in accordance with Canadian public sector accounting standards.

RECOMMENDATION

That the Finance Committee recommends to the Capital Regional District Board that:

The Capital Regional District 2013 Statements of Financial Information (SOFI) be approved.



Rajat Sharma, MBA, CMA
Senior Manager, Financial Services



for Diana E. Lokken, CPA, CMA
General Manager
Finance and Technology Dept.
Concurrence



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

Attachments: Appendix 1 – Executive Summary of 2013 Audit Findings Report
 Appendix 2 – 2013 Statements of Financial Information (SOFI)



Capital Regional District

Audit Findings Report

For the year ending December 31, 2013

KPMG LLP, Chartered Accountants

kpmg.ca

Executive summary

Overview

The purpose¹ of this Audit Findings Report is to assist you, as a member of the Finance Committee, in your review of the results of our audit of the consolidated financial statements of the Capital Regional District (the "District") as at and for the period ended December 31, 2013.

Status

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures which include:

- completing our discussions with the Finance Committee
- obtaining evidence of the Board's approval of the financial statements
- obtaining a signed management representation letter

Please refer to the Appendices for our draft auditors' report. We will update you on significant matters, if any, arising from the completion of the audit, including completion of the above procedures. Our auditors' report will be dated upon completion of any remaining procedures.

Scope of the audit

The purpose of an audit is to enhance the degree of confidence of the users of the financial statements through the expression of an opinion on whether the financial statements fairly present, in all material respects, the financial position, results of operations, and cash flows of the District in accordance with Canadian public sector accounting standards for local governments and regional districts as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

In planning our audit of the District, we have considered the level of audit work required to support our opinion, including each of the following matters:

Our responsibilities

Our responsibilities in carrying out our audit, as well as management's responsibilities, are set out in the engagement letter. There have been no changes to the terms of our engagement from our letter dated March 28, 2011.

Materiality

- We determine materiality in order to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements.
- For the current period, materiality of \$3,500,000 (2012 - \$3,500,000) has been determined for the District.

¹ This Audit Findings Report should not be used for any other purpose or by anyone other than the finance and corporate services committee. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Findings Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

- We have communicated uncorrected misstatements to you in this report, other than those that are clearly trivial.

Significant financial reporting risks

As part of our audit planning, we identify significant financial reporting risks that, by their nature, require special audit consideration. By focusing on these risks, we were able to target our procedures and deliver a high quality audit that is both efficient and effective.

We did not identify any significant financial reporting risks. Our audit focused on the areas identified during our audit planning as listed below.

- Substantive procedures were performed on sale of service revenues
- Government transfer revenues and deferred revenues were substantively tested by obtaining grant terms and conditions to determine if the criteria in relation to the grants had been met.
- Substantive procedures were performed on other revenues and expenses through review of supporting invoices.
- Salaries and wage expense included a test of controls surrounding management review and verification as well as substantive analytical procedures.
- A sample of tangible capital asset additions was agreed to supporting documentation to determine if the asset was capital in nature. Gains/losses on disposals were also substantively tested to ensure the proceeds and the appropriate removal of accumulated amortization was accounted for appropriately.
- Employee future benefit obligations were determined by actuaries. Confirmation was received from the actuary engaged by the District in regards to their work performed. Further, assumptions used by the actuary were investigated for reasonableness and consistency with accounting principles.
- Disclosures were reviewed for appropriateness of presentation and disclosure under Canadian public sector accounting standards.
- Interfund transfers were reviewed to ensure balances were appropriately reported in the financial statements.



Making a difference...together

Capital Regional District

STATEMENTS OF FINANCIAL INFORMATION (SOFI)

2013





Making a difference...together

Statement of Financial Information (SOFI) prepared under the Financial Information Act for the Year Ended December 31, 2013

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Making a difference...together

Capital Regional District

DRAFT AUDITED 2013 FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2013





Making a difference...together

Corporate Services

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**Capital Regional District
Capital Region Housing Corporation**

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Directors is responsible for ensuring that management fulfills its oversight for financial reporting and internal control.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to staff and management.

On behalf of Capital Regional District and Capital Region Housing Corporation

Diana Lokken, CPA, CMA

General Manager, Finance and Technology *

June 5, 2014

* For municipalities, the officer assigned responsibility for financial administration signs
Prepared pursuant to Financial Information Regulation, Schedule 1, section 9



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INDEPENDENT AUDITORS' REPORT

To the Chair and Directors of the Capital Regional District

We have audited the accompanying consolidated financial statements of the Capital Regional District, which comprise the consolidated statement of financial position as at December 31, 2013, the consolidated statements of operations, change in net debt and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Capital Regional District as at December 31, 2013, and its consolidated results of operations, its consolidated changes in net debt and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Chartered Accountants

June 11, 2014
Victoria, Canada

Consolidated Statement of Financial Position
December 31, 2013, with comparative information for 2012

	2013	2012
Financial assets:		
Cash and cash equivalents (Note 2)	\$ 30,941,488	\$ 34,896,095
Accounts receivable	14,720,653	12,853,438
Investments (Note 2)	115,230,023	115,890,044
Debt recoverable from member municipalities (Note 4)	116,253,711	124,572,631
Restricted cash: MFA Debt Reserve Fund (Note 5)	3,680,442	3,703,262
	280,826,317	291,915,470
Financial liabilities:		
Accounts payable and accrued liabilities	22,781,645	22,124,284
Deferred revenue (Note 3)	15,726,947	17,234,426
Long-term debt (Note 4)	362,933,612	380,925,878
Landfill closure and post-closure liability (Note 8)	7,153,577	6,604,801
Other liabilities (Notes 6 and 14)	1,316,781	2,090,681
	409,912,562	428,980,070
Net financial assets (debt)	(129,086,245)	(137,064,600)
Non-financial assets:		
Tangible capital assets (Note 16)	958,319,728	932,125,490
Inventory of supplies	885,052	926,121
Prepaid expenses	200,672	169,705
	959,405,452	933,221,316
Accumulated surplus (Note 12)	\$ 830,319,207	\$ 796,156,716

Contractual obligations (Note 9)

Contingencies (Note 10)

The accompanying notes are an integral part of the consolidated financial statements.

Rajat Sharma, CMA
Senior Manager
Financial Services Division

Consolidated Statement of Operations**Year ended December 31, 2013, with comparative figures for 2012**

	Budget (Note 18)	2013	2012
Revenue			
Conditional transfers from government (Note 11)	\$ 81,966,514	\$ 84,367,087	\$ 81,551,567
Sale of services	69,755,530	61,354,744	60,369,542
Other revenue	8,563,350	10,513,976	9,041,599
Interest earnings	99,286	3,359,668	3,188,323
Developer contributions	-	3,785,861	1,921,808
Affordable housing - income of subsidiary	14,823,497	14,926,360	14,766,585
Grants in lieu of taxes	1,951,014	1,951,642	1,885,161
Actuarial adjustment of long-term debt	-	4,561,863	4,690,251
Total revenue	177,159,191	184,821,201	177,414,836
Expenses			
General government services	9,582,066	10,364,132	12,406,590
Grants in aid	25,000	135,241	119,296
Protective services	9,911,793	8,519,975	8,524,532
Sewer, water, and garbage services	68,413,132	71,026,281	68,118,515
Planning and development services	4,030,538	3,582,731	2,808,836
Affordable housing expenses of subsidiary	9,609,087	15,534,282	14,476,895
Recreation and cultural services	12,733,674	16,096,557	15,426,454
Other	13,663,599	10,651,417	9,343,309
Transportation services	678,470	513,411	362,960
Other fiscal services	15,204,729	14,234,683	15,080,954
Total expenses	143,852,088	150,658,710	146,668,341
Annual surplus	33,307,103	34,162,491	30,746,495
Accumulated surplus, beginning of year	796,156,716	796,156,716	765,410,221
Accumulated surplus, end of year	\$ 829,463,819	\$ 830,319,207	\$ 796,156,716

The accompanying notes are an integral part of these consolidated financial statements.

Consolidated Statement of Change in Net Debt
Year ended December 31, 2013, with comparative information for 2012

	Budget (Note 18)	2013	2012
Annual Surplus	\$ 33,307,103	\$ 34,162,491	\$ 30,746,495
Acquisition of tangible capital assets	(131,523,473)	(58,513,706)	(50,532,467)
Contributed tangible capital assets	-	(3,785,861)	(1,924,082)
Amortization of tangible capital assets	-	29,289,964	27,657,869
Gain on sale of tangible capital assets	-	(173,271)	(140,344)
Proceeds on sale of tangible capital assets	-	6,988,636	185,242
	(98,216,370)	7,968,253	5,992,713
Acquisition of inventory of supplies	-	(1,421,426)	(1,393,025)
Acquisition of prepaid expenses	-	(209,610)	(171,253)
Consumption of inventory of supplies	-	1,462,495	1,558,061
Use of prepaid expenses	-	178,643	220,936
	-	10,102	214,719
Change in net debt	(98,216,370)	7,978,355	6,207,432
Net debt, beginning of year	(137,064,600)	(137,064,600)	(143,272,032)
Net debt, end of year	\$ (235,280,970)	\$ (129,086,245)	\$ (137,064,600)

The accompanying notes are an integral part of the consolidated financial statements.

Consolidated Statement of Cash Flows
December 31, 2013 with comparative information for 2012

	2013	2012
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 34,162,491	\$ 30,746,495
Items not involving cash:		
Amortization	29,289,964	27,657,869
Contributed tangible capital assets	(3,785,861)	(1,924,082)
Gain on sale of tangible capital assets	(173,271)	(140,344)
Actuarial adjustment of long-term debt	(4,561,863)	(4,690,251)
Decrease (increase) in non-cash assets:		
Accounts receivable	(1,867,215)	(401,852)
Prepaid expenses	(30,967)	49,683
Inventory of supplies	41,069	165,036
Increase (decrease) in non-cash liabilities:		
Accounts payable and accrued liabilities	657,361	3,167,138
Deferred revenue	(1,507,479)	1,082,481
Landfill closure and post-closure liability	548,776	420,000
Other liabilities	(773,900)	(173,094)
Net change in cash from operating activities	51,999,105	55,959,079
Capital activities:		
Proceeds on sale of tangible capital assets	1,686,636	185,242
Cash used to acquire tangible capital assets	(53,211,705)	(50,532,467)
Net change in cash from capital activities	(51,525,069)	(50,347,225)
Investing activities:		
Investments	660,021	(14,473,289)
Net change in cash from investing activities	660,021	(14,473,289)
Financing activities:		
Restricted Cash-MFA Debt Reserve Fund	22,820	122,547
Debenture borrowings	16,378,106	17,030,322
Repayment of long-term debt	(21,489,590)	(19,867,805)
Net change in cash from financing activities	(5,088,664)	(2,714,936)
Net decrease in cash and cash equivalents	(3,954,607)	(11,576,371)
Cash and cash equivalents, beginning of year	34,896,095	46,472,466
Cash and cash equivalents, end of year	\$ 30,941,488	\$ 34,896,095
Cash paid for interest	\$ 21,139,362	\$ 23,704,346
Cash received for interest	3,501,196	3,072,827

The accompanying notes are an integral part of the consolidated financial statements.

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS Year ended December 31, 2013

GENERAL

The Capital Regional District was incorporated by Letters Patent under the provisions of the British Columbia Local Government Act.

1. SIGNIFICANT ACCOUNTING POLICIES

a) BRITISH COLUMBIA REGIONAL DISTRICTS

The consolidated financial statements of the District are prepared by management in accordance with Canadian public sector accounting standards for local governments and regional districts as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. The resources and operation of the District are segregated into various funds for accounting and financial reporting purposes, each being treated as a separate entity with responsibility for the stewardship of the assets allocated to it. Transactions between funds are recorded as interfund transfers and are eliminated upon consolidation into these consolidated financial statements.

b) BASIS OF CONSOLIDATION

i. Consolidated Entities

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and commissions accountable for the administration of their financial affairs and resources to the District and which are owned or controlled by the District. All transactions and balances between these entities have been eliminated on consolidation.

ii. For overall financial information purposes, consolidated financial statements have been provided for all funds belonging to the one economic entity of the Regional District. These are:

General Revenue Fund	North Pender Island Fire Capital Reserve Fund
Sewer Revenue Fund	Pender Island Parks & Recreation Commission Capital Reserve Fund
Water Revenue Fund	Saturna Island Parks & Recreation Commission Capital Reserve Fund
General Capital Fund	Regional Parks Capital Reserve Fund
Sewer Capital Fund	Willis Point Fire & Recreation Capital Reserve Fund
Water Capital Fund	Solid Waste Capital Reserve Fund
Equipment Replacement Fund	Port Renfrew Solid Waste Capital Reserve Fund
Feasibility Study Reserve Fund	Northwest Trunk Sewer Capital Reserve Fund
Office Facilities & Equipment Reserve Fund	Northeast Trunk Sewer Capital Reserve Fund
Royal Theatre Capital Reserve Fund	Trunk Sewers and Sewage Disposal Facilities Capital Reserve Fund
Northwest Trunk Sewer System Debt Retirement Fund	Central Saanich Treatment Plant Capital Reserve Fund
S.P.W.W.S. Sewer Debt Reserve Fund	Sidney Treatment Plant Capital Reserve Fund
Shirley Fire Reserve Fund	Magic Lake Estates Sewerage System Capital Reserve Fund
Southern Gulf Islands Emergency Capital Fund	Maliview Estates Sewer Capital Reserve Fund
Sooke Community Park Capital Fund	Ganges Sewer Capital Reserve Fund
Langford Community Park Reserve Fund	Port Renfrew Sewer System Capital Reserve Fund
Pender Island Park Land Reserve Fund	Fernwood Water System Capital Reserve Fund
Regional Parks Land Reserve Fund	Magic Lake Estates Water System Capital Reserve Fund
Salt Spring Island Park Land Acquisition Reserve Fund	Lyall Harbour/Boot Cove Water Service Area Capital Reserve Fund
Salt Spring Island Parks & Recreation Capital Reserve Fund	Surfside Park Estates Water Capital Reserve Fund
Southern Gulf Islands Small Craft Harbour Capital Reserve Fund	Skana Water Service Capital Reserve Fund
Galiano Island Parks & Recreation Capital Reserve Fund	Sticks Allison Water Capital Reserve Fund
Saturna Island Park Land Reserve Fund	Salt Spring Island Fulford Water Capital Reserve Fund
Mayne Island Park Land Reserve Fund	Salt Spring Island Parks & Recreation, Second Capital Reserve Fund
Juan De Fuca Centennial Pool Capital Reserve Fund	Southern Gulf Islands Electoral Area Park Land Reserve Fund
Saanich Peninsula Ice Arena Facility Capital Reserve Fund	Wilderness Mountain Water Capital Reserve Fund
Beddis Water Capital Reserve Fund	Cedar Lane Water Capital Reserve Fund
McPherson Theatre Capital Reserve Fund	Sooke Pool Capital Reserve Fund
Cedars of Tuam Water Capital Reserve Fund	Salt Spring Island Pool Facility Capital Reserve Fund
Salt Spring Island Emergency Capital Reserve Fund	Septage Disposal Capital Reserve Fund
Port Renfrew Sewer & Water System Capital Reserve Fund	East Sooke Fire Capital Reserve Fund
Saanich Peninsula Water Supply Capital Reserve Fund	East Sooke System Development Charge Reserve Fund
Salt Spring Island (Highland) Water System Capital Reserve Fund	Salt Spring Island Harbours Capital Reserve Fund
Sooke Community Park Capital Reserve Fund	South Pender Island Fire Capital Reserve Fund
Panorama Recreation Capital Reserve Fund	Capital Region Housing Corporation (CRHC)
Solid Waste Disposal Services Reserve Fund	
Salt Spring Island Park Service Area Capital Reserve Fund	

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

Year ended December 31, 2013

c) BASIS OF ACCOUNTING

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

d) TAXATION

Each Municipality and Electoral Area within the Regional District is requisitioned for their portion of each service in which they participate. These funds are then levied by the Municipalities and the Province (for Electoral Areas) to individual taxpayers and turned over to the District by August 1 of each year.

e) INTEREST

The District follows the practice of investing individually significant unspent funds within individual funds. Interest earned is allocated on the basis of actual earnings from the specific instruments.

Excess funds or temporary borrowings of all functions are pooled and interest income or expense is allocated to the individual functions on a monthly basis.

f) GOVERNMENT TRANSFERS

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

g) DEFERRED REVENUE

Deferred revenues represent licenses, permits and other restricted contributions and revenues which have been collected, but for which the related services or inspections have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

h) CASH AND CASH EQUIVALENTS

Cash and cash equivalents include short-term highly liquid investments with a term to maturity of less than 90 days at acquisition.

i) INVESTMENTS

Investments consist of bond, intermediate and money market funds and term deposits and have costs equal to market value. They have stated interest rates of 1.25% to 2.40% and various maturity dates to March 28, 2023.

j) LONG-TERM DEBT

Long-term debt is recorded net of related sinking fund balances.

k) EMPLOYEE FUTURE BENEFITS

i. The District and its employees make contributions to the Municipal Pension Plan. These contributions are expensed as incurred.

ii. Sick leave and other benefits are also available to the District's employees. The costs of these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

l) LANDFILL LIABILITY

The liability for closure of operational sites and post-closure care has been recognized based on estimated future expenses, estimated inflation and the usage of the site's capacity during the year. The change in this liability during the year is recorded as a charge to operations. These estimates are reviewed and adjusted annually.

m) NON-FINANCIAL ASSETS

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

i. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and the landfill site, are amortized on a straight line basis over their estimated useful lives as follows:

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS Year ended December 31, 2013

Asset	Useful Life - Years
Engineering Structures	20 to 100 Years
Buildings	20 to 50 Years
Machinery and equipment	5 to 20 Years
Vehicles	8 to 15 Years
Other Assets	5 to 25 Years

The landfill site is amortized using the units of production method based upon capacity used during the year.

Amortization is charged annually, including in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

iii. Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

iv. Interest capitalization

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

v. Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

vi. Inventories of supplies

Inventories of supplies held for consumption are recorded at the lower of cost and replacement cost.

n) USE OF ESTIMATES

The preparation of financial statements in conforming with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Significant estimates include assumptions used in estimating provisions for accrued liabilities, landfill liability, useful lives of tangible capital assets and in performing actuarial valuations of employee future benefits. Actual results could differ from these estimates.

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS Year ended December 31, 2013

o) SEGMENTED INFORMATION

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information to achieve the objectives of the standard. The District has provided definitions of the District's segments as well as presented financial information in segmented format in note 17.

p) CHANGE IN ACCOUNTING POLICY

- (i) The District adopted Public Sector Accounting Standard PS 3510, "Tax Revenue" effective January 1, 2013. This standard was adopted on a prospective basis.

Under PS 3510, municipalities recognize property tax revenue using the approved mill rate and the anticipated assessment. The standard requires that property tax revenue be reported net of tax concessions. Tax transfers are reported as an expense and taxes levied on behalf of others in a flow through arrangement are not reported in the statement of operations.

There were no adjustments as a result of the adoption of this standard.

- (ii) On January 1, 2013, the District adopted Public Sector Accounting Standard PS3410, Government Transfers. The standard requires public sector entities to recognize receipt of a government transfer with stipulations as revenue in the period the transfer is authorized and all eligibility criteria have been met except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient government. In prior years, government transfers had been deferred according to judgment reflecting the substance of the underlying events without the requirement of the transfer meeting liability criteria. The Standard was applied prospectively from the date of adoption and prior periods have not been restated.

q) FUTURE ACCOUNTING PRONOUNCEMENTS

A number of new standards and amendments to standards are not yet effective for the year ended December 31, 2013 and have not been applied in preparing these financial statements. Those expected to potentially impact the financial statements of the District are as follows:

- (i) PS 3450 Financial Instruments:

Financial Instruments PS 3450 and Foreign Currency Translation PS 2601 have been approved by the PSAB and are effective for years commencing on or after April 1, 2015. The standards are to be adopted prospectively from the date of adoption. The new standards provide comprehensive requirements for the recognition, measurement, presentation and disclosure of financial instruments and foreign currency transactions. Under PS 3450, all financial instruments, including derivatives, are included on the statement of financial position and are measured either at fair value or amortized cost based on the characteristics of the instrument and the entity's accounting policy choices.

- (ii) PS 3260 Contaminated Sites:

This section establishes recognition, measurement and disclosure standards for liabilities relating to contaminated sites. The District will be required to recognize a liability when contamination exceeds an accepted environmental standard and the District is directly responsible, or accepts responsibility for, the damage. The liability will be measured at the District's best estimate of the costs directly attributable to remediation of the contamination. The Section is effective for fiscal periods beginning on or after April 1, 2014. The impact of adoption of this standard is being evaluated by management and is not known or reasonably estimable at this time.

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS Year ended December 31, 2013

2. CASH AND INVESTMENTS

a) Cash and cash equivalents:

	<u>2013</u>	<u>2012</u>
Cash and cash equivalents		
CRD	\$ 21,565,001	\$ 24,221,349
CRHC	9,376,487	10,674,746
	<u>\$ 30,941,488</u>	<u>\$ 34,896,095</u>

b) Investments:

CRD		
MFA Bond Fund	\$ 36,695,440	\$ 55,748,791
MFA Money Market Fund	-	50,412
MFA Intermediate Fund	20,063,086	-
Term Deposits	55,028,131	55,274,048
	<u>111,786,657</u>	<u>111,073,251</u>
CRHC	3,443,366	4,816,793
	<u>\$ 115,230,023</u>	<u>\$ 115,890,044</u>

3. DEFERRED REVENUE

Continuity of deferred revenue is as follows:

	<u>2013</u>	<u>2012</u>
Balance, beginning of year	\$ 17,234,426	\$ 16,340,150
Externally restricted contributions received:		
Developer contributions	3,685,731	1,989,219
Development cost charges	783,645	1,490,228
Gas tax	689,772	690,070
Total contributions received	<u>5,159,148</u>	<u>4,169,517</u>
Contributions used and recognized in revenue	<u>(4,384,254)</u>	<u>(4,468,902)</u>
Net change in externally restricted contributions	774,894	(299,385)
Change in deposits and other deferred revenues	<u>(2,282,373)</u>	<u>1,193,661</u>
Balance, end of year	<u>\$ 15,726,947</u>	<u>\$ 17,234,426</u>

The deferred revenue reported on the consolidated statement of financial position consists of the following:

	<u>2013</u>	<u>2012</u>
Deferred revenue - General	\$ 2,629,709	\$ 4,689,858
Deferred revenue - Sewer	2,160,920	2,467,544
Deferred revenue - Water	804,694	804,357
Development cost charges	7,257,332	7,164,250
Developer contributions	176,017	276,147
Gas Tax	2,133,834	1,327,539
CRHC	564,441	504,731
Balance, end of year	<u>\$ 15,726,947</u>	<u>\$ 17,234,426</u>

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS Year ended December 31, 2013

4. LONG-TERM DEBT

a) DEBT

Debt principal is reported net of sinking fund balances, and interest expense is reported net of sinking fund earnings.

In addition to debt incurred directly by the District, the District has also incurred long-term debt on behalf of its member municipalities through agreements with the Municipal Finance Authority of British Columbia ("MFA"). The loan agreements with the MFA provide that, if at any time the scheduled payments provided for in the agreements for the District and member municipalities are not sufficient to meet the obligation in respect to such borrowings; the resulting deficiency becomes a liability of the District and member municipalities to the MFA.

The District reports the total principal and interest payments collected from member municipalities of \$6,462,593 (2012 - \$8,460,138) and \$7,234,539 (2012 - \$8,092,022) respectively as expenses in Other Fiscal Services and revenue in Conditional Transfers from Government. Debt incurred on behalf of member municipalities is also presented as a receivable from member municipalities on the statement of financial position in the amount of \$116,253,711 (2012 - \$124,572,631).

Debt is comprised of the following and includes varying maturities, with interest rates ranging from 2.1% to 6.35%. The CRD debt consists of debenture debt held with the MFA and non debenture debt of \$6,492,130 (2012 - \$9,991,160). The CRHC debt consists of mortgages with BC Housing and commercial banks.

	Outstanding Dec 31/12	2013		Outstanding Dec 31/13
		Additions	Total Debt Retirement	
General Capital	\$ 31,047,640	\$ 700,000	\$ (5,882,198)	\$ 25,865,442
Sewer Capital	43,539,918	8,080,606	(5,335,716)	46,284,808
Water Capital	109,354,053	7,597,500	(10,896,216)	106,055,337
	183,941,611	16,378,106	(22,114,130)	178,205,587
Accrued actuarial valuation - CRD Debt	(1,659,421)	-	126,684	(1,532,737)
	182,282,190	16,378,106	(21,987,446)	176,672,850
Member municipalities	124,572,631	-	(8,318,920)	116,253,711
CRD Total	306,854,821	16,378,106	(30,306,366)	292,926,561
CRHC	74,071,057	-	(4,064,006)	70,007,051
	<u>\$ 380,925,878</u>	<u>\$ 16,378,106</u>	<u>\$ (34,370,372)</u>	<u>\$ 362,933,612</u>

b) DEMAND NOTES – CONTINGENT LIABILITY

The MFA holds demand notes related to the District's debenture debt in the amount of \$15,702,311 of which \$5,271,545 is held by the District for the other authorities (see note 5). The demand notes are not recorded in the financial statements.

c) The following amounts included in long-term debt are payable/maturing over the next five years:

	2014	2015	2016	2017	2018
CRD					
General	\$ 1,756,039	1,334,669	1,284,862	1,257,857	1,118,830
Water	3,187,633	3,177,422	3,137,576	3,016,585	2,863,655
Sewer	8,184,290	8,180,242	7,689,265	7,655,621	6,149,548
Member municipalities	6,166,647	6,081,507	5,840,043	5,758,963	5,751,576
	19,294,609	18,773,840	17,951,746	17,689,026	15,883,609
CRHC	16,168,645	9,125,505	8,067,874	3,313,492	12,061,406
	<u>\$ 35,463,254</u>	<u>27,899,345</u>	<u>26,019,620</u>	<u>21,002,518</u>	<u>27,945,015</u>

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS Year ended December 31, 2013

5. DEBT RESERVE FUND

The MFA provides capital financing for regional districts and their member municipalities. The MFA is required to establish a Debt Reserve Fund into which each regional district and member municipality, who shares in the proceeds of a debt issue through the District, is required to pay certain amounts set out in the debt agreements. Interest earned on these funds (less administrative expenses) becomes an obligation of the Authority to the regional district. If at any time insufficient funds are provided by the regional district or their member municipalities, the Authority will then use these funds to meet payments on its obligations. When this occurs, the regional districts may be called upon to restore the fund. The cash deposits of the member municipalities are not recorded in these financial statements.

		<u>2013</u>	<u>2012</u>
Cash Deposits -	Capital Regional District	\$ 3,680,442	\$ 3,703,262
	Member Municipalities	2,150,985	2,137,836
Demand Notes -	Capital Regional District	10,430,766	11,044,248
	Member Municipalities	<u>5,271,545</u>	<u>5,515,984</u>
		<u>\$ 21,533,738</u>	<u>\$ 22,401,330</u>

6. POST EMPLOYMENT BENEFITS

The District provides sick leave and certain other benefits to its employees. The accrued benefit obligation is included in Other Liabilities on the consolidated statement of financial position and has been estimated by an actuarial valuation completed at December 31, 2013.

	<u>2013</u>	<u>2012</u>
Accrued benefit obligation:		
Balance, beginning of year	\$ 477,500	\$ 481,100
Current service cost	35,100	34,100
Interest cost	16,400	16,500
Transfer of liabilities in/(out)	(33,000)	-
Benefits paid	(64,400)	(32,900)
Actuarial (Gain)/Loss	<u>34,400</u>	<u>(21,300)</u>
Accrued benefit obligation, end of year	<u>\$ 466,000</u>	<u>\$ 477,500</u>

The significant actuarial assumptions adopted in measuring the District's accrued benefit obligation are as follows:

	<u>2013</u>	<u>2012</u>
Discount rates	4.0%	3.4%
Expected future inflation rates	2.5%	2.5%
Expected wage and salary increases	3.0%	3.0%

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

Year ended December 31, 2013

7. PENSION PLAN

The District and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 593 contributors from the District.

The most recent actuarial valuation as at December 31, 2013 indicated a \$1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The District paid \$3,241,792 (2012 - \$3,114,723) for employer contributions to the plan in fiscal 2013, while employees contributed \$2,848,399 (2012 - \$ 2,777,740) to the plan in fiscal 2013.

8. LANDFILL CLOSURE AND POST-CLOSURE CARE

The total liability recorded for the estimated landfill closure and post-closure costs of \$12,000,000 is \$7,153,577 (2012 - \$6,604,800). The estimated liability for these costs is recognized as the landfill site's capacity is used and the reported liability represents the portion of the estimated total costs recognized as at December 31, 2013 based on the cumulative capacity used to that date, compared to the total estimated landfill capacity. Estimated total cost represents the sum of the discounted future cash flows for closure and post closure care activities discounted at 3%.

The estimated remaining capacity of the landfill site is 44.5% of its total capacity and its estimated remaining life is 27 years after which the period for post closure care is estimated to be 25 years.

Landfill closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, post-closure monitoring and management of leachate from the site. The reported liability is based on estimates and assumptions with respect to events over a 27 year period using the best information available to management. Future events may result in significant changes to the estimated remaining useful life, estimated total expenses, total or used capacity and the estimated liability. These would be recognized prospectively, as a change in estimate, when applicable. Management periodically performs an assessment of the underlying assumptions related to the reported liability. A full assessment was last performed in 1995 and management has updated these assumptions in 2013.

9. CONTRACTUAL OBLIGATIONS

a) At December 31, 2013, the District has outstanding commitments to capital projects and operating contracts totaling \$ 44,386,345. In addition to the capital and operating commitments the District is also committed to the Seatterra sewage treatment plant project which has an overall budget of approximately \$783 million.

b) The District rents facilities and leases machinery and equipment under long-term leases. Future minimum lease payments are as follows:

	FACILITIES	MACHINERY & EQUIPMENT
2014	\$ 1,438,377	\$ 926
2015	829,696	926
2016	835,217	708
2017	831,885	708
2018	158,765	472

c) On February 20, 2013 The District entered into an agreement and is committed to purchase a parcel of land for a total purchase price of \$17,000,000. The sale is expected to close on September 30, 2014.

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

Year ended December 31, 2013

10. CONTINGENCIES

a) Lawsuits

In the normal course, the District is faced with lawsuits for damages of a diverse nature. At year-end, the District's estimated exposure to each such liability is either not determinable or is not considered to be significant. Claims paid by the District as a result of litigation are reported as expenses. Liabilities are recorded upon a determination that a loss is likely and a determination can be made of the estimated amounts.

b) Sublease of Kings Place Housing Development - (CRHC)

The Corporation entered into agreement with the Cridge Housing Society and the Provincial Rental Housing Corporation to sublease the land and improvements at 1070 Kings Road, Victoria for a term of thirty years commencing August 1, 1997. The Homes BC Program Operating Agreement was assigned to the Corporation from the Cridge Housing Society with the approval of the BC Housing Management Commission (BCHMC). Current annual lease payments amount to \$231,000 and are based on the annual mortgage payments.

c) Building Envelope Remediation (BER) – (CRHC)

A number of low income housing buildings operated by the District through CRHC are operated under agreements with BCHMC, Homes BC and CMHC. Prior to the signing of the new Umbrella Agreement in 2012, BCHMC provided funding for building envelope failure remediation for BCMHC and Homes BC buildings. BCHMC may require repayment of certain BER subsidies. Repayment would be funded by second mortgages.

Funding for future BER for all buildings except for buildings with no operating agreements is subject to future negotiations with BCHMC.

d) Homes BC Program Repayable Assistance – (CRHC)

Under the new Umbrella Agreement the Homes BC program repayable assistance will no longer apply as of April 1, 2012. Any outstanding repayable assistance owed by the Corporation to BCHMC will be forgiven at a rate of 1/5 each year commencing April 1, 2012. Estimated total repayable assistance at December 31, 2013 is \$1,525,865 (2012: \$1,907,331).

11. CONDITIONAL TRANSFERS FROM GOVERNMENT

The following government transfers have been included in revenues:

	<u>2013</u>	<u>2012</u>
Federal	\$ 1,638,705	\$ 4,416,464
Provincial	3,021,016	2,243,978
Local	79,707,366	74,891,125
	<u>\$ 84,367,087</u>	<u>\$ 81,551,567</u>

Local Government transfers include tax levies collected by the Province and municipalities on behalf of the District.

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS Year ended December 31, 2013

12. ACCUMULATED SURPLUS

Accumulated surplus consists of individual fund surpluses and reserves as follows:

	<u>2013</u>	<u>2012</u>
Surplus:		
Invested in tangible capital assets	\$ 713,721,374	\$ 677,472,554
Operating Funds:		
CRD	35,225,760	33,787,655
CRHC	<u>1,127,525</u>	<u>1,126,823</u>
Total Surplus	750,074,659	712,387,032

Reserve funds set aside for specific purposes:

Equipment Replacement Fund	\$ 20,882,519	\$ 19,606,980
Feasibility Study Reserve Fund	201,154	198,293
Office Facilities & Equipment Reserve Fund	3,972,799	4,493,749
Royal Theatre Capital Reserve Fund	458,375	340,197
S.P.W.W.S. Sewer Debt Reserve Fund	3,008,879	2,385,498
Shirley Fire Reserve Fund	61,655	60,473
Southern Gulf Islands Emergency Capital Fund	181,832	134,229
Sooke Community Park Capital Fund	108,158	106,086
Langford Community Park Reserve Fund	24,444	24,197
Pender Island Park Land Reserve Fund	31,650	31,043
Salt Spring Island Park Land Acquisition Reserve Fund	514,889	505,023
Salt Spring Island Parks & Recreation Capital Reserve Fund	461,892	375,843
Southern Gulf Islands Small Craft Harbour Capital Reserve Fund	1,216,487	1,204,426
Galiano Island Parks & Recreation Capital Reserve Fund	53,929	60,980
Saturna Island Park Land Reserve Fund	2,797	2,743
Mayne Island Park Land Reserve Fund	58,042	23,887
Sooke Pool Capital Reserve Fund	242,174	89,963
Saanich Peninsula Ice Arena Facility Capital Reserve Fund	602,539	420,173
Sooke Community Park Capital Reserve Fund	525,983	342,223
North Pender Island Fire Capital Reserve Fund	230,849	291,687
Pender Island Parks & Recreation Commission Capital Reserve Fund	61,185	112,266
Saturna Island Parks & Recreation Commission Capital Reserve Fund	38,134	25,020
Regional Parks Capital Reserve Fund	2,156,204	2,279,411
Willis Point Fire & Recreation Capital Reserve Fund	34,331	167,730
Solid Waste Capital Reserve Fund	8,829,494	8,368,884
Port Renfrew Solid Waste Capital Reserve Fund	16,105	15,797
Trunk Sewers and Sewage Disposal Facilities Capital Reserve Fund	6,163,454	5,652,651
Northwest Trunk Sewer Capital Reserve Fund	1,126	1,104
Northeast Trunk Sewer Capital Reserve Fund	25,891	25,395
Central Saanich Treatment Plant Capital Reserve Fund	707,504	693,946
Sidney Treatment Plant Capital Reserve Fund	644,697	632,343
Magic Lake Estates Sewerage System Capital Reserve Fund	306,184	205,161
Ganges Sewer Capital Reserve Fund	73,729	98,021
Cedars of Tuam Water Capital Reserve Fund	10,068	8,862
Port Renfrew Sewer System Capital Reserve Fund	10,003	6,484
Magic Lake Estates Water System Capital Reserve Fund	485,778	440,598
Port Renfrew Sewer & Water System Capital Reserve Fund	75,032	43,701
Saanich Peninsula Water Supply Capital Reserve Fund	7,909,869	7,196,133
Salt Spring Island (Highland) Water System Capital Reserve Fund	38,416	53,599
Lyall Harbour/Boot Cove Water Service Area Capital Reserve Fund	4,945	4,850
Surfside Park Estates Water Capital Reserve Fund	13,972	20,609
Sticks Allison Water Capital Reserve Fund	1,243	1,219
Skana Water Service Capital Reserve Fund	35,665	32,353
Wilderness Mountain Water Capital Reserve Fund	60,248	55,406
Cedar Lane Water Capital Reserve Fund	76,770	71,939
Beddis Water Capital Reserve Fund	90,116	53,955
Salt Spring Island Fulford Water Capital Reserve Fund	5,370	1,903
Salt Spring Island Park Service Area Capital Reserve Fund	25,851	25,355
Salt Spring Island Park & Recreation, Second Capital Reserve Fund	40,298	25,030
Salt Spring Island Pool Facility Capital Reserve Fund	56,453	47,528

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

Year ended December 31, 2013

East Sooke Fire Capital Reserve Fund	880	863
Salt Spring Island Harbours Reserve Fund	124,108	102,614
Solid Waste Disposal Operating Reserve Fund	9,103,301	14,153,513
Capital Region Housing Corporation	8,376,799	10,661,385
Total Reserves	<u>80,244,548</u>	<u>83,769,684</u>
Accumulated Surplus	\$ <u>830,319,207</u>	\$ <u>796,156,716</u>

13. RELATED PARTY TRANSACTIONS

The Capital Regional Hospital District is related to the Capital Regional District since the same individuals are members of the Board of Directors of both organizations. As legislated by the Hospital District Act, the officers and employees of the Capital Regional District are the corresponding officers and employees of the Hospital District. Each of the Regional District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year the Hospital District purchased, at cost, \$484,242 (2012: \$467,636) of administrative support services from the Capital Regional District.

14. MILLSTREAM MEADOWS SITE REMEDIATION

Included in Other Liabilities is \$812,720 which is the District's remaining share of remediating the contaminated areas of Millstream Meadows. This site was previously used for the disposal of septage and solid wastes as well as some oily liquid wastes. The District closed the facility in 1984 and has been conducting environmental monitoring since 1995. The District has entered into an agreement with the Ministry of Agriculture and Lands, Province of BC, for sharing the estimated remediation costs of \$10,100,000 on a 61% to 39% basis. Funding for the District's share of remediation costs will come from reserve funds and debt. Costs including debt servicing will be apportioned based on recorded use of the site by each municipality and electoral area. During 2013 a total of \$317,005 was spent on remediation costs of which \$239,629 was paid by the District.

15. GVLRA – CUPE LONG-TERM DISABILITY TRUST

The Trust was established January 1, 1987 as a result of negotiations between the Greater Victoria Labour Relations Association representing a number of employers and the Canadian Union of Public Employees representing a number of CUPE locals. The Trust's sole purpose is to provide a long-term disability income benefit plan. The employers and employees each contribute equal amounts into the Trust. The District paid \$365,655 (2012 - \$233,250) for employer contributions and District employees paid \$365,655 (2012 - \$233,250) for employee contributions to the plan in fiscal 2013. At December 31, 2013, the total plan provision for approved and unreported claims was \$18,615,400 (2012 - \$16,019,500) with a net deficit of \$5,484,632 (2012 - \$4,097,874). The actuary does not attribute portions of the net deficit to individual employers.

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS Year ended December 31, 2013

16. TANGIBLE CAPITAL ASSETS

Contributed tangible capital assets have been recognized at fair market value at the date of contribution. The value of contributed tangible capital assets received during the year is \$ 3,785,861 (2012 - \$1,921,808). During the year land with a fair market value equal to its cost of \$6,690,452 was exchanged with a Greater Victoria municipality for 3 parcels of land with a fair market value of \$5,302,000 and cash consideration of \$1,488,288.

Year ended December 31, 2013

	Cost				Accumulated Amortization				Net Book Value December 31, 2013	Net Book Value December 31, 2012
	Balance at December 31, 2012	Additions	Disposals	Transfers	Balance at December 31, 2013	Balance at December 31, 2012	Disposals	Amortization Expense	Balance at December 31, 2013	Balance at December 31, 2012
Work in progress										
CRD	\$ 27,860,593	\$ 22,745,854	\$ -	\$ (18,291,911)	\$ 32,314,536	\$ -	\$ -	\$ -	\$ 32,314,536	\$ 27,860,593
Engineering structures										
CRD	697,663,259	16,916,983	(24,534)	15,153,055	729,708,763	190,804,896	-	15,125,911	205,930,807	523,777,956
Building										
CRD	110,838,993	2,667,411	-	1,659,249	115,165,653	27,761,314	-	2,710,370	30,471,684	84,693,969
CRHC	104,555,531	3,764	-	-	104,559,295	55,348,800	-	3,260,273	58,609,073	45,950,222
	215,394,524	2,671,175	-	1,659,249	219,724,948	83,110,114	-	5,970,643	89,080,757	130,644,191
Machinery & Equipment										
CRD	53,678,686	2,983,335	(1,264,960)	786,402	56,183,463	34,005,818	(1,264,960)	3,452,302	36,193,160	19,990,303
CRHC	20,598,212	3,711,864	-	-	24,310,076	13,544,989	-	2,153,790	15,698,779	8,611,297
	74,276,898	6,695,199	(1,264,960)	786,402	80,493,539	47,550,807	(1,264,960)	5,606,092	51,891,939	28,601,600
Vehicles										
CRD	16,546,074	1,745,259	(984,859)	-	17,306,474	8,606,073	(884,480)	1,438,698	9,160,291	8,146,183
Land										
CRD	208,291,755	10,843,375	(6,690,452)	-	212,444,678	-	-	-	212,444,678	208,291,755
CRHC	9,496,053	-	-	-	9,496,053	-	-	-	9,496,053	9,496,053
	217,787,808	10,843,375	(6,690,452)	-	221,940,731	-	-	-	221,940,731	217,787,808
Land depletion										
CRD	654,697	-	-	-	654,697	54,559	-	18,706	73,265	581,432
Land under lease										
CRHC	12,601,318	-	-	-	12,601,318	4,156,827	-	611,350	4,768,177	7,833,141
Other Assets										
CRD	8,835,965	681,722	-	693,205	10,210,892	5,212,370	-	518,564	5,730,934	4,479,958
	\$ 1,271,621,136	\$ 62,299,567	\$ (8,964,805)	\$ -	\$ 1,324,955,898	\$ 339,495,646	\$ (2,149,440)	\$ 29,289,964	\$ 366,636,170	\$ 958,319,728
Totals 2013										
CRD	\$ 1,124,370,022	\$ 58,583,939	\$ (8,964,805)	\$ -	\$ 1,173,989,156	\$ 266,445,030	\$ (2,149,440)	\$ 23,264,551	\$ 287,560,141	\$ 886,429,015
CRHC	147,251,114	3,715,628	-	-	150,966,742	73,050,616	-	6,025,413	79,076,029	71,890,713
	\$ 1,271,621,136	\$ 62,299,567	\$ (8,964,805)	\$ -	\$ 1,324,955,898	\$ 339,495,646	\$ (2,149,440)	\$ 29,289,964	\$ 366,636,170	\$ 958,319,728

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS Year ended December 31, 2013

16. TANGIBLE CAPITAL ASSETS (Continued)

Year ended December 31, 2012

	Cost				Accumulated Amortization				Net Book Value December 31, 2012	Net Book Value December 31, 2011
	Balance at December 31, 2011	Additions	Disposals	Transfers	Balance at December 31, 2012	Balance at December 31, 2011	Disposals	Amortization Expense	Balance at December 31, 2012	
Work in progress										
CRD	\$ 26,260,748	\$ 19,250,452	\$ -	\$ (17,650,607)	\$ 27,860,593	\$ -	\$ -	\$ -	\$ 27,860,593	\$ 26,260,748
Engineering structures										
CRD	672,401,908	10,958,651	-	14,302,700	697,663,259	176,353,580	-	14,451,316	190,804,896	496,048,328
Building										
CRD	101,271,552	7,034,710	-	2,532,731	110,838,993	25,097,710	-	2,663,604	83,077,679	76,173,842
CRHC	103,008,518	1,547,013	-	-	104,555,531	52,088,638	-	3,260,162	55,348,800	50,919,880
	204,280,070	8,581,723	-	2,532,731	215,394,524	77,186,348	-	5,923,766	83,110,114	127,093,722
Machinery & Equipment										
CRD	52,881,845	2,455,147	(1,941,153)	282,847	53,678,686	32,622,257	(1,941,153)	3,324,714	34,005,818	19,672,868
CRHC	16,768,058	3,830,154	-	-	20,598,212	11,783,858	-	1,761,131	13,544,989	7,053,223
	69,649,903	6,285,301	(1,941,153)	282,847	74,276,898	44,406,115	(1,941,153)	5,085,845	47,550,807	26,726,091
Vehicles										
CRD	16,524,245	1,047,460	(1,025,631)	-	16,546,074	8,179,010	(980,733)	1,407,796	8,606,073	7,940,001
Land										
CRD	202,155,450	6,104,494	-	31,811	208,291,755	-	-	-	208,291,755	202,155,450
CRHC	9,496,053	-	-	-	9,496,053	-	-	-	9,496,053	9,496,053
	211,651,503	6,104,494	-	31,811	217,787,808	-	-	-	217,787,808	211,651,503
Land depletion										
CRD	654,697	-	-	-	654,697	35,853	-	18,706	54,559	600,138
Land under lease										
CRHC	12,601,318	-	-	-	12,601,318	3,930,477	-	226,350	4,156,827	8,444,491
Other Assets										
CRD	8,106,979	228,468	-	500,518	8,835,965	4,668,280	-	544,090	5,212,370	3,623,595
	\$ 1,222,131,371	\$ 52,456,549	\$ (2,966,784)	\$ -	\$ 1,271,621,136	\$ 314,759,663	\$ (2,921,886)	\$ 27,639,163	\$ 339,495,646	\$ 932,125,490
Totals 2012										
CRD	\$ 1,080,257,424	\$ 47,079,382	\$ (2,966,784)	\$ -	\$ 1,124,370,022	\$ 246,956,690	\$ (2,921,886)	\$ 22,410,226	\$ 266,445,030	\$ 857,924,992
CRHC	141,873,947	5,377,167	-	-	147,251,114	67,802,973	-	5,247,643	73,050,616	74,200,498
	\$ 1,222,131,371	\$ 52,456,549	\$ (2,966,784)	\$ -	\$ 1,271,621,136	\$ 314,759,663	\$ (2,921,886)	\$ 27,657,869	\$ 339,495,646	\$ 932,125,490

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS Year ended December 31, 2013

17. SEGMENTED REPORTING

The District is a diversified regional government that provides a wide range of services to its stakeholders. For management reporting purposes, the District's operations and activities are organized and reported by Fund. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

District services are provided by departments and their activities are reported within these funds. Certain functions have been separately disclosed as segmented information, along with accounting for the services they provide as follows:

Water Services:

Water Services operations include responsibility for the supply of wholesale water to the core municipalities, distribution to the Saanich Peninsula, the Westshore Communities and Sooke. This segment also includes accountability for a number of local water service areas in Port Renfrew, Saltspring Island and the Southern Gulf Islands.

Sewer Services:

Sewer Services operations includes responsibility for the design, build and operation of sewage collection, treatment and disposal systems in the district. This includes the accountability for liquid waste in the core area and a number of local sewer service areas in Port Renfrew, Saltspring Island and the Southern Gulf Islands.

Environmental Health Services:

Environmental Health operations are responsible for solid waste management and related environmental assessment and regulatory programs. The department provides municipal solid waste disposal and recycling services.

Recreation & Cultural Services:

Recreation & Cultural operations provide a wide variety of facilities and programs to residents of the capital region. Regional Parks is responsible for establishing and protecting a network of regional parks. Three recreation centers are operated in Sooke, Sidney and Ganges. There are a number of parks and recreation programs located throughout the Southern Gulf Islands.

General Government Services:

General Government operations are responsible for providing the functions of Corporate Services (Financial Services, GIS & Information Technology, Risk Management, Payroll & Business Development, Arts Development and Facilities management), Administration (Human Resources & Corporate Communications) and Planning and Protective Services.

Capital Region Housing Corporation:

The Capital Region Housing Corporation is a wholly-owned subsidiary of the Capital Regional District. It was incorporated under the laws of British Columbia Company in 1982 and its principal activity is the provision of rental accommodation for citizens of the District. The corporation operates properties with 1,286 housing units.

The following page provides additional Segmented Information.

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS Year ended December 31, 2013

17. SEGMENTED REPORTING (Continued)

Year ended December 31, 2013

	Water Services	Sewer Services	Environmental Health Services	Recreation & Cultural Services	General Government Services	Capital Region Housing Corporation	2013
REVENUE							
Conditional transfers from government	\$ 1,443,851	\$ 23,453,219	\$ 755,586	\$ 26,819,225	\$ 31,895,206	\$ 3,734,218	\$ 88,101,305
Sale of services	39,089,525	1,431,540	15,823,794	3,631,898	1,377,987	-	61,354,744
Other revenue	5,323,134	1,740,186	2,038,605	3,326,188	7,183,033	-	19,611,147
Affordable housing	-	-	-	-	-	11,192,142	11,192,142
Actuarial adjustment of long term debt	2,699,693	1,242,347	30,696	471,642	117,485	-	4,561,863
	48,556,203	27,867,292	18,648,682	34,248,953	40,573,711	14,926,360	184,821,201
EXPENSES							
Salaries and benefits	11,388,852	3,319	2,117,511	10,624,849	23,825,656	1,748,575	49,708,761
Contract for services & consultants	1,468,987	1,142,184	7,661,871	878,497	3,953,304	1,855,603	16,960,446
Repairs & maintenance	111,144	155,289	182,536	453,906	901,661	576,371	2,380,907
Supplies	628,250	660,789	175,304	696,817	885,802	46,305	3,093,267
Utilities	780,078	735,550	59,509	780,950	444,996	953,774	3,754,856
Amortization	11,376,892	4,196,265	1,756,629	3,117,186	2,817,579	6,025,413	29,289,964
Interest on Debt	6,685,475	3,001,353	342,209	1,236,412	7,309,971	2,553,942	21,139,362
Others	2,786,937	9,738,537	5,382,909	7,434,386	(2,763,921)	1,774,299	24,331,147
	35,236,614	19,631,286	17,658,478	25,223,002	37,375,047	15,534,282	150,658,710
Net revenue	\$ 13,319,589	\$ 8,236,006	\$ 990,204	\$ 9,025,951	\$ 3,198,664	\$ (607,922)	\$ 34,162,491

Year ended December 31, 2012

	Water Services	Sewer Services	Environmental Health Services	Recreation & Cultural Services	General Government Services	Capital Region Housing Corporation	2012
REVENUE							
Conditional transfers from government	\$ 1,768,823	\$ 19,131,082	\$ 734,255	\$ 24,699,771	\$ 35,217,636	\$ 3,828,183	\$ 85,379,750
Sale of services	37,825,170	1,232,021	16,281,615	3,420,524	1,610,212	-	60,369,542
Other revenue	3,537,801	1,464,960	1,261,504	2,449,222	7,323,404	-	16,036,891
Affordable housing	-	-	-	-	-	10,938,402	10,938,402
Actuarial adjustment of long term debt	2,439,296	1,361,974	123,631	550,657	214,693	-	4,690,251
	45,571,090	23,190,037	18,401,005	31,120,174	44,365,945	14,766,585	177,414,836
EXPENSES							
Salaries and benefits	11,551,950	-	1,864,407	10,325,731	23,357,832	1,568,379	48,668,299
Contract for services & consultants	1,392,241	1,140,704	5,910,257	917,027	3,009,953	1,794,142	14,164,324
Repairs & maintenance	201,762	220,025	152,760	402,579	877,136	732,242	2,586,503
Supplies	713,384	594,883	210,243	615,490	772,932	80,091	2,987,023
Utilities	726,946	755,480	55,743	734,968	416,722	860,770	3,550,628
Amortization	11,114,203	3,851,725	1,729,212	3,042,214	2,672,872	5,247,643	27,657,868
Interest on Debt	7,633,429	3,542,226	372,750	1,415,392	8,150,677	2,589,872	23,704,346
Others	1,792,215	9,598,010	5,295,169	6,899,318	(1,839,118)	1,603,756	23,349,350
	35,126,130	19,703,053	15,590,540	24,352,718	37,419,006	14,476,895	146,668,341
Net revenue	\$ 10,444,960	\$ 3,486,985	\$ 2,810,465	\$ 6,767,456	\$ 6,946,939	\$ 289,690	\$ 30,746,495

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS Year ended December 31, 2013

18. BUDGET DATA:

The budget data presented in these consolidated financial statements is based upon the 2013 budget approved by the Board. Amortization was not contemplated on development of the budget and, as such, has not been included. The chart below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

Total

Revenues:		
Operating budget	\$	188,851,909
Less:		
Transfers from other funds		(6,870,195)
Opening surplus		(4,822,523)
Total revenue		177,159,191
Expenses:		
Operating budget		187,849,902
Capital budget		131,523,473
Less:		
Transfers to other funds		(26,106,570)
Capital budget		(131,523,473)
Debt principal payments		(17,891,244)
Total expenses		143,852,088
Annual Surplus	\$	33,307,103

CAPITAL REGIONAL DISTRICT

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS **Year ended December 31, 2013**

19. COMPARATIVE INFORMATION

Certain 2012 comparative information has been reclassified to conform with the financial statement presentation adopted for the current year.

In previous years the Capital Regional Housing Corporation ("CRHC") was accounted for using the modified equity method under which 100% of the excess of revenues over expenses was reported on one line in the statement of operations and the net assets of CRHC was reported as an investment in subsidiary on the statement of financial position. In the current year the District consolidated CRHC into the financial statements. The impact of the consolidation is the revenues and expenses of CRHC are now reported gross in the District's statement of operations and the net assets previously reported as an investment in subsidiary is now reported gross, which includes reporting the total assets and total liabilities of CRHC. This presentation was applied retroactively to the 2012 reporting period. There was no change to the annual surplus in 2012 as a result of the accounting change.



Making a difference...together

Capital Regional District

SCHEDULES OF LONG TERM DEBTS

AS AT DECEMBER 31, 2013

CAPITAL REGIONAL DISTRICT
LONG-TERM DEBT
General Capital Fund

Schedule B

Issue Date	Bylaw	Issue Bylaw	MFAI CMHC Issue	Maturity Date	Original Debt	Interest Rate	December 31, 2012 Previous Outstanding	Principal 2013	Actuarial 2013	Debt Retirement 2013	December 31, 2013 Outstanding	Interest & Exchange
Legislative - General Government												
1989	1719	1739	47	2004	700,000	"	6.500%	-	-	-	-	-
1990	1719	1787	48	2005	500,000	"	6.500%	-	-	-	-	-
1990	1719	1835	49	2005	600,000	"	11.200%	-	-	-	-	-
1991	1843	1899	50	2006	550,000	"	10.250%	-	-	-	-	-
1993	2073	2152	56	2008	3,600,000	"	5.000%	-	-	-	-	-
1994	2073	2188	58	2009	1,276,000	"	5.000%	-	-	-	-	-
1978	438	455	22	1998	121,359	"	9.265%	-	-	-	-	-
1978	493	521	23	1998	1,200,000	"	9.920%	-	-	-	-	-
1979	493	557	24	1999	300,000	"	9.250%	-	-	-	-	-
1979	493	602	25	1999	85,000	"	12.270%	-	-	-	-	-
1980	493	698	27	2000	10,000	"	9.375%	-	-	-	-	-
1986	1395	1458	40	2001	1,500,000	"	0.963%	-	-	-	-	-
1987	1395	1512	41	2002	915,000	"	6.900%	-	-	-	-	-
Total Legislative - General Government					11,357,359			-	-	-	-	-
Regional Parks												
1974	114	139	7	1994	121,814	"	9.000%	-	-	-	-	-
1974	114	139	9	1994	128,186	"	9.000%	-	-	-	-	-
1974	114	163	10	1994	156,317	"	10.250%	-	-	-	-	-
1974	114	163	11	1994	75,672	"	10.662%	-	-	-	-	-
1975	114	163	12	1995	118,534	"	9.850%	-	-	-	-	-
1975	114	186	12	1995	37,522	"	9.850%	-	-	-	-	-
1975	114A	186	12	1995	2,622	"	9.850%	-	-	-	-	-
1978	456	521	23	1998	300,000	"	9.920%	-	-	-	-	-
1979	456	602	25	1999	77,000	"	12.270%	-	-	-	-	-
1980	456	698	27	2000	42,000	"	9.375%	-	-	-	-	-
1980	456	761	28	2000	10,163	"	13.800%	-	-	-	-	-
1981	456	842	29	1986	929,000	"	14.000%	-	-	-	-	-
1985	1357	1373	38	1997	340,000	"	11.000%	-	-	-	-	-
1989	1357	1697	46	2004	113,400	"	6.500%	-	-	-	-	-
1991	1748	1957	51	1996	5,600	"	9.500%	-	-	-	-	-
1992	1748	1993	53	2007	400,000	"	6.100%	-	-	-	-	-
1993	1748	2051	54	2008	1,594,400	"	6.250%	-	-	-	-	-
1994	2107	2188	58	2009	660,000	"	5.000%	-	-	-	-	-
1994	2107	2237	59	2009	250,000	"	5.000%	-	-	-	-	-
1995	2107	2285	60	2010	1,050,000	"	4.750%	-	-	-	-	-
1995	2107	2324	61	2010	750,000	"	4.000%	-	-	-	-	-
1997	2107	2475	65	2012	890,000	"	4.550%	-	-	-	-	-
1997	2420	2475	65	2012	500,000	"	4.550%	-	-	-	-	-
Total Regional Parks					8,552,230			-	-	-	-	-
Willis Point Fire												
1976	234	269	18	1996	58,046	"	8.875%	-	-	-	-	-
1976	234	269	19	1996	3,028	"	8.700%	-	-	-	-	-
Total Willis Point Fire					61,074			-	-	-	-	-

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Issue Date	Bylaw	Issue Bylaw	MFA/CMHC Issue	Maturity Date	Original Debt	Interest Rate	December 31, 2012 Previous Outstanding	Principal 2013	Actuarial 2013	Debt Retirement 2013	December 31, 2013 Outstanding	Interest & Exchange	
North Pender Fire													
1974	86	139	7	1989	23,691	*/**	9.000%	-	-	-	-	-	
1974	86	139	8	1984	26,309	*	8.500%	-	-	-	-	-	
1991	1844	1899	50	2006	80,000	*	10.250%	-	-	-	-	-	
1991	1844	1957	51	1996	20,000	*	9.500%	-	-	-	-	-	
Total North Pender Fire					150,000		-	-	-	-	-	-	
South Galiano Fire													
1975	140	186	12	1995	56,283	*/**/**	9.850%	-	-	-	-	-	
1975	140A	186	12	1995	3,934	*/**/**	9.850%	-	-	-	-	-	
1983	1062	1125	33	1988	25,000	*	10.500%	-	-	-	-	-	
Total South Galiano Fire					85,217		-	-	-	-	-	-	
Otter Point Fire													
1980	626	698	27	2000	80,000	**	9.375%	-	-	-	-	-	
Total Otter Point Fire					80,000		-	-	-	-	-	-	
Port Renfrew Fire													
2009	3634	2456	106	2024	40,000		4.130%	33,763	1,998	249	2,247	31,516	1,652
Total Port Renfrew Fire					40,000		33,763	1,998	249	2,247	31,516	1,652	
South Pender Fire													
1989	1530	1692	46	1994	24,700	*	10.900%	-	-	-	-	-	
Total South Pender Fire					24,700		-	-	-	-	-	-	
North Pender Fire - 2nd Service Debt													
2001	2805	2868	74	2016	582,720		3.050%	199,071	27,005	19,182	46,187	152,884	17,773
Total North Pender Fire - 2nd Service Debt					582,720		199,071	27,005	19,182	46,187	152,884	17,773	
Seaparc Ice Arena													
1976	195	269	18	1996	362,790	*/**/**	8.875%	-	-	-	-	-	
1976	195	269	19	1996	18,924	*/**/**	8.700%	-	-	-	-	-	
Total Seaparc Ice Arena					381,714		-	-	-	-	-	-	
Seaparc Swimming Pool													
1998	2597	2632	69	2013	450,000		4.250%	41,290	20,854	20,436	41,290	-	19,125
1999	2597	2684	70	2014	1,460,000		3.150%	259,878	72,719	54,344	127,063	132,815	45,990
1999	2597	2717	71	2014	1,500,000		3.150%	267,000	74,711	55,833	130,544	136,456	47,250
2000	2597	2764	72	2015	1,000,000		3.150%	260,622	49,807	33,272	83,079	177,543	31,500
Total Seaparc Swimming Pool					4,410,000		828,790	218,091	163,885	381,976	446,814	143,865	
Juan de Fuca - Curling Rink													
1975	191	205	15	1995	311,471	*	10.250%	-	-	-	-	-	
1975	191	205	16	1995	153,938	*/**	10.650%	-	-	-	-	-	
1975	191	205	17	1995	33,893	*/**	9.885%	-	-	-	-	-	
1976	191	269	18	1996	389,152	*/**/**	8.875%	-	-	-	-	-	
Total Juan de Fuca - Curling Rink					888,454		-	-	-	-	-	-	

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Issue Date	Bylaw	Issue Bylaw	MFA\ CMHC Issue	Maturity Date	Original Debt	Interest Rate	December 31, 2012 Previous Outstanding	Principal 2013	Actuarial 2013	Debt Retirement 2013	December 31, 2013 Outstanding	Interest & Exchange
Juan de Fuca Swimming Pool												
1999	2621	2684	70	2014	2,500,000	3.150%	444,998	124,518	93,055	217,573	227,425	78,750
1999	2621	2717	71	2014	3,000,000	3.150%	533,996	149,422	111,665	261,087	272,909	94,500
Total Juan de Fuca Swimming Pool					5,500,000		978,994	273,940	204,720	478,660	500,334	173,250
Juan de Fuca Senior Citizen's Centre												
1976	191	269	18	1996	94,567	*/**/****	8.875%	-	-	-	-	-
1976	191	269	19	1996	25,232	*/**/****	8.700%	-	-	-	-	-
1976	191	299	19	1996	251,773	*/**/****	8.700%	-	-	-	-	-
1977	191	299	20	1997	4,669	*/**	9.875%	-	-	-	-	-
Total Juan de Fuca Senior Citizen's Centre					376,241		-	-	-	-	-	-
Juan de Fuca Public Building												
1997	2435	2475	65	2012	750,000	*	4.550%	-	-	-	-	-
1997	2435	2475	66	2012	1,149,998	*	4.820%	-	-	-	-	-
1998	2435	2585	68	2013	67,801		4.250%	6,221	3,142	3,079	6,221	1,441
Total Juan de Fuca Public Building					1,967,799		6,221	3,142	3,079	6,221	-	1,441
Juan de Fuca Public Building - Tech Wing												
1997	2435	2475	66	2012	200,003	*	4.820%	-	-	-	-	-
1998	2435	2585	68	2013	47,799		4.250%	4,385	2,215	2,170	4,385	1,016
Total Juan de Fuca Public Building - Tech Wing					247,802		4,385	2,215	2,170	4,385	-	1,016
Peninsula Recreation - Ice Arena												
1977	321	345	20	1997	658,662	*/**	9.875%	-	-	-	-	-
1996	2395	2410	64	2011	1,400,000	*	4.240%	-	-	-	-	-
1997	2395	2475	65	2012	850,000	*	4.550%	-	-	-	-	-
Total Peninsula Recreation - Ice Arena					2,908,662		-	-	-	-	-	-
Peninsula Recreation - Swimming Pool												
1977	321	345	20	1997	574,672	*/**	9.875%	-	-	-	-	-
2003	3007	3050	79	2012	1,250,000	*	5.491%	-	-	-	-	-
2008	3388	3514	103	2023	5,200,000		4.650%	4,097,218	259,694	44,111	303,805	241,800
2008	3388	3547	104	2023	1,600,000		5.150%	1,260,683	79,906	13,573	93,479	82,400
2009	3388	3594	105	2024	2,198,000		4.900%	1,855,340	109,771	13,706	123,477	107,702
Total Peninsula Recreation - Swimming Pool					10,822,672		7,213,241	449,371	71,390	520,761	6,692,480	431,902
Peninsula Recreation - Community Recreation												
1995	2238	2285	60	2010	800,000	*	4.750%	-	-	-	-	-
1995	2238	2324	61	2010	540,000	*	8.000%	-	-	-	-	-
Total Peninsula Recreation - Community Rec.					1,340,000		-	-	-	-	-	-
Saltspring Island - Activity Centre												
1974	117	139	7	1994	24,363	*/**	9.000%	-	-	-	-	-
1974	117	139	9	1994	25,637	*/**	9.000%	-	-	-	-	-
Total Saltspring Island - Activity Centre					50,000		-	-	-	-	-	-

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Issue Date	Bylaw	Issue Bylaw	MFA\ CMHC Issue	Maturity Date	Original Debt	Interest Rate	December 31, 2012	Principal 2013	Actuarial 2013	Debt	December 31, 2013 Outstanding	Interest & Exchange	
							Previous Outstanding			Retirement 2013			
Galiano Island Activity Centre													
1983	984	1125	33	1988	85,000	*	10.500%	-	-	-	-	-	
Total Galiano Island - Activity Centre					85,000		-	-	-	-	-	-	
North Pender - Activity Centre													
1976	230	269	18	1996	48,372	*/**	8.875%	-	-	-	-	-	
1976	230	269	19	1996	2,523	*/**	8.700%	-	-	-	-	-	
Total North Pender - Activity Centre					50,895		-	-	-	-	-	-	
South Pender - Activity Centre													
1976	233	269	18	1996	4,837	*/**	8.875%	-	-	-	-	-	
1976	233	269	19	1996	252	*/**	8.700%	-	-	-	-	-	
Total South Pender - Activity Centre					5,089		-	-	-	-	-	-	
Solid Waste - Refuse Disposal													
1975	199	205	15	1995	482,780	*	10.250%	-	-	-	-	-	
1975	199	205	16	1995	238,603	*/**	10.650%	-	-	-	-	-	
1975	199	205	17	1995	52,534	*/**	9.885%	-	-	-	-	-	
1978	199	521	23	1998	75,000	**	9.920%	-	-	-	-	-	
1979	199	602	25	1999	79,000	*	12.270%	-	-	-	-	-	
1983	1061	1125	33	2003	60,000	*	12.350%	-	-	-	-	-	
1984	1231	1283	36	1999	1,211,000	*	13.000%	-	-	-	-	-	
1985	1334	1374	38	1995	500,000	*	10.850%	-	-	-	-	-	
1986	1396	1476	40	1991	50,000	*	9.375%	-	-	-	-	-	
1987	1396	1517	41	2002	150,000	*	6.900%	-	-	-	-	-	
1987	1396	1557	43	1997	222,000	*	8.050%	-	-	-	-	-	
1988	1396	1609	44	1998	58,000	*	10.000%	-	-	-	-	-	
1988	1574	1609	44	2003	1,500,000	*	5.500%	-	-	-	-	-	
1988	1604	1609	44	2003	500,000	*	5.500%	-	-	-	-	-	
1991	1574	1957	51	2006	110,000	*	7.421%	-	-	-	-	-	
1991	1905	1957	51	2006	200,000	*	7.421%	-	-	-	-	-	
1992	1574	1993	53	2007	20,000	*	9.625%	-	-	-	-	-	
1992	1905	1993	53	2007	1,000,000	*	6.100%	-	-	-	-	-	
1993	1574	2051	54	2008	10,000	*	6.250%	-	-	-	-	-	
1993	1905	2051	54	2008	5,000,000	*	6.250%	-	-	-	-	-	
1994	1905	2188	58	2009	400,000	*	5.000%	-	-	-	-	-	
1994	1905	2237	59	2009	1,000,000	*	9.470%	-	-	-	-	-	
1996	1783	2364	63	2011	250,000	*	4.000%	-	-	-	-	-	
1996	1905	2364	63	2011	5,515,000	*	4.000%	-	-	-	-	-	
1996	2362	2410	64	2011	4,000,000	*	4.240%	-	-	-	-	-	
1997	2362	2475	65	2012	1,000,000	*	4.550%	-	-	-	-	-	
1997	2362	2536	66	2012	1,000,000	*	4.820%	-	-	-	-	-	
2008	3518	3547	104	2023	2,000,000		5.150%	1,575,855	99,882	16,967	116,849	1,459,006	103,000
2010	3518	3677	110	2025	2,500,000		4.500%	2,245,300	124,853	10,188	135,041	2,110,259	112,500
2011	3518	3769	116	2026	2,200,000		4.200%	2,090,130	109,870	4,395	114,265	1,975,865	92,400
Total Solid Waste - Refuse Disposal					31,383,917		5,911,285	334,605	31,550	366,155	5,545,130	307,900	

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Issue Date	Bylaw	Issue Bylaw	MFA\ CMHC Issue	Maturity Date	Original Debt	Interest Rate	December 31, 2012 Previous Outstanding	Principal 2013	Actuarial 2013	Debt Retirement 2013	December 31, 2013 Outstanding	Interest & Exchange
Saltspring Island - Library												
2006	3308	3364	99	2021	350,000	4.430%	234,060	17,479	4,638	22,117	211,943	15,505
2011	3613	3800	117	2026	2,000,000	3.250%	1,900,118	99,862	3,995	103,877	1,796,241	65,000
2013	3613	3910	126	2028	100,000	3.850%	-	-	-	-	100,000	-
Total Saltspring Island - Library					2,450,000		2,134,178	117,361	8,633	125,994	2,106,184	80,505
Royal Theatre												
2002	2786	3011	78	2017	3,000,000	2.100%	1,251,339	139,027	87,433	226,460	1,024,879	63,000
Total Royal Theatre					3,000,000		1,251,339	139,027	87,433	226,460	1,024,879	63,000
Emergency Response - Telephone Services												
1988	1616	1656	45	2003	1,000,000	5.550%	-	-	-	-	-	-
Total Emergency Response - Telephone Service					1,000,000		-	-	-	-	-	-
Saltspring Island - Indoor Pool												
2005	3207	3258	92	2020	2,500,000	4.550%	1,513,874	124,853	39,445	164,298	1,349,576	113,750
2006	3207	3364	99	2021	400,000	4.430%	267,499	19,976	5,300	25,276	242,223	17,720
Total Saltspring Island - Indoor Pool					2,900,000		1,781,373	144,829	44,745	189,574	1,591,799	131,470
Gossip Island - Electrification												
2012	3579		121	2027	715,000	2.900%	715,000	35,707	-	35,707	679,293	20,735
Total Gossip Island - Electrification					715,000		715,000	35,707	-	35,707	679,293	20,735
Galiano Island Public Building												
2013	3793	3910	126	2028	600,000	3.850%	-	-	-	-	600,000	-
Total Gossip Island - Electrification					600,000		715,000	-	-	-	600,000	-
Total LTD - General Capital Fund					92,016,545.00		21,057,640	1,747,293	637,035	2,384,328	19,373,312	1,374,509
Non-Debenture Debt												
Regional Parks					11,390,000	1.274%	9,890,000	3,397,870	-	3,397,870	6,492,130	155,113
Gossip Island					125,000	1.274%	-	-	-	-	-	-
Galiano Community Building					100,000	1.250%	100,000	100,000	-	100,000	-	3,960
Total Non-Debenture Debt					11,615,000		9,990,000	3,497,870	-	3,497,870	6,492,130	159,073
Total Debt - General					\$ 103,631,545		\$ 31,047,640	5,245,163	\$ 637,035	\$ 5,882,198	\$ 25,865,442	\$ 1,533,582

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MUNICIPALITIES											
Victoria											
1974	144	8	1982	3,000,000	8.500%	-	-	-	-	-	-
1975	183	12	1986	3,324,932	9.460%	-	-	-	-	-	-
1978	455	22	1998	898,957	9.265%	-	-	-	-	-	-
1983	1126	33	2003	8,000,000	1.235%	-	-	-	-	-	-
1989	1690	46	1999	3,412,000	10.900%	-	-	-	-	-	-
1991	1898	50	2006	1,310,000	10.250%	-	-	-	-	-	-
1993	2052	54	2008	1,500,000	6.250%	-	-	-	-	-	-
1993	2153	56	2008	14,000,000	7.180%	-	-	-	-	-	-
1995	2332	61	2010	19,100,000	7.375%	-	-	-	-	-	-
1997	2535	66	2012	3,215,000	5.770%	-	-	-	-	-	-
2002	3000	78	2017	4,239,059	5.370%	-	-	-	-	-	-
2003	3026	79	2033	10,000,000	2.100%	8,340,345	150,514	82,983	233,497	8,106,848	383,500
2003	3026	80	2033	10,000,000	2.400%	8,340,345	150,514	82,983	233,497	8,106,848	550,000
2004	3026	81	2034	10,000,000	5.510%	8,562,724	150,514	71,864	222,378	8,340,346	551,000
2004	3199	85	2019	2,700,000	4.975%	1,505,176	125,124	59,741	184,865	1,320,311	134,325
2005	3289	95	2020	1,265,770	4.170%	766,488	63,214	19,971	83,185	683,303	52,782
2007	3467	102	2022	4,509,000	4.820%	3,289,328	225,184	48,787	273,971	3,015,357	217,334
2008	3515	103	2023	1,800,000	4.650%	1,418,267	89,895	15,269	105,164	1,313,103	83,700
2009	3515	105	2024	1,800,000	4.900%	1,519,386	89,894	11,225	101,119	1,418,267	88,200
2009	3595	105	2024	3,440,015	4.900%	2,903,729	171,798	21,451	193,249	2,710,480	168,561
2010	3515	110	2025	5,200,000	4.500%	4,670,224	259,694	21,191	280,885	4,389,339	234,000
2011	3770	115	2031	10,200,000	variable	9,853,538	359,939	359,939	359,939	9,493,599	383,303
Total Victoria				122,914,733		51,169,550	1,836,284	435,465	2,271,749	48,897,801	2,846,705
Central Saanich											
1974	163	10	1999	446,621	10.250%	-	-	-	-	-	-
1974	163	11	1999	216,206	10.692%	-	-	-	-	-	-
1975	163	12	2000	338,668	9.875%	-	-	-	-	-	-
1980	760	28	2005	381,965	8.000%	-	-	-	-	-	-
2010	3674	110	2025	1,000,000	4.500%	898,120	49,941	4,075	54,016	844,104	45,000
2011	3772	116	2026	1,333,333	4.200%	1,266,745	66,588	2,664	69,252	1,197,493	56,000
Total Central Saanich				3,716,793		2,164,865	116,529	6,739	123,268	2,041,597	101,000
Esquimalt											
1973	132	6	1988	58,000	7.750%	-	-	-	-	-	-
1979	557	24	1994	820,000	9.125%	-	-	-	-	-	-
1984	1216	35	1994	550,000	11.625%	-	-	-	-	-	-
1984	1286	36	2004	175,000	6.500%	-	-	-	-	-	-
1985	1330	37	2005	50,000	12.500%	-	-	-	-	-	-
1985	1331	37	2000	365,000	12.250%	-	-	-	-	-	-
1986	1409	39	2001	200,000	9.375%	-	-	-	-	-	-
1986	1469	40	2001	80,000	9.625%	-	-	-	-	-	-
1986	1470	40	1991	100,000	9.375%	-	-	-	-	-	-
1987	1511	41	2002	860,000	6.900%	-	-	-	-	-	-
1987	1531	41	2002	250,000	6.900%	-	-	-	-	-	-
1987	1554	43	2002	235,000	8.050%	-	-	-	-	-	-
1997	2532	66	2012	425,000	4.820%	-	-	-	-	-	-
2002	2999	78	2022	4,000,000	5.370%	2,478,449	120,970	76,078	197,048	2,281,401	84,000

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						Previous Outstanding			Retirement 2013		
MUNICIPALITIES											
2003	3092	80	2023	2,800,000	2.400%	1,866,279	84,679	46,686	131,365	1,734,914	133,700
2004	3198	85	2024	1,256,000	4.975%	893,279	37,985	18,136	56,121	837,158	62,486
2005	3293	95	2025	2,012,000	4.170%	1,478,341	67,566	21,347	88,913	1,389,428	83,900
2006	3369	99	2026	1,129,000	4.430%	877,518	37,914	10,059	47,973	829,545	50,015
2007	3464	102	2027	2,353,000	4.820%	1,925,013	79,018	17,119	96,137	1,828,876	113,415
Total Esquimalt				17,718,000		9,518,879	428,132	189,425	617,557	8,901,322	527,516
Saanich											
1971	75	1	1991	1,005,337	8.375%	-	-	-	-	-	-
1971	75	2	1991	63,276	7.750%	-	-	-	-	-	-
1972	94	3	1992	559,855	7.250%	-	-	-	-	-	-
1972	94	4	1992	432,561	7.500%	-	-	-	-	-	-
1972	94	5	1992	207,584	7.500%	-	-	-	-	-	-
1973	132	6	1993	1,025,000	7.750%	-	-	-	-	-	-
1974	139	7	1994	451,200	9.000%	-	-	-	-	-	-
1974	139	8	1994	107,000	8.500%	-	-	-	-	-	-
1974	139	9	1994	474,800	9.000%	-	-	-	-	-	-
1974	163	10	1994	357,386	12.750%	-	-	-	-	-	-
1974	163	11	1994	173,008	10.375%	-	-	-	-	-	-
1975	163	12	1995	271,002	9.440%	-	-	-	-	-	-
1975	186	12	1995	1,002,196	9.850%	-	-	-	-	-	-
1975	205	15	1995	311,471	10.250%	-	-	-	-	-	-
1975	205	16	1995	153,938	10.650%	-	-	-	-	-	-
1975	205	17	1995	33,893	9.885%	-	-	-	-	-	-
1976	269	18	1996	1,025,486	8.875%	-	-	-	-	-	-
1976	269	19	1996	53,503	8.700%	-	-	-	-	-	-
1976	299	19	1996	1,056,842	8.700%	-	-	-	-	-	-
1977	299	20	1997	19,597	9.875%	-	-	-	-	-	-
1977	345	20	1997	1,628,000	9.875%	-	-	-	-	-	-
1977	409	21	1997	556,300	9.440%	-	-	-	-	-	-
1978	455	22	1998	894,462	9.265%	-	-	-	-	-	-
1978	521	23	1998	1,220,000	9.400%	-	-	-	-	-	-
1979	602	25	1999	1,546,000	8.750%	-	-	-	-	-	-
1980	761	28	2000	4,071,193	8.000%	-	-	-	-	-	-
1981	844	29	2001	5,280,000	14.000%	-	-	-	-	-	-
1982	978	31	2002	2,160,200	6.900%	-	-	-	-	-	-
1982	1071	32	2002	965,000	5.500%	-	-	-	-	-	-
1983	1127	33	2003	1,285,500	12.350%	-	-	-	-	-	-
1983	1172	34	2003	1,200,000	7.250%	-	-	-	-	-	-
1984	1215	35	2004	375,000	6.500%	-	-	-	-	-	-
1984	1223	35	2004	1,122,700	6.500%	-	-	-	-	-	-
1984	1285	36	2004	475,000	6.500%	-	-	-	-	-	-
1985	1329	37	2000	1,025,000	12.250%	-	-	-	-	-	-
1986	1408	39	2006	335,500	9.375%	-	-	-	-	-	-
1986	1471	40	2001	686,000	9.625%	-	-	-	-	-	-
1987	1518	41	2002	1,059,900	6.900%	-	-	-	-	-	-
1987	1555	43	2007	157,808	6.250%	-	-	-	-	-	-
1987	1556	43	2002	1,252,292	6.250%	-	-	-	-	-	-
1988	1607	44	2003	750,000	5.500%	-	-	-	-	-	-
1988	1657	45	2003	1,000,000	5.550%	-	-	-	-	-	-

**CAPITAL REGIONAL DISTRICT
LONG-TERM DEBT
General Capital Fund**

Schedule B

Issue Date	Issue Bylaw	MFA\ CMHC Issue	Maturity Date	Original Debt	Interest Rate	December 31, 2012	Principal 2013	Actuarial 2013	Debt	December 31, 2013 Outstanding	Interest & Exchange
						Previous Outstanding			Retirement 2013		
MUNICIPALITIES											
1989	1691	46	2004	1,000,000	**	6.500%	-	-	-	-	-
1989	1737	47	2004	2,032,371	**	10.250%	-	-	-	-	-
1989	1738	47	1999	1,426	**	10.250%	-	-	-	-	-
1990	1786	48	2005	810,000	*	6.500%	-	-	-	-	-
1990	1834	49	2005	114,808	*	11.200%	-	-	-	-	-
1991	1956	51	2006	2,810,000	*	7.421%	-	-	-	-	-
1992	1994	53	2007	3,500,000	*	6.100%	-	-	-	-	-
1993	2053	54	2008	4,320,000	*	6.250%	-	-	-	-	-
1993	2114	55	2008	5,200,000	*	8.125%	-	-	-	-	-
1993	2154	56	2008	2,050,000	*	5.500%	-	-	-	-	-
1994	2196	58	2009	1,200,000	*	5.000%	-	-	-	-	-
1994	2239	59	2009	2,519,000	*	5.000%	-	-	-	-	-
1995	2286	60	2010	1,465,000	*	4.750%	-	-	-	-	-
1995	2330	61	2010	600,000	*	4.000%	-	-	-	-	-
1998	2633	69	2013	3,120,000		4.250%	229,386	115,856	113,530	229,386	106,250
1999	2718	71	2014	623,000		3.150%	110,894	31,030	23,189	54,219	19,625
2000	2767	72	2015	950,000		3.150%	247,591	47,317	31,608	78,925	29,925
2000	2819	73	2015	1,180,000		6.350%	307,533	58,773	39,261	98,034	74,930
2001	2869	74	2016	800,000		3.050%	273,299	37,074	26,335	63,409	24,400
2002	2954	77	2017	669,000		3.050%	166,844	18,537	11,658	30,195	12,200
2002	3002	78	2017	600,000		2.100%	250,266	27,805	17,487	45,292	12,600
2003	3051	79	2028	1,500,000		2.100%	1,153,446	31,429	17,328	48,757	56,933
2004	3197	85	2019	2,172,000		4.975%	1,210,829	100,655	48,059	148,714	108,057
2005	3257	92	2020	3,341,000		4.550%	2,023,147	166,853	52,714	219,567	152,016
2005	3292	95	2020	2,320,000		4.170%	1,404,876	115,863	36,605	152,468	96,744
2005	3292	95	2015	650,000		4.170%	222,396	54,139	17,104	71,243	27,105
2006	3363	99	2021	4,505,000		4.430%	3,012,682	224,985	59,693	284,678	199,571
2007	3466	102	2022	2,306,300		4.820%	1,682,455	115,179	24,954	140,133	111,163
2010	3726	111	2025	1,797,000		variable	1,605,515	100,580	100,580	1,504,935	53,785
2010	3726	112	2025	1,150,000		3.730%	1,032,839	57,432	4,686	62,118	42,895
2011	3771	114	2026	8,400,000		variable	7,969,468	446,247	446,247	7,523,221	290,885
2012	3853	121	2027	750,000		2.900%	750,000	37,456	37,456	712,544	21,750
Total Saanich				102,286,695			23,653,466	1,787,210	524,211	2,311,421	1,440,834
Oak Bay											
1975	186	12	1995	176,634	*/**	9.850%	-	-	-	-	-
1975	205	15	1995	249,177	*/**	10.250%	-	-	-	-	-
1975	205	16	1995	123,150	*	10.650%	-	-	-	-	-
1975	205	17	1995	27,114	*/**/**	9.885%	-	-	-	-	-
1977	409	21	1997	279,500	*	9.440%	-	-	-	-	-
1982	977	31	2002	1,039,000	**	6.900%	-	-	-	-	-
2003	3095	80	2023	4,715,000		2.400%	3,142,680	142,595	78,617	221,212	225,141
Total Oak Bay				6,609,575			3,142,680	142,595	78,617	221,212	225,141
North Saanich											
1976	269	18	1996	62,647	*/**/**	8.750%	-	-	-	-	-
1976	269	19	1996	3,268	*/**/**	8.500%	-	-	-	-	-
1982	974	31	2002	41,000	**	6.900%	-	-	-	-	-
1983	1130	33	2003	53,000	**	12.350%	-	-	-	-	-
1983	1171	34	2003	105,000	**	7.250%	-	-	-	-	-

CAPITAL REGIONAL DISTRICT
LONG-TERM DEBT
General Capital Fund

Schedule B

Issue Date	Issue Bylaw	MFA/ CMHC Issue	Maturity Date	Original Debt	Interest Rate	December 31, 2012		Principal 2013	Actuarial 2013	Debt Retirement 2013	December 31, 2013 Outstanding	Interest & Exchange
						Previous Outstanding						
MUNICIPALITIES												
1984	1300	36	2004	27,750	**	6.500%	-	-	-	-	-	-
1993	2155	56	2008	750,000	*	5.500%	-	-	-	-	-	-
1994	2197	58	2009	750,000	*	5.000%	-	-	-	-	-	-
1995	2288	60	2010	178,000	*	4.750%	-	-	-	-	-	-
1997	2534	66	2012	450,000	*	4.820%	-	-	-	-	-	-
2003	3094	80	2018	4,900,000	*	2.400%	2,396,120	227,077	125,194	352,271	2,043,849	233,975
2007	3465	102	2032	7,722,907	*	4.820%	6,718,491	185,442	40,177	225,619	6,492,872	372,244
Total North Saanich				15,043,572			9,114,611	412,519	165,371	577,890	8,536,721	606,219
Sidney												
1972	115	5	1992	23,097	*F*	7.500%	-	-	-	-	-	-
1973	115	6	1993	5,903	*F*	7.750%	-	-	-	-	-	-
1974	145	7	1994	21,927	*	9.000%	-	-	-	-	-	-
1974	145	9	1994	23,073	*	9.000%	-	-	-	-	-	-
1975	186	12	1995	642,305	*F**F**	9.825%	-	-	-	-	-	-
1977	409	21	1997	238,000	*	9.440%	-	-	-	-	-	-
1980	698	27	2000	1,200,000	*	9.375%	-	-	-	-	-	-
1988	1608	44	2008	950,000	**	5.500%	-	-	-	-	-	-
1993	2054	54	2003	140,000	**	6.250%	-	-	-	-	-	-
1997	2471	65	2012	3,000,000	*	4.550%	-	-	-	-	-	-
1998	2642	69	2013	110,000	*	4.250%	10,092	5,097	4,995	10,092	-	4,675
2001	2901	75	2016	45,000	*	5.690%	-	-	-	-	-	-
2002	3001	78	2012	16,500	*	5.370%	-	-	-	-	-	-
2004	3152	81	2014	39,034	*	4.860%	9,400	3,103	1,482	4,585	4,815	1,897
2006	3359	99	2021	770,000	*	4.430%	514,931	38,456	10,203	48,659	466,272	34,111
2007	3414	101	2022	80,000	*	4.520%	58,361	3,995	866	4,861	53,500	3,616
2010	3676	110	2035	1,448,000	*	4.500%	1,377,071	34,769	2,837	37,606	1,339,465	65,160
2011	3801	117	2036	1,073,000	*	3.250%	1,047,235	25,765	1,030	26,795	1,020,440	34,872
2012	1958	118	2037	479,000	*	3.400%	479,000	11,502	-	11,502	467,498	16,286
Total Sidney				10,304,839			3,496,090	122,687	21,413	144,100	3,351,990	160,617
View Royal												
1979	602	26	2004	1,750,000	*	12.250%	-	-	-	-	-	-
1980	698	27	2005	2,000,000	**	9.375%	-	-	-	-	-	-
1980	761	28	2005	211,733	**F**	8.000%	-	-	-	-	-	-
1981	841	29	2006	172,000	**	14.000%	-	-	-	-	-	-
1984	1200	35	2004	1,043,000	**	6.500%	-	-	-	-	-	-
2005	3290	95	2013	1,493,000	*	4.070%	213,223	162,032	51,191	213,223	-	60,765
2011	3802	117	2026	2,445,000	*	3.250%	2,322,894	122,106	4,884	126,990	2,195,904	79,463
Total View Royal				9,114,733			2,536,117	284,138	56,075	340,213	2,195,904	140,228
Langford												
1996	2415	64	2011	965,000	*	4.240%	-	-	-	-	-	-
1997	2533	66	2012	2,565,000	*	4.820%	-	-	-	-	-	-
1998	2634	69	2013	1,006,000	*	4.250%	92,306	46,621	45,685	92,306	-	42,755
1999	2686	70	2014	1,725,000	*	3.150%	307,047	85,918	64,207	150,125	156,922	54,337
2000	2818	73	2015	2,358,000	*	6.350%	614,547	117,446	78,455	195,901	418,646	149,733
2001	2900	75	2016	560,000	*	3.050%	191,310	25,951	18,435	44,386	146,924	17,080
Total Langford				9,179,000			1,205,210	275,936	206,782	482,718	722,492	263,905

CAPITAL REGIONAL DISTRICT
LONG-TERM DEBT
General Capital Fund

Schedule B

Issue Date	Issue Bylaw	MFA/ CMHC Issue	Maturity Date	Original Debt	Interest Rate	December 31, 2012 Previous Outstanding	Principal 2013	Actuarial 2013	Debt Retirement 2013	December 31, 2013 Outstanding	Interest & Exchange
MUNICIPALITIES											
Highlands											
1988	1656	45	2003	60,500 **	5.550%	-	-	-	-	-	-
1995	2331	61	2010	175,000 *	4.000%	-	-	-	-	-	-
2004	3153	81	2024	571,021	4.860%	406,116	17,269	8,245	25,514	380,602	27,752
Total Highlands				806,521		406,116	17,269	8,245	25,514	380,602	27,752
Colwood											
2000	2768	72	2010	775,000 *	3.150%	-	-	-	-	-	-
2001	2915	75	2016	1,200,000	3.050%	409,950	55,610	39,503	95,113	314,837	36,600
2009	3596	105	2019	265,000	4.900%	196,100	22,072	2,756	24,828	171,272	12,985
2009	3596	105	2022	733,000	4.900%	595,385	44,086	5,505	49,591	545,794	35,917
2009	3596	105	2022	963,000	4.900%	782,201	57,918	7,232	65,150	717,051	47,187
2009	3596	105	2023	720,000	4.900%	597,128	39,361	4,915	44,276	552,852	35,280
2009	3596	105	2024	3,396,000	4.900%	2,866,576	169,600	21,177	190,777	2,675,799	166,404
2012	3852	121	2038	3,710,323	2.900%	3,710,323	83,732	-	83,732	3,626,591	107,600
2012	3852	121	2018	1,662,700	2.100%	1,662,700	250,672	-	250,672	1,412,028	34,916
Total Colwood				13,425,023		10,820,363	723,051	81,088	804,139	10,016,224	476,889
Sooke											
2006	3360	99	2026	8,800,000	4.430%	6,839,828	295,520	78,407	373,927	6,465,901	389,840
2007	3413	101	2027	617,101	4.520%	504,856	20,723	4,490	25,213	479,643	27,893
Total Sooke				9,417,101		7,344,684	316,243	82,897	399,140	6,945,544	417,733
Total Municipal				320,536,585		124,572,631	6,462,593	1,856,327	8,318,920	116,253,711	7,234,539
Total General Debenture				92,016,545		21,057,640	1,747,293	637,035	2,384,328	19,373,312	1,374,509
				412,553,130		145,630,271	8,209,886	2,493,362	10,703,248	135,627,023	8,609,048
Total General Non-Debenture				11,615,000		9,990,000	3,497,870	-	3,497,870	6,492,130	159,073
Grand Total				\$ 424,168,130		\$ 155,620,271	\$ 11,707,756	\$ 2,493,362	\$ 14,201,118	\$ 142,119,153	\$ 8,768,121

* Issue Paid Out

**Payment suspended

***Payable in U.S. funds

**CAPITAL REGIONAL DISTRICT
LONG-TERM DEBT
Sewer Capital Fund**

Schedule C

Issue Date	Bylaw	Issue Bylaw	MFA\ CMHC Issue	Maturity Date	Original Debt	Interest Rate	@ Dec 31/12 Previous Outstanding	Additions 2013	Principal 2013	Actuarial 2013	2013 Debt Retirement	Outstanding Dec 31/13	Interest 2013
Function: 3.700													
Septage Disposal Facilities													
1981	798	841	29	2001	200,000	14.000%	-	-	-	-	-	-	-
1984	1157	1222	35	1989	150,000	11.625%	-	-	-	-	-	-	-
1984	1157	1284	36	1989	50,000	13.000%	-	-	-	-	-	-	-
Total Septage Disposal Facilities					400,000		-	-	-	-	-	-	-
Function: 3.701													
Millstream Site Remediation													
2008	3513	3547	104	2013	3,850,000	4.350%	831,553	-	710,814	120,738	831,552	0	167,475
2010	3513	3725	112	2025	288,234	3.730%	258,869	-	14,395	1,175	15,569	243,299	10,751
2012	3513	3817	118	2027	200,000	3.400%	200,000	-	9,988	-	9,988	190,012	6,800
2013	3513	3882	124	2028	600,000	3.150%	-	600,000	-	-	-	600,000	9,450
2013	3513	3910	126	2028	611,766	3.850%	-	611,766	-	-	-	611,766	-
Total Millstream Site Remediation					5,550,000		1,290,421	1,211,766	735,197	121,913	857,110	1,645,078	194,476
Function: 3.705													
Septage/Composting - Saltspring Island													
1994	2120	2237	59	2009	50,000	5.000%	-	-	-	-	-	-	-
1995	2120	2324	61	2010	50,000	4.000%	-	-	-	-	-	-	-
2009	3564	3594	105	2024	280,000	4.900%	236,349	-	13,984	1,746	15,730	220,620	13,720
2009	3564	3634	106	2024	400,000	4.130%	337,642	-	19,976	2,494	22,471	315,171	16,520
2010	3564	3677	110	2025	650,000	4.500%	583,778	-	32,462	2,649	35,111	548,667	29,250
2013	3564	3910	126	2028	770,000	3.850%	-	770,000	-	-	-	770,000	-
Total Septage/Composting - Saltspring Island					2,200,000		1,157,769	770,000	66,422	6,889	73,311	1,854,458	59,490
Function: 3.768													
Debt - NWT - Vortex / Siphon Upgrade													
2009	3532	3594	105	2019	99,680	4.900%	73,763	-	8,302	1,037	9,339	64,424	4,884
2011	3532	3769	116	2021	60,350	4.200%	55,323	-	5,027	201	5,228	50,096	2,535
Total Debt - NWT - Vortex / Siphon Upgrade					160,030		129,086	-	13,329	1,238	14,567	114,520	7,419
Function: 3.769													
Debt - NWT - Macaulay Point/Genset													
2007	3339	3412	101	2022	196,790	4.520%	143,559	-	9,828	2,129	11,957	131,602	8,895
Total Debt - NWT - Macaulay Point/Genset					196,790		143,559	-	9,828	2,129	11,957	131,602	8,895
Function: 3.770													
Debt - LWMP Core - NET / ECI Sewer Upgrade													
2005	3205	3261	92	2020	3,000,000	4.550%	1,816,651	-	149,823	47,334	197,157	1,619,494	136,500
2005	3205	3291	95	2020	3,000,000	4.170%	1,816,651	-	149,823	47,334	197,157	1,619,494	125,100
2006	3205	3325	97	2021	2,000,000	4.660%	1,337,484	-	99,882	26,501	126,383	1,211,101	93,200
2006	3205	3364	99	2021	4,000,000	4.430%	2,674,968	-	199,764	53,001	252,766	2,422,202	177,200
Total NET / ECI Sewer Upgrade (LWMP) Core					12,000,000		7,645,754	-	599,293	174,170	773,463	6,872,291	532,000

CAPITAL REGIONAL DISTRICT
LONG-TERM DEBT
Sewer Capital Fund

Schedule C

Issue Date	Bylaw	Issue	Maturity Date	Original Debt	Interest Rate	@ Dec 31/12 Previous Outstanding	Additions 2013	Principal 2013	Actuarial 2013	2013 Debt Retirement	Outstanding Dec 31/13	Interest 2013
Function: 3.770A												
Debt - LWMP Core - NET / ECI Sewer Upgrade (Oak Bay invoice)												
2007	3205	3412 101 (3205A)	2022	7,000,000	4.520%	5,106,520	-	349,588	75,739	425,327	4,681,193	316,400
2007	3205	3457 102 (3205A)	2022	3,000,000	4.820%	2,188,509	-	149,823	32,460	182,283	2,006,226	144,600
2008	3205	3514 103 (3205A)	2023	1,000,000	4.650%	787,927	-	49,941	8,483	58,424	729,503	46,500
2008	3205	3547 104 (3205A)	2023	700,000	5.150%	551,549	-	34,959	5,938	40,897	510,652	36,050
Total LWMP Core-NET/ECI Sewer Upg (Oak Bay invoice)				11,700,000		8,634,505	-	584,311	122,620	706,931	7,927,574	543,550
Function: 3.771												
DEBT - NET Bowker												
2003	3049	3091 80	2018	2,153,367	4.775%	1,053,005	-	99,792	55,018	154,810	898,195	102,823
Total NET Bowker				2,153,367		1,053,005	-	99,792	55,018	154,810	898,195	102,823
Function: 3.772												
Debt - NWT Upgrade - Phase 1												
2000	2765	2817 73	2015	500,000	3.150%	130,311	-	24,904	16,636	41,540	88,771	15,750
2001	2802	2868 74	2016	2,230,000	3.050%	761,824	-	103,343	73,409	176,752	585,072	68,015
2002	2802	2959 77	2017	1,800,000	3.050%	750,801	-	83,416	52,460	135,876	614,925	54,900
2002	2765	3005 78	2017	1,500,000	2.100%	625,668	-	69,513	43,717	113,230	512,438	31,500
2003	2765	3050 79	2018	700,000	2.100%	342,303	-	32,440	17,885	50,324	291,978	26,569
2005	2802	3258 92	2020	100,000	4.550%	60,555	-	4,994	1,578	6,572	53,983	4,550
Total Debt - NWT Upgrade - Phase 1				6,830,000		2,671,461	-	318,610	205,684	524,294	2,147,167	201,284
Function: 3.773												
Debt - NWT - Groundwater Relief - MFA												
1999	2554	2717 71	2014	75,000	3.150%	13,350	-	3,736	2,792	6,527	6,823	2,363
2001	2803	2868 74	2016	140,000	3.050%	47,828	-	6,488	4,609	11,097	36,731	4,270
2001	2803	2902 75	2016	15,830	3.050%	5,408	-	734	521	1,255	4,153	483
Total Debt - NWT - Groundwater Relief - MFA				230,830		66,585	-	10,957	7,921	18,878	47,707	7,115
Function: 3.774												
Debt - C. Saanich (Not SPWWS)												
1997	365A	2536 66	2002	17,530 *	5.500%	-	-	-	-	-	-	-
Total Debt - C. Saanich (Not SPWWS)				17,530		-	-	-	-	-	-	-
Function: 3.775												
Saanich Peninsula Waste Water System (S.P.W.W.S)												
1997	2365	2475 65	2012	150,000 *	4.550%	-	-	-	-	-	-	-
1997	2440	2475 65	2012	190,000 *	4.550%	-	-	-	-	-	-	-
1997	2365	2536 66	2012	300,000 *	4.820%	-	-	-	-	-	-	-
1997	2440	2536 66	2012	4,700,000 *	4.820%	-	-	-	-	-	-	-
1998	2376	2585 68 (MFA:2440)	2013	7,900,000 *	4.250%	724,861	-	366,104	358,757	724,861	-	167,875
2001	2440	2902 75	2016	225,000	3.050%	76,866	-	10,427	7,407	17,834	59,032	6,863
Total Saanich Peninsula Waste Water System (S.P.W.W)				13,465,000		801,727	-	376,531	366,164	742,695	59,032	174,738

CAPITAL REGIONAL DISTRICT
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Issue Date	Issue Bylaw	MFAI CMHC Issue	Maturity Date	Original Debt	Interest Rate	@ Dec 31/12 Previous Outstanding	Additions 2013	Principal 2013	Actuarial 2013	2013 Debt Retirement	Outstanding Dec 31/13	Interest 2013
Function: 3.776												
Debt - Western Communities Trunk												
1995	2254	2324	61	2010	1,323,000 *	4.000%	-	-	-	-	-	-
1996	2254	2364	63	2011	1,700,000 *	4.000%	-	-	-	-	-	-
1996	2254	2410	64	2011	300,000 *	4.240%	-	-	-	-	-	-
1997	2254	2475	65	2012	500,000 *	4.550%	-	-	-	-	-	-
1997	2254	2536	66	2012	450,000 *	4.820%	-	-	-	-	-	-
1998	2554	2585	68 (was 2254)	2013	312,000 *	4.250%	28,627	14,459	14,169	28,627	-	6,630
1998	2554	2632	69 (was 2254)	2013	173,000 *	4.250%	15,874	8,017	7,856	15,874	-	7,353
Total Debt - Western Communities Trunk					4,758,000		44,501	22,476	22,025	44,501	-	13,983
Function: 3.777												
Debt - Esquimalt Trunk Upgrade												
1994	2180	2237	59	2009	187,580 *	5.000%	-	-	-	-	-	-
1995	2180	2285	60	2010	315,000 *	4.750%	-	-	-	-	-	-
1995	2180	2324	61	2010	400,000 *	4.000%	-	-	-	-	-	-
1996	2180	2410	64	2011	61,670 *	4.240%	-	-	-	-	-	-
1997	2180	2475	65	2012	330,000 *	4.550%	-	-	-	-	-	-
1998	2180	2585	68	2013	38,000 *	4.250%	3,487	1,761	1,726	3,487	-	808
1998	2180	2632	69	2013	55,000 *	4.250%	5,046	2,549	2,498	5,046	-	2,338
Total Debt - Esquimalt Trunk Upgrade					1,387,250		8,533	4,310	4,223	8,533	-	3,145
Function: 3.778												
Esquimalt Trunk Twinning												
1993	1991	2152	56	2008	50,000 */**	5.500%	-	-	-	-	-	-
1994	1991	2188	58	2009	34,580 *	8.900%	-	-	-	-	-	-
Total Esquimalt Trunk Twinning					84,580		-	-	-	-	-	-
Function: 3.779												
L.W.M.P. - Debt Servicing												
1993	1973	2051	54	1998	500,000 *	8.050%	-	-	-	-	-	-
1993	1973	2117	55	1998	175,000 *	7.000%	-	-	-	-	-	-
1994	1973	2188	58	1999	40,000 *	8.750%	-	-	-	-	-	-
1995	1973	2285	60	2000	40,000 *	8.300%	-	-	-	-	-	-
1996	1973	2364	63	2001	15,000 *	7.750%	-	-	-	-	-	-
1997	1973	2475	65	2002	6,000 *	6.900%	-	-	-	-	-	-
2003	3072	3091	80	2008	1,370,000 *	4.060%	-	-	-	-	-	-
2004	3072	3154	81	2009	200,000 *	4.150%	-	-	-	-	-	-
2004	3072	3196	85	2009	240,000 *	4.525%	-	-	-	-	-	-
2007	3072	3457	102	2012	300,000 *	4.820%	-	-	-	-	-	-
Total L.W.M.P. - Debt Servicing					2,885,000		-	-	-	-	-	-

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Issue Date	Bylaw	Issue Bylaw	MFA\ CMHC Issue	Maturity Date	Original Debt	Interest Rate	@ Dec 31/12 Previous Outstanding	Additions 2013	Principal 2013	Actuarial 2013	2013 Debt Retirement	Outstanding Dec 31/13	Interest 2013
Function: 3.780													
Debt - Northwest Trunk (Macaulay)													
1972	96	94	3	1997	318,542	*/**	7.250%	-	-	-	-	-	-
1972	45	105	950-9	1997	2,063,624	*	8.250%	-	-	-	-	-	-
1972	96	94	4	1992	743,199	*	7.500%	-	-	-	-	-	-
1972	45	115	5	1992	94,691	*	3.800%	-	-	-	-	-	-
1972	96	94	5	1992	356,658	*	3.800%	-	-	-	-	-	-
1974	96	162	950-15	1999	302,471	*	7.500%	-	-	-	-	-	-
1974	96	139	9	1994	12,765	*/**	9.000%	-	-	-	-	-	-
1974	96	163	10	1994	221,536	*	10.250%	-	-	-	-	-	-
1978	478	521	23	1998	150,000	*/**	9.920%	-	-	-	-	-	-
1979	478	602	25	1999	30,000	*	12.270%	-	-	-	-	-	-
1981	478	924	30	2001	16,624	**/**	9.750%	-	-	-	-	-	-
1982	947	1012	31	2002	175,000	*/**	6.900%	-	-	-	-	-	-
1983	947	1125	33	2003	100,000	*	12.350%	-	-	-	-	-	-
Total Debt - Northwest Trunk (Macaulay)					4,585,110			-	-	-	-	-	-
Function: 3.781													
Debt - Northwest Trunk (Macaulay) - Craigflower													
1983	1060	1125	33	2003	200,000	*	12.350%	-	-	-	-	-	-
1983	1060	1170	34	2003	100,000	*	7.250%	-	-	-	-	-	-
1984	1060	1283	36	2004	191,000	*/**	6.500%	-	-	-	-	-	-
Total Debt - Northwest Trunk (Macaulay) - Craigflower					491,000			-	-	-	-	-	-
Function: 3.782													
Debt - Northeast Trunk (Clover Point)													
1975	96	186	12	1995	140,706	*/**/**	9.850%	-	-	-	-	-	-
1975	96	205	15	1995	49,471	*	10.250%	-	-	-	-	-	-
1975	96	205	16	1995	153,938	*/**	10.650%	-	-	-	-	-	-
1976	227	269	18	2001	254,368	*/**	9.000%	-	-	-	-	-	-
1976	232	269	18	2001	489,768	*/**	9.000%	-	-	-	-	-	-
1977	227	345	20	2002	1,500,000	**	9.875%	-	-	-	-	-	-
1978	227	452	390825	2003	947,170	*	7.875%	-	-	-	-	-	-
1980	227	698	27	2000	2,466,497	*/**	9.375%	-	-	-	-	-	-
1980	479	761	28	2000	3,811,185	*/**	8.000%	-	-	-	-	-	-
1981	756	838	390791	2001	1,766,180	*	9.625%	-	-	-	-	-	-
1981	756	841	29	2001	1,732,327	*/**	14.000%	-	-	-	-	-	-
Total Debt - Northeast Trunk (Clover Point)					13,311,610			-	-	-	-	-	-

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Issue Date	Issue Bylaw	MFA\ CMHC Issue	Maturity Date	Original Debt	Interest Rate	@ Dec 31/12 Previous Outstanding	Additions 2013	Principal 2013	Actuarial 2013	2013 Debt Retirement	Outstanding Dec 31/13	Interest 2013
Function: 3.783												
Debt - East Coast Interceptor												
1981	756	841 29	2001	1,677,765	*/**	14.000%	-	-	-	-	-	-
1981	883	924 30	2001	207,797	**/**	9.750%	-	-	-	-	-	-
1983	756	1170 34	2003	200,000	*	7.250%	-	-	-	-	-	-
1986	756	1424 39	2006	1,023,727	**	5.500%	-	-	-	-	-	-
1989	1425	1740 47	2009	2,000,000	*/**	6.500%	-	-	-	-	-	-
1990	1425	1787 48	2010	1,250,000	*/**	6.500%	-	-	-	-	-	-
Total Debt - East Coast Interceptor				6,359,289			-	-	-	-	-	-
Function: 3.784												
Debt - Northwest Trunk (Macaulay) Screens & Diffuser												
1987	1519	1557 43	2002	1,260,000	*	8.050%	-	-	-	-	-	-
1987	1521	1557 43	2002	250,000	*	8.050%	-	-	-	-	-	-
1988	1519	1609 44	2003	940,000	*	5.500%	-	-	-	-	-	-
Total Debt - Northwest Trunk (Macaulay) Screens & Diffus				2,450,000			-	-	-	-	-	-
Function: 3.785												
Debt - Northeast Trunk (Clover Point) Screens												
1987	1520	1557 43	2002	560,000	*	8.050%	-	-	-	-	-	-
1988	1520	1609 44	2003	340,000	*	5.500%	-	-	-	-	-	-
Total Debt - Northeast Trunk (Clover Point) Screens				900,000			-	-	-	-	-	-
Function: 3.786												
Debt - S.C.A.D.A.												
1991	1681	1899 50	2006	150,000	*	10.250%	-	-	-	-	-	-
1991	1681	1957 51	2006	45,000	*	7.421%	-	-	-	-	-	-
1992	1681	1993 53	2007	60,000	*	6.100%	-	-	-	-	-	-
1993	1681	2051 54	2008	10,000	*	6.250%	-	-	-	-	-	-
1993	1681	2152 56	2008	29,000	*/**	5.500%	-	-	-	-	-	-
Total Debt - S.C.A.D.A.				294,000			-	-	-	-	-	-
Function: 3.787												
Debt - East Coast Interceptor (New debt Program)												
1990	1708	1787 48	2005	1,000,000	*	6.500%	-	-	-	-	-	-
1990	1815	1835 49	2005	2,625,000	*	6.500%	-	-	-	-	-	-
1991	1815	1899 50	2006	350,000	*	10.250%	-	-	-	-	-	-
1991	1815	1957 51	2006	500,000	*	7.421%	-	-	-	-	-	-
1992	1815	1993 53	2007	500,000	*	6.100%	-	-	-	-	-	-
1993	1815	2051 54	2008	500,000	*	6.250%	-	-	-	-	-	-
1993	1815	2152 56	2008	100,000	*/**	5.500%	-	-	-	-	-	-
1994	1815	2188 58	2009	752,500	*	5.000%	-	-	-	-	-	-
Total Debt - East Coast Interceptor (New debt Program)				6,327,500			-	-	-	-	-	-

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Issue Date	Bylaw	Issue Bylaw	MFAI CMHC Issue	Maturity Date	Original Debt	Interest Rate	@ Dec 31/12 Previous Outstanding	Additions 2013	Principal 2013	Actuarial 2013	2013 Debt Retirement	Outstanding Dec 31/13	Interest 2013
Function: 3.788													
Debt - Operations Centre													
1991	1689	1899	50	2006	359,250 *	10.250%	-	-	-	-	-	-	-
Total Debt - Operations Centre					359,250		-	-	-	-	-	-	-
Function: 3.790													
Debt - Victoria													
1974	96	163	11	1994	97,345 */**	10.662%	-	-	-	-	-	-	-
1975	96	163	12	1995	109,319 */**/**	9.850%	-	-	-	-	-	-	-
1975	96	205	15	1995	143,999 *	10.250%	-	-	-	-	-	-	-
1975	96	205	17	1995	31,324 */**	9.885%	-	-	-	-	-	-	-
1976	96	253	950-14	2001	562,531 *	7.875%	-	-	-	-	-	-	-
Total Debt - Victoria					944,518		-	-	-	-	-	-	-
Function: 3.791													
Debt - Central Saanich													
1972	45	115	5	1992	349,997 *	38.000%	-	-	-	-	-	-	-
1973	45	115	6	1993	150,000 *	7.750%	-	-	-	-	-	-	-
1973	96	143	950-11	1998	754,354 *	7.250%	-	-	-	-	-	-	-
1974	96	139	7	1994	85,188 */**	9.000%	-	-	-	-	-	-	-
1974	96	139	9	1994	1,725 */**	9.000%	-	-	-	-	-	-	-
1977	302	345	20	1997	290,333 */**	9.875%	-	-	-	-	-	-	-
1977	302	409	21	1997	446,800 */**	9.440%	-	-	-	-	-	-	-
1980	625	698	27	2000	500,000 */**	9.375%	-	-	-	-	-	-	-
1980	625	761	28	2000	423,465 */**	8.000%	-	-	-	-	-	-	-
1981	625	841	29	2001	28,000 */**	14.000%	-	-	-	-	-	-	-
1981	800	841	29	2001	243,000 */**	14.000%	-	-	-	-	-	-	-
1981	625	924	30	2001	236,057 **/**	9.750%	-	-	-	-	-	-	-
1982	929	974	31	2002	1,587,000 */**	6.900%	-	-	-	-	-	-	-
1982	941	974	31	2002	150,000 */**	6.900%	-	-	-	-	-	-	-
Total Debt - Central Saanich					5,245,919		-	-	-	-	-	-	-
Function: 3.792													
Debt - Craigflower PS Upgrade													
2005	3244	3291	95	2020	500,000	4.170%	302,775	-	24,971	7,889	32,860	269,916	20,850
2006	3244	3364	99	2021	400,000	4.430%	267,497	-	19,976	5,300	25,277	242,220	17,720
2008	3244	3514	103	2023	80,000	4.650%	63,034	-	3,995	679	4,674	58,360	3,720
Total Craigflower PS Upgrade					980,000		633,306	-	48,942	13,868	62,810	570,496	42,290

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Issue Date	Bylaw	Issue Bylaw	MFA/CMHC Issue	Maturity Date	Original Debt	Interest Rate	@ Dec 31/12 Previous Outstanding	Additions 2013	Principal 2013	Actuarial 2013	2013 Debt Retirement	Outstanding Dec 31/13	Interest 2013
Function: 3.793													
Debt - Saanich													
1972	96	94	3	1997	649,995	*/**	7.250%	-	-	-	-	-	-
1972	45	105	950-9	1997	829,685	*	8.250%	-	-	-	-	-	-
1972	45	115	5	1992	349,997	*	38.000%	-	-	-	-	-	-
1973	45	115	6	1993	100,000	*	7.750%	-	-	-	-	-	-
1973	96	143	950-11	1998	452,326	*	7.250%	-	-	-	-	-	-
1974	22	162	950-15	1999	180,293	*	7.500%	-	-	-	-	-	-
1974	96	139	9	1994	7,188	*/**	9.000%	-	-	-	-	-	-
1974	96	139	9	1994	22,199	*/**	9.000%	-	-	-	-	-	-
1974	96	139	9	1994	58,672	*/**	9.000%	-	-	-	-	-	-
1974	96	163	10	1994	68,767	*	10.250%	-	-	-	-	-	-
1974	96	163	11	1994	43,189	*/**	10.662%	-	-	-	-	-	-
1975	96	163	12	1995	109,319	*/**/**	9.850%	-	-	-	-	-	-
1975	96	163	12	1995	1,497	*/**/**	9.850%	-	-	-	-	-	-
1975	96	205	15	1995	85,000	*	10.250%	-	-	-	-	-	-
1975	96	205	15	1995	30,001	*	10.250%	-	-	-	-	-	-
1975	96	205	17	1995	2,569	*/**	9.885%	-	-	-	-	-	-
1976	232	269	18	2001	244,847	*/**	9.000%	-	-	-	-	-	-
1976	96	269	18	1996	77,700	*/**/**	8.875%	-	-	-	-	-	-
1976	96	269	18	1996	52,885	*/**/**	8.875%	-	-	-	-	-	-
1976	96	276	950-13	2001	306,302	*	7.500%	-	-	-	-	-	-
1976	96	277	950-17	2001	141,191	*	7.000%	-	-	-	-	-	-
1977	232	409	21	1997	415,000	*/**	9.440%	-	-	-	-	-	-
1977	303	409	21	1997	200,000	*/**	9.440%	-	-	-	-	-	-
1979	403	631	390544	2004	227,941	*	9.625%	-	-	-	-	-	-
1980	593	698	27	2000	500,000	*/**	9.375%	-	-	-	-	-	-
1981	770	841	29	2001	87,000	*/**	14.000%	-	-	-	-	-	-
1982	770	974	31	2002	45,000	*/**	6.900%	-	-	-	-	-	-
1984	1249	1283	36	1999	806,000	*	13.000%	-	-	-	-	-	-
Total Debt - Saanich					6,094,563			-	-	-	-	-	-

Function: 3.794

Debt - Saanich (Non Debt Assistance Grant)

1998	2546	2585	68	2013	100,000	*	4.250%	9,175	-	4,634	4,541	9,175	-	2,125
1998	2546	2632	69	2013	180,000	*	4.250%	16,516	-	8,342	8,174	16,516	-	7,650
2000	2546	2764	72	2015	300,000		3.150%	78,187	-	14,942	9,982	24,924	53,263	9,450
2003	2546	3050	79	2018	220,130		2.100%	107,644	-	10,201	5,624	15,826	91,819	8,355
Total Debt - Saanich (Non Debt Assistance Grant)					800,130			211,522	-	38,119	28,321	66,441	145,082	27,580

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Issue Date	Bylaw	Issue	MFAI CMHC Issue	Maturity Date	Original Debt	Interest Rate	@ Dec 31/12 Previous Outstanding	Additions 2013	Principal 2013	Actuarial 2013	2013 Debt Retirement	Outstanding Dec 31/13	Interest 2013
Function: 3.795													
Debt - North Saanich													
1978	225	455	22	1998	508,810	*/**	9.265%	-	-	-	-	-	-
1989	1717	1739	47	2004	306,000	*	6.500%	-	-	-	-	-	-
1992	1897	1993	53	2007	50,000	*	6.100%	-	-	-	-	-	-
1993	1897	2051	54	2008	50,000	*	6.250%	-	-	-	-	-	-
1993	1897	2117	55	2008	25,000	*	8.125%	-	-	-	-	-	-
1993	1897	2152	56	2008	25,000	*/**	5.500%	-	-	-	-	-	-
1994	1897	2188	58	2009	30,000	*	5.000%	-	-	-	-	-	-
1994	1897	2237	59	2009	77,723	*	5.000%	-	-	-	-	-	-
Total Debt - North Saanich					1,072,533			-	-	-	-	-	-
Function: 3.796													
Debt - Sidney													
1972	45	115	5	1992	400,007	*	38.000%	-	-	-	-	-	-
1973	45	115	6	1993	55,306	*	7.750%	-	-	-	-	-	-
1973	96	143	950-11	1998	627,347	*	7.250%	-	-	-	-	-	-
1974	96	139	7	1994	12,263	*/**	9.000%	-	-	-	-	-	-
1975	96A	186	12	1995	9,834	*/**/**	9.850%	-	-	-	-	-	-
1975	96	205	15	1995	2,999	*	10.250%	-	-	-	-	-	-
1976	96	269	18	1996	1,760	*/**/**	8.875%	-	-	-	-	-	-
1976	96	269	19	1996	6,904	*/**/**	8.700%	-	-	-	-	-	-
1977	349	409	21	1997	375,000	*/**	9.440%	-	-	-	-	-	-
1979	349	558	390528	2004	243,044	*	9.625%	-	-	-	-	-	-
1979	349	559	390650	2004	254,206	*	9.500%	-	-	-	-	-	-
1979	349	602	25	1999	157,000	*	8.750%	-	-	-	-	-	-
1980	587	698	27	2000	500,000	*/**	9.375%	-	-	-	-	-	-
1981	587	841	29	2001	333,000	*/**	14.000%	-	-	-	-	-	-
1981	587	924	30	2001	159,588	**/**	9.750%	-	-	-	-	-	-
Total Debt - Sidney					3,138,258			-	-	-	-	-	-
Function: 3.798													
Debt- LWMP Core Treatment Facilities													
2008	3461	3547	104	2023	10,000,000		5.150%	7,879,269	499,411	84,829	584,240	7,295,029	515,000
Total Debt- LWMP Core Treatment Facilities					10,000,000			7,879,269	499,411	84,829	584,240	7,295,029	515,000
Function: 3.798B													
Debt - Core Sewage Integrated Treatment Facilities													
2010	3615	3677	110	2025	12,000,000		4.500%	10,777,442	599,293	48,902	648,196	10,129,246	540,000
Total Debt - Core Sewage Integrated Treatment Facilities					12,000,000			10,777,442	599,293	48,902	648,196	10,129,246	540,000
Function: 3.798C													
Debt - Core Area WasteWater Treatment Program													
2013	3887	3910	126	2038	6,100,000		3.850%	-	6,100,000	-	-	6,100,000	-
Total Debt - Core Area WasteWater Treatment Program					6,100,000			-	6,100,000	-	-	6,100,000	-

CAPITAL REGIONAL DISTRICT
LONG-TERM DEBT
Sewer Capital Fund

Schedule C

Issue Date	Issue Bylaw	MFA/CMHC Issue	Maturity Date	Original Debt	Interest Rate	@ Dec 31/12 Previous Outstanding	Additions 2013	Principal 2013	Actuarial 2013	2013 Debt Retirement	Outstanding Dec 31/13	Interest 2013
Function: 3.799												
Debt - Oak Bay - Humber/Rutland												
2007	3332	3412 101	2022	450,000	4.520%	328,276	-	22,474	4,869	27,342	300,934	20,340
Total Debt - Oak Bay - Humber/Rutland				450,000		328,276	-	22,474	4,869	27,342	300,934	20,340
Function: 3.810												
Debt - Ganges Sewer (S.S.I.)												
1979	491	602 26	2004	245,000 **	12.250%	-	-	-	-	-	-	-
1980	646	698 27	2005	60,000 **	9.375%	-	-	-	-	-	-	-
1980	646	761 28 (in US Fund)	2005	4,235 * / ***	8.000%	-	-	-	-	-	-	-
1981	646	841 29	2006	1,790,000 **	14.000%	-	-	-	-	-	-	-
Total Debt - Ganges Sewer (S.S.I.)				2,099,235		-	-	-	-	-	-	-
Function: 3.820												
Debt - Malview Sewer (S.S.I.)												
2004	2991	3196 85	2019	40,982	4.975%	22,847	-	1,899	907	2,806	20,041	2,039
2006	2991	3364 99	2021	24,000	4.430%	16,049	-	1,199	318	1,517	14,533	1,063
Total Debt - Malview Sewer (S.S.I.) (S.S.I.)				64,982		38,896	-	3,098	1,225	4,323	34,573	3,102
Function: 3.830												
Debt - Magic Lake Estates (P.I.)												
1981	768	841 29	2006	1,660,000 **	14.000%	-	-	-	-	-	-	-
1982	969	1059 32	2007	183,000 */**	5.550%	-	-	-	-	-	-	-
1999	2609	2684 70	2014	130,000	3.150%	23,139	-	6,475	4,839	11,314	11,826	4,095
1999	2609	2717 71	2014	520,000 *	5.990%	-	-	-	-	-	-	-
Total Debt - Magic Lake Estates (P.I.)				2,493,000		23,139	-	6,475	4,839	11,314	11,826	4,095
Total Sewer - MFA/CMHC Debenture Debt				150,580,274		43,538,758	8,081,766	4,058,868	1,276,848	5,335,716	46,284,808	3,001,324
Non Debenture Debt												
Sewer - Other Debt				856,803		1,160	-	1,160	-	1,160	-	-
Total Sewer - Non Debenture Debt				856,803		1,160	-	1,160	-	1,160	-	-
Grand Total				\$ 151,437,077		43,539,918	8,081,766	4,060,028	1,276,848	5,336,876	46,284,808	3,001,324

* Issue paid out

** Payment suspended

*** Payable in U.S. Funds (all US Fund Issues have been completed by end of 2005)

CAPITAL REGIONAL DISTRICT
LONG-TERM DEBT
Water Capital Fund

Schedule D

Date of Issue	LA Bylaw	Issue Bylaw	MFA/ CMHC/ MOF Issue	Maturity Date	Original Debt	Interest Rate	December 31, 2012	2013 Principal	2013 Actuarial	2013 Debt Retirement	December 31, 2013	Interest & Exchange
							Previous Outstanding				Outstanding	
Saanich Peninsula Water												
1977	351	409	21	2002	230,000	**	9.500%	-	-	-	-	-
1977	368	409	21	2002	1,000,000	**	9.500%	-	-	-	-	-
1978	368	455	22	2003	539,374	***	9.390%	-	-	-	-	-
1978	380	455	22	2003	359,583	***	9.390%	-	-	-	-	-
1978	368	458	22	2003	161,812	***	9.390%	-	-	-	-	-
1978	380	521	23	2003	50,000	**	9.970%	-	-	-	-	-
1978	471	521	23	2003	20,000	**	9.970%	-	-	-	-	-
1979	471	602	26	2004	25,000	*	12.250%	-	-	-	-	-
1979	514	602	26	2004	250,000	*	12.250%	-	-	-	-	-
1979	534	602	26	2004	837,000	*	12.250%	-	-	-	-	-
1980	471	698	27	2005	5,000		9.375%	-	-	-	-	-
1980	534	698	27	2005	250,000		9.375%	-	-	-	-	-
1980	660	698	27	2005	1,000,000		9.375%	-	-	-	-	-
1980	728	761	28	2005	338,772	***	8.000%	-	-	-	-	-
1981	534	841	29	2006	299,225		14.000%	-	-	-	-	-
1981	660	841	29	2006	274,000		14.000%	-	-	-	-	-
1981	728	841	29	2006	50,000		14.000%	-	-	-	-	-
1981	762	841	29	2006	544,600		14.000%	-	-	-	-	-
1981	799	841	29	2006	1,180,000		14.000%	-	-	-	-	-
1981	368	848	829871	2005	187,464		10.000%	-	-	-	-	-
1981	380	848	829871	2005	337,514		10.000%	-	-	-	-	-
1981	534	848	829871	2005	459,602		10.000%	-	-	-	-	-
1981	468	924	30	2006	51,949	***	9.750%	-	-	-	-	-
1981	469	924	30	2006	93,508	***	9.750%	-	-	-	-	-
1981	514	924	30	2006	26,598	***	9.750%	-	-	-	-	-
1981	534	924	30	2006	127,333	***	9.750%	-	-	-	-	-
1981	660	924	30	2006	187,848	***	9.750%	-	-	-	-	-
1981	728	924	30	2006	66,495	***	9.750%	-	-	-	-	-
1981	762	924	30	2006	80,126	***	9.750%	-	-	-	-	-
1982	972	1012	31	2007	320,500		6.900%	-	-	-	-	-
1982	973	1012	31	2007	629,500		6.900%	-	-	-	-	-
1982	882	974	31	2007	771,000		6.900%	-	-	-	-	-
1992	1879	1993	53	2007	500,000		6.100%	-	-	-	-	-
1993	1879	2051	54	2008	1,500,000		6.250%	-	-	-	-	-
1993	1879	2117	55	2008	100,000		8.125%	-	-	-	-	-
1993	1879	2152	56	2008	320,000		5.500%	-	-	-	-	-
1993	1979	2152	56	2008	450,000		5.500%	-	-	-	-	-
1993	2048	2152	56	2008	10,000		5.500%	-	-	-	-	-
1994	1879	2188	58	2009	120,000		5.000%	-	-	-	-	-
1994	1979	2188	58	2009	900,000		5.000%	-	-	-	-	-
1994	2048	2188	58	2009	1,000,000		5.000%	-	-	-	-	-
1994	1879	2237	59	2009	100,000		5.000%	-	-	-	-	-
1994	1979	2237	59	2009	1,000,000		5.000%	-	-	-	-	-
1994	2048	2237	59	2009	1,600,000		5.000%	-	-	-	-	-
1995	1879	2285	60	2010	800,000		4.750%	-	-	-	-	-
1995	1979	2285	60	2010	530,000		4.750%	-	-	-	-	-
1995	2048	2285	60	2010	300,000		4.750%	-	-	-	-	-
1995	2140	2285	60	2010	945,350		4.750%	-	-	-	-	-
1995	1879	2324	61	2010	20,000		8.000%	-	-	-	-	-

CAPITAL REGIONAL DISTRICT
LONG-TERM DEBT
Water Capital Fund

Schedule D

Date of Issue	LA Bylaw	Issue Bylaw	MFA\ CMHC\ MOF Issue	Maturity Date	Original Debt	Interest Rate	December 31, 2012	2013 Principal	2013 Actuarial	2013 Debt Retirement	December 31, 2013	Interest & Exchange
							Previous Outstanding				Outstanding	
1995	2048	2324	61	2010	265,000	8.000%	-	-	-	-	-	-
1995	2140	2324	61	2010	250,000	4.000%	-	-	-	-	-	-
1996	2140	2364	63	2011	1,500,000	4.000%	-	-	-	-	-	-
1996	1979	2410	64	2011	100,000	4.240%	-	-	-	-	-	-
1996	2140	2410	64	2011	841,755	4.240%	-	-	-	-	-	-
1997	1979	2475	65	2012	1,239,000	4.550%	-	-	-	-	-	-
1997	2048	2475	65	2012	701,000	4.550%	-	-	-	-	-	-
1997	2140	2536	66	2012	700,000	4.820%	-	-	-	-	-	-
1998	2140	2585	68	2013	250,000	4.250%	22,939	11,586	11,353	22,939	-	5,313
1998	2140	2632	69	2013	130,000	4.250%	11,928	6,025	5,904	11,928	-	5,525
Total Saanich Peninsula Water					26,925,908		34,867	17,610	17,257	34,867	-	10,838
Highland Water												
1981	847	924	30	2006	297,565 ***	9.750%	-	-	-	-	-	-
1982	1011	1059	32	2007	94,000	5.550%	-	-	-	-	-	-
1984	1195	1222	35	2004	70,000	6.500%	-	-	-	-	-	-
2009	3580	3634	106	2024	250,000	4.130%	211,026	12,485	1,559	14,044	196,982	10,325
2012	3580	3817	118	2027	150,680	3.400%	150,680	7,525	-	7,525	143,155	5,123
Total Highland water					862,245		361,706	20,010	1,559	21,569	340,137	15,448
Highland & Fernwood Water(SS)												
2011	3754	3800	117	2026	500,000	3.250%	475,029	24,971	999	25,969	449,060	16,250
Total Highland water					500,000		475,029	24,971	999	25,969	449,060	16,250
Cedars of Tuam Water												
2003	3024	3050	79	2018	24,000	2.10%	11,736	1,112	613	1,725	10,011	911
Total Cedars of Tuam Water					24,000		11,736	1,112	613	1,725	10,011	911
Beddis Water												
2005	3193	3291	95	2020	325,500	4.170%	197,107	16,256	5,136	21,392	175,715	13,573
2005	59	MOF	7006	2013	55,596	8.500%	-	-	-	-	-	-
2013	3825	3882	124	2028	300,000	3.150%	-	-	-	-	300,000	4,725
2013	3825	3910	126	2023	70,000	3.850%	-	-	-	-	70,000	-
Total Beddis Water					751,096		197,107	16,256	5,136	21,392	545,715	18,298
Fulford Water												
2005	3203	3291	95	2020	573,000	4.170%	346,980	28,616	9,041	37,657	309,323	23,894
2012	3758	3817	118	2027	145,000	3.400%	145,000	7,241	-	7,241	137,759	4,930
2012	3758	3850	121	2027	25,000	2.900%	25,000	1,249	-	1,249	23,751	725
Total Fulford Water					743,000		516,980	37,106	9,041	46,147	470,833	29,549
Cedar Lane Water												
2008	3425	3514	103	2023	60,000	4.650%	47,276	2,996	509	3,505	43,771	2,790
2009	3425	3634	106	2024	108,000	4.130%	91,163	5,394	673	6,067	85,096	4,460
Total Cedar Lane Water					168,000		138,439	8,390	1,182	9,573	128,867	7,250

CAPITAL REGIONAL DISTRICT
LONG-TERM DEBT
Water Capital Fund

Schedule D

Date of Issue	LA Bylaw	Issue Bylaw	MFA\CMHC\MOF Issue	Maturity Date	Original Debt	Interest Rate	December 31, 2012 Previous Outstanding	2013 Principal	2013 Actuarial	2013 Debt Retirement	December 31, 2013 Outstanding	Interest & Exchange
Magic Lakes Water												
1981	769	841	29	2006	165,000	14.000%	-	-	-	-	-	-
1996	2265	2364	63	2001	60,000	7.750%	-	-	-	-	-	-
1996	2265	2410	64	2001	340,000	7.421%	-	-	-	-	-	-
2010	3633	3677	110	2025	723,000	4.500%	649,341	36,107	2,946	39,054	610,287	32,535
2011	3633	3769	116	2026	250,000	4.200%	237,515	12,485	499	12,985	224,530	10,500
2012	3633	3850	121	2027	559,500	2.900%	559,500	27,942	-	27,942	531,558	16,226
2013	3633	3882	124	2028	1,002,500	3.150%	-	-	-	-	1,002,500	15,789
2013	3633	3882	126	2028	25,000	3.850%	-	-	-	-	25,000	-
2001	2799	2902	75	2016	726,000	3.050%	248,020	33,645	23,899	57,544	190,476	22,143
2002	2799	2963	77	2017	1,498,900	3.050%	625,209	69,462	43,685	113,147	512,062	45,716
Total Magic Lakes Water					5,349,900		2,319,584	179,642	71,029	250,671	3,096,412	142,909
Lyall Harbour/Boot Cove Water												
1979	513	602	26	2004	-	-	-	-	-	-	-	-
1980	513	698	27	2005	132,700	9.375%	-	-	-	-	-	-
2009	3587	3634	106	2024	250,000	4.130%	211,026	12,485	1,559	14,044	196,982	10,325
2010	3587	3677	110	2025	180,000	4.500%	161,662	8,989	734	9,723	151,939	8,100
Total Lyall Harbour/Boot Cove Water					1,012,700		372,688	21,475	2,293	23,767	348,921	18,425
Skana Water-Mayne Island												
2004	3090	3154	81	2019	78,850	4.860%	43,957	3,654	1,745	5,399	38,558	3,832
2004	3090	3196	85	2019	39,500	4.975%	22,020	1,831	874	2,705	19,315	1,965
2007	3090	3457	102	2022	29,200	4.820%	21,301	1,458	316	1,774	19,527	1,407
Total Skana Water-Mayne Island					147,550		87,278	6,943.00	2,935	9,877	77,400	7,205
Port Renfrew Snuggery Cove Water System												
2004	2996	3154	81	2019	325,000	4.860%	181,179	15,061	7,191	22,252	158,927	15,795
Total Port Renfrew Snuggery Cove Water System					325,000		181,179	15,061	7,191	22,252	158,927	15,795
Fernwood Water												
2009	3581	3634	106	2024	100,000	4.130%	84,410	4,994	624	5,618	78,792	4,130
2010	3581	3677	110	2025	50,000	4.500%	44,906	2,497	204	2,701	42,205	2,250
2012	3581	3817	118	2027	45,000	3.400%	45,000	2,247	-	2,247	42,753	1,530
Total Fernwood Water					195,000		174,316	9,739	827	10,566	163,750	7,910
Sticks Allison Water (Galiano)												
1998	2557	2632	69	2013	20,000	4.250%	1,835	927	908	1,835	-	850
1999	2557	2684	70	2014	81,260	3.15%	14,464	4,047	3,025	7,072	7,392	2,560
Total Sticks Allison Water (Galiano)					101,260		16,299	4,974	3,933	8,907	7,392	3,410
Surfside Park Water												
2004	3088	3154	81	2019	100,000	4.86%	55,747	4,634	2,213	6,847	48,900	4,860
2004	3088	3196	85	2019	104,000	4.98%	57,977	4,820	2,301	7,121	50,856	5,174
2005	3088	3258	92	2020	48,000	4.55%	29,066	2,397	757	3,155	25,911	2,184
2005	3088	3291	95	2020	20,000	4.17%	12,111	999	315	1,314	10,797	834
Total Surfside Park Water							154,902	12,850	5,586	18,437	136,465	13,052

CAPITAL REGIONAL DISTRICT
LONG-TERM DEBT
Water Capital Fund

Schedule D

Date of Issue	LA Bylaw	Issue Bylaw	MFA/CMHC/MOF Issue	Maturity Date	Original Debt	Interest Rate	December 31, 2012	2013 Principal	2013 Actuarial	2013 Debt Retirement	December 31, 2013	Interest & Exchange
							Previous Outstanding				Outstanding	
Wilderness Mountain												
2012	3504	3817	118	2027	281,000	3.400%	281,000	14,033	-	14,033	266,967	9,554
Total Port Renfrew Snuggery Cove Water System					281,000		281,000	14,033	-	14,033	266,967	9,554
Regional Water Supply												
1994	2140	2237	59	2009	100,000	9.470%	-	-	-	-	-	-
1995	2140	2285	60	2010	54,650	4.750%	-	-	-	-	-	-
1995	951	952	61	2015	8,000,000	4.00%	1,748,164	241,941	312,592	554,533	1,193,631	240,000
1996	2140	2410	64	2011	658,245	4.24%	-	-	-	-	-	-
1998	951	2632	69	2013	5,200,000	4.250%	477,128	240,980	236,148	477,128	-	221,000
2000	951	2817	73	2015	5,000,000	3.15%	1,303,109	249,036	166,360	415,396	887,713	157,500
2002	2862	3005	78	2017	27,000,000	2.10%	11,262,016	1,251,242	786,899	2,038,141	9,223,875	567,000
2003	2862	3050	79	2018	5,000,000	2.10%	2,445,019	231,711	127,749	359,460	2,085,559	189,775
2003	2862	3091	80	2018	2,000,000	2.400%	978,008	92,685	51,100	143,784	834,224	95,500
2007	3419	3514	103	2023	7,000,000	4.650%	5,515,488	349,588	59,380	408,968	5,106,520	325,500
2007	3419	3547	104	2023	8,000,000	5.150%	6,303,415	399,529	67,863	467,392	5,836,023	412,000
2007	3451	3514	103	2022	60,000,000	4.650%	47,275,615	2,996,466	508,975	3,505,441	43,770,174	2,790,000
2009	3419	3594	105	2024	9,000,000	4.900%	7,596,935	449,470	56,123	505,593	7,091,342	441,000
2009	3419	3634	106	2024	1,000,000	4.130%	844,104	49,941	6,236	56,177	787,927	41,300
2010	3661	3725	112	2025	6,500,000	3.730%	5,837,781	324,617	26,489	351,106	5,486,675	242,450
2011	3661	3769	116	2026	1,500,000	4.200%	1,425,088	74,912	2,996	77,908	1,347,180	63,000
2012	3661	3817	118	2027	4,500,000	3.400%	4,500,000	224,735	-	224,735	4,275,265	153,000
2013	3661	3882	124	2028	1,700,000	3.150%	-	-	-	-	1,700,000	26,775
Total Regional Water Supply					152,212,895		97,511,870	7,176,852	2,408,910	9,585,762	89,626,108	5,965,800
Juan De Fuca Water Distribution												
1998	951	2632	69	2013	1,500,000	4.250%	137,628	69,513	68,115	137,628	-	63,750
2002	2913	3005	78	2017	4,000,000	2.10%	1,668,447	185,369	116,578	301,947	1,366,500	84,000
2012	3782	3817	118	2027	2,500,000	3.40%	2,500,000	124,853	-	124,853	2,375,147	85,000
2013	3782	3882	124	2028	4,500,000	3.15%	-	-	-	-	4,500,000	70,875
Total Juan De Fuca Water Distribution					12,500,000		4,306,075	379,735	184,692	564,428	8,241,647	303,625
Juan De Fuca Water Distribution - DCC												
2005	3164	3258	92	2019	1,500,000	4.55%	908,326	74,912	23,667	98,579	809,747	68,250
2005	3164	3291	95	2020	1,000,000	4.17%	605,551	49,941	15,778	65,719	539,832	41,700
2006	3164	3364	99	2021	500,000	4.43%	334,371	24,971	6,625	31,596	302,775	22,150
2007	3164	3412	101	2022	500,000	4.52%	364,751	24,971	5,410	30,380	334,371	22,600
Total Juan De Fuca Water Distribution-DCC					3,500,000		2,212,999	174,794.00	51,480	226,274	1,986,725	154,700
Total Water - MFA/CMHC/MOF Debenture Debt					205,871,554		109,354,053	8,121,553	2,774,663	10,896,216	106,055,337	6,740,929
Non Debenture Debt												
Total Water - Non Debenture Debt					\$ -		-	-	-	-	-	-
Grand Total					\$ 205,871,554		109,354,053	8,121,553	2,774,663	10,896,216	106,055,337	6,740,929



Making a difference...together

Capital Regional District

SCHEDULE OF GUARANTEE & INDEMNITY AGREEMENTS

AS AT DECEMBER 31, 2013

NIL

The Capital Regional District has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.



Making a difference...together

Capital Regional District

SCHEDULE OF GOODS & SERVICES

AS AT DECEMBER 31, 2013

Schedule of Goods & Services - 2013
Vendors receiving payment exceeding \$25,000

Vendor Names	Total
1st Team Consulting Ltd.	43,705.91
499995 BC Ltd.	98,457.84
A R Thomson Ltd.	30,574.85
Accent Refrigeration Systems	72,742.77
Acklands-Grainger Inc.	79,877.75
ACME Supplies Ltd.	86,470.19
Acoustic Solutions Ltd.	55,650.00
Advanced Subsea Services	110,282.11
AECOM Canada Ltd.	234,398.42
Aggressive Excavating Ltd.	956,139.31
Albrite Lighting Ltd.	25,738.41
Alliance Engineering Works Ltd.	861,618.21
Alpha Roofing And Sheet Metal	299,426.97
Alpine	82,622.79
Alpine Transmission & Auto Repair	52,771.69
ALS Canada Ltd.	159,543.04
Andrew Sheret Ltd.	210,125.52
Angel Accessibility Solutions	38,509.78
Anonymousadvertising.Com Ltd.	72,682.94
AON Reed Stenhouse	202,354.00
Apex Steel & Gas Ltd.	95,961.96
Arbutus Environmental Services	1,185,274.73
Arbutus Excavating Ltd.	29,293.21
Arbutus Grove Nursery	27,319.98
Arctic Painting And Decorating	89,947.90
Armstrong Electronics Ltd.	27,292.75
Armtec Ltd.	27,762.90
Art Gallery Of Greater Victoria	441,572.66
Associated Engineering Ltd.	1,395,367.24
AXYS Analytical Services Ltd.	67,080.64
BC Ferries	71,642.39
BC Hydro	2,102,450.85
BC Transit	139,737.45
Beacon Community Services	276,379.06
Bear Mountain Master Partnership	988,891.79
Belfry Theatre Society	214,500.00
Benthic Services Group LLC	143,285.00
BFI Canada	179,033.03
BI Purewater	75,164.78
Black Press Ltd.	292,196.95
Blue Revolution Consulting	26,307.90

Vendor Names	Total
Boardwalk Communications	49,489.12
Boon's Bin Boy Services	140,611.92
Brandt Tractor Ltd.	44,532.45
Brenntag Canada Inc.	152,130.02
Brewis Electric Company	548,559.50
Brindlee Mountain Fire Apparatus	196,714.40
British Columbia Institute of Technology	26,943.00
Bullfrogcontrol.Com Inc	42,000.00
Butler Survey Equipment Ltd.	25,958.21
C.R. Metal Fabricators Ltd.	47,600.00
C-1 Contractors Ltd.	3,544,916.38
Caliper Corporation	36,601.46
Canadian Playsystems	76,363.34
Canadian Recreation Excellence Salt Spring Island	514,793.11
Canon Business Solutions	59,085.35
Cansel Survey Equipment	150,487.25
Cantest Ltd.	232,063.75
Cap-It	52,148.17
Capital City Paving Ltd.	140,604.54
Carevest Capital Inc.	36,822.00
Carmanah Technologies Inc.	29,438.28
Carms Inc.	56,700.00
Cascades Recovery Inc.	658,854.49
Chang Holovsky Architects Inc.	66,015.02
Chevron Corporation	388,768.44
Chew Excavating Ltd.	1,101,650.15
CHUM Radio	37,619.86
City Of Colwood	5,971,176.54
City Of Langford	401,048.20
City Of Surrey	50,000.00
City Of Victoria	6,925,547.58
Coast Environmental Ltd.	97,155.99
Coast Waste Management Association	37,681.72
Coastal Geoscience Research	39,104.00
Columbia Fire & Safety Ltd.	43,690.64
Columbia Fuels	37,352.65
Columbia Promotions	49,575.31
Commexus Inc.	27,594.00
Community Arts Council	28,500.00
Control Microsystems	41,153.73
Corix	1,245,126.28
Corrosion Service Company Ltd.	34,923.07
Cougar Crushing And Screening	1,011,517.13
Cowichan Valley Regional District	61,040.00

Vendor Names	Total
Crest Inc.	1,806,882.45
Cridge Centre For The Family	281,066.58
Cupe Local 1978	466,239.46
Curtis Paxton Miles	75,803.17
D B Birch Ltd.	165,106.56
Da Silva Garden & Landscaping	48,786.86
Dance Victoria	52,000.00
Dave Wheaton Pontiac Buick GMC	66,338.28
DB Perks And Associates	95,982.12
DC Johnstone Excavating Ltd.	203,268.14
Delcan Corporation	63,213.06
Deloitte & Touche LLP	73,505.26
Demelo Landscaping Ltd.	25,095.00
Depend-A-Dor Repairs & Installation	29,374.24
DH Signs Of The Times	25,777.51
Diana Kingma Design Ltd.	31,159.06
District Of Central Saanich	667,596.07
District Of North Saanich	191,857.85
District Of Saanich	1,632,287.45
District Of Sooke	53,318.06
DL's Bins Ltd.	62,394.61
Dogwood Tree Service Ltd.	74,043.55
Don Mann Excavating Ltd.	243,727.26
Driftwood Publishing Ltd.	25,445.02
Duncan Electric Motor Ltd.	56,508.48
Durwest Construction Ltd.	604,722.56
E.H. Emery Electric Ltd.	620,430.02
Ellice Recycle Ltd.	99,098.09
Elliot Brady Construction	28,664.94
EMCO Corporation	163,534.24
Envision Sustainability Tools	42,000.00
ERB Technical Contracting Ltd.	1,821,756.22
Ernst & Young LLC	102,100.87
ESRI Canada Ltd.	83,131.11
EST Environmental Technologies	25,491.20
Evoqua Water Technologies Ltd.	148,619.15
Factory Mutual Insurance Company	294,275.00
FDM Software Ltd.	98,105.53
Finishing Touch Painting Ltd.	108,139.52
First Base Solutions	43,511.88
Five Star Paving Company	590,801.65
Flag-Girls Traffic Control Inc.	165,837.12
Flynn Canada Ltd.	194,962.72
Footprints Security Patrol Ltd.	31,500.00

Vendor Names	Total
Foresil Enterprises Ltd.	37,116.02
Forest Technology Systems	63,640.17
Fortis BC	382,217.08
Fotoprint Ltd.	36,894.07
Four Star Waterworks Ltd.	44,888.21
Frank Hohnsbehn	130,455.56
Fred Surridge Ltd.	164,875.24
Frontier Power Products Ltd.	51,256.80
Future Shop	50,346.68
G & E Equipment Rentals	1,282,993.71
G F Landscaping	27,499.00
Gadd Marine Contractors Ltd.	33,915.00
Galiano Island Recycling Resources	69,552.68
Garden City Tree And Landscape	108,638.82
Garry Oak Construction Ltd.	57,968.21
Gary Hendren	33,040.70
GE Water & Process Technologies	99,421.95
Generation Printing Ltd.	41,154.94
Genivar	98,532.75
Geoadvice Engineering Ltd.	78,713.56
George Tchobanoglous, Phd	40,569.51
Glass Smith & Co Ltd.	27,915.03
Glenwood Garden Works	65,363.88
Global Cadd Systems Corporation	28,689.28
Golder Associates Ltd.	818,443.85
Goldstream Rock Products Ltd.	110,929.86
Golf BC Holdings Inc.	1,299,571.80
Grand & Toy Office Products	73,766.80
Graphic Office Interiors Ltd.	142,548.57
Great Little Box Company Ltd.	25,579.11
Great West Life Assurance	277,872.00
Greater Victoria Coalition To End Homelessness	150,000.00
Greater Victoria Compost Education Centre	137,670.61
Greater Victoria Housing Society	816,000.00
Greater Victoria Labour Relations Association	405,615.38
Greater Victoria Police	203,692.00
Greater Victoria Public Library	25,032.30
Greater Victoria Womens Shelter Society	30,290.02
Griff's Lawn & Garden Care	55,008.50
Gulf Excavating Ltd.	31,928.36
Gulf Islands Film And Television School	50,788.50
Gulf Islands Septic Ltd.	33,883.25
GWG Rentals Vancouver	32,776.08
Harjim Industrial Services Ltd.	66,744.07

Vendor Names	Total
Harris Victoria	45,517.22
Hazco Environmental Services Ltd.	397,349.12
Hemlock Printers Ltd.	37,938.88
Holmes Realty In Trust	100,000.00
Home Depot	41,087.19
Honeywell Ltd.	27,555.10
Horizon Power Installations	35,970.87
Horne Coupar In Trust	355,000.00
Hoskin Scientific Ltd.	33,191.20
Houle Electric Ltd.	35,495.90
Hub Fire Engines & Equipment Ltd.	270,270.57
Ian Elliott	85,539.22
IBM Canada Ltd.	31,331.02
ICBC	193,665.96
Igor's Construction Ltd.	413,595.00
Interchange Public Affairs Inc.	43,695.55
International Paper Industries	2,539,629.81
International Web Express	59,700.48
Intrepid Theatre Company	79,768.79
IPI Tech Inc.	216,282.54
Irwin Industries (1988) Ltd.	27,868.05
Island Applicators Ltd.	100,948.62
Island Arts Centre Society	43,770.00
Island Asphalt Company	64,977.43
Island Floor Centre Ltd.	475,070.51
Island Health	175,672.52
Island Key Computer Ltd.	120,934.18
Island Marine Construction	46,825.01
Island Temperature Controls Ltd.	282,919.35
Island View Properties Ltd.	53,423.42
Island Window Coverings Ltd.	60,213.66
Islandearth Landscaping Services	77,227.50
Iverson Forest Management Inc.	73,830.53
IWA - Forestry Industry Pension & LTD Plans	143,100.45
J E Anderson & Associates	53,167.92
Janitors' Warehouse	40,478.90
Jenner Chevrolet Buick GM	90,633.46
Jim Story Enterprises Ltd.	78,375.41
John Deere Credit Canada	44,909.42
Joseph Brown Contracting Ltd.	48,681.21
Justice Institute Of BC	36,337.75
K T Industries	179,823.00
Kal Tire	54,228.97
Kaleidoscope Theatre	49,749.06

Vendor Names	Total
Kerr Wood Leidal Associates Ltd.	142,318.10
Kevan Brehart	29,281.10
Kinetic Construction Ltd.	2,971,887.36
Klearwater Equipment & Technology	77,097.73
Kms Tools & Equipment Ltd.	25,007.45
Knappett Projects Inc.	49,355.56
KPMG LLP	183,582.00
Kusters Zima Corporation	38,524.99
Lack Of Gravity Pictures	45,210.61
Laser Star Systems Ltd.	32,570.18
Linnaea Nursery	38,911.04
Lorax Environmental	45,276.00
Lordco Auto Parts Ltd.	43,214.16
Lynn Wallace	29,481.37
Mac's Heating Ltd.	26,782.29
Madison Paving (1976) Ltd.	55,899.81
Mansell's & Ken's Environmental Services	184,314.90
Manulife Financial Group Benefits	168,888.59
Markr Management	242,733.12
Marsh Canada Ltd.	278,634.00
Matthews Store Fixtures	27,523.89
Maxxam Analytics	258,899.52
Mayne Island Recycling Society	69,548.32
MB Laboratories Ltd.	65,413.18
McElhanney Consulting Services	34,149.50
McGregor & Thompson Hardware Ltd.	36,649.26
McRae's Environmental Services	43,736.89
Medical Services Plan Of BC	445,819.70
Metro Lexus Toyota Victoria	30,050.10
Michels Canada Co.	249,750.18
Milner Electric & Mechanical	197,988.02
Minister Of Finance	776,309.95
Mircom Distribution Inc.	40,453.83
Mitchell Press	26,376.49
Monk Office	144,556.63
Morrison Hershfield Ltd.	46,633.76
Muze Creative Communications	41,475.00
N & N Courier	43,722.00
National Car And Truck Rentals	59,573.16
Nelson Roofing & Sheet Metal Ltd.	236,589.65
Neway Constructors Inc.	107,831.05
Norseman Plastics Ltd.	142,068.72
North Salt Spring Waterworks	376,497.85
North West Environmental Group	33,568.27

Vendor Names	Total
Northwest Valve Systems	58,437.80
O K Industries Ltd.	409,385.38
Ocean Edge Sustainable	181,900.74
Offsetters Clean Technology Inc.	76,797.00
Olander Plumbing & Wiring	95,165.95
On-Line Ventures Inc.	90,661.98
Open Business Process Inc.	322,395.90
Open Space Arts Society	70,000.00
Opus Dayton And Knight Ltd.	337,322.71
Osprey Silviculture Operations	39,230.32
Pacific Blue Cross	1,297,051.96
Pacific Gold Homes Ltd.	26,265.79
Pacific Industrial And Marine	67,279.80
Pacific Northwest Raptor Ltd.	50,677.75
Pacific Opera Victoria	217,000.00
Pacifica Housing Advisory	270,000.00
Paladin Security Group	166,729.85
Panorama Leisure Centre	35,829.19
Paradigm Software LLC	40,276.11
Parker Johnston Industries Ltd.	34,535.13
Pender Island Public Library	76,430.00
Pender Island Recycling Society	76,064.05
Pender Island Fire Protection	510,772.48
Perma Construction	258,370.82
Perry L. McCarty	39,797.06
Peter Williams	46,739.74
Pitney Bowes Canada	114,173.39
Powell Fabrication And Manufacturing	33,489.56
Power Systems Plus Inc.	144,900.00
Price's Alarm Systems	68,643.09
Pridy Bros. House Moving	42,921.65
Quantum Murray LP	1,590,911.60
R & D Janitorial Services Ltd.	62,356.60
Radio Works	126,119.64
Ramsay Painting	376,461.01
Royal Kitchens	133,801.58
Read Jones Christoffersen Ltd.	150,130.95
Receiver General For Canada	9,884,585.16
Rethink (West) Inc.	30,129.13
Richard Bickel	25,287.96
Richlock Rentals Ltd.	29,793.78
Robertson Sheet Metal Ltd.	41,269.20
Robins Flotech Ltd.	32,561.99
Rocky Mountain Phoenix	186,699.39

Vendor Names	Total
Rocky Point Metalcraft Ltd.	866,412.55
Rogers Communications	342,913.47
Rona Inc.	31,359.16
Royal And Mcpherson Theatre	734,822.35
Royal Roads University	118,045.61
Runnymede Enhancement Society	34,824.34
Rutland Glass	153,185.56
Saanichton Development Ltd.	151,253.03
Salt Spring Island Community Services	284,066.70
Salt Spring Island Public Library	111,014.93
Salvation Army NRO	55,406.16
Saturna Island Fire Protection	179,800.80
Saturna Island Recycling Society	32,441.64
Save-On-Septic Services Inc.	56,289.85
Saywell Contracting Ltd.	1,531,357.86
Scansa Construction Ltd.	832,766.88
Scho's Line Painting Ltd.	32,019.75
SCS Engineers	30,971.95
Seaward Engineering And Research	49,266.00
Security Group	54,603.49
Shaw Communications	83,611.38
Shell Canada Products Ltd.	48,913.62
Shields Harney In Trust	120,000.00
Sidelines Promotional Products	96,814.83
Silvifor Resource Consultants	64,882.16
Sinorefor Products Inc.	35,840.00
Slegg Lumber	101,743.70
Smith Cameron Pump Solutions	49,926.45
Smith Culp Consulting	141,830.56
Softchoice Corporation	79,814.75
Sooke Region Museum	143,318.08
Sooke Slinger Service Ltd.	105,257.08
Sperling Hansen Associates	31,778.52
Stak Fitness Intl Inc.	29,594.96
Stantec	1,992,923.26
Stephen Gormican	48,110.20
Stewart Mcdannold Stuart	369,263.06
Stewart Mcdannold Stuart In Trust	11,434,728.93
Story Construction Ltd.	148,142.78
Story Theatre	37,000.00
Strathcona Forestry Consulting	35,150.46
Suburban Motors	283,909.44
Suncor Energy Products	162,443.92
Susan Leech	26,422.33

Vendor Names	Total
Talcore Walls & Ceilings	270,227.47
Telus	1,258,655.98
Tera Environmental Consultants	579,717.09
The Focus Corporation Ltd.	34,690.50
The Lime Kiln Group Inc.	41,580.00
Theatre Skam Association	29,849.44
Thurber Engineering Ltd.	45,378.78
Thyssenkrupp Elevator	139,310.90
Tigertel Communications	39,479.21
Times Colonist	246,926.39
Tower Fence Products	152,787.50
Township Of Esquimalt	39,635.40
Trafx Research Ltd.	44,493.75
Trail Appliances Ltd.	141,011.70
Tran Sign	37,212.31
Trane Canada	161,672.00
Transtech Data Services	33,636.75
Tri City Finishing	215,265.77
Tri-City Contracting	485,690.44
Trojan Technologies Inc.	273,715.37
Trow Associates	52,165.05
Truffles Catering	34,524.65
T'Sou-Ke Nation	27,913.17
Uma Engineering Ltd.	27,495.45
United Way Of Greater Victoria	51,939.66
Universal Sheet Metal Ltd.	254,430.87
University Of Victoria	57,969.92
Urban Futures	47,751.66
Van Isle Water Services	88,434.86
Vancouver Island Regional Libraries	190,120.00
Via Consultants Inc.	256,415.34
Vic Davies Architect Ltd.	196,737.53
Vicon Enterprises Inc.	26,157.43
Victoria Conservatory Of Music	62,000.00
Victoria Consulting Network Ltd.	39,674.25
Victoria Flying Club	30,967.94
Victoria Independent Film	30,000.00
Victoria Jazz Society	51,598.50
Victoria Mobile Radio Ltd.	106,870.74
Victoria Symphony Society	386,500.00
Victoria Window Cleaning	45,893.36
Victoria Women's Transition House	46,422.74
Vimar Equipment Ltd.	91,000.00
Visible Strategies	42,560.00

Vendor Names	Total
Waste Management Inc.	85,151.39
Wayne's Tractor Services	36,996.75
Wesco	186,163.58
West Bay Mechanical Ltd.	42,679.89
West Coast Evergreen Gardening	102,858.01
West Coast Helicopters	45,184.92
West Rock Construction Ltd.	323,047.81
Western Grater Contracting Ltd.	25,182.75
Western Tank And Lining Ltd.	25,781.84
Whitewater West Industries Ltd.	208,135.75
Wholesale Fire & Rescue Ltd.	45,412.96
Wildfire Environmental Inc.	30,221.49
Wittich	95,120.55
Wizardry	31,807.19
Wolseley Canada Inc.	144,965.80
Worksafe BC	433,789.11
WPC Solutions Inc.	30,955.68
Yates Thorn And Associates	40,149.02
Zanzibar Holdings	32,534.30
Total Regular Vendors > \$25,000	119,373,190.98
Consolidated Total of all payments < \$25,000	10,119,337.82
Total Schedule of Goods and Services	129,492,528.80



Making a difference...together

Capital Regional District

SCHEDULE OF REMUNERATION & EXPENSES EMPLOYEES

AS AT DECEMBER 31, 2013

Capital Regional District
Employee Remuneration - 2013 > \$75,000

Name	Salary	Expenses	Total
Aspinall, Anthony R	86,455.86		86,455.86
Baer, Kenneth	85,931.75	348.46	86,280.21
Balfour, Kim	92,977.50		92,977.50
Bandringa, Natalie	76,283.97	858.90	77,142.87
Barber, Lyn T	84,247.84	3,853.78	88,101.62
Barker, Lisa A	79,113.48	493.30	79,606.78
Bell, James	102,092.54	875.65	102,968.19
Benjamin, Tom H	83,616.61	1,837.02	85,453.63
Bennett, Scott	98,278.33	3,728.74	102,007.07
Bergner, Anke	79,337.12	1,021.57	80,358.69
Bewley, Graham	97,202.74	66.75	97,269.49
Binks, Rob	123,501.46		123,501.46
Bissenden, Leigh	93,718.12		93,718.12
Blackwell, Warren	88,173.96		88,173.96
Blaney, Jennifer	87,949.65	285.71	88,235.36
Blundell, Greg	97,003.95		97,003.95
Brcic, Tony	159,866.39	330.79	160,197.18
Breen, Peter J	95,784.06	5,882.55	101,666.61
Brewster, Lorraine E	98,309.44	3,236.14	101,545.58
Bridgewood, David-John	80,729.87	2,723.87	83,453.74
Broome, Kerry J	98,423.41	63.25	98,486.66
Brown, Donald R	109,331.32	377.35	109,708.67
Brown, Roger	105,514.67		105,514.67
Buckland, Nigel	82,927.07	519.01	83,446.08
Burr, Richard	76,912.16		76,912.16
Cain, Cameron	80,173.87		80,173.87
Campbell, Garth	83,910.85	3,542.45	87,453.30
Carlson, Richard	77,834.92		77,834.92
Coles, Jacquelyn	84,171.67		84,171.67
Constabel, Annette	111,802.63	2,365.52	114,168.15
Costin, Donna G	98,430.28	4,405.84	102,836.12
Cowley, Malcolm	122,602.95	1,018.62	123,621.57
Dayton, Peggy D	93,586.39	2,685.36	96,271.75
Deane, Victor	97,783.12	874.67	98,657.79
Dillabaugh, Nadine	78,771.61	1,634.42	80,406.03
Dunaway, Shane	83,975.01	300.00	84,275.01
Earle, Hayden A	78,150.48	315.00	78,465.48
Edwards, Richard	94,827.44	422.25	95,249.69
Elliott, Ian	92,850.97	8,943.19	101,794.16
Fafard, Drew	108,972.42	2,366.72	111,339.14
Fernandez, Carlos	85,597.01	363.00	85,960.01
Finch, Linda	87,931.81	3,050.07	90,981.88
Fowler, Laraine	75,246.86	2,221.71	77,468.57

Name	Salary	Expenses	Total
Frederick, Joshua	105,327.82	1,840.36	107,168.18
Fritz, Ronn	86,795.77		86,795.77
Futcher, David	75,447.65	54.05	75,501.70
Gardner, David	95,819.74	478.10	96,297.84
Gibson, Heidi	112,053.80	959.90	113,013.70
Gibson, James W	89,264.32		89,264.32
Giesbrecht, Greg	107,323.64	147.00	107,470.64
Gilbert, Chris	79,287.08		79,287.08
Girardet, Jeffery A.	76,226.92		76,226.92
Goddard, David	106,949.29	5,079.62	112,028.91
Gollmer, George	105,981.67	1,438.15	107,419.82
Gorman, Rob J	89,395.98	2,652.24	92,048.22
Gottfred, Craig	118,900.56	2,783.40	121,683.96
Govan, James	75,671.31		75,671.31
Grant, James	78,803.68		78,803.68
Green, Dale M	85,252.31	880.12	86,132.43
Grelson, Chris	122,402.06	6,336.33	128,738.39
Gudavicius, Sigi	112,868.11	788.11	113,656.22
Gutierrez, Robert	116,678.95	3,027.02	119,705.97
Haas, Tim	82,828.62		82,828.62
Hall, Fraser	75,141.52	378.50	75,520.02
Hallatt, Susan	89,511.97	816.01	90,327.98
Hardy, Robert	89,870.89		89,870.89
Harris, Glenn	129,915.64	1,608.31	131,523.95
Harrison, Jeffrey	92,062.18	2,700.88	94,763.06
Hemus, Burn M	79,197.72	655.30	79,853.02
Hennigan, David	129,960.16	4,090.92	134,051.08
Hennigar, J. Ian	121,831.00	3,977.73	125,808.73
Herriott, Don	91,295.14	2,884.26	94,179.40
Hliva, Adam	99,070.58	3,126.19	102,196.77
Hodder, Robert	131,563.40		131,563.40
Hood, Sarah	97,747.42	851.66	98,599.08
Howard, Keith	81,675.59		81,675.59
Hozack, John	78,263.27	10.00	78,273.27
Hull, John A	195,303.53	454.33	195,757.86
Hutcheson, Larisa	170,325.24	1,487.93	171,813.17
Hutchings, Larry	83,066.25	2,507.64	85,573.89
Irg, Shayne	80,834.32	362.25	81,196.57
Irwin, Stewart	122,898.50	881.35	123,779.85
Janyk, Darryl G	78,639.32	1,297.39	79,936.71
Jay, Gary	112,669.96		112,669.96
Jefferies, Andrew	76,677.60	2,513.81	79,191.41
Jobsis, Mark	78,072.08	742.45	78,814.53
Johansson, Kenneth	89,417.89	6,213.99	95,631.88
Johns, Heather	87,812.91	1,174.48	88,987.39
Jones, Wayne M	97,558.92		97,558.92

Name	Salary	Expenses	Total
Kamphof, Henry	131,775.62	3,068.20	134,843.82
Kardos, Dawn	78,080.72	9,274.58	87,355.30
Klassen, June	109,849.72	5,130.58	114,980.30
Kohout, Milan	96,436.66		96,436.66
Kolic, Joe	80,548.48	22.50	80,570.98
Kozak, Craig	98,123.31		98,123.31
Kruger, Allan	121,245.67	400.00	121,645.67
Lam, James T	87,938.28	4,002.59	91,940.87
Lapham, Robert	209,510.46	8,191.88	217,702.34
Lathigee, Jonathan	87,435.48	505.95	87,941.43
Lee, Henry	79,850.84	1,196.81	81,047.65
Leigh-Dorin, Val	91,152.78	1,511.37	92,664.15
Lemmen, Steven	90,226.79	663.74	90,890.53
Leung, Brian	87,282.77		87,282.77
Liu, Andy	119,210.56	1,671.22	120,881.78
Lock, Donald	105,446.33	735.00	106,181.33
Lokken, Diana	170,220.53	1,472.55	171,693.08
Loukes, Robyn C	89,502.93	1,475.62	90,978.55
Lowe, Chris	85,170.16	558.75	85,728.91
Ludvigson, Edwin	75,165.58	17.00	75,182.58
MacDonald, Brian	109,852.00	1,568.40	111,420.40
MacIntyre, Michael C	105,189.46	388.50	105,577.96
Magi, John P	109,760.24	561.55	110,321.79
Marquis, Wilfred	84,227.40	54.15	84,281.55
Marr, Joseph	95,197.28	362.25	95,559.53
Martin, Darren W	99,362.95	190.31	99,553.26
Mason, Scott	118,900.59	1,133.46	120,034.05
Matlo, Michael J	83,000.44	1,466.79	84,467.23
McKay, Greg	114,118.66	1,451.20	115,569.86
Metcalf, Donald	96,604.84	581.12	97,185.96
Milne, Bob	76,071.50		76,071.50
Misek-Evans, Margaret	119,331.54	2,385.16	121,716.70
Moore, Allan W	84,440.05	5,575.43	90,015.48
Moore, Nancy D	98,275.89	1,181.39	99,457.28
Mullett, David	89,198.89		89,198.89
Nakata, Tony	81,579.32	590.00	82,169.32
Navarrete, Mauricio	87,986.88	1,633.84	89,620.72
Neilson, Christopher	137,798.10	1,548.75	139,346.85
Nelson, Douglas	84,137.49		84,137.49
Orr, Andy	123,061.82	260.83	123,322.65
Palmer, Susan	78,623.11	2,108.61	80,731.72
Parker, Robert	99,198.76	120.00	99,318.76
Peach, Rick	123,267.88		123,267.88
Perreault, Denis	94,609.50	1,568.06	96,177.56
Pleven, Gary	84,283.65		84,283.65
Poncelet, Janice	106,041.32	727.36	106,768.68

Name	Salary	Expenses	Total
Preece, Cameron	111,641.90	157.60	111,799.50
Quan, Carson	84,761.69	5,700.98	90,462.67
Rachwalski, Maurice	121,202.03	965.56	122,167.59
Rees, Pat	95,646.94		95,646.94
Reynolds, Patrick	83,292.11		83,292.11
Rieberger, Ronald	87,806.59	80.75	87,887.34
Robbins, Ted	144,839.25	7,985.18	152,824.43
Robertson, Marie	92,433.09	1,250.23	93,683.32
Robins, Chris	88,394.84	1,414.05	89,808.89
Robson, Dan	83,182.69	1,747.84	84,930.53
Roy, Stephen	86,277.54	186.66	86,464.20
Sandhar, Amrit	76,048.03	2,177.74	78,225.77
Santarossa, Sonia	109,331.02	4,811.00	114,142.02
Scaber, Todd	98,429.68	877.50	99,307.18
Scheuer, Darren	84,036.07	2,093.48	86,129.55
Scott, Sharon	90,492.37	1,856.39	92,348.76
Sharma, Rajat	137,753.27	4,314.02	142,067.29
Sladen, Trevor	87,520.05	782.86	88,302.91
Smart, Randy	95,127.77		95,127.77
Smith, Russ	129,865.78	2,877.55	132,743.33
Smyth, Trevor	95,311.57	222.74	95,534.31
Sneek, Jeff	79,310.00		79,310.00
Stewart, Carolyn	79,791.72	1,039.84	80,831.56
Stock, Mary	97,741.22	818.05	98,559.27
Sweetnam, Albert	89,168.36	19,555.93	108,724.29
Tamboline, Thomas	80,066.26	709.80	80,776.06
Tanton, Tim	131,886.98	4,433.42	136,320.40
Tates, Ron	83,579.63	787.50	84,367.13
Telford, Dan	131,895.52	2,155.42	134,050.94
Thaver, Shanney A	95,788.79	2,314.13	98,102.92
Thomas, Russell	111,238.50	214.70	111,453.20
Ussery, Joel	111,383.19	172.20	111,555.39
Van Niekerk, Jan D	126,538.94	2,046.83	128,585.77
Venoit, Martin L.	117,188.65	339.00	117,527.65
Villa, Roy	109,532.30	1,150.00	110,682.30
Walker, Deborah A	82,958.00	3,622.73	86,580.73
Walker, Robert	84,573.04	2,510.74	87,083.78
Ward, Jeffrey	118,731.40	2,319.63	121,051.03
Waterfield, Richard R	103,596.03	327.00	103,923.03
Waters, Michael	82,867.01	824.63	83,691.64
Waters, Ralf	98,727.08	5,552.87	104,279.95
Watkins, Tom	98,429.38	1,539.74	99,969.12
Watson, Jody L	81,574.43	-	81,574.43
Weaver, Mike	100,032.82	35.00	100,067.82
Webb, Cal	80,538.34	89.25	80,627.59
Webb, Sarah	78,195.73	3,484.21	81,679.94

Name	Salary	Expenses	Total
Weightman, Jeff	76,576.41	1,865.20	78,441.61
West, Kevin	97,939.78	15.00	97,954.78
Whipps, Steven	84,069.94	1,418.90	85,488.84
Whiting, Travis	122,385.36	2,620.98	125,006.34
Wilson, Lynn	82,441.48	1,310.07	83,751.55
Wyatt, Trevor	89,137.13		89,137.13
Total Over \$75,000/Annum	18,353,536.77	294,341.83	18,647,878.60
Total Other Employees	24,255,763.94	260,463.00	24,516,226.94
Total Remuneration & Expenses	42,609,300.71	554,804.83	43,164,105.54



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Capital Regional District

SCHEDULE OF REMUNERATION & EXPENSES DIRECTORS

AS AT DECEMBER 31, 2013

Director and Alternate Director Remuneration - 2013

Name	Salary	Allowance	Expenses	Total
Alto Bond, Marianne	6,056.22	3,028.09		9,084.31
Blackwell, Denise	12,351.41	6,175.54		18,526.95
Brice, Susan	6,480.91	3,240.40		9,721.31
Brownoff, Judith	6,042.88	3,021.43		9,064.31
Bryson, Alastair	19,731.90	9,866.05		29,597.95
Coleman, Christopher	788.68	394.32		1,183.00
Cross, Lawrence	5,934.88	2,967.43		8,902.31
Cullington, Judith	1,820.00	910.00		2,730.00
Daly, Frederic (Ted)	5,995.55	2,997.76		8,993.31
Derman, Victor	6,359.57	3,179.74		9,539.31
Desjardins, Barbara	6,420.23	3,210.08		9,630.31
Fortin, Dean	5,995.55	2,997.76		8,993.31
Gerrard, Paul	849.37	424.63		1,274.00
Gramigna, Bob	910.04	454.96		1,365.00
Gudgeon, Shellie	788.71	394.29		1,183.00
Hamilton, Carol	5,995.55	2,997.76		8,993.31
Helps, Lisa	788.69	394.31		1,183.00
Herbert, John	1,152.70	576.30	21.25	1,729.00
Hicks, Mike	28,017.62	14,008.60		42,026.22
Hill, Graham	5,995.55	2,997.76		8,993.31
Howe, David	27,046.90	13,523.32	5,467.70	40,570.22
Hundleby, Lynda	667.35	333.65		1,001.00
Isitt, Benjamin	6,238.23	3,119.08	101.00	9,357.31
Jensen, Nils	6,541.58	3,270.73		9,812.31
Kasper, Rick	788.69	394.31		1,183.00
Lake, Peter	182.01	90.99	224.85	273.00
Leonard, Frank	6,285.56	3,142.75		9,428.31
Loveless, Marilyn	849.36	424.64		1,274.00
Madoff, Pamela	1,274.02	636.98		1,911.00
Masselink, Derek	2,002.00	1,001.00	2,603.02	3,003.00
Mcbride, Conny	364.02	181.98		546.00
Mcintyre, Wayne	26,986.23	13,492.99	5,403.23	45,882.45
Mendum, Jane	5,934.88	2,967.43		8,902.31
Milne, Wendal	6,177.56	3,088.75	693.00	9,266.31
Murdock, Dean	728.04	363.96		1,092.00
Olsen, Sylvia	485.33	242.67		728.00
Ranns, John	5,995.55	2,997.76		8,993.31
Sanders, Vicki Lynn	1,880.71	940.29		2,821.00
Screech, David	667.35	333.65		1,001.00
Seaton, Lanny	5,995.55	2,997.76		8,993.31

Name	Salary	Allowance	Expenses	Total
Sifert, Winnie	364.01	181.99		546.00
Szpak, Lillian	485.35	242.65		728.00
Thornton Joe, Charlayne	182.01	90.99		273.00
Vowles, Wally	485.34	242.66		728.00
Wells, John	60.67	30.33		91.00
Wergeland, Leif	5,995.55	2,997.76		8,993.31
Young, Geoffrey	6,177.56	3,088.75		9,266.31
Grand Total:	249,317.42	124,657.03	14,514.02	379,377.68

Committee and Commission Member Remuneration - 2013

Name	Salary	Allowance	Expenses	Total
Day, Cynthia	121.34	60.66		182.00
Dixon, Theodore	364.02	181.98	119.72	546.00
Hodgins, David	242.68	121.32		364.00
Johannesen, Sigurd	364.02	181.98		546.00
King, P Zeb	485.35	242.65		728.00
Logan, Gordie	303.35	151.65		455.00
Lougher Goodey, Mervyn	485.35	242.65		728.00
Mcintyre, Roy	606.70	303.30		910.00
Middleton, Kara	364.02	181.98		546.00
Ney, Tara	303.35	151.65		455.00
Phillips, Heather	546.03	272.97		819.00
Price, Steven	60.67	30.33		91.00
Roessingh, Karel	242.67	121.33		364.00
Rogers, John	424.69	212.31	941.90	1,578.90
Shipton, Harold	242.68	121.32		364.00
Wade, Nichola	303.34	151.66		455.00
Wynans, Art	546.03	272.97		819.00
Grand Total:	6,309.63	3,154.37	1,061.62	10,525.62

Seatterra Commission Member Remuneration - 2013

Name	Salary	Expenses	Total
Cummings , Frederick	18,033.00		18,033.00
Eaton , Brenda	35,332.49	749.77	36,082.26
Elardo, Pamela*		2,881.01	2,881.01
Hughes , Larry	18,783.00	3,325.28	22,108.28
Ing , Ivan	18,033.00	2,961.21	20,994.21
McConnell , Hew	21,783.00		21,783.00
Smith , Colin	22,533.00		22,533.00
Grand Total:	134,497.49	9,917.27	144,414.76



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Capital Regional District

SEVERANCE AGREEMENTS

AS AT DECEMBER 31, 2013

NIL

There were no severance agreements made between the Capital Regional District and its non-unionized employees during the fiscal year 2013.

REPORT TO FINANCE COMMITTEE MEETING OF JUNE 4, 2014

SUBJECT CAPITAL REGIONAL DISTRICT (CRD) 2013 FINANCIAL PERFORMANCE

ISSUE

This report provides the Board with an update on the 2013 Financial Performance as compared to the approved 2013 annual budget.

BACKGROUND

Further to the Board's request to move towards increased reporting by the CRD, staff have prepared this report to provide an overview of the 2013 Financial Performance as it relates to the 2013 annual budget.

Budgets are generally prepared based on current information at the time they are produced. However, changing operational priorities and unforeseen operational constraints can sometimes lead to results that differ from expectations. Surpluses generated from operations are generally carried forward and used to reduce the appropriate service requisitions.

The CRD is a diversified regional government that provides a wide range of services to its stakeholders. For management reporting purposes, the CRD's operations and activities are organized and reported by Funds. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations. CRD services are provided by departments and their activities are reported within their respective Funds.

HIGHLIGHTS

Variance Analysis – Capital Expenditures

The overall capital expenditures for the CRD were under spent by \$75.5 million. The majority of the variance, as with total capital, relates to the Seatterra Program. Other variances are summarized as follows:

Water Utility Services

Across all of the water utility services, the capital program was underspent by \$6 million.

- Regional Water Supply Service – the \$1.0 million capital under expenditure was primarily a result of beginning design work but deferring construction until 2014 on multi-year projects such as the Japan Gulch Disinfection Process Upgrade project and the Supply Main #14.
- Juan de Fuca Water Distribution Service – the \$1.6 million capital under expenditure was primarily a result of beginning design work but deferring construction until 2014 on multi-year projects such as the Sooke Road water main project and the pump station upgrade.
- Juan de Fuca Water Distribution Service Development Cost Charge (DCC) Capital Projects – the \$1.7 million capital under expenditure was primarily due to deferring design and construction of DCC projects that are subject to private land development project requirements.
- Saanich Peninsula Water Service – the \$1.0 million capital under expenditure was primarily due to deferring the construction of the Sidney supply main replacement to 2014.
- Electoral Area water utility services – the \$700,000 capital under expenditure was primarily due to construction delays on the multi-year water treatment project in Magic Lake Estates, Pender Island.

Sewer Utility Services

Across all of the sewer utility services, the capital program was underspent by \$51.6 million.

- Seaterra Program - the capital program was underspent by \$49 million due to program delays.
- The Core Area Trunk Sewer and Saanich Peninsula Sewer Services - capital programs were underspent by \$800 thousand as a result of deferring inspection/construction work to 2014, including the Clover and Macaulay outfall inspections, trunk flow metering improvements, and upgrades to the Saanich Peninsula Wastewater Treatment Plant.
- Electoral Area sewer utility services – the \$1.8 million capital under expenditure was primarily due to construction delays on the multi-year sewage treatment projects in Magic Lakes Estates, Pender Island and at the SSI Liquid Waste and Ganges treatment facilities, Salt Spring Island.

Environmental Health Services

The variance of \$1 million relates to a few projects that were implemented as planned in 2013. The underspending is mainly due to a shift in the cash flow. Work on these projects continues in 2014.

Regional Parks and Recreation Services

In Regional Parks the variance relates to the development of the E&N rail trail project. There were some construction project delays in the completion of phase 1. Work on this project continues in 2014 and the budget will be expended by the end of this year. Phase 2 of the trail development was delayed to complete the detailed engineering drawings and staffing capacity. The construction contract has been tendered and will be awarded in July of this year. The other variance relates to monies identified in the capital plan to acquire lands for playing fields on Salt Spring Island. The Salt Spring Parks and Recreation Commission has been unsuccessful in their attempts however they are continuing to pursue alternate sites and are hopeful that the money will be expended in 2014.

General Government and Others

The \$3 million variance relates to the delay in construction of the two fire halls. It is anticipated that construction will begin in 2014 and monies will be expended accordingly.

Capital Region Housing Corporation (CRHC)

The housing capital budget was underspent by \$400,000 due to delay in capital replacement items.

The summary of 2013 capital expenditures is as follows:

	Millions		
	2013 Budget	2013 Actual	Variance
Water Utility Services	25.4	19.4	(6.0)
Sewer Utility Services	69.5	17.9	(51.6)
Environmental Health Services	3.6	2.6	(1.0)
Regional Parks and Recreation Services	18.1	6.2	(11.9)
General Government Services & Others	10.9	7.9	(3.0)
Capital Region Housing Corporation	4.1	3.7	(0.4)
	131.6	57.7	(73.9)

Variance Analysis – Operating

Overall the 2013 operations resulted in an operating surplus position of \$4.6 million. This is primarily due to expenditures being lower than budgeted. An overview of the 2013 financial performance is provided below.

	\$ 000's		
	2013 Budget	2013 Actuals	Variance
Water Utility Services			
Revenue	50,558	48,945	(1,613)
Expenditure	50,558	48,676	1,881
Surplus (Deficit)	-	268	268
Sewer Utility Services			
Revenue	26,546	26,656	110
Expenditure	26,546	26,111	435
Surplus (Deficit)	-	545	545
Environmental Health Services			
Revenue	22,467	22,562	95
Expenditure	22,467	22,545	(78)
Surplus (Deficit)	-	17	17
Regional Parks & Recreation			
Revenue	30,301	30,893	592
Expenditure	30,301	30,721	(420)
Surplus (Deficit)	-	172	172
General Government Services			
Revenue	43,654	42,597	(1,058)
Expenditure	43,654	39,263	4,391
Surplus (Deficit)	-	3,334	3,334
CRHC			
Revenue	14,829	14,720	(108)
Expenditure	14,574	14,426	148
Surplus (Deficit)	254	294	40
CRD Consolidated			
Revenue	188,354	186,373	(1,981)
Expenditure	188,100	181,742	6,358
Consolidated Surplus (Deficit)	254	4,631	4,377

Water Utility Services

The negative variance in total revenue across all of the water utility services was due to lower than planned water consumption in 2013. However, there was a positive variance in expenses primarily due to the refinancing of a portion of the MFA debt resulting in lower than budgeted interest expenses.

Sewer Utility Services

The positive variance in total expenditures across all of the sewer utility services was primarily due to the borrowing for the Millstream remediation project being lower than anticipated. This reduction in borrowing resulted in decreased interest expense and principal payments for 2013.

Recreation & Cultural

The positive variance in Recreation and Culture is due mainly to an increase in donations and sponsorships, while the increased expenses are related primarily to an increase in wages and transfers to Capital Reserves.

General Government & Other

There is a surplus of \$3.3 million within General Government. Approximately \$2 million is related to the Regional Housing Trust Fund; grants were not awarded due to a lack of acceptable applications. A further surplus of \$600,000 relates to monies being set aside for the Island Corridor Foundation. A significant portion of the remaining \$700,000 is attributed to

unexpended budgets due to vacant staff positions and employee transitions across various areas within the organization.

Housing

Based on BC Housing Operating Agreements CRHC is required to manage accumulated operating surplus/deficits.

Ratio Analysis

In addition to variance analysis staff have also analyzed the following financial ratios to indicate CRD's overall financial position (Attachment 1).

Debt Service Costs / Total Revenue

It is important for the CRD to monitor the debt levels carried; as debts approach maturity, it allows higher future capacity to invest in the organization, such as long term capital projects.

Interest Costs / Revenue

Interest rates have been declining over the last several years resulting in a lower cost of borrowing for CRD.

Current Ratio

The current ratio is one measure of liquidity – the ability of the local government to meet current obligations through existing current assets. The current ratio is presented as a measure of relative organizational financial performance only. Overall the current ratio only has a limited effect as the CRD has the ability to raise funds through taxation and debt financing according to the tax basis. The CRD's current ratio is favourable.


CONCLUSION


The 2013 financial performance of the CRD was favourable as it relates to the budget and reflects the CRD's consistent financial performance.

RECOMMENDATION

That the Finance Committee recommend to the Capital Regional District Board that:

This report be received for information.


Rajat Sharma, MBA, CMA
Senior Manager, Financial Services


Diana E. Lokken, CPA, CMA
General Manager, Finance and Technology Dept.
Concurrence


Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

Capital Regional District Financial Indicators

1) Debt Service Costs / Total Revenue

This is the percentage of revenue committed to the payment of interest and principal on temporary and long-term debt. A high percentage indicates greater use of reserves for the repayment of debt, and less ability to adjust to unplanned events and changing circumstances. CRD's debt service costs are fairly consistent year over year.

	2013 Actual		2012 Actual		2011 Actual	
<u>Debt Service Costs</u>	<u>49,016,499</u>	26.5%	<u>45,539,634</u>	25.7%	<u>41,496,780</u>	24.8%
Total Revenue	184,821,201		177,414,836		167,164,819	

2) Interest Costs / Total Revenue

This is the percentage of revenue committed to payment of interest on temporary and long-term debt for CRD services. A high percentage indicates greater use of revenues for servicing interest on outstanding debt, and less ability to adjust to unplanned events and changing circumstances.

	2013 Actual		2012 Actual		2011 Actual	
<u>Interest Costs</u>	<u>21,064,316</u>	11.4%	<u>21,092,904</u>	11.9%	<u>20,922,266</u>	12.5%
Total Revenue	184,821,201		177,414,836		167,164,819	

3) Current Ratio

The current ratio is a measure of the liquidity of an organization, meaning CRD's ability to meet current obligations through current assets of the organization.

	2013 Actual		2012 Actual		2011 Actual	
<u>Current Assets</u>	<u>45,662,141</u>	2.00 : 1	<u>47,749,533</u>	2.16 : 1	<u>54,033,000</u>	3.29 : 1
Current Liabilities	22,781,645		22,124,284		16,412,236	

Juan de Fuca Land Use Committee's Report

Victoria, BC May 20, 2014

To the Chair and Directors of the Capital Regional District Board:

The Juan de Fuca Land Use Committee reports and recommends:

1. Proposed Bylaw – Board Voting Block A

Bylaw No. 3849, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 112, 2014"

1. Proposed Bylaw No. 3849, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 112, 2014" be introduced and read a first time and read a second time; and
2. That in accordance with the provisions of Section 890 and 891 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or the Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 3849.

Background information is provided in the attached staff report for Voting Block A members and in the staff report dated May 20, 2014 which is available for viewing at the Juan de Fuca Electoral Area Planning office or at the CRD website:

<https://www.crd.bc.ca/about/document-library/Documents/committeedocuments/juandefucalandusecommittee/20140520>

2. Proposed Bylaw – Board Voting Block A

Bylaw No. 3958, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 4, 2014"

1. Proposed Bylaw No. 3958, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment No. 4, 2014", as included in Appendix 1 and as amended, be referred to appropriate CRD departments and the following agencies for comment: School District #62, Ministry of Transportation & Infrastructure, Cowichan Valley Regional District, and District of Sooke.
2. Proposed Bylaw No. 3958, to amend the Land Use Bylaw for the Rural Resource Lands, Bylaw No. 3602, as amended, be referred to the full CRD Board for a determination of consistency with the Regional Growth Strategy in accordance with the Juan de Fuca Development Procedure Bylaw No. 3110.

Background information is provided in the attached staff report for Voting Block A members and in the staff report dated May 20, 2014 which is available for viewing at the Juan de Fuca Electoral Area Planning office or at the CRD website:

<https://www.crd.bc.ca/about/document-library/Documents/committeedocuments/juandefucalandusecommittee/20140520>



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Item 5.5.1

PROPOSED BYLAW NO. 3849

REPORT TO JUAN DE FUCA LAND USE COMMITTEE MEETING OF TUESDAY, MAY 20, 2014

SUBJECT **PROPOSED AMENDMENTS TO THE JUAN DE FUCA LAND USE BYLAW, 1992, BYLAW NO. 2040 (AMENDMENT BYLAW NO. 3849)**

ISSUE

Amendments to the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 are proposed to remove the requirement that accessory buildings be one-storey, to add the provision for suites to the Forestry (AF) and Agricultural (AG) zones and to address housekeeping items.

BACKGROUND

At their meeting of February 18, 2014, the Land Use Committee (LUC) considered proposed Bylaw No. 3849 to allow two-storey accessory buildings while maintaining the height requirement, adding the provision for a secondary suite or detached accessory suite in the AF and AG zones and to address housekeeping items.

At its meeting of March 12, 2014, the CRD Board considered the LUC recommendation and directed staff to refer proposed Bylaw No. 3849 to appropriate CRD departments and the following agencies for comment:

Agricultural Advisory Planning Commission
Agricultural Land Commission
BC Hydro
District of Sooke
East Sooke Advisory Planning Commission
East Sooke Fire Department
Island Health
Ministry of Agriculture
Ministry of Transportation and Infrastructure
Otter Point Advisory Planning Commission

Otter Point Fire Department
Pacheedaht First Nation
RCMP
Scia'new First Nation
Shirley/Jordan River Advisory Planning Commission
Shirley Fire Department
Sooke School District #62
T'Sou-ke First Nation

Comments were received from BC Hydro, CRD Integrated Water Services, CRD Regional Parks, CRD Regional Planning, Island Health, Ministry of Transportation and Infrastructure, School District #62 and Ministry of Agriculture (Appendix 1). The proposed bylaw was considered by the Agricultural Advisory Planning Commission at their meeting held on March 27, 2014, by the East Sooke Advisory Planning Commission at their meeting held on March 31, 2014, by the Shirley/Jordan River Advisory Planning Commission at their meeting held on April 2, 2014 and by the Otter Point Advisory Planning Commission at their meeting held on April 7, 2014. During these meetings it was noted that the Community Facility Camp Barnard zone P-2CB also needed to be added to the institutional zone definition.

ALTERNATIVES

1. Recommend to the CRD Board that proposed Bylaw No. 3849, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 112, 2014" proceed for first and second readings and to direct the bylaw to public hearing.
2. Recommend that the CRD Board not approve proposed Bylaw No. 3849, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 112, 2014".
3. Request more information be provided by staff.

LEGISLATIVE IMPLICATIONS

Pursuant to Section 879 of the *Local Government Act (LGA)*, an amendment to a zoning bylaw requires that the local government provide one or more opportunities for consultation it considers appropriate to the persons, organizations and authorities the local government considers may be affected by the adoption, repeal or amendment of a zoning bylaw.

Pursuant to Section 881 of the *LGA*, a proposed amendment to a zoning bylaw must be referred to the school district. Where an amendment or new land use and subdivision bylaw will apply to land within 800 m of a controlled access highway, the bylaw must be referred to the Ministry of Transportation and Infrastructure.

PUBLIC CONSULTATION IMPLICATIONS

Should the proposal proceed, a public hearing pursuant to Section 890 of the *LGA* will be required subsequent to the amendments passing second reading by the CRD Board. The notice of public hearing will be advertised in the local newspaper and on the website.

REFERRAL COMMENTS

Referrals were forwarded on March 13, 2014 to those agencies specified by the CRD Board. BC Hydro, School District #62, CRD Regional Parks and Ministry of Transportation and Infrastructure indicated their interests are unaffected. Island Health has no objections provided they continue to receive referrals regarding increases to living space in residences and suites. CRD Regional Planning stated there are no issues with respect to the Regional Growth Strategy. CRD Integrated Water Services indicated that water system capacity may be an issue if the number of secondary suites is sufficiently large. The Ministry of Agriculture provided reference to the *Agricultural Land Commission (ALC) Act* and the Bylaw Standard for Residential Uses in the Agricultural Land Reserve (ALR), stating that ALC approval is required for additional residences on a parcel in the ALR and the residences should support farm business needs.

The Agricultural Advisory Planning Commission (AAPC) considered the proposed bylaw at their meeting on March 27, 2014 and passed a resolution in support of the proposed bylaw amendments related to secondary suites and detached accessory suites in the AG zone. They also supported the removal of the one-storey provision for accessory buildings and suites.

The East Sooke Advisory Planning Commission considered the proposed bylaw at their meeting on March 31, 2014 and passed a resolution in support of the proposed amendments to the definitions and general regulations sections and in support of the proposed amendments to the AG zone. As there are no parcels zoned AF in East Sooke, the Commission did not provide advice on this matter.

The Shirley/Jordan River Advisory Planning Commission considered the proposed bylaw at their meeting on April 2, 2014 and passed a resolution in support of the proposed amendments to the definitions, general regulations and the addition of the provision for suites in the AF and AG zones. The Commission expressed concern over the proposed removal of the 300 m buffer between silviculture practices and the highway, recommending that the text be changed to a 40 m buffer. The Commission advised that the establishment of enforceable buffers be investigated for the major review of Bylaw No. 2040.

The Otter Point Advisory Planning Commission considered the proposed bylaw at their meeting on April 7, 2014 and passed resolutions in support of the proposed bylaw amendments to the definitions and general regulations sections. The Commission supported the proposed amendments to the AF zone related to secondary suites and yard requirements. The Commission advised that more study is needed to develop an effective regulation for buffers as part of the major review of Bylaw No. 2040. With respect to the proposed amendments to the AG zone, the Commission recommended the wording be amended to permit options for a maximum of two dwelling units as presented in the example from Metchosin.

PLANNING ANALYSIS

The proposed bylaw amendments to the definitions section include clarifying how height is calculated, adding P-4 to the institutional zone definition, and RR-AK and RR-3K to the rural residential zone definition. During the APC meeting it was noted that the Community Facility Camp Barnard zone P-2CB needed to be added to the institutional zone definition and this is included in the proposed bylaw.

The proposed amendment to the height requirement for accessory buildings and detached accessory suite retains the height measurement but removes the one-storey restriction. Although there was discussion at the APC meetings about the potential impacts of two-storey accessory buildings on privacy, many supported the cost-savings and design options in two-storey construction. The APCs supported the amendment.

Currently, the AF zone permits “silviculture except within 300 m of a highway.” Staff felt this clause was vague as silviculture refers to both the production and harvesting of timber and is not enforceable as written. Further, silviculture typically is conducted on parcels within a Tree Farm License (TFL) on Crown

land or Private Managed Forest Land (PMFL) where local government bylaws do not apply. Both the Shirley/Jordan River and Otter Point APCs advised retaining the statement until a broader review of enforceable buffers can be conducted as part of the major review of the Juan de Fuca Land Use Bylaw. Staff support revisiting the issue as part of a subsequent bylaw review.

The proposed addition of a secondary suite or detached accessory suite to the AF zone would not apply to parcels less than 0.4 ha in size for suites or to parcels designated as PMFL or TFL lands. Discussion at the APC meetings regarding suites on AF parcels included both concern for additional residential density and support for the ability to generate rental income. The APCs indicated support for the proposed amendments to the AF zone.

The proposal to add the provision for a secondary suite or detached accessory suite to the AG zone would apply to 124 parcels. Comments received from the Ministry of Agriculture state that while the provision of secondary suites is encouraged for farm worker housing, the benefits of the proposed amendments to agriculture business are not clear. Additional residences on a parcel in the ALR would require approval from the ALC. The AAPC supported the addition of suites in the AG zone to provide accommodation for farm employees. The Otter Point APC supported a total of two dwelling units in the AG zone, similar to Metchosin's land use regulations.

Staff revised the proposed Bylaw No. 3849 to reflect the comments received from the referral agencies, AAPC and APCs (Appendix 2) and recommend that the bylaw proceed to first and second readings and on to public hearing.

CONCLUSION

Bylaw amendments are proposed to clarify institutional and rural residential zone definitions to acknowledge newly created zones and to revise the definition of height. The proposed bylaw would also permit two-storey accessory buildings and detached accessory suites while maintaining the height requirement, permit secondary suites and detached accessory suites in the Forestry and Agricultural zones. Staff has considered agency and public comments and has revised the proposed bylaw.

RECOMMENDATION

That the Land Use Committee recommends to the CRD Board that:

1. Proposed Bylaw No. 3849, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 112, 2014" be introduced and read a first time and read a second time; and
2. That in accordance with the provisions of Section 890 and 891 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or the Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 3849.

****ORIGINAL SIGNED****

Emma Taylor, MA
Planner, Local Area Planning

June Klassen, MCIP, RPP
Manager, Local Area Planning

Kevin Lorette, P.Eng, MBA
General Manager,
Planning and Protective Services

Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

Appendix 1 – Referral Comments
Appendix 2 – Proposed Bylaw No. 3849
Appendix 3 – Proposed Bylaw No. 3849 Track Changes

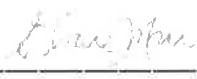
Appendix 1: Referral Comments

RESPONSE SUMMARY –BYLAW NO. 3849

☐ Interest Affected by Proposal for Reasons Outlined Below

☒ Interest Unaffected by Proposal

Comments: On behalf of BC Hydro, Property Rights Services Department, I herewith confirm that BC Hydro interests are not affected on the proposed amendments to the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 to remove the requirement that accessory buildings be one-story, and to address housekeeping items.


Signed Elaine Mann Property Coordinator
March 13, 2014 British Columbia Hydro and Power Authority
Date Agency

RESPONSE SUMMARY –BYLAW NO. 3849

☒ Interest Affected by Proposal for Reasons Outlined Below

☐ Interest Unaffected by Proposal

Comments:

WATER SYSTEM CAPACITY COULD BE
AN ISSUE IF THE NUMBER OF POSSIBLE
SECONDARY SIDES IS SUFFICIENTLY LARGE.
DO WE KNOW HOW MANY NEW
DWELLING UNITS WOULD BE POSSIBLE
UNDER THE PROPOSED CHANGES?

Signed Q. Q. Title SR MGR, IE
Date MAR 14/14 Agency CAD IWS IE

1501002

RESPONSE SUMMARY –BYLAW NO. 3849

 Interest Affected by Proposal for Reasons Outlined Below

X Interest Unaffected by Proposal

Comments:

Amendments do not affect Regional Parks interests

Jeff Ward

Signed

Manager, Planning, Resource Management
and Development

Title

March 14, 2014

Date _____

Regional Parks

Agency

Wendy Miller

From: Jeff Weightman
Sent: Thursday, April 10, 2014 4:43 PM
To: Wendy Miller
Cc: Signe Bagh
Subject: RE: Proposed Bylaw No. 3849 - CRD Referral

Hi Wendy,
I have reviewed these changes and cannot find any issues with regards to the RGS.

Thanks,

Jeff

From: Signe Bagh
Sent: Friday, March 14, 2014 8:25 AM
To: Jeff Weightman
Subject: FW: Proposed Bylaw No. 3849 - CRD Referral

Jeff,
For your review and direct response please, with a copy to me.

Thanks.

Signe

From: Wendy Miller
Sent: Thursday, March 13, 2014 2:35 PM
To: Signe Bagh
Subject: Proposed Bylaw No. 3849 - CRD Referral

Good Afternoon,

Please find attached a referral letter and staff report for proposed amendments to the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 to remove the requirement that accessory buildings be one-storey, and to address housekeeping items.

Comment from CRD Regional Planning is requested by April 10, 2014.

Thank you,

Wendy Miller
Administrative Clerk | JDF Electoral Area Planning | 250.642.8100
JDF Local Area Services Building | Capital Regional District
3 - 7450 Butler Road, Sooke, BC V9Z 1N1

Web: www.crd.bc.ca/ldf

 Please consider the environment before printing this email.

Wendy Miller

From: Evanoff, Ryan TRAN:EX <Ryan.Evanoff@gov.bc.ca>
Sent: Monday, March 17, 2014 10:22 AM
To: Wendy Miller
Subject: RE: Proposed Bylaw No. 3849 - CRD Referral

Wendy,

Please accept this email as an official response to your bylaw amendment referral below, Ministry file 2014-01097.

The Ministry has no objections to the proposed bylaw amendment(s) as presented, and has no additional requirements for approval.

If you require any additional documentation please feel free to contact myself directly.
The certified bylaw forms can be forwarded to myself for stamp/signature at your convenience.

Thank you,

RYAN EVANOFF | DISTRICT DEVELOPMENT TECHNICIAN | BC MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE | VANCOUVER ISLAND DISTRICT | 240-4460 CHATTEWORTH WAY, VICTORIA, BC V8X 5J2 |
T: 250.952.4495 | F: 250.952.4508
WEBSITE FOR DEVELOPMENT APPROVALS:
www.th.gov.bc.ca/DevelopmentApprovals/home.htm | MINISTRY WEBSITE: <http://tranbc.ca/>



Please consider the environment before printing this email.

From: Wendy Miller [<mailto:wmiller@crd.bc.ca>]
Sent: March-13-14 2:12 PM
To: Evanoff, Ryan TRAN:EX
Subject: Proposed Bylaw No. 3849 - CRD Referral

Good Afternoon,

Please find attached a referral letter and staff report for proposed amendments to the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 to remove the requirement that accessory buildings be one-storey, and to address housekeeping items.

Comment is requested by April 10, 2014.

Thank you,

Wendy Miller

Administrative Clerk | JDF Electoral Area Planning | 250.642.8100
JDF Local Area Services Building | Capital Regional District
3 - 7450 Butler Road, Sooke, BC V9Z 1N1

Web: www.crd.bc.ca/ldf



Please consider the environment before printing this email.

RESPONSE SUMMARY –BYLAW NO. 3849

☐ Interest Affected by Proposal for Reasons Outlined Below
☒ Interest Unaffected by Proposal

Comments:

No objections to bylaw revision provided this office
continues to receive vetferrals for comments for
increased living space to residences or secondary suites


Signed

(Roy Bosc) EHO
Title

March 17, 2014
Date

VIMA (Bosc) (Holtz)
Agency

RESPONSE SUMMARY –BYLAW NO. 3849

☐ Interest Affected by Proposal for Reasons Outlined Below

☒ Interest Unaffected by Proposal

Comments: THE School District has no
concerns with this referral.


Signed

Director of FACILITIES
Title

APRIL 2, 2014
Date

School District #62
Agency



Emma Taylor
Planner – Local Area Planning
Juan de Fuca EA – Capital Regional District
3-7450 Butler Road
Sooke BC V9Z 1N1

2014-04-17

Subject: Proposed Bylaw No. 3849 to amend Land Use Bylaw 2040

Thank you for the opportunity to comment on the proposed Bylaw No. 3849.

It is encouraging to see the proposed bylaw could allow secondary suites that might be used for farm worker housing, however the *Agricultural Land Commission Act (ALC Act)* indicates local governments may not approve more than one residence on a parcel in the ALR unless the additional residences are necessary for farm business needs.

The benefits to agriculture businesses with the proposed bylaw amendments are not clear. Increasing the residential area of small parcels often raises the total capital cost of those parcels for future agricultural production.

Please consider providing the Land Use Committee and Agricultural Advisory Planning Commission members with a copy of the Ministry of Agriculture January 2011 *Bylaw Standard for Residential Uses in the Agricultural Land Reserve* and feel free to contact me should you require further information.

Rob Kline, P. Ag.
Regional Agrologist
Sector Development Branch
B C Ministry of Agriculture

cc: Bronwyn Sawyer, Ministry of Agriculture
Gord Bednard, Agriculture Land Commission
Elizabeth Sutton, Agriculture Land Commission

Ministry of Agriculture

Regional Agrologist
Sector Development Branch

Mailing Address:
808 Douglas Street
Victoria, BC V8W 2Z7

Telephone: 250 356-5861

Web address:
<http://www.al.gov.bc.ca>

Appendix 2: Proposed Bylaw No. 3849

CAPITAL REGIONAL DISTRICT
BYLAW NO. 3849

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

The Regional Board of the Capital Regional District, in open meeting assembled, enacts as follows:

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended:

A. Schedule A, Part 1, Section 2.0 DEFINITIONS

- (a) By amending the definition of "HEIGHT" by inserting the words "of the highest roof plane" after the words "mean level";
- (b) By amending the definition of "INSTITUTIONAL ZONE" by adding the word "P-2CB" after the word "P-2" and adding the word "P-4" after the word "P-3";
- (c) By amending the definition of RURAL RESIDENTIAL zone by inserting the word "RR-AK" after the word "RR-A" and by inserting the word "RR-3K" after the word "RR-3".

B. Schedule A, Part 1, Section 4.0 GENERAL REGULATIONS

- (a) By deleting from Section 4.01 (2) (a) the words "for a one storey building" after the word "height".
- (b) By deleting from Section 4.20 DETACHED ACCESSORY SUITES subsection (g) the words "of a one storey detached building" after the word "roof".
- (c) By deleting from Section 4.20 DETACHED ACCESSORY SUITES subsection (h) the word "front," after the word "same".

C. Schedule A, Part 2, Section 3.0 FORESTRY ZONE – AF

- (a) By adding to Section 3.01 a new permitted use (f) which states:
(f) Secondary Suite pursuant to Part 1, Subsection 4.19;
- (b) By adding to Section 3.01 a new permitted use (g) which states:
(g) Detached Accessory Suite pursuant to Part 1, Subsection 4.20.
- (c) By deleting from Section 3.03 the title "Number of Dwelling Units" and adding a new title "Density" and adding the words "One secondary suite or one detached accessory suite per lot is permitted."
- (d) By deleting from Section 3.07 the words ", except that for lots larger than 1 ha and where residential uses exceed a Total Floor Area of 418m², minimum side yards shall be 15 m each side" after the word "15m".

D. Schedule A, Part 2, Section 4.0 AGRICULTURAL ZONE - AG

- (a) By adding to Section 4.01 a new permitted use (i) which states:
(i) Secondary Suite pursuant to Part 1, Subsection 4.19;
- (b) By adding to Section 4.01 a new permitted use (j) which states:
(j) Detached Accessory Suite pursuant to Part 1, Subsection 4.20 on ALR lands with the approval of the Agricultural Land Commission;
- (c) By adding to Section 4.01 a new permitted use (k) which states:
(k) Detached Accessory Suite pursuant to Part 1, Subsection 4.20 on non-ALR lands without an additional dwelling pursuant to section 4.07.

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ADOPTED THIS _____ day of _____, 2014.

Appendix 3: Proposed Bylaw No. 3849 Track Changes

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

HABITABLE AREA means for the purposes of Part 5 of this Bylaw, any space or room, including a manufactured home, that is used for dwelling purposes, business, or the storage of goods which are susceptible to damage by floodwater;

HEALTH SERVICES means uses and buildings providing for physical and mental health services on an out-patient basis; services may be of a preventive, diagnostic, treatment, therapeutic, rehabilitative, or counselling nature; includes medical and dental clinics and offices, health clinics and counselling services;

HEAVY EQUIPMENT SALES, RENTALS AND/OR CONTRACTING means uses and buildings providing for the sale or rental or contracting out of heavy equipment or vehicles typically used in building, roadway, pipeline, mining, construction or agriculture;

HEIGHT means the average vertical distance from natural grade at the outermost corners of a building or structure to the highest point of the roof surface of a flat roof, or to the mean level of the highest roof plane between the eaves and the ridge of a gable, hip, gambrel or other sloping roof, and in the case of a structure without a roof to the highest point of the structure, as shown in Figure 1. Where it is not possible to determine natural grade, the height shall be measured from average grade. For the purposes of Part 4 of this Bylaw, height means the vertical distance from the finished grade of that portion of the lot where a sign is to be located to the highest point of the sign;

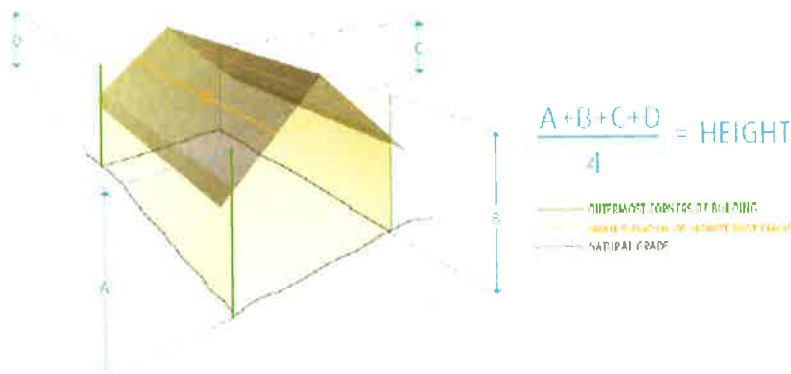


FIGURE 1 - Illustration of calculation of height

Bylaw 3705

HIGHWAY includes a street, road, lane, bridge, viaduct, and any other way open to public use but does not include a private right-of-way on private property;

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

INDUSTRIAL USE, LIGHT means a use or structure for the warehousing, testing, service, repair or maintenance of an article, substance, material, fabric or compound, and includes artisan and manufacturing shops and retail sales accessory to the principal use; excludes all uses that create dust, heat, odour, noise, gas, smoke, recurrent generated vibrations, fire hazard, electrical disturbance, particulate matter or radiation; specifically excludes all salvage yards, wrecking operations, manufacturing and industrial processing activities, trade contractors, refuse and garbage dumps, burning of vehicles and other things for salvage purposes, uses for which a permit is required under the *Waste Management Act or Regulations*;

INDUSTRIAL USE, MARINE means an industrial use which is marine-oriented and dependent on a waterfront location; includes but is not limited to boat building, repairs and storage;

INDUSTRIAL ZONE means M-1, M-2, M-3, M-4;

INSTITUTIONAL ZONE means P-1, P-2, P-2CB, P-3, P-4;

INTENSIVE AGRICULTURE means the use of land, buildings and structures by a commercial enterprise or an institution for the confinement of poultry, livestock or fur bearing animals, or the growing of mushrooms; includes but is not limited to mushroom, poultry and poultry egg farming, piggeries, fur farms, dog breeding and boarding kennels, bees and apiary products, the keeping of pigeons, rabbits, and doves, feedlots and manure storage piles;

INTERMITTENT (in terms of accommodation or residency) means a total period not to exceed six months of the calendar year;

INTERSECTION means the intersection of highways and the intersection with a highway of an access way of a lot created pursuant to Section 4(b) of *B.C. Regulation 199/70*;

JUAN DE FUCA COMMUNITY PLANNING DEPARTMENT means the Juan de Fuca Community Planning Service of the Capital Regional District; *Bylaw 3705*

KENNEL means a lot where more than four dogs and/or cats are kept, trained, cared for, bred and/or boarded and where a kennel license has been approved under Capital Regional District Animal Regulation and Impounding Bylaw No. 1465; *Bylaw 3705*

KITCHEN means an area within a building used for preparing and cooking food for eating and includes facilities for washing utensils, and may include food storage, serving facilities;

LANE means a highway less than 10m in width open to vehicular traffic;

LEG means a lot created pursuant to Section 411(1)(b) of *B.C. Reg. 334/79* under the *Land Title Act* and that part of a highway at an intersection which radiates out from the point of intersection; *Bylaw 3705*

LICENSED ESTABLISHMENT has the same meaning as in the *Liquor Control and Licensing Act*; *Bylaw 2951*

LIVESTOCK includes beef cattle, sheep, swine, horses, ponies, llamas, mules or goats or any other domesticated animals bred for their meat or hides or hair, including the breeding and grazing of any and all of the above but excluding Intensive Agriculture;

LOCAL ROAD means a highway used primarily to provide access to adjacent land;

CONSOLIDATED FOR CONVENIENCE ONLY

November 2013

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Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

RETAIL STORE means a building where goods, wares, merchandise, substances, articles or things are offered or kept for sale at retail, and includes storage on or about the store premises of limited quantities of the goods, wares, merchandise, substances, articles or things, sufficient only to service the store, but does not include any other retail use specifically permitted by this bylaw except Retail Sales;

RETAINING WALL means a wall designed and used to maintain differences in ground elevations by holding back a bank of material;

ROOF SIGN means any sign erected over or above a roof or parapet of a building;

RURAL ZONE means A, A-1, AG, AG-1, AF, AW, RL; *Bylaw 3009/Bylaw 3797/Bylaw 3759*

RURAL RESIDENTIAL ZONE means RR-1, RR-A, RR-AK, RR-2, RR-2A, RR-3, RR-3K, RR-4, RR-5, RR-6, RR-OB, WT-1, WT-2, WT-3, WT-4, JR-1; *Bylaw 3583/Bylaw 3688/Bylaw 3705/Bylaw 3759*

SCREEN means a fence, wall, berm, continuous planting of vegetation or other similar barrier or any combination thereof, that effectively obstructs the view or denies physical access to the area enclosed; *Bylaw 2951*

SECONDARY SUITES means an accessory dwelling unit not exceeding 90m² in floor area, capable of being occupied year round with living facilities, including provision for sleeping, cooking, sanitation, food storage and preparation, contained within a single family dwelling approved by building permit pursuant to the *B.C. Building Code* or where the secondary suite predates the adoption of the authorizing bylaw, the suite shall comply with Part 1, Section 4.19 of this bylaw; *Bylaw 2674/Bylaw 3605*

SERVICE STATION means a use providing for the retail sale of motor fuels and lubricants as its principal use; may include the servicing and mechanical and/or electrical repairing of vehicles, the sale of automobile accessories and the ancillary sales of retail products; does not include wholesale sales or vehicle structural or body repairs or painting or vehicle sales;

SETBACK means the distance that a use or building or structure or a specified portion of it, must be set back from a lot line; a setback is not a yard;

SHOPPING CENTER means a commercial use incorporating a group of commercial establishments planned, constructed, or managed as an entity having common or shared parking available to all customers and employees;

SHORT TERM USE COTTAGE means a building having a total floor area of not more than 125m² used for:
(i) accommodation accessory to a use of land permitted under Section 25A.01(b), (c) or (d);
(ii) a tourist cabin;
but not as a permanent dwelling unit; *Bylaw 2646*

SIGHT TRIANGLE means the triangular area of a lot formed by the intersection of the highway right-of-way boundaries or those boundaries produced, and a line joining the two points on those boundaries of the lot 6m from the point of intersection;

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

Residential R-2 Zone, or Village Residential R-3 Zone, and is split into separate parts by a highway or railroad, the Approving Officer may approve a subdivision which recognizes these separate parts, providing that in all other respects the subdivision complies with this Bylaw and providing the Approving Officer is satisfied that such a subdivision would not injuriously affect the established amenities of adjoining or adjacent properties or be against the public interest.

Bylaw 2171/Bylaw 3583/Bylaw 3689/Bylaw 3705

- (7) Side lot lines of lots created by a proposed subdivision shall be substantially at right angles or radial to street lines unless the Approving Officer is satisfied that it is impractical to comply.

4.0 GENERAL REGULATIONS

4.01 ACCESSORY BUILDINGS AND STRUCTURES

- (1) General Regulations for all Zones
- (a) No accessory building or structure shall be erected until the structure or building or use to which the accessory building is ancillary and subordinate has been erected or will be erected simultaneously with said accessory building;
 - (b) Where an accessory building or structure is attached to the principal building by a breezeway, it is to be considered a part of the principal building and shall comply in all respects with the requirements of the Bylaw applicable to the principal building;
Bylaw 3705
 - (c) An accessory building or structure shall not be used as a dwelling unit, except as otherwise provided for in the Bylaw;
 - (d) No accessory building shall be located closer to the front lot line than the principal building, except that where the distance between the principal building and the front lot line is greater than 15m, the accessory building shall be not less than 15m from the front lot line;
 - (e) No accessory building shall be located less than 1m from any other building or structure;
Bylaw 3705
 - (f) A satellite dish antenna installed on the roof of a building shall not extend above the maximum height permitted for the building upon which it is located;
 - (g) A satellite dish antenna installed on the ground shall be subject to the siting, site coverage and height regulations for accessory buildings and structures for the zone in which it is located;
 - (h) Accessory buildings shall be located:
 - (i) in Residential, Rural Residential, and Rural Zones, not less than 1m clear to the sky from side and rear lot lines, except where a mutual garage is erected on the common lot line;
 - (ii) adjacent to flanking lot lines, not less than the minimum side yard required under this Bylaw for the principal building, provided that, where the vehicle doors of a garage face the flanking street, the distance between the garage and the flanking street shall be not less than 4.6m clear to the sky;
 - (iii) in Commercial, Industrial and Multiple Family Residential Zones, not less than 3m from a lot line of an adjoining lot in a Rural, Rural Residential, Multiple Family Residential, or Residential Zone;
 - (iv) as specified elsewhere in the Bylaw;

CONSOLIDATED FOR CONVENIENCE ONLY

November 2013

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Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

- (2) Regulations for Residential, Multiple Family Residential, Rural Residential and Rural Zones
- (a) An accessory building in a Residential, Multiple Family Residential, Rural Residential, or Rural Zone shall not exceed 6m in height ~~for a one-storey building~~, except as otherwise provided for in this Bylaw; *Bylaw 3831*
 - (b) A building accessory to a residential principal use may be used as a dwelling unit during the construction phase of the principal building, provided that:
 - (i) The building permits for both the principal and accessory buildings are applied for at the same time; and
 - (ii) The period during which the accessory building is used as a dwelling unit does not exceed one year and is thereafter returned to the accessory use;
 - (iii) A method of sewage disposal acceptable to the Medical Health Officer is provided; and
 - (iv) An acceptable supply of potable water is available;
 - (c) In Residential, Multiple Family Residential, Rural Residential, and Rural Zones, the combined total floor area of all accessory buildings and structures on a lot shall not exceed either the Lot Coverage permitted in the Zone in which they are located, or the following:

Lot Size	Maximum Combined Total Floor Area (all floors) of All Accessory Buildings and Structures
Less than 2,000m ²	60m ²
2,000m ² to less than 5,000m ²	100m ²
5,000m ² or greater	250m ²

Bylaw 3831

4.02 AGRICULTURAL LAND RESERVE

Notwithstanding anything contained in this Bylaw, land designated as "Agricultural Land Reserve" pursuant to the *Agricultural Land Commission Act*, shall be subject to:

- (a) the *Agricultural Land Commission Act*; and
 - (b) regulations made under the *Agricultural Land Commission Act*; and
 - (c) relevant orders of the Provincial Agricultural Land Commission made under the *Agricultural Land Commission Act*;
- that is to say, without limiting the generality of the foregoing, where land within an "Agricultural Land Reserve" is also within a zone established under this Bylaw, the Bylaw shall be binding only insofar as it is not inconsistent with the *Agricultural Land Commission Act* and regulations or an order of the *Agricultural Land Commission Act* and regulations or an order of the Agricultural Land Commission.

4.03 CONVERSION OF BUILDINGS

Buildings may be converted, altered or remodelled for another use, provided that:

- (a) The Chief Building Inspector has been satisfied that the building is structurally suitable for such conversion;
- (b) The converted building and use shall be a permitted use and shall conform to all the provisions and regulations prescribed for the zone in which it is located.

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Juan de Fuca Land Use Bylaw

- (c) The secondary suite shall not occupy more than 40% of the habitable floor area of the single family dwelling unit; *Bylaw 3605*
- (d) The floor area of a secondary suite shall not exceed 90m²; *Bylaw 3605*
- (e) Only one secondary suite or one detached accessory suite shall be permitted per lot; *Bylaw 3605*
- (f) An owner of the lot must occupy either the secondary suite or the single family dwelling; *Bylaw 3605*
- (g) The keeping of boarders and lodgers shall not be permitted within a single family dwelling containing a secondary suite. *Bylaw 3605*
- (2) A building permit must be obtained for a secondary suite. An assessment of the property's ability to accommodate an increase in onsite sewerage capacity i.e., that the system is capable of supporting the additional effluent flow produced by the suite is required. An Authorized Person as defined in the *Public Health Sewerage System Regulation* is to conduct the assessment and determine whether an expansion of the existing system would be possible and submit a letter either authorizing the existing system is satisfactory or requiring specific upgrades; *Bylaw 3605*
- (3) One off street parking space in addition to those required for the principal residential use shall be provided;
- (4) Secondary suites shall only be permitted in those zones in this bylaw which allow secondary suites;
- (5) Proof of source of potable water, in addition to the quantity required for the principal dwelling unit, of at least 1400 litres per day. *Bylaw 3605*

4.20 DETACHED ACCESSORY SUITES

Bylaw 3605

- (a) A detached accessory suite shall only be permitted in those zones in this bylaw which allow detached accessory suites, and if the parcel size is 0.4ha or greater;
- (b) Only one detached accessory suite or one secondary suite shall be permitted per lot;
- (c) The detached accessory suite can be freestanding or combined with an accessory building;
- (d) A building permit must be obtained for a detached accessory suite. An assessment of the property's ability to accommodate an increase in onsite sewerage capacity i.e., that the system is capable of supporting the additional effluent flow produced by the suite is required. An Authorized Person as defined in the *Public Health Sewerage System Regulation* is to conduct the assessment and determine whether an expansion of the existing system would be possible and submit a letter either authorizing the existing system is satisfactory or requiring specific upgrades;
- (e) Proof of source of potable water, in addition to the quantity required for the principal dwelling unit, of at least 1400 litres per day;
- (f) The floor area of a detached accessory suite shall not be smaller than 33.4m² and not exceed 90m²;
- (g) The maximum height of an accessory building used for a detached accessory suite shall be 7m to the peak of the roof of a one-storey detached building;

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- (h) Detached accessory suites must be located within the same ~~front~~ side and rear yard setbacks as the principal dwelling;
- (i) One additional on-site parking space shall be provided for a detached accessory suite;
- (j) Access to the detached accessory suite is to be provided from the same road access that provides access to the principal dwelling. In cases where a separate access for the detached accessory suite is required this access must first be approved by the Ministry of Transportation and Infrastructure prior to access construction or final approval by the Capital Regional District; *Bylaw 3705*
- (k) The detached accessory suite may be in the form of manufactured or modular home but shall not exceed a length of 13m, but does not include a Recreation Vehicle or Travel Trailer;
- (l) An owner of the lot must occupy either the detached accessory suite or the principal dwelling;
- (m) The keeping of boarders and lodgers shall not be permitted within a single family dwelling on a lot containing a detached accessory suite;
- (n) A bed and breakfast use shall only be permitted in the principal dwelling unit on a lot containing a detached accessory suite;
- (o) A detached accessory suite is not permitted on a lot with a two-family dwelling. *Bylaw 3705*

5.0 TITLE

- 5.01 This bylaw may be cited as "Juan de Fuca Land Use Bylaw, 1992". *Bylaw 3705*

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

3.0 FORESTRY ZONE - AF

3.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Forestry AF Zone:

- (a) Silviculture except within 300m of a highway;
- (b) Offices, mechanical shops, fuel storage, and storage buildings accessory to mining or silviculture;
- (c) One-family dwelling;
- (d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
- (e) Two Boarders or lodgers;
- (f) ~~Secondary Suite pursuant to Part 1, Subsection 4.19.~~
- (g) ~~Detached Accessory Suite pursuant to Part 1, Subsection 4.20.~~

3.02 Minimum Parcel Size for Subdivision Purposes

The minimum lot size is 4ha;

3.03 ~~Number of Dwelling Units~~ Density

One one-family dwelling per lot is permitted.
~~One secondary suite or one detached accessory suite per lot is permitted.~~

3.04 Height

Maximum height shall be 11m.

3.05 Lot Coverage

Maximum lot coverage shall be 10 percent.

3.06 Maximum Size of for Residential Buildings

Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral. *Bylaw 3705*

- (i) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m², whichever is less;
- (ii) On lots of 1ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45.

3.07 Yard Requirements

For all structures, the front, side, rear and flanking yards shall be a minimum of 15m, ~~except that for lots larger than 1ha and where residential uses exceed a Total Floor Area of 418m², minimum side yards shall be 15m each side.~~

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

4.0 AGRICULTURAL ZONE - AG

4.01 Permitted Uses

In addition to the uses permitted in Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Agricultural AG Zone:

- (a) Agriculture;
- (b) Intensive Agriculture;
- (c) One-family dwellings;
- (d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
- (e) Farm Buildings;
- (f) One travel trailer or one camper may be permitted in conjunction with a permitted residential use on a lot, which may be used but not rented for the temporary accommodation of guests or visitors;
- (g) Accessory uses such as on-site logging, and pole- or post- or shake-cutting, from trees grown on the lot;
- (h) Two boarders or lodgers;
- ~~(i) Secondary Suite pursuant to Part 1, Subsection 4.19;~~
- ~~(j) Detached Accessory Suite pursuant to Part 1, Subsection 4.20 on ALR lands with the approval of the Agricultural Land Commission;~~
- ~~(k) Detached Accessory Suite pursuant to Part 1, Subsection 4.20 on non-ALR lands without an additional dwelling pursuant to section 4.07.~~

4.02 Minimum Lot Size for Subdivision Purposes

The minimum lot size shall be 4ha.

4.03 ~~Number of Dwelling Units Density~~

~~On non-ALR lands, one one-family dwelling plus one additional dwelling unit is permitted on a lot.~~

~~On ALR lands, one one-family dwelling plus two additional dwelling units are permitted on a lot with the approval of the Agricultural Land Commission.~~

4.04 Height

Maximum height shall be 11m.

4.05 Lot Coverage

The maximum lot coverage shall be 20 percent.

4.06 Maximum Size of Residential Buildings

Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral: *Bylaw 3705*

- (i) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m², whichever is less;
- (ii) On lots of 1ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45.

4.07 Additional Dwellings

Notwithstanding Section 4.03 above, one additional one-family dwelling for the sole purpose of housing employees may be located on a lot classified as a

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farm pursuant to the *Assessment Act* where such lot is 4ha or more in area, and where approved by the B.C. Agricultural Land Commission.

4.08 Yard Requirements, Agriculture and Farm Buildings

- (a) Front yards shall be a minimum of 30m;
- (b) Side, rear and flanking yards shall be a minimum of 15m.

4.09 Yard Requirements for Intensive Agriculture uses and Buildings

- (a) Front yards shall be a minimum of 90m;
- (b) Side, flanking and rear yards shall be a minimum of 30m.

4.10 Yard Requirements for All Other Permitted Uses and Buildings

- (a) Front yards shall be a minimum of 7.5m;
- (b) Side yards shall be a minimum of 6m; except that for lots of greater than 1 ha in size and where residential uses exceed a Total Floor Area of 418m², minimum side yards shall be 15m each side;
- (c) Flanking yards shall be a minimum of 6m CTS;
- (d) Rear yards shall be a minimum of 10m.

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Minutes of a Meeting of the Juan de Fuca Land Use Committee
Held Tuesday, May 20, 2014 at the Juan de Fuca Local Area Services Building
3 – 7450 Butler Road, Otter Point, BC

PRESENT: Director Mike Hicks (Chair), Roy McIntyre, Heather Phillips, Art Wynans
Staff: June Klassen, Local Area Planning Manager; Wendy Miller, Recorder
ABSENT: Ted Dixon, Kara Middleton, Harold Shipton
PUBLIC: 3

The meeting was called to order at 7:00 p.m.

1. Approval of the Agenda

MOVED by Art Wynans, **SECONDED** by Roy McIntyre that the agenda be approved.

CARRIED

2. Approval of the Supplementary Agenda

No supplementary submissions.

3. Adoption of Minutes from the Meeting of April 14, 2014

MOVED by Roy McIntyre, **SECONDED** by Heather Phillips that the minutes from the meeting of April 14, 2014 be adopted.

CARRIED

4. Chair's Report

No report.

5. Planner's Report

June Klassen requested that, unless a pressing matter comes forward, that the LUC adjourn for the month of August. The Chair stated no objection to the request.

6. Proposed Bylaws

✓ **a) Bylaw No. 3849, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 112, 2014"**

June Klassen spoke to the staff report and amendments proposed to remove the requirement that accessory buildings be one-storey, to add the provision for suites to the Forestry (AF) and Agricultural (AG) zones and to address housekeeping items. June Klassen spoke to the referral agency comments outlined in the staff report including comments received from the Agricultural Advisory Planning Commission, the East Sooke Advisory Planning Commission, the Otter Point Advisory Planning Commission and the Shirley/Jordan River Advisory Planning Commission. June Klassen reported that during these meetings it was noted that the Community Facility Camp Barnard zone P-2CB also needed to be added to the institutional zone definition.

June Klassen directed attention to changes in red reflecting the proposed changes to Bylaw No. 2040 including changes to:

- the definition of Height
- the definition of Institutional Zone
- the definition of Rural Residential Zone

- delete references to one storey building (4.01, 4.20)
- delete the word "front" (4.20)
- the Forestry Zone – AF
- the Agricultural Zone – AG

June Klassen responded to questions from the LUC. The diagram included in the definition of Height includes the words, "Mean Elevation of the Highest Roof Plane". June Klassen advised that the proposed change to the definition adds the words from the diagram into the definition text. It was further advised that the regulations for accessory buildings (4.01) and detached accessory suites (4.20) set the height for these structures. Dwelling unit height is regulated by a property's zone.

June Klassen clarified that:

- use of the word "occupy" infers that the owner of the lot must live in either the secondary suite or the single family dwelling (4.19)
- if a secondary suite or the single family dwelling is or is not occupied by the owner becomes an issue when a complaint is received
- the Agricultural Land Commission (ALC) permits one single family dwelling per parcel, one secondary suite within a single family dwelling and one manufactured home unless otherwise prohibited by a local government bylaw
- the ALC may permit additional permanent dwellings if they are required for full time, legitimate, bone fide farm operations
- the proposed changes to the AG zone reflect what is permitted by the ALC on lands within Agricultural Land Reserve (ALR) and what is permitted by the local government on non-ALR lands
- the ALC and the AG zone do not specify that the secondary suite must be for farm workers
- detached accessory suites must not be located closer to the front lot line than the principle building except for when the principal building and the front lot line is greater than 15 m

MOVED by Roy McIntyre, **SECONDED** by Art Wynans thatt the Juan de Fuca Land Use Committee recommends to the CRD Board that:

1. Proposed Bylaw No. 3849, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 112, 2014" be introduced and read a first time and read a second time; and
2. That in accordance with the provisions of Section 890 and 891 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or the Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 3849.

CARRIED

b) Bylaw No. 3958, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 4, 2014"

June Klassen spoke to the staff report and the amendment proposed to clarify the definition of Outdoor Recreation. It was advised that staff received an inquiry regarding permitted uses on a parcel of land zoned Resource Land (RL). The proponent wishes to develop an un-serviced campground as 'low-impact wilderness camping' consistent with



PROPOSED BYLAW NO. 3958

**REPORT TO JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, MAY 20, 2014**

SUBJECT **PROPOSED AMENDMENTS TO THE LAND USE BYLAW FOR THE RURAL RESOURCE LANDS, BYLAW NO. 3602 (AMENDMENT BYLAW NO. 3958)**

ISSUE

Amendments to the Land Use Bylaw for the Rural Resource Lands, Bylaw No. 3602, are proposed to clarify the definition of outdoor recreation.

BACKGROUND

Staff received an inquiry regarding permitted uses on a parcel of land zoned Resource Land (RL) in the Land Use Bylaw for the Rural Resource Lands, Bylaw No. 3602. The RL zone permits a dwelling unit, resource extraction, agriculture and outdoor recreation uses. The proponent requested clarification as to what activities were considered under the definition of outdoor recreation, which reads:

OUTDOOR RECREATION means a recreational activity undertaken where the outdoor setting and landscape is a significant element in the activity, and the density of recreational users is not a significant element and includes: parks, trails, open space, playing fields, playgrounds, low-impact wilderness camping and hunting.

The proponent wishes to develop an un-serviced campground as 'low-impact wilderness camping' consistent with the permitted outdoor recreation use. Staff proposes amending the definition to clarify the activities and accessory infrastructure associated with low-impact wilderness camping.

ALTERNATIVES

1. Recommend to the Capital Regional District (CRD) Board that proposed Bylaw No. 3958, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment No. 4, 2014" be referred to relevant CRD departments and agencies for comment.
2. Recommend that the CRD Board not refer proposed Bylaw No. 3958, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment No. 4, 2014".
3. Request more information be provided by staff.

LEGISLATIVE IMPLICATIONS

Pursuant to Section 879 of the *Local Government Act (LGA)*, an amendment to a zoning bylaw requires that the local government provide one or more opportunities for consultation it considers appropriate to the persons, organizations and authorities the local government considers may be affected by the adoption, repeal or amendment of a zoning bylaw.

Pursuant to Section 881 of the *LGA*, a proposed amendment to a zoning bylaw must be referred to the school district. Where an amendment or new land use and subdivision bylaw will apply to land within 800 m of a controlled access highway, the bylaw must be referred to the Ministry of Transportation and Infrastructure.

PUBLIC CONSULTATION IMPLICATIONS

An amendment to the Land Use Bylaw for the Rural Resource Lands, Bylaw No. 3602, has been prepared and will be considered pursuant to the rezoning process outlined in the Juan de Fuca Electoral Area Development Procedures Bylaw (Bylaw No. 3110). The proposed amendment is presented to the Land Use Committee (LUC) and, through the CRD Board, will

be referred to agencies for comment. As the bylaw relates to the Rural Resource Lands, it will be referred to the full CRD Board for determination of consistency with the Regional Growth Strategy (RGS). The proposed bylaw, revised to address community and referral agency concerns, would be considered by the LUC for a recommendation to the CRD Board for first and second reading and direction to a public hearing. A public hearing pursuant to Section 890 of the LGA would be required subsequent to the amendments passing second reading by the CRD Board. A notice of the proposed bylaw amendment will be advertised in the local paper and on the website.

There is no Advisory Planning Commission for the Rural Resource Lands; therefore, any public comments on the proposed bylaw amendment will be considered at the Land Use Committee meeting.

REGIONAL GROWTH STRATEGY AND OFFICIAL COMMUNITY PLAN IMPLICATIONS

In the evaluation of a zoning amendment, consideration must be given to the CRD's RGS Bylaw No. 2952 and Official Community Plan (OCP) for the Rural Resource Lands Bylaw No. 3591. The proposal to amend the definition of outdoor recreation to exclude commercial tourism uses is not inconsistent with the Renewable Resources designation in the RGS or the Resource Lands designation policies in the OCP.

PLANNING ANALYSIS

In the development of the Land Use Bylaw for the Rural Resource Lands, Bylaw No. 3602, the rationale for including outdoor recreation as a permitted use in the RL zone was to recognize the community's use of these lands for backcountry wilderness activities. The definition does not include any reference to commercial activities associated with tourism. The bylaw specifically defines such commercial tourism and campground uses separately:

TOURISM USES means a facility, building or uses for tourists including: cabins, campgrounds, recreational vehicle sites, resorts and tourist lodges.

CAMPGROUND means a site operated as temporary accommodation for travelers in travel trailers, recreation vehicles or tents; excludes mobile home parks, motels and hotels; may include sanitary and laundry facilities.

Staff recommends amending the definition of outdoor recreation to clarify it as a backcountry activity that may include associated accessory infrastructure to support the activity (shelter, tent/viewing platform), whereas a campground would be specific infrastructure. The amended definition is proposed:

OUTDOOR RECREATION means a passive, not for profit, recreational activity, which does not involve the use of principal buildings or structures, but may include associated accessory infrastructure to support the activity (shelter, tent/viewing platform), undertaken where the outdoor setting and landscape is a significant element in the activity, and the density of recreational users is not a significant element and includes: parks, trails, open space, playing fields, playgrounds, remote low-impact back-country wilderness camping and hunting; excludes commercial campgrounds, tourism uses.

By amending the definition of outdoor recreation, any proposal for campground uses in the RL zone would require rezoning to support a tourism use. Currently, only the Gordon River Recreation (GR) zone permits such commercial tourist accommodation uses in Bylaw No. 3602.

Staff recommends referring Bylaw No. 3958 to agencies for comment.

CONCLUSION

The purpose of this zoning amendment is to clarify the definition of outdoor recreation to be distinctly different from commercial tourism and campground uses.

RECOMMENDATIONS

That the Land Use Committee recommends to the CRD Board that:

1. Proposed Bylaw No. 3958, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment No. 4, 2014", as included in Appendix 1, be referred to appropriate CRD departments and the following agencies for comment: School District #62, Ministry of Transportation & Infrastructure, Cowichan Valley Regional District, and District of Sooke.
2. That proposed Bylaw No. 3958, to amend the Land Use Bylaw for the Rural Resource Lands, Bylaw No. 3602, be referred to the full CRD Board for a determination of consistency with the Regional Growth Strategy in accordance with the Juan de Fuca Development Procedure Bylaw No. 3110.

****ORIGINAL SIGNED****

Emma Taylor, MA
Planner, Local Area Planning

June Klassen, MCIP, RPP
Manager, Local Area Planning

Kevin Lorette, P.Eng., MBA
General Manager,
Planning and Protective Services

Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

Appendix 1: Proposed Bylaw No. 3958

中国农村扶贫开发纲要(2011—2020年)

[illegible]

Bylaw No. 3958 - Proposed Change to Bylaw for Referral – May 20, 2014 LUC

1. To strike “not for profit” and “commercial” from the proposed definition of Outdoor Recreation:

OUTDOOR RECREATION means a passive, not for profit recreational activity, which does not involve the use of principal buildings or structures, but may include associated accessory infrastructure to support the activity (shelter, tent/viewing platform), undertaken where the outdoor setting and landscape is a significant element in the activity, and the density of recreational users is not a significant element and includes: parks, trails, open space, playing fields, playgrounds, remote low-impact back-country wilderness camping and hunting; excludes commercial campgrounds, tourism uses.

- delete references to one storey building (4.01, 4.20)
- delete the word "front" (4.20)
- the Forestry Zone – AF
- the Agricultural Zone – AG

June Klassen responded to questions from the LUC. The diagram included in the definition of Height includes the words, "Mean Elevation of the Highest Roof Plane". June Klassen advised that the proposed change to the definition adds the words from the diagram into the definition text. It was further advised that the regulations for accessory buildings (4.01) and detached accessory suites (4.20) set the height for these structures. Dwelling unit height is regulated by a property's zone.

June Klassen clarified that:

- use of the word "occupy" infers that the owner of the lot must live in either the secondary suite or the single family dwelling (4.19)
- if a secondary suite or the single family dwelling is or is not occupied by the owner becomes an issue when a complaint is received
- the Agricultural Land Commission (ALC) permits one single family dwelling per parcel, one secondary suite within a single family dwelling and one manufactured home unless otherwise prohibited by a local government bylaw
- the ALC may permit additional permanent dwellings if they are required for full time, legitimate, bone fide farm operations
- the proposed changes to the AG zone reflect what is permitted by the ALC on lands within Agricultural Land Reserve (ALR) and what is permitted by the local government on non-ALR lands
- the ALC and the AG zone do not specify that the secondary suite must be for farm workers
- detached accessory suites must not be located closer to the front lot line than the principle building except for when the principal building and the front lot line is greater than 15 m

MOVED by Roy McIntyre, **SECONDED** by Art Wynans thatt the Juan de Fuca Land Use Committee recommends to the CRD Board that:

1. Proposed Bylaw No. 3849, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 112, 2014" be introduced and read a first time and read a second time; and
2. That in accordance with the provisions of Section 890 and 891 of the *Local Government Act*, the Director for the Juan de Fuca Electoral Area, or the Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 3849.

CARRIED

✓ **b) Bylaw No. 3958, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 4, 2014"**

June Klassen spoke to the staff report and the amendment proposed to clarify the definition of Outdoor Recreation. It was advised that staff received an inquiry regarding permitted uses on a parcel of land zoned Resource Land (RL). The proponent wishes to develop an un-serviced campground as 'low-impact wilderness camping' consistent with

the permitted outdoor recreation use. Staff proposes amending the definition to clarify the difference between low-impact wilderness camping and commercial, tourism campgrounds.

Although the Official Community Plan for the Rural Resource Lands, Bylaw No. 3591 supports tourism, revising the definition would require RL parcels to undergo rezoning to permit a campground. The rezoning process would enable each proposal to be reviewed for appropriateness including scale and potential environmental impact.

LUC member questions/comments included:

- why does Outdoor Recreation need be reflected as a permitted use when the proposed definition will extend only to passive recreational activities
- defining Low-Impact Wilderness Camping would eliminate the multiple changes proposed to the definition of Outdoor Recreation and establish a difference between camping and campground
- "not for profit" is too subjective – a primitive camping facility may charge a nominal fee

The LUC agreed to strike "not for profit" and "commercial" so that the proposed definition reads:

OUTDOOR RECREATION means a passive, recreational activity, which does not involve the use of principal buildings or structures, but may include associated accessory infrastructure to support the activity (shelter, tent/viewing platform), undertaken where the outdoor setting and landscape is a significant element in the activity, and the density of recreational users is not a significant element and includes: parks, trails, open space, playing fields, playgrounds, remote low-impact back-country wilderness camping and hunting; excludes campgrounds, tourism uses.

Zac Doeding, East Sooke

- agrees with LUC member comments
- not opposed to consideration of RV campgrounds but agrees that RV and large scale campgrounds need opportunity for review

Rosemary Jorna, Otter Point

- supports amending the definition as the revision permits the community to examine location, density and scale of the campground/tourism use

MOVED by Roy McIntyre, **SECONDED** by Art Wynans that the Juan de Fuca Land Use Committee recommends to the CRD Board that:

1. Proposed Bylaw No. 3958, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment No. 4, 2014", as included in Appendix 1 and as amended, be referred to appropriate CRD departments and the following agencies for comment: School District #62, Ministry of Transportation & Infrastructure, Cowichan Valley Regional District, and District of Sooke.
2. Proposed Bylaw No. 3958, to amend the Land Use Bylaw for the Rural Resource Lands, Bylaw No. 3602, as amended, be referred to the full CRD Board for a

determination of consistency with the Regional Growth Strategy in accordance with the Juan de Fuca Development Procedure Bylaw No. 3110.

LUC member comments included:

- "remote", "low-impact" and "back-country" are subjective
- support for adding additional clauses or defining/quantifying the three referenced words

June Klassen stated that Bylaw No. 3602 does not apply to Crown lands or lands assessed as Private Management Forest Lands. Bylaw No. 3602 applies to approximately ten private parcels zoned RL.

CARRIED

7. Adjournment

MOVED by Art Wynans, **SECONDED** by Roy McIntyre that the meeting adjourn.

The meeting adjourned at 7:40 p.m.

Chair

Regional Parks Committee's Report

Victoria, BC May 21, 2014

To the Chair and Directors of the Capital Regional District Board:

The Regional Parks Committee reports and recommends as follows:

1. Capital Projects Work Plan Approval

That the 11 projects, as amended, identified in the June 11, 2014 staff report (attached) as part of the 2014 capital projects work plan be approved to proceed and that funds be transferred from the capital reserve for these projects

(At the meeting, Committee directed that the staff report dated May 21, 2014 (attached) be amended as follows:

(1) add the project titled Planning – Southern Gulf Islands Trail Capital Development, and

(2) delete the Island View Beach Sand Dune Ecosystem Restoration in order for staff to report back to committee in June with more information on the scope and purpose of this project.

As such, background information can be found in the new staff report dated June 11, 2014.)

2. Thetis Lake Pistol Range Remediation Project Update

That the transfer of \$161,280 from the Thetis Lake Pistol Range Remediation Reserve Fund to the Regional Parks Capital Fund be approved.

(Background information can be found in the attached staff report.)



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**REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 11, 2014**

SUBJECT CAPITAL PROJECTS WORK PLAN APPROVAL

ISSUE

Approval is required from the Capital Regional District Board for the transfer of funds from the Capital Reserve Fund for capital projects as identified in the approved 2014 Regional Parks Capital Budget.

BACKGROUND

As presented to the May 21, 2014 Regional Parks Committee meeting, there are 15 capital projects approved in the 2014 Regional Parks Capital Budget that require funds to be transferred from the Capital Reserve Fund. A copy of the Regional Parks 2014-2018 Capital Budget is provided in Attachment 1. Eleven of the projects are ready to begin, and are identified in the table below. Three of the remaining four projects are not ready to begin and the fourth project, the Thetis Lake Pistol Range Remediation, is addressed in a separate staff report on that agenda.

At its meeting of May 21, 2014, the Regional Parks Committee passed the following motion:

That the 11 projects identified in this staff report as part of the 2014 capital projects work plan be approved to proceed and that funds be transferred from the capital reserve for these projects, with the following amendments: (1) add the project titled Planning – Southern Gulf Islands Trail Capital Development, and (2) delete the Island View Beach Sand Dune Ecosystem Restoration in order for staff to report back to committee in June with more information on the scope and purpose of the project.

As directed by the Committee, this staff report contains the amended information in the following table, as well as in the Financial Implications section and in Attachment 2.

PROJECT TITLE	BUDGET
1. E&N Rail Trail Project Management (Phase 1) Covers Ineligible Grant Costs	\$150,000
2. E&N Rail Trail Project Management (Phase 2) – Covers Ineligible Costs	\$150,000
3. Upgrade Colquitz Creek Spillway and Side Dam	\$435,000
4. Upgrade Swan and Brett Trestles	\$105,000
5. Upgrade Signs in Regional Parks	\$50,000
6. Install Water Fountains on the Galloping Goose Regional Trail	\$30,000
7. Provide Site Securement and Improvements at Jordan River Regional Park	\$172,000
8. Provide new Facilities at Brooks Point Regional Park	\$30,000
9. Upgrade Trails and Access Road at Mount Parke Regional Park	\$20,000
10. Expand North Parking Area in Mount Work Regional Park	\$104,830
11. Planning – Southern Gulf Islands Regional Trail “Mayne Island Pilot Project Capital Development”	\$50,000
Total	\$1,296,830

A summary of the scope of each project is provided in Attachment 2.

ALTERNATIVES

1. That the 11 projects identified in this staff report as part of the 2014 capital projects work plan be approved to proceed and that funds be transferred from the capital reserve for these projects.
2. That staff be provided with direction on a revised capital projects work plan.

FINANCIAL IMPLICATIONS

The 11 projects that are ready to begin require \$1,296,830 to be transferred from the Capital Reserve Fund. This will leave a balance of \$660,760 in the Fund.

CONCLUSION


There are eleven capital projects approved in the 2014 Regional Parks budget that are ready to begin and require approval from the Board to transfer funds from the Capital Reserve Fund to the individual projects.


RECOMMENDATION

That it be recommended to the Capital Regional District Board:

That the 11 projects identified in this staff report as part of the 2014 capital projects work plan be approved to proceed and that funds be transferred from the capital reserve for these projects.


Mike Walton
Senior Manager, Parks
Parks & Environmental Services


Larisa Hutcheson, P.Eng.
General Manager
Parks and Environmental Services
Concurrence


Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

JW:kw
Attachments: 2

CAPITAL REGIONAL DISTRICT - SCHEDULE G

CAPITAL BUDGET FORM

2014 to 2015 & Forecast 2016 to 2018

Service #: 1.280

Service Name: Regional Parks

Year (1)	Type Code (2)* ↓	Specific Project Description (3)	Capital Expense	Funding		Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8) ↓
				Source (4) ** ↓	Amount Total (5)			
2014	V	Vehicle replacement	303,000	E	303,000			
2014	E	Equipment replacement	25,000	E	25,000			
2014	S	Construction E&N Rail Trail Phase 1	5,500,000	G	5,500,000	Gas Tax		
2014	S	Construction E&N Rail Trail Phase 2	4,769,050	G	4,769,050	Gas Tax		
2014	S	Construction E&N Rail Trail Phase 1 - ineligible costs	150,000	R	150,000			
2014	S	Construction E&N Rail Trail Phase 2 - ineligible costs	150,000	R	150,000			
2014	L	Remediation - Thetis Lake Pistol Range	693,370	C	457,370			
				G	66,729	Brownfield Renewal Funding Program		
				R	169,271			
2014	S	Upgrade - Colquitz Creek Spillway, Elk/Beaver Lakes	435,000	R	435,000			
2014	S	Assessment - Killarney & Durrance Lake Dams	45,000	C	45,000			
2014	S	Upgrade - Swan Lake & Brett Trestles (including paving)	155,000	R	105,000			
				C	50,000			
2014	S	Construct - sewer at Beaver Beach	458,082	C	458,082			
2014	B	Design/Construct - toilet building at Filter Beds	100,301	C	100,301			
2014	S	Upgrade - Todd Creek Trestle on Galloping Goose Trail	900,000	G	450,000			
				R	450,000			
2014	S	Upgrade - signs	50,000	R	50,000			
2014	S	Develop - trails in the Sea to Sea Green/Blue Belt, Harbourview/Mt. Manuel Quimper area	25,000	R	25,000			
2014	S	Design - backcountry camping facilities at Shields Lake	10,466	C	10,466			
2014	S	Install - water fountains on Regional Trails	30,000	R	30,000	"Drop In The Bucket" program		
2014	S	Develop - Jordan River site securement, planning & development	172,000	R	172,000			
2014	L	Planning - Island View Beach dune ecosystem restoration	25,000	R	25,000			
2014	S	Planning - Southern Gulf Islands trail capital development	110,000	G	60,000			
				R	50,000			
2014	S	Construct - facilities at Brooks Point	30,000	R	30,000			

2014	S	Upgrade - facilities at Mount Parke	20,000	R	20,000			
2014	S	Install - Info Stations on GG/Lochside Trails	22,500	C	22,500			
2014	S	Engineering Study - SSI Regional Trail	28,000	C	28,000			
2014	S	Mount Work Bike Technical Training Area	95,000	C	95,000			
2014	S	Mt. Work/Durrance Rd. Site Development	104,830	R	104,830			
2015	V	Vehicle replacement	115,500	E	115,500			
2015	E	Equipment replacement	25,000	E	25,000			
2015	S	Construction - E&N Rail Trail Phase 3 (subject to grant approval)	4,500,000	G	4,500,000			
2015	S	Construction - E&N Rail Trail Phase 3 - Ineligible Costs	150,000	R	150,000			
2015	S	Green/Blue Belt (subject to resolution of First Nations interests)	200,000	R	100,000			
				G	100,000			
2015	S	Develop - trails in the Sea to Sea Green/Blue Belt	150,000	R	75,000			
				G	75,000			
2015	S	Improvements - Jordan River site	50,000	R	50,000			
2015	B	Design - Beaver Beach change/washroom building	25,000	R	25,000			
2015	S	Engineering Assessment - Regional trails bridges	50,000	R	50,000			
2015	S	Upgrade - park roads	75,000	R	75,000			
2015	S	Upgrade - signs	50,000	R	50,000			
2015	S	Assessment - dams	75,000	R	75,000			
2015	L	Restoration - Island View Beach dune ecosystem	100,000	R	50,000			
				G	50,000			
2015	S	Develop - Island View Beach Wetland Trail	50,000	R	25,000			
				G	25,000			
2015	S	Upgrade - dams (dams to be determined)	300,000	R	150,000			
				G	150,000			
2015	S	Develop - access to Sooke Hills Wilderness Regional Park from Highway 14 near Vietch Creek	50,000	R	50,000			
2016	V	Vehicle replacement	251,000	E	251,000			
2016	E	Equipment replacement	25,000	E	25,000			
2016	S	facilities	500,000	G	500,000			
2016	S	Restoration - Thetis Lake Lakeshore Trail phase 3	150,000	R	150,000			
2016	S	Redevelopment - Thetis Lake Beach and entrance, i.e. sewer connection & new washroom building (estimate based on conceptual design)	500,000	R	250,000			
				G	250,000			
2016	S	Engineering/Maintenance - Regional trails bridges	50,000	R	50,000			

2016	S	Develop - visitor facilities at Matthews Point	50,000	R	50,000			
2016	S	Upgrade - signs	50,000	R	50,000			
2016	S	Upgrade - paving Galloping Goose Colwood/Langford section (4 kms)	700,000	R	350,000			
				G	350,000			
2017	V	Vehicle replacement	212,000	E	212,000			
2017	E	Equipment replacement	25,000	E	25,000			
2017	S	Assessment - dams	75,000	R	75,000			
2017	S	Develop - E&N Rail Trail Phase 4 (project subject to grant approval and location subject to Board approval)	4,000,000	G	4,000,000			
2017	S	Develop - E&N Rail Trail Phase 4 - ineligible costs	150,000	R	150,000			
2017	S	Engineering/Maintenance - Regional trails bridges	50,000	R	50,000			
2017	S	Upgrade - dams (dams to be determined)	300,000	R	150,000			
				G	150,000			
2017	S	Design - Hamsterly Beach washroom septic system	20,000	R	20,000			
2018	V	Vehicle replacement	302,000	E	302,000			
2018	E	Equipment replacement	25,000	E	25,000			
2018	S	Develop - E&N Rail Trail Phase 5 (location subject to Board approval)	4,000,000	G	4,000,000			
2018	S	Develop - E&N Rail Trail Phase 5 - ineligible costs	150,000	R	150,000			
2018	S	Construct - Hamsterly Beach washroom septic system	300,000	R	150,000			
				G	150,000			
2018	B	Replace - Beaver Beach change/washroom building	400,000	R	200,000			
				G	200,000			
TOTAL			32,657,099		32,657,099			
Type Codes (2) *				Funding Source Codes (4) **				
L = Land				D = Debenture Debt (new debt only)				
S = Engineering Structures				E = Equipment Replacement Fund				
B = Buildings				G = Grants (Federal, Provincial)				
V = Vehicles				O = Donations / Third Party Funding				
E = Equipment				C = Capital Funds on Hand				
				R = Reserve Fund				
				S = Short Term Loans				
				L = Lands Sales				

LIST AND SCOPE OF THE 2014 REGIONAL PARKS CAPITAL PROJECTS

PROJECT TITLE	SCOPE
1. E&N Rail Trail Construction Management Phase 1 (\$150,000)	This covers costs that cannot be claimed through the Federal Gas program or other grants for the development and project management of Phase 1 of the E&N Rail Trail.
2. E&N Rail Trail Construction Management Phase 2 (\$150,000)	This covers costs that cannot be claimed through the Federal Gas program or other grants for the development and project management of Phase 2 of the E&N Rail Trail.
3. Upgrade to Colquitz Creek Spillway (\$435,000)	This work will replace the existing dam, construct a fish-friendly spillway and enable greater control of outflow water from Elk/Beaver Lake into Colquitz Creek. Finer control of water outflow will contribute to enhanced fish habitat in Colquitz Creek during the summer. The District of Saanich is contributing an additional \$50,000 to the project above the CRD's contribution.
4. Upgrade to Swan and Brett Trestles on the Lochside Trail (\$105,000)	These funds will be used to improve structure of the Swan Trestle and the surface of the Brett and Swan trestles on the Lochside Regional Trail.
5. Upgrade Signs in Regional Parks (\$50,000)	Regional Parks is in the process of updating signs in regional parks to improve regulatory and visitor use information.
6. Install Water Fountains on Regional Trails (\$30,000)	This work represents the final year for installation of donated fountains provided through the Drop In The Bucket Campaign. This donor-driven project contributed \$54,000 separate from installation costs for nine unique drinking fountains placed along the Galloping Goose and Lochside Regional Trails.
7. Jordan River Site Securement, Planning and Development (\$172,000)	This project will address four items: removal of three buildings, construction of a visitor area with a parking lot, toilet and information signs, construction of a toilet at the Sand Cut Beach parking area and improvements to the campground.
8. New Facilities at Brooks Point Regional Park (\$30,000)	Regional Parks will construct a toilet, remove old buildings and improve trails.
9. Upgrade Facilities at Mount Parke Regional Park (\$20,000)	Regional Parks will improve trails and the operation access road to the toilet building in the park.
10. Expand Parking at Mount Work Regional Park (\$104,830)	The parking area at the north entrance to the park will be expanded, a new toilet building constructed and information signs provided.
11. Planning – Southern Gulf Islands Regional Trail “Mayne Island Pilot Project Capital Development” (\$50,000)	The Mayne Island project was selected by the Southern Gulf Islands Electoral Area Director as the first project to develop a regional trail system on the Southern Gulf Islands. The proposed route is 2.4 kms. from the BC Ferry Terminal at Village Bay to Fernhill Road. An additional \$60,000 is being provided through Gas Tax Funding approved by the Electoral Area Director. The project funds will be used for detailed planning and engineering, land surveying, acquiring tenure and some development depending on the scope of work and available resources.

**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, MAY 21, 2014**

SUBJECT CAPITAL PROJECTS WORK PLAN APPROVAL

ISSUE

Approval is required from the Regional Parks Committee for the transfer of funds from the Capital Reserve Fund for capital projects as identified in the approved 2014 Regional Parks Capital Budget.

BACKGROUND

There are 15 capital projects approved in the 2014 Regional Parks Capital Budget that require funds to be transferred from the Capital Reserve Fund. A copy of the Regional Parks 2014-2018 Capital Budget is provided in Attachment 1. Eleven of the projects are ready to begin, and are identified in the table below. Three of the remaining four projects are not ready to begin and the fourth project, the Thetis Lake Pistol Range Remediation, is addressed in a separate staff report on the Parks Committee's May 21, 2014 agenda.

Regional Parks requires approval from the Parks Committee to transfer funds from the Capital Reserve Fund to the budget for the individual projects.

PROJECT TITLE	BUDGET
1. E&N Rail Trail Project Management (Phase 1) Covers Ineligible Grant Costs	\$150,000
2. E&N Rail Trail Project Management (Phase 2) – Covers Ineligible Costs	\$150,000
3. Upgrade Colquitz Creek Spillway and Side Dam	\$435,000
4. Upgrade Swan and Brett Trestles	\$105,000
5. Upgrade Signs in Regional Parks	\$50,000
6. Install Water Fountains on the Galloping Goose Regional Trail	\$30,000
7. Provide Site Securement and Improvements at Jordan River Regional Park	\$172,000
8. Provide new Facilities at Brooks Point Regional Park	\$30,000
9. Upgrade Trails and Access Road at Mount Parke Regional Park	\$20,000
10. Expand North Parking Area in Mount Work Regional Park	\$104,830
11. Resource management/planning work for proposed Island View Beach Sand Dune Ecosystem Restoration	\$25,000
Total	\$1,271,830

A summary of the scope of each project is provided in Attachment 2.

Regional Parks Committee – May 21, 2014
Capital Projects Work Plan Approval

Page 2

ALTERNATIVES

That the Regional Parks Committee:

1. Approve proceeding with the 11 projects identified in this staff report as part of the 2014 capital projects work plan and that funds be transferred from the capital reserve for these projects.
2. Provide staff with direction on a revised capital projects work plan.

FINANCIAL IMPLICATIONS

The 11 projects that are ready to begin require \$1,271,830 to be transferred from the Capital Reserve Fund. This will leave a balance of \$685,760 in the Fund. The three capital projects that are not ready to begin are proposed to be funded from the balance in the Capital Reserve Fund and through a grant. The Thetis Lake Pistol Range Remediation project will be funded through the Thetis Lake Pistol Range Remediation Fund.

CONCLUSION

There are eleven capital projects approved in the 2014 Regional Parks budget that are ready to begin and require approval from the Parks Committee to transfer funds from the Capital Reserve Fund to the individual projects.

RECOMMENDATION

That the Regional Parks Committee approve proceeding with the 11 projects identified in this staff report as part of the 2014 capital projects work plan and that funds be transferred from the capital reserve for these projects.



Mike Walton
Senior Manager, Parks
Parks & Environmental Services



Larisa Hutcheson, P.Eng.
General Manager
Parks and Environmental Services
Concurrence

JW:kw

Attachments: 2

CAPITAL REGIONAL DISTRICT - SCHEDULE G

Revised by June 11,
2014 Report to Board

CAPITAL BUDGET FORM

2014 to 2015 & Forecast 2016 to 2018

Service #: 1.280

Service Name: Regional Parks

Year (1)	Type Code (2)* ↓	Specific Project Description (3)	Capital Expense	Funding		Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8) ↓
				Source (4) ** ↓	Amount Total (5)			
2014	V	Vehicle replacement	303,000	E	303,000			
2014	E	Equipment replacement	25,000	E	25,000			
2014	S	Construction E&N Rail Trail Phase 1	5,500,000	G	5,500,000	Gas Tax		
2014	S	Construction E&N Rail Trail Phase 2	4,769,050	G	4,769,050	Gas Tax		
2014	S	Construction E&N Rail Trail Phase 1 - ineligible costs	150,000	R	150,000			
2014	S	Construction E&N Rail Trail Phase 2 - ineligible costs	150,000	R	150,000			
2014	L	Remediation - Thetis Lake Pistol Range	693,370	C	457,370			
				G	66,729	Brownfield Renewal Funding Program		
				R	169,271			
2014	S	Upgrade - Colquitz Creek Spillway, Elk/Beaver Lakes	435,000	R	435,000			
2014	S	Assessment - Killarney & Durrance Lake Dams	45,000	C	45,000			
2014	S	Upgrade - Swan Lake & Brett Trestles (including paving)	155,000	R	105,000			
				C	50,000			
2014	S	Construct - sewer at Beaver Beach	458,082	C	458,082			
2014	B	Design/Construct - toilet building at Filter Beds	100,301	C	100,301			
2014	S	Upgrade - Todd Creek Trestle on Galloping Goose Trail	900,000	G	450,000			
				R	450,000			
2014	S	Upgrade - signs	50,000	R	50,000			
2014	S	Develop - trails in the Sea to Sea Green/Blue Belt, Harbourview/Mt. Manuel Quimper area	25,000	R	25,000			
2014	S	Design - backcountry camping facilities at Shields Lake	10,466	C	10,466			
2014	S	Install - water fountains on Regional Trails	30,000	R	30,000	"Drop In The Bucket" program		
2014	S	Develop - Jordan River site securement, planning & development	172,000	R	172,000			
2014	L	Planning - Island View Beach dune ecosystem restoration	25,000	R	25,000			
2014	S	Planning - Southern Gulf Islands trail capital development	110,000	G	60,000			
				R	50,000			
2014	S	Construct - facilities at Brooks Point	30,000	R	30,000			

2014	S	Upgrade - facilities at Mount Parke	20,000	R	20,000			
2014	S	Install - Info Stations on GG/Lochside Trails	22,500	C	22,500			
2014	S	Engineering Study - SSI Regional Trail	28,000	C	28,000			
2014	S	Mount Work Bike Technical Training Area	95,000	C	95,000			
2014	S	Mt. Work/Durrance Rd. Site Development	104,830	R	104,830			
2015	V	Vehicle replacement	115,500	E	115,500			
2015	E	Equipment replacement	25,000	E	25,000			
2015	S	Construction - E&N Rail Trail Phase 3 (subject to grant approval)	4,500,000	G	4,500,000			
2015	S	Construction - E&N Rail Trail Phase 3 - Ineligible Costs	150,000	R	150,000			
2015	S	Green/Blue Belt (subject to resolution of First Nations interests)	200,000	R	100,000			
				G	100,000			
2015	S	Develop - trails in the Sea to Sea Green/Blue Belt	150,000	R	75,000			
				G	75,000			
2015	S	Improvements - Jordan River site	50,000	R	50,000			
2015	B	Design - Beaver Beach change/washroom building	25,000	R	25,000			
2015	S	Engineering Assessment - Regional trails bridges	50,000	R	50,000			
2015	S	Upgrade - park roads	75,000	R	75,000			
2015	S	Upgrade - signs	50,000	R	50,000			
2015	S	Assessment - dams	75,000	R	75,000			
2015	L	Restoration - Island View Beach dune ecosystem	100,000	R	50,000			
				G	50,000			
2015	S	Develop - Island View Beach Wetland Trail	50,000	R	25,000			
				G	25,000			
2015	S	Upgrade - dams (dams to be determined)	300,000	R	150,000			
				G	150,000			
2015	S	Develop - access to Sooke Hills Wilderness Regional Park from Highway 14 near Vietch Creek	50,000	R	50,000			
2016	V	Vehicle replacement	251,000	E	251,000			
2016	E	Equipment replacement	25,000	E	25,000			
2016	S	facilities	500,000	G	500,000			
2016	S	Restoration - Thetis Lake Lakeshore Trail phase 3	150,000	R	150,000			
2016	S	Redevelopment - Thetis Lake Beach and entrance, i.e. sewer connection & new washroom building (estimate based on conceptual design)	500,000	R	250,000			
				G	250,000			
2016	S	Engineering/Maintenance - Regional trails bridges	0,000	R	50,000			

2016	S	Develop - visitor facilities at Matthews Point	0,000	R	50,000	Revised by June 11, 2014 Report to Board		
2016	S	Upgrade - signs	50,000	R	50,000			
2016	S	Upgrade - paving Galloping Goose Colwood/Langford section (4 kms)	700,000	R	350,000			
				G	350,000			
2017	V	Vehicle replacement	212,000	E	212,000			
2017	E	Equipment replacement	25,000	E	25,000			
2017	S	Assessment - dams	75,000	R	75,000			
2017	S	Develop - E&N Rail Trail Phase 4 (project subject to grant approval and location subject to Board approval)	4,000,000	G	4,000,000			
2017	S	Develop - E&N Rail Trail Phase 4 - ineligible costs	150,000	R	150,000			
2017	S	Engineering/Maintenance - Regional trails bridges	50,000	R	50,000			
2017	S	Upgrade - dams (dams to be determined)	300,000	R	150,000			
				G	150,000			
2017	S	Design - Hamsterly Beach washroom septic system	20,000	R	20,000			
2018	V	Vehicle replacement	302,000	E	302,000			
2018	E	Equipment replacement	25,000	E	25,000			
2018	S	Develop - E&N Rail Trail Phase 5 (location subject to Board approval)	4,000,000	G	4,000,000			
2018	S	Develop - E&N Rail Trail Phase 5 - ineligible costs	150,000	R	150,000			
2018	S	Construct - Hamsterly Beach washroom septic system	300,000	R	150,000			
				G	150,000			
2018	B	Replace - Beaver Beach change/washroom building	400,000	R	200,000			
				G	200,000			
TOTAL			32,657,099		32,657,099			

Type Codes (2) *

L = Land
S = Engineering Structures
B = Buildings
V = Vehicles
E = Equipment

Funding Source Codes (4) **

D = Debenture Debt (new debt only)
E = Equipment Replacement Fund
G = Grants (Federal, Provincial)
O = Donations / Third Party Funding
C = Capital Funds on Hand
R = Reserve Fund
S = Short Term Loans
L = Lands Sales

LIST AND SCOPE OF THE 2014 REGIONAL PARKS CAPITAL PROJECTS

PROJECT TITLE	SCOPE
1. E&N Rail Trail Construction Management Phase 1 (\$150,000)	This covers costs that cannot be claimed through the Federal Gas program or other grants for the development and project management of Phase 1 of the E&N Rail Trail.
2. E&N Rail Trail Construction Management Phase 2 (\$150,000)	This covers costs that cannot be claimed through the Federal Gas program or other grants for the development and project management of Phase 2 of the E&N Rail Trail.
3. Upgrade to Colquitz Creek Spillway (\$435,000)	This work will replace the existing dam, construct a fish-friendly spillway and enable greater control of outflow water from Elk/Beaver Lake into Colquitz Creek. Finer control of water outflow will contribute to enhanced fish habitat in Colquitz Creek during the summer. The District of Saanich is contributing an additional \$50,000 to the project above the CRD's contribution.
4. Upgrade to Swan and Brett Trestles on the Lochside Trail (\$105,000)	These funds will be used to improve structure of the Swan Trestle and the surface of the Brett and Swan trestles on the Lochside Regional Trail.
5. Upgrade Signs in Regional Parks (\$50,000)	Regional Parks is in the process of updating signs in regional parks to improve regulatory and visitor use information.
6. Install Water Fountains on Regional Trails (\$30,000)	This work represents the final year for installation of donated fountains provided through the Drop In The Bucket Campaign. This donor-driven project contributed \$54,000 separate from installation costs for nine unique drinking fountains placed along the Galloping Goose and Lochside Regional Trails.
7. Jordan River Site Securement, Planning and Development (\$172,000)	This project will address four items: removal of three buildings, construction of a visitor area with a parking lot, toilet and information signs, construction of a toilet at the Sand Cut Beach parking area and improvements to the campground.
8. New Facilities at Brooks Point Regional Park (\$30,000)	Regional Parks will construct a toilet, remove old buildings and improve trails.
9. Upgrade Facilities at Mount Parke Regional Park (\$20,000)	Regional Parks will improve trails and the operation access road to the toilet building in the park.
10. Expand Parking at Mount Work Regional Park (\$104,830)	The parking area at the north entrance to the park will be expanded, a new toilet building constructed and information signs provided.
11. Resource management/planning work for proposed Island View Beach Sand Dune Ecosystem Restoration	An item to address in the preparation of the Island View Beach Regional Park Management Plan is the possible restoration of the sand dune ecosystem. This project will enable Regional Parks to investigate and prepare a detailed plan for the possible restoration.

**REPORT TO REGIONAL PARKS COMMITTEE
MEETING OF WEDNESDAY, MAY 21, 2014**

SUBJECT THETIS LAKE PISTOL RANGE REMEDIATION – PROJECT UPDATE

ISSUE

Additional funds need to be transferred from the Thetis Lake Pistol Range Remediation Reserve Fund to the Regional Parks Capital Fund to complete site remediation activities at Thetis Lake Pistol Range.

BACKGROUND

The Capital Regional District (CRD) manages land within Thetis Lake Regional Park that contains a former shooting range. The area is identified as a contaminated site under provincial legislation. There are two phases to the project: (1) site remediation and (2) site rehabilitation. This report addresses site remediation.

Site remediation activities commenced in September 2013. Work completed to date includes a detailed site investigation and the development of a remediation plan and risk assessment, which will be used to guide the next steps in the project. The 2013 workplan included the removal and disposal of the contaminated soil on the site; however, unseasonably early and intense rain storms forced the cessation of soil handling activities in late September due to accessibility issues. This work is still outstanding.

The results of the 2013 detailed site investigations determined that there is a greater volume of contaminated soil onsite and that more soils exceed the BC Hazardous Waste Regulation and Contaminated Sites Regulation parkland standards for protection of drinking water and freshwater aquatic life than originally estimated. These findings have resulted in an increased estimated cost for soil disposal, consultant fees and CRD costs to complete the project in 2014.

One of the most significant components of the remediation project is the dismantling of the large soil berm and disposition of the contaminated soils contained within it. Anecdotal information also suggests that the large berm may cover the remains of an older, smaller berm that was also contaminated by shell casings. Although no evidence of the older berm was found during the detailed site investigation, there is some uncertainty about the final amount and level of contaminated soil to be removed and this will not be known until the large berm is dismantled.

ALTERNATIVES

That the Regional Parks Committee:

1. Approve the transfer of \$161,280 from the Thetis Lake Pistol Range Remediation Reserve Fund to the Regional Parks Capital Fund.
2. That the Regional Parks Committee not approve the transfer of \$161,280 from the Thetis Lake Pistol Range Remediation Reserve Fund, and that staff report back to the committee with options to address site remediation costs.

ECONOMIC IMPLICATIONS

Project Funding

The remediation and rehabilitation of the Thetis Lake Pistol Range is funded from the Thetis Lake Pistol Range Remediation Reserve Fund. For eight years (2005-2012), the Regional Parks operating budget contributed \$80,000 per year for this project, with an additional \$6,000 from the operating budget in 2012. The total allocated from the CRD to this project including principal and interest is \$712,610.

The CRD was awarded a BC Brownfield Renewal grant in 2013 and has been reimbursed \$74,720 for eligible costs. Therefore, the total available project funding is \$787,330.

The work to complete the site remediation and rehabilitation is projected to be accomplished within the amount in the Thetis Lake Pistol Range Remediation Reserve Fund.

Project Budget

The total estimated budget for site remediation is \$750,000. This budget includes: \$24,100 for work conducted in 2011 and 2012 in preparation for the site remediation project; \$172,180 for consultant fees (revised up \$81,130 as a result of the detailed site investigation); \$444,680 for contaminated soil disposal (up \$121,850, including a contingency of \$66,730); and \$109,040 for CRD costs (up \$30,020).

The increase in consulting fees is a result of additional work in 2013 required to: (1) complete the delineation of contamination, (2) prepare a remediation plan and risk assessment that more accurately reflects site conditions following the detailed site investigation, and (3) oversee more extensive and complex site remediation activities than were anticipated at the project outset. The revised estimated costs for contaminated soil disposal is based on the actual projected level and extent of contamination on the site following the detailed site investigation, plus a contingency to account for remaining uncertainties associated with the large berm. The revised estimate for CRD costs more accurately reflect additional project management and operational costs to support the project due to the complexity of the site and project.

A total of \$514,000 has been transferred from the Thetis Lake Pistol Range Remediation Reserve Fund for site remediation. In addition to the grant of \$74,720, \$161,280 needs to be transferred from the Reserve Fund, which has a balance of \$198,600 to carry out the site remediation.

ENVIRONMENTAL IMPLICATIONS

The 2014 workplan involves the excavation and disposal of the contaminated soil from the site. Following the soil excavation, the environmental consultant will confirm that no risks to human health or the environment remain at the site. These activities will take place over a period of approximately nine weeks, starting in June 2014. Following the completion of the site remediation, staff will report back to the committee to seek direction on the preferred site rehabilitation.


CONCLUSION


CRD Regional Parks is required to remediate and rehabilitate the former Thetis Lake Pistol Range contaminated site. Activities completed in 2013 include a detailed site investigation and the development of a remediation plan and risk assessment. The detailed site investigation revealed a greater volume of contaminated soil on site than originally estimated and the need for more complex site remediation activities. This has resulted in increased project costs for soil removal, contractor fees and CRD project support.

The estimated budget to complete the remediation project is \$750,000, of which the CRD has been reimbursed \$74,720 from the BC Brownfield Renewal grant. To complete the remediation project in 2014, staff propose transferring \$161,280 from the Thetis Lake Pistol Range Remediation Reserve Fund to the Regional Parks Capital Fund. The work to complete the site remediation and rehabilitation is projected to be accomplished within the amount in the Thetis Lake Pistol Range Remediation Fund.

RECOMMENDATION

That the Regional Parks Committee approve the transfer of \$161,280 from the Thetis Lake Pistol Range Remediation Reserve Fund to the Regional Parks Capital Fund.



Glenn Harris, Ph.D., R.P.Bio.
Senior Manager
Environmental Protection

Mike Walton
Senior Manager
Regional Parks

Larisa Hutcheson, P.Eng.
General Manager
Parks & Environmental Services
Concurrence

JW:kw

**REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 11, 2014**

**SUBJECT REGIONAL CONTEXT STATEMENT AMENDMENT FOR THE DISTRICT OF
NORTH SAANICH**

PURPOSE

This report responds to a request from the District of North Saanich (District) for the Capital Regional District (CRD) to consider proposed Bylaw No. 1352 (REVISED) (2014), an amendment to the District's Official Community Plan (OCP) Bylaw No. 1130 (2007), as it pertains to the District's Regional Context Statement (RCS) and the Regional Growth Strategy (RGS).

BACKGROUND

The District gave Bylaw No. 1352 (2014) first and second reading on February 3, 2014 and the bylaw was amended at second reading on April 28, 2014. As required by Section 866 of the *Local Government Act*, the District has now referred the Bylaw to the CRD. On May 6, 2014, the CRD received a referral letter (Attachment 1) requesting review and acceptance of an amended RCS. The Board must respond by resolution within 120 days after receipt of the letter indicating whether or not it accepts the context statement. If the Board does not accept the context statement, it must indicate:

- a. each provision to which it objects; and
- b. the reasons for its objections.

If the Board fails to act within the period for acceptance or refusal, the Board is deemed to have accepted the context statement. The deadline for review is September 2, 2014.

The District has, in recent years, received a number of development applications which required OCP amendments. The CRD Board considered the associated referrals and requested that the District revise its OCP to better reflect its growth expectations. The District is now proposing to amend its OCP and RCS in response to previous Board direction and recently received development applications. If approved, 520 units could be built, possibly over a period of five years. The new units would be in areas that were not previously envisioned to accommodate growth. The proposed development areas are adjacent to the Town of Sidney which is identified as a Major Centre in the current RGS (see Attachment 1) and therefore have access to transit and other services. The proposed development areas are included in North Saanich's Servicing Policy Area (NSSPA).

The RGS does not identify growth areas for North Saanich and no Regional Urban Containment Servicing Policy Area (RUCSPA) boundary is in place for this part of the region. Inclusion of the subject lands within the growth boundary has been under active discussion. North Saanich Council has advised (see Attachment 1) that they will "address the matter of Growth Containment Boundaries at a future date". A North Saanich growth boundary incorporating the areas that are the subject of this report is being considered as part of the Regional Sustainability Strategy (RSS) which is currently under development and which is anticipated to be completed in 2015.

There is currently no RUCSPA in this area and the growth that is being proposed is within the parameters of the RGS North Saanich growth forecasts. Staff suggests that it is possible to consider acceptance of an RCS that is aligned with the overall policy of the RGS without triggering the need to include a RUCSPA. In response to an earlier RCS referral which included mention of a RUCSPA, the Regional Board on April 9, 2014 directed:

“That the District of North Saanich be notified that the Board has reviewed proposed Bylaw No. 1352 (2014) as it relates to the Regional Growth Strategy (RGS) and accepts the Regional Context Statement in principle, but requests amendments to remove all references to the Regional Urban Containment and Servicing Policy Area (RUCSPA) so as to properly reference the RGS (2003) which does not presently contain a RUCSPA for North Saanich; and that the District of North Saanich be encouraged to implement a RUCSPA as part of the RSS process.

That staff be directed to report directly back to the CRD Board on this matter.”

The referral that is the subject of this report has been revised in response to the above-noted direction and no longer includes reference to a RUCSPA.

ALTERNATIVES

That the Planning, Transportation and Protective Services Committee recommend to the CRD Board that:

1. The District of North Saanich be notified that the Board has reviewed proposed Bylaw No. 1352 (REVISED) (2014) as it relates to the RGS and accepts the RCS.
2. The District of North Saanich be notified that the Board has reviewed proposed Bylaw No. 1352 (REVISED) (2014) as it relates to the RGS and does not accept the RCS for the reason that amending Bylaw 1352 references (in Section 6.0) to additional housing units are not consistent with the growth policies of Section 1.1 of the RGS.

REGIONAL GROWTH IMPLICATIONS

At the time the RGS was developed, the District did not adopt a RUCSPA to delineate urban growth areas that would accommodate the extent of urban development now being requested. Instead, the District chose to remain rural, with growth limits as established by the 1998 OCP in effect at the time the RGS was adopted.

The absence of a RUCSPA and defined urban growth areas has meant that RCS/RGS amendment referrals are assessed against the growth allocations set out in the RGS rather than against conformity with defined growth areas. The key tests are:

- a) Whether the development can be accommodated within the OCP limits in place at the time the RGS was adopted; and
- b) Whether the proposal represents growth that is slow and moderate and maintains rural character.

Table 1 in the RGS indicates 2026 growth targets for each municipality. The target for North Saanich was 5100 units (13,000 people). In 2011, there were approximately 4500 units and the population was estimated to be at approximately 11,000. The developments that would be accommodated by the OCP amendment that is the subject of this report are anticipated to provide for a total of 520 units over the next five years. With the proposed OCP amendments, unless the growth targets are changed through the RSS, between 2019 and 2026, based on Table 1 of the RGS the remaining development potential in North Saanich would be a maximum of 80 units.

Given that a key test is whether anticipated growth could be considered 'slow and moderate' and in keeping with established rural character, it is important to consider planned growth in the context of the District's recent growth patterns. In recent years, growth has proceeded at a rate of approximately 45 units per year. Average density in the District is currently at approximately 0.96 units per hectare. The developments that would be accommodated by the proposed OCP amendment are anticipated to build out over five years (100 units/year if evenly distributed across that time frame). The pace of development would be in excess of historical patterns. The proposed OCP amendment would be at a density of approximately 6.6 units per hectare. The proposed densities are well in excess of historic densities and cannot be considered rural.

With respect to other RGS policy considerations, the proposed OCP amendment (and corresponding RCS amendments) aligns well. Attachment 2 analyzes the RCS against the RGS strategic areas and demonstrates the extent of alignment. The changes requested are broadly consistent with the strategic areas of the RGS. The focussed approach to growth will help protect the area's rural character and the agricultural productivity of other District lands. If approved and built, the development would result in a greater variety of housing in Area 1 and Area 2 and would yield greater commercial opportunities in the Sandown development.

On balance, the proposed amendments appear to respond to the Board's previous request that North Saanich update their OCP to reflect District growth aspirations that have to date been dealt with on a more ad-hoc basis. The lands proposed for development are located within the NSSPA and the type and location of development are broadly consistent with RGS policies. The nature of the growth (more urban than rural) and the density is in excess of what was envisioned in the RGS.

PROCESS IMPLICATIONS

Accepting the RCS as submitted (Alternative 1) would allow North Saanich to proceed with considering related OCP amendments. North Saanich would have to hold a public hearing on the OCP amendments (including the amended RCS and related land use and development permit amendments). North Saanich could only consider any related development applications if, after the public hearing, a majority of the North Saanich Council vote in favour of the amendments.

Not accepting the RCS as submitted (Alternative 2) would put the matter back in the hands of North Saanich Council who would be faced with a decision as to whether to amend the RCS as requested and resubmit for CRD consideration. In the meantime, North Saanich would not be able to proceed with related OCP and development application approvals.

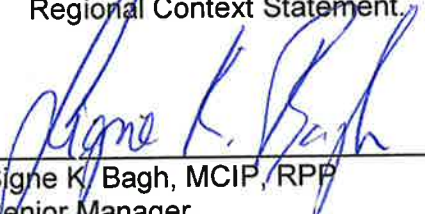
SUMMARY


The District of North Saanich's RCS amendments would respond to the District's desire to accommodate focussed growth in alignment with the broad intent of the RGS and its policies and consistent with emerging directions in the draft RSS. The proposed changes would allow North Saanich to proceed with development in identified areas and bring current growth aspirations into the OCP.


RECOMMENDATION

That the Planning, Transportation and Protective Services Committee recommend to the Capital Regional District Board that:

1. The District of North Saanich be notified that the Board has reviewed proposed Bylaw No. 1352 (REVISED) (2014) as it relates to the Regional Growth Strategy and accepts the Regional Context Statement.



Signe K. Bagh, MCIP, RPP
Senior Manager,
Regional and Strategic Planning

Kevin Lorette, P.Eng., MBA
General Manager,
Planning and Protective Services
Concurrence

Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

Attachments: 2

Exec Services

Subject: FW: North Saanich Regional Context Statement Amendment Bylaw No. 1352
Attachments: letter re DNS Regional Context Statement Amendment Bylaw No. 1352.pdf; 1352
Regional Context Statement Amendment.pdf

Importance: High

CRD EXECUTIVE OFFICE

Received

MAY 07 2014

- ☐ Chair
- ☐ CAO
- ☒ GM
- ☐ Board
- ☐ Communications
- ☒ For action / resp. by PPS
- ☐ Corresp. for Board / Committee meeting
- ☐ For Information Only
- ☒ Copies to S. Bryon

From: Curt Kingsley [mailto:CKingsley@northsaanich.ca]

Sent: Tuesday, May 06, 2014 3:21 PM

To: Alastair Bryson - CRD Chair

Cc: Rob Buchan; Mark Brodrick; Robert Lapham

Subject: North Saanich Regional Context Statement Amendment Bylaw No. 1352

Attention Chair Bryson and CRD Board

Good afternoon Chair Bryson:

I write on behalf of the Mayor and Council of the District of North Saanich.

Please find the attached correspondence from the District of North Saanich with District of North Saanich Official Community Plan Bylaw No. 1130 (2007) Amendment Bylaw No. 1352 (2014) for the CRD Board's review and acceptance. A hard copy of the attached documents as well as a supporting Staff Report will follow shortly via courier.

I trust the above is satisfactory, please contact the undersigned should you require any further information in this regard.

Sincerely,

Curt Kingsley

Manager of Corporate Services
District of North Saanich
250-655-5453



DISTRICT OF NORTH SAANICH

1620 Mills Road, North Saanich, B.C. V8L 5S9

Phone: 250-656-0781 | Fax: 250-656-3155

e-mail: admin@northsaanich.ca | www.northsaanich.ca

CRD EXECUTIVE OFFICE

Received

MAY 07 2014

May 6, 2014

Capital Regional District Board
Capital Regional District
625 Fisgard Street
Victoria, BC V8W 1R7
Attention: Alastair Bryson, Chair

Dear Chair Bryson:

Re: District of North Saanich Official Community Plan Regional Context Statement Amendment

The District of North Saanich submits for the Capital Regional District Board's review and acceptance the enclosed "District of North Saanich Official Community Plan Bylaw No. 1130 (2007) Amendment Bylaw No. 1352 (2014)", which includes an amendment to the Regional Context Statement.

Council also wishes to advise the CRD that the District of North Saanich will address the matter of Growth Containment Boundaries at a future date.

I trust the above is satisfactory, please contact the undersigned if you require any further information to facilitate this request.

Sincerely,

Curt Kingsley
Manager of Corporate Services

Enclosures:

1. District of North Saanich Official Community Plan Bylaw No. 1130 (2007) Amendment Bylaw No. 1352 (2014)
2. North Saanich Staff Report dated April 28, 2014 Re: Regional Context Statement Amendment Bylaw No. 1352

<input type="checkbox"/> Chair	<input type="checkbox"/> Board
<input type="checkbox"/> CAO	<input type="checkbox"/> Communications
<input type="checkbox"/> GM	
<input type="checkbox"/> For action / resp. by	
<input type="checkbox"/> Corresp. for Board / Committee meeting	
<input type="checkbox"/> For Information Only	
<input type="checkbox"/> Copies to	



DISTRICT OF NORTH SAANICH

BYLAW NO. 1352

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN BYLAW NO. 1130

The Municipal Council of the District of North Saanich, in open meeting assembled, enacts as follows:

TEXT AMENDMENTS

1. The text of Schedule 'A' of the District of North Saanich Official Community Plan Bylaw No. 1130 (2007) is hereby amended as follows:

- (a) Section 1.4 Planning Area and Time Frame is amended by striking "2011" and replacing it with:

"2019"

- (b) Section 6.0 Residential is amended by:

- (i) striking the text under Multi-family Residential and replacing it with the following:

"The Multi-family Residential areas are generally developed to a range of approximately 15 townhouses/acre; 30 units/acre [for apartments (3 storeys)] or lots between 372 m² - 557 m² (4000 ft² – 6000 ft²) to achieve an average gross density of between 8 and 16 units per acre. The lands are located within the North Saanich Servicing Area (NSSA).

- (ii) striking the text under Future Housing Needs and replacing it with the following:

"It is estimated up to 520 dwelling units are needed to accommodate the demand for housing over the next five years. (See Table One). Two areas have the potential to satisfy much of this demand, Area 1 (McTavish) and Area 2 (Tsehum) in the near term for North Saanich as identified on Figure 2 Regional Context Statement. Current designations will satisfy the housing demand projections over the next five years."

- (iii) striking Table One: Projected Population and Demand for Housing – Five Year Time Frame and replacing it with the following:

"Table One: Projected Population and Demand for Housing – Five Year

Time Frame

Baseline*	2014	Estimate 2019
Population	12,300	13,548
Dwellings/units	4,925	5,445
Employment	4,470	4925

*Source: Regional Planning Department, Capital Regional District, baseline includes First Nations

- (b) Section 14.0 Development Permit Area No. 8 Medium Density Small Lot Residential is amended by striking Lot 1, Section 7, Range 2 East, North Saanich District, Plan 9433" and replacing it with:

"Area 1 (McTavish) and Area 2 (Tsehum) as identified on Figure 2 Regional Context Statement. "
- (c) Section 16.0 Regional Context Statement is repealed and replaced with the content in *Schedule A* as attached to and forming part of this bylaw.
- (d) Section 17.0 Performance Measures is amended by:
 - (i) striking A. General Residential and replacing it with the following:

"A. General Residential Area (See *Schedule B* for the approximate location of the general residential area). The current amount of land designated for General Residential Area use is approximately 618 hectares (1527 acres), or 19 percent of the Plan area."
 - (ii) striking C. Multi-family Residential Area and replacing it with the following:

"C. Multi-family Residential Area (See *Schedule B* for the approximate location of the multi-family residential area). The current amount of land designated for Multi-family Residential use is approximately 60 hectares (148 acres), or 1.8 percent of the Plan area."

FIGURES & MAP AMENDMENTS

- 2. Figure 2 Regional Context Statement is repealed and replaced with the figure attached to and forming part of this bylaw as *Schedule A*;

3. Development Permit Area No. 8 Medium Density Small Lot Residential is repealed and replaced with the map attached to and forming part of this bylaw as *Schedule B*;
4. Schedule B – Land Use Designations is repealed and replaced with the map attached to and forming part of this bylaw as *Schedule C*.

CITATION

5. This Bylaw may be cited for all purposes as "North Saanich Official Community Plan Bylaw No.1130 (2007) Amendment Bylaw No. 1352 (2014)".

READ A FIRST TIME the 3rd day of February, 2014.

READ A SECOND TIME the 3rd day of February, 2014.

NOTICE OF PUBLIC HEARING published in the xxx and xxx editions of the *Peninsula News Review*.

PUBLIC HEARING held at the North Saanich Municipal Hall the xxx, xxx, 2014

READ A THIRD TIME the xxx day of xxx, 2014

FINALLY PASSED AND ADOPTED the xxx day of xxx, 2014

MAYOR

CORPORATE OFFICER

Schedule A: Regional Context Statement

16.0 REGIONAL CONTEXT STATEMENT

16.1 Introduction

Section 866 of the Local Government Act requires that member municipalities prepare a Regional Context Statement (RCS) following the adoption of a Regional Growth Strategy (RGS). The RCS is a legally binding statement that identifies how the Official Community Plan (OCP) is compatible with and supports the intent of the RGS. The RCS must identify the extent to which the OCP is consistent with the RGS, if it is not consistent how the OCP will be brought into consistency, and, the elements that are not applicable to the municipality. RCS addresses how the OCP's local planning and land use policy will work toward the goals and objectives established in the RGS. The RCS must identify the specific policies and actions proposed that would either affect the District or require action on the part of the District. Associated with the Regional Growth Strategy are eight Strategic Initiatives and seven land use policy areas:

Strategic Initiatives:

1. Keep Urban Settlement Compact
2. Protect the Integrity of Rural Resources
3. Protect Regional Green and Blue Space
4. Manage Natural Resources and the Environment Sustainably
5. Build Complete Communities
6. Improve Housing Affordability
7. Increase Transportation Choice
8. Strengthen the Regional Economy

Land Use Policy Areas

1. Capital Green Lands Policy Area,
2. Renewable Resource Lands Policy Area,
3. Regional Urban Containment and Servicing Policy Area,
4. Unprotected Green Space Policy Area,
5. Rural/Rural Residential Policy Area,
6. Victoria International Airport Special Policy Area, and
7. Metropolitan Core and Major Centres.

The District of North Saanich's current Official Community Plan was adopted in 2007. The Regional Context Statement (RCS) amendments (2014) introduce areas for growth over the next five years keeping with its vision to enhance and preserve a unique community by blending urban amenities with rural agriculture community values. The CRD is currently undertaking a major review of the 2003 RGS with the intention of developing a more explicit focus on regional sustainability --

including climate change, social well-being and food security -- signaling this intention through its name change from RGS to Capital Regional Sustainability Strategy (CRSS). This process is expected to conclude with a new regional strategy by 2015. This interim change to the context statement will allow for North Saanich to proceed with development in the identified areas for slow, moderate growth and bring the current growth aspirations into the OCP with the Regional Growth Strategy. The Regional Context Statement illustrates how the District implements the eight strategic directions of the RGS and how the plan is consistent or working towards consistency with the RGS.

16.2 Regional Context Statement

RGS Strategic Direction	RGS Consistency Requirements	DNS OCP Policy Reference and/or Relevance	DNS OCP Policy Response and Reference
16.2.1.Keep Urban Settlement Compact	RGS proposes keeping urban areas compact and largely contained within a Regional Urban Containment and Servicing Area (RUCSPA).*	OCP 5.0 Agriculture Policies 5.1, 5.2, 5.3 OCP 14.7 DPA No. 5 Commercial & Industrial	The District of North Saanich is located completely outside the boundaries of the Regional Urban Containment and Servicing Policy Area (RUCSPA) (as designated on Map 3 of the RGS). Approximately one-third of the District's total area is comprised of lands within the ALR. Most of the ALR lands are designated as Agricultural in the OCP and are identified as Renewable Resource Lands Policy Areas in the RGS. These lands are considered to be a "Rural Protection Area". Non-agricultural commercial uses within the Rural Protection Area are not supported. Any proposed exchange of ALR land with non-ALR land will be considered if the District determines that the proposed lands for addition to the ALR are of an equivalent area, in an appropriate location and have suitable agricultural potential. The District will not extend services to these areas other than for health reasons or for servicing the easterly 4.856 hectares (12 acre) commercial site at the Sandown race track property. The District of North Saanich acknowledges that this type of land exchange would also require RGS mapping changes (RGS Map 3) to the Renewable Resource Lands policy area, which can be addressed through the RGS review process.
	Focus new growth in the Metropolitan Core, Major Centres and transit corridors to promote high-density, walkable, transit-focused complete communities.	Section 6.0 Residential Future Housing needs will be amended to include up to 520 new dwelling units in the next five years.	For lands designated in the Rural/Residential Policy Area on Map 3 of the RGS, slow, moderate growth is anticipated and planned for in the OCP within Area 1 (McTavish) and Area 2 (Tsehum) and slow growth is anticipated for growth outside of Area 1 (McTavish) and Area 2 (Tsehum). Residential development will consist primarily of single family residential and the orderly development of areas already designated for residential use, plus small lot single family residential development, townhouses and apartments. Intended growth areas include two designated areas, specifically Area 1 (McTavish) and Area 2 (Tsehum) where North Saanich envisions the majority of higher residential densification, as identified on Schedule B of the OCP as Multi-Family Residential, to be focused over the next five years. Lands are adjacent to the

	<p>Targets for 2026 at least 90% of the region's cumulative new dwelling units within the RUCSPA.*</p>	<p>Section 6.0 Residential Table 1 Five Year Population Projection and Housing Needs and will be amended to reflect an increase to 520 units, 455 new net jobs, and 1,248 net new population.</p> <p>OCP 6.0 Residential Policies Multi-family Residential will be redefined to include a density range specifically of 15/townhouses/acre; 30 units/acre or lots between 372 m² - 557 m² (4000 ft² - 6000 ft²) for an average gross density of 8 – 16 upa in Area 1 and 2.</p> <p>OCP 8.0 Light Industry development</p> <p>OCP Section 11 Roads and Servicing</p>	<p>existing RUCSPA in Sidney and are transit ready.</p> <p>Certain parts of North Saanich already identified for residential, commercial and industrial uses are recognized as the North Saanich Servicing Area (NSSA). The NSSA is an OCP designation. The North Saanich Servicing Area is shown in Figure 2 Regional Context Statement Map and has been amended to identify include Areas 1(McTavish) and 2 (Tsehum).</p> <p>OCP policy identifies Area 1(McTavish) and Area 2(Tsehum) as growth areas. The infill will be in pockets of small lot detached land uses and multi-family residential intensification such as townhouses and apartments which will support the other areas of the community in their goal to remain rural in character. There will be limited, small scale commercial development associated with the existing marinas and in the vicinity of existing commercial nodes and the potential for more comprehensive commercial development on the 4.856 hectares (12 acre) site at the easterly part of the Sandown race track property. Home based businesses and commercial activities related to farming, such as road side stands and nurseries are supported. Any light industrial development will be directed towards the Victoria International Airport Special Policy Area (RGS designated), the MacDonald Park Road Industrial Area or the Sandown commercial lands.</p> <p>Consistent with the RGS, the District of North Saanich will not further extend water or sewer services outside of the North Saanich Servicing Area, except to address pressing public health and environmental issues, to provide fire suppression, to service the easterly 4.856 hectares (12 acre) commercial site at the Sandown race track property, or to service agriculture. The District may</p>
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		11.3 "no expansion of services outside the NSSA except for health, fire safety or agricultural support reasons"	expand the capacity of water or sewer services within the North Saanich Servicing Area to accommodate residential development proposals subject to the policies of Section 6.0 of the OCP.
16.2.2 Protect the integrity of rural communities	<p>RGS 1.2 RGS seeks to protect the character and quality of rural communities, to ensure that they remain strongly rooted in the agricultural and resource land base, and that the rural countryside and natural landscape remain a durable fact of life in the Capitol Region.</p> <p>Member municipalities agree to negotiate, where necessary, bilateral agreements regarding buffering and land use transition where the RUCPSA boundary coincides with a municipal jurisdictional boundary.</p> <p>Develop an integrated system of parks and trails linking urban areas to rural and green space areas, proposing to complete the entire Regional Trail Network by 2016. Establish or strengthen OCP policies that ensure the long-term protection of</p>	<p>Section 5.0 Agriculture</p> <p>Section 12.0 General Development Policies</p> <p>Section 9.0 Parkland 9.1</p> <p>Section 9.2 Parkland, cash-in-lieu for future purchase of land for parks</p>	<p>The land use mix, locations and densification in the OCP support the integrity of the District of North Saanich as primarily a rural community protecting the rural character and agricultural activities adjacent to the major centre of Sidney.</p> <p>Support of agricultural activities and rural land uses is a primary goal of the Plan. Considerable effort has gone into drafting policy statements designed to protect the rural nature of North Saanich. The Plan establishes policies aimed at retaining the land base for current and potential agriculture, ensuring that the agricultural potential of farmland is not diminished by the location of services or community facilities, and reducing potential conflicts with non-farm uses. Maintaining the agricultural viability of lands in the OCP designated Rural Protection Area is important as it provides for local food security and economic diversity. It also preserves the valuable rural landscapes found throughout the community.</p> <p>The RGS Capital Green Lands Policy Area within the District are designated as Parks on Schedule B of the Plan, affording these lands long term protection is consistent with the objectives of the Regional Growth Strategy. Also contained in the Plan are policy statements intended to buffer these Capital Green Lands through the acquisition of surrounding lands.</p> <p>Provision is made for density bonusing in exchange for dedication of additional green space. Proposals for any type of residential development will be directed towards areas already designated as Residential. The minimum density of one lot per four hectares prescribed for lands designated as</p>

	<p>Renewable Resource Lands including policies aimed at buffering Renewable Resource Lands from activities in adjacent urban areas, and policies that support farming within the ALR.</p> <p>For rural and rural-residential communities not defined as Capital Green Lands or Renewable Resource Lands, the RGS proposes that any subdivision and development enhance rural character and quality of life. As a general goal, rural and rural residential development would stay within the designated OCP capacity limits at the date of the adoption of the RGS.</p>	Section 5.12 Agriculture - subdivision	Rural limits subdivision potential. On Agricultural lands, only subdivision for agricultural purposes or pursuant to section 946 of the <i>Local Government Act</i> will be considered.
16.2.3 Protect regional green and blue spaces	<p>RGS 2.1 RGS aims to protect the landscape character, ecological heritage and biodiversity of the Capital Region. It does this by supporting the collaborative implementation of the Regional Green/Blue Space Strategy which includes the protection of a Sea to Sea Green/Blue Belt running from Saanich</p>	<p>Section 3.0 Environmentally Sensitive Areas</p> <p>Section 14.0 DPA No. 1 Marine Uplands and Foreshore, DP A No. 2 Creeks, Wetlands, Riparian Areas and Significant Water Resources, DPA No.3 Sensitive Ecosystems, DPA No. 4 Steep</p>	Many natural features have been protected through large tracts of parkland and the establishment of Development Permit Areas, which establish policies and guidelines for protection of environmentally sensitive areas including key water resources, waterfowl habitat and other special environmental areas.

	Inlet south to Juan de Fuca Strait, and the development of an integrated system of parks and trails linking urban areas to rural green space areas. The RGS proposes that member municipalities aim to complete 100% of the Regional Trail network by 2016.	<p>Slopes</p> <p>Section 9.9 Reay Creek</p> <p>Section 18.1.3 Agriculture</p> <p>Section 18.2.1 Parks, Recreation and Open Space</p>	
16.2.4 Manage natural resources and the environment sustainably	<p>RGS 2.2 The RGS intends that residents of the Capitol Region enjoy a healthy environment where environmental quality is improved and the inheritance of renewable and non-renewable natural resources is carefully stewarded. It does this by supporting principles of sustainability to govern the ways in which local governments manage the land and natural resources.</p> <p>Targets for physical and environmental services to be established through a best management practices implementation agreement. Establish policies and targets for sustainable environmental management respecting waste</p>	<p>Section 16.2.4 Manage natural resources and the environment sustainably</p> <p>Section 18.1.2 Agriculture</p> <p>New DPA No. 7 Energy and Water Conservation and Greenhouse Gas Emissions Reduction</p>	<p>In the OCP, and in many other strategic planning documents, the District is placing increasing emphasis on the integration of best management practices into the day to day management of the District. The concept of sustainability is evident in the Plan. Application of this concept will be expanded over time as the District inventories its natural resources and develops methodologies that encourage long-term sustainability. The Plan places particular emphasis on environmentally sensitive areas, and includes policy statements related to drainage and storm water management.</p> <p>The location of Areas 1 (McTavish) and Area 2 (Tsehum) are adjacent to Sidney near existing employment centres and located within 400 m (7 minute walk) of a public transit route and are the proposed growth areas, currently within the District of North Saanich's Servicing Area (NSSA) lands.</p>

	<p>discharge and diversion, resource conservation and ecosystem health. Consumption of scarce renewable and non-renewable resources should be minimized through conservation; efficiency and application of reduce, reuse and recycle practises.</p>		
16.2.5 Build complete communities	<p>RGS 3.1 RGS intends to support the development of communities within the RUCSPA* that enable residents to undertake a wider range of daily activities closer to home.</p> <p>Municipal targets to be established through desired development guidelines for individual OCP's through RCS.</p> <p>Urban development projects contribute to community completeness when, to the greatest extent possible they are located within a ten-minute walk (500 metres) of a Major Centre; co-locate a mix of housing employment, services and recreation, located within a ten minute walk of an existing commercial/employe</p>	Section 16.2.5 Build Complete Communities	<p>This strategic direction only applies to lands within the Regional Urban Containment and Servicing Policy Area (RUCSPA).</p> <p>The downtown core of Sidney, which is designated as a RGS Major Centre, offers the variety of housing, employment, schools, shopping, recreation, parks and green spaces essential to a complete community. Sidney serves as the major centre for the District of North Saanich and the policies in the OCP recognize this relationship between the two communities. The residential intensification is in Area 1 (McTavish) and Area 2 (Tsehum) areas adjacent to Sidney and the Victoria Airport Authority (VAA) both existing employment centres and located within 400 m (7 minute walk) of a public transit route and are the proposed growth areas, currently within the District of North Saanich's Servicing Areas.</p>

	nt centre, neighbourhood store, recreation facility, school, part, or community allotment garden; and business, services and housing is located within a seven minute walk (400 m) of a public transit route.		
16.2.6 Improve housing affordability	RGS 3.2 Maintaining housing that is affordable is necessary for individual quality of life, community health, and economic competitiveness. The Regional Housing Affordability Strategy identifies the current and anticipated future issues concerning present needs and forecast future problems.	Section 16.2.6 Improve Housing Affordability	A goal of the Plan is to ensure that over the long-term, residential development in the community will retain the character of current neighbourhoods while responding to the need for future projected needs including seniors and affordable family housing. The District completed a Housing Needs Assessment (2008) and Housing Strategy Implementation Plan (HSIP) (2013) that guided the selection of housing needs and densification location. An Affordable Housing and Workforce Housing policy is currently being developed.
16.2.7 Increase transportation choice	RGS 4.1 RGS intends to promote development of a balanced and sustainable transportation system providing residents with reasonable and affordable transportation choices. Adopt policies to require medium and high density developments within 400 m of rapid transit stations. Designate and develop a continuous regional	Section 16.2.7 Transportation Section 18.3. Transportation	OCP policies on transportation are intended to balance transportation needs. A system of roads (arterial, collector and local) and pathways (bicycle and pedestrian) will provide efficient linkage between residential areas and the Patricia Bay Highway while remaining sensitive to the environment and rural community values. The Plan recognizes the regional importance of the Lochside Trail, and of cycling as a means of transportation. Schedule C shows that the District has begun to develop a comprehensive network of pedestrian walkways and trails with links to the Lochside Trail recognizing the importance of walking as a form of transportation and recreation. Schedule D shows a number of linkages for existing and proposed bicycle lanes and bicycle pathways

	<p>cycling network. Improve transportation choice for rural communities.</p> <p>Coordinate land use and transportation to provide residents with reasonable and affordable alternative modes of travel to the automobile. Support development of a Regional Transportation Strategy that enhances mobility and opportunities for walking, cycling and public transit with at least 15 minute headways.</p>		<p>throughout the District. The Victoria Airport Authority bicycle and walking perimeter trail is complete.</p> <p>Increased densification in Area 1(McTavish) and Area 2 (Tsehum) enable residents to live closer to employment at businesses located on or near the Victoria Airport Authority (VAA).</p>
16.2.8 Strengthen the regional economy	<p>RGS 5.1 RGS intends that residents of the Capital Region enjoy economic prosperity as a foundation of high regional quality of life. Ensure employment lands needs are well-balanced and consistent with transportation, complete community and urban containment goals.</p> <p>Find ways to attract develop and maintain a highly skilled workforce.</p> <p>Find ways to ensure the long term, affordable supply of strategic economic resources such as</p>	<p>Section 16.2.5 Build Complete Communities</p> <p>Section 16.2.8 Strengthen the Regional Economy</p> <p>Section 18.5 Airport Development</p> <p>Section 3.0 Environmentally Sensitive Areas</p>	<p>With both the Victoria International Airport and the Swartz Bay Ferry Terminal located within the boundaries of the District, North Saanich is home to two of the major transportation links for the region. The Plan supports both of these transportation facilities and recognizes their importance to the regional economy.</p> <p>Land based commercial activities that blend well with the rural nature of the community are supported by the Plan. Examples of these types of activities include home-based businesses, small professional offices, neighbourhood convenience shopping, hospitality services including restaurants, and permitted farm uses such as agri-tourism, wineries, and the sale of local produce.</p>

	water, aggregate and energy.		
*Please note North Saanich does not currently have a RUCSPA.			

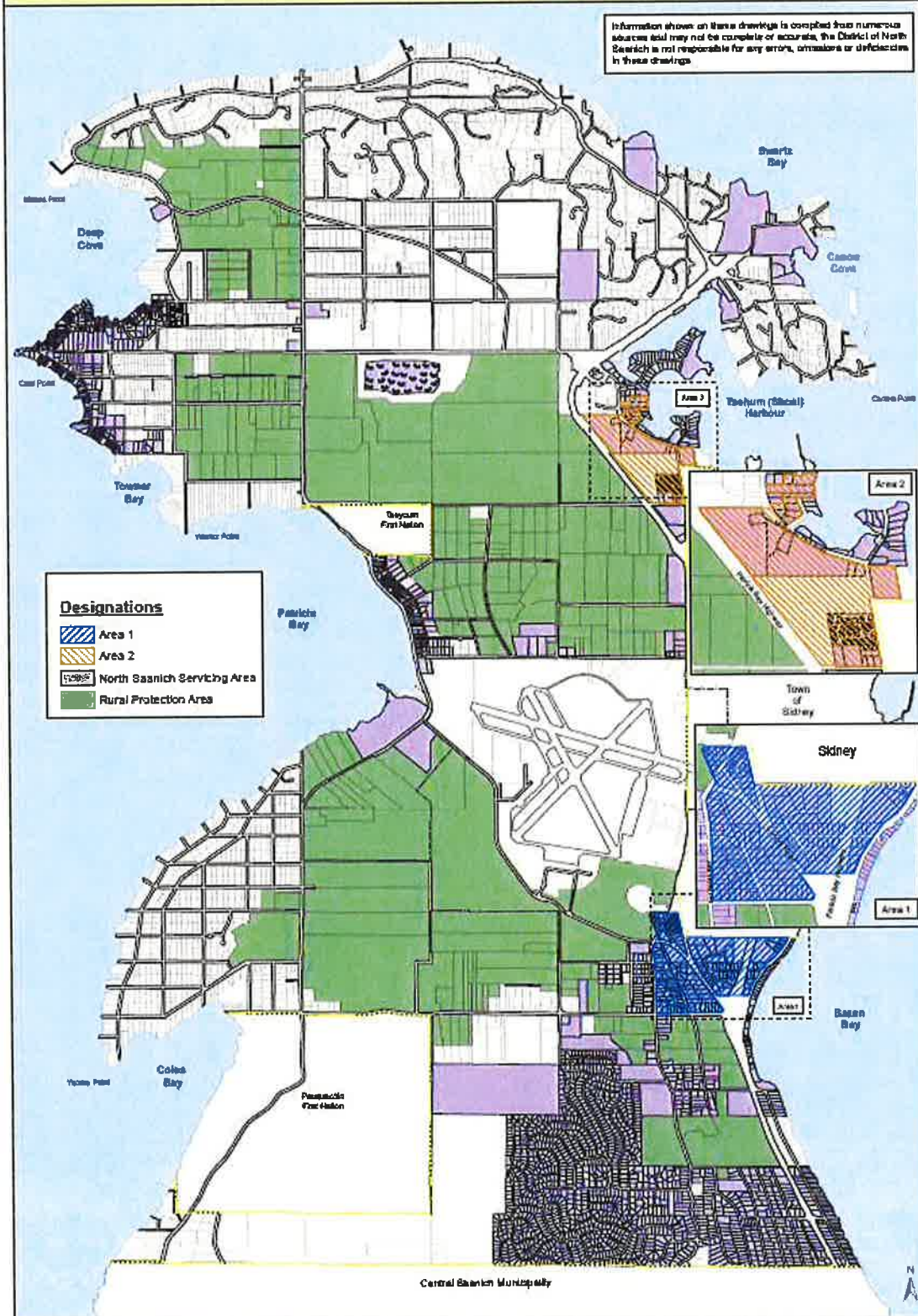
Schedule A: Figure 2 Regional Context Statement

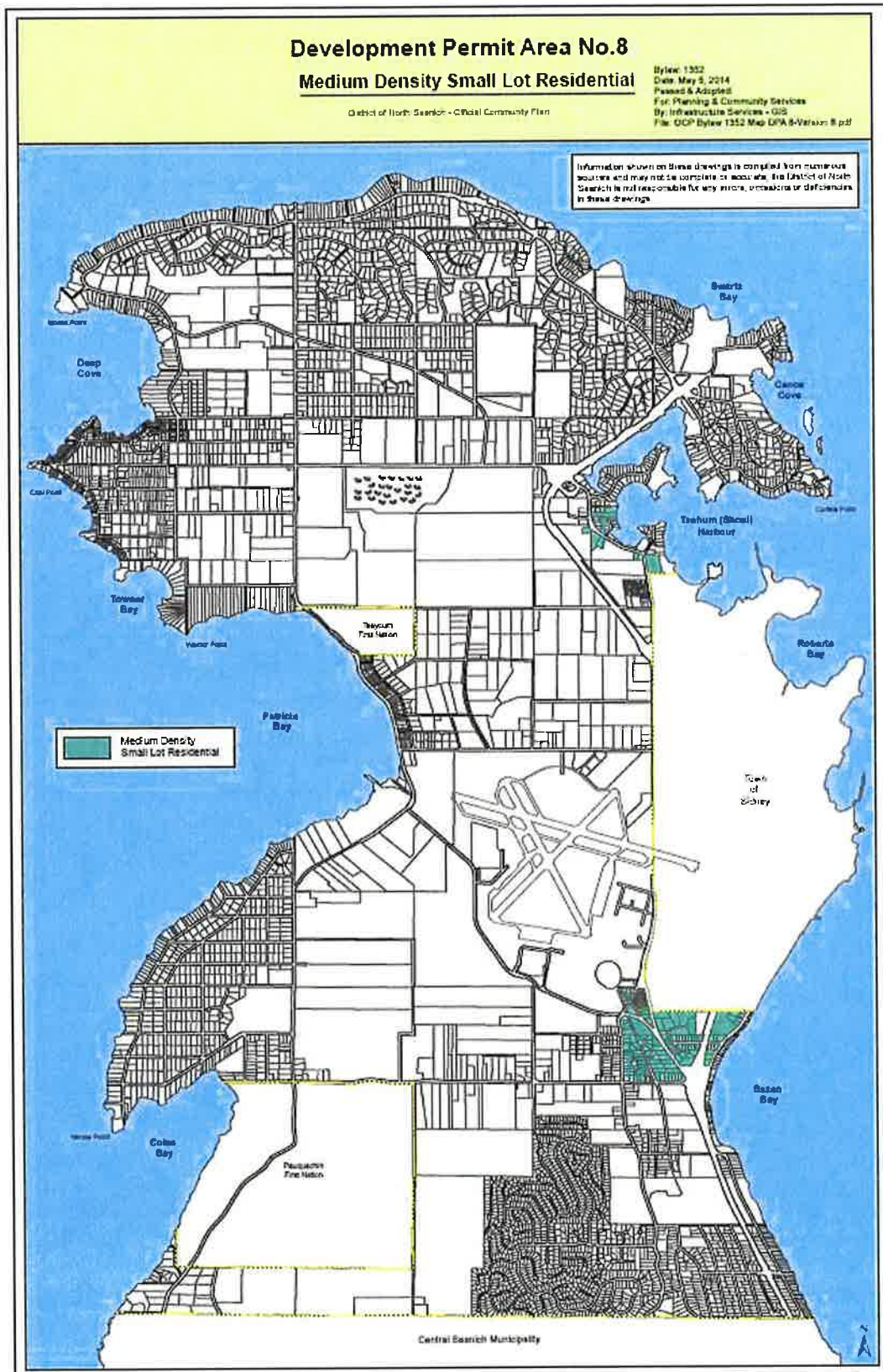
Figure 2
Regional Context Statement Map

District of North Saanich • Official Community Plan

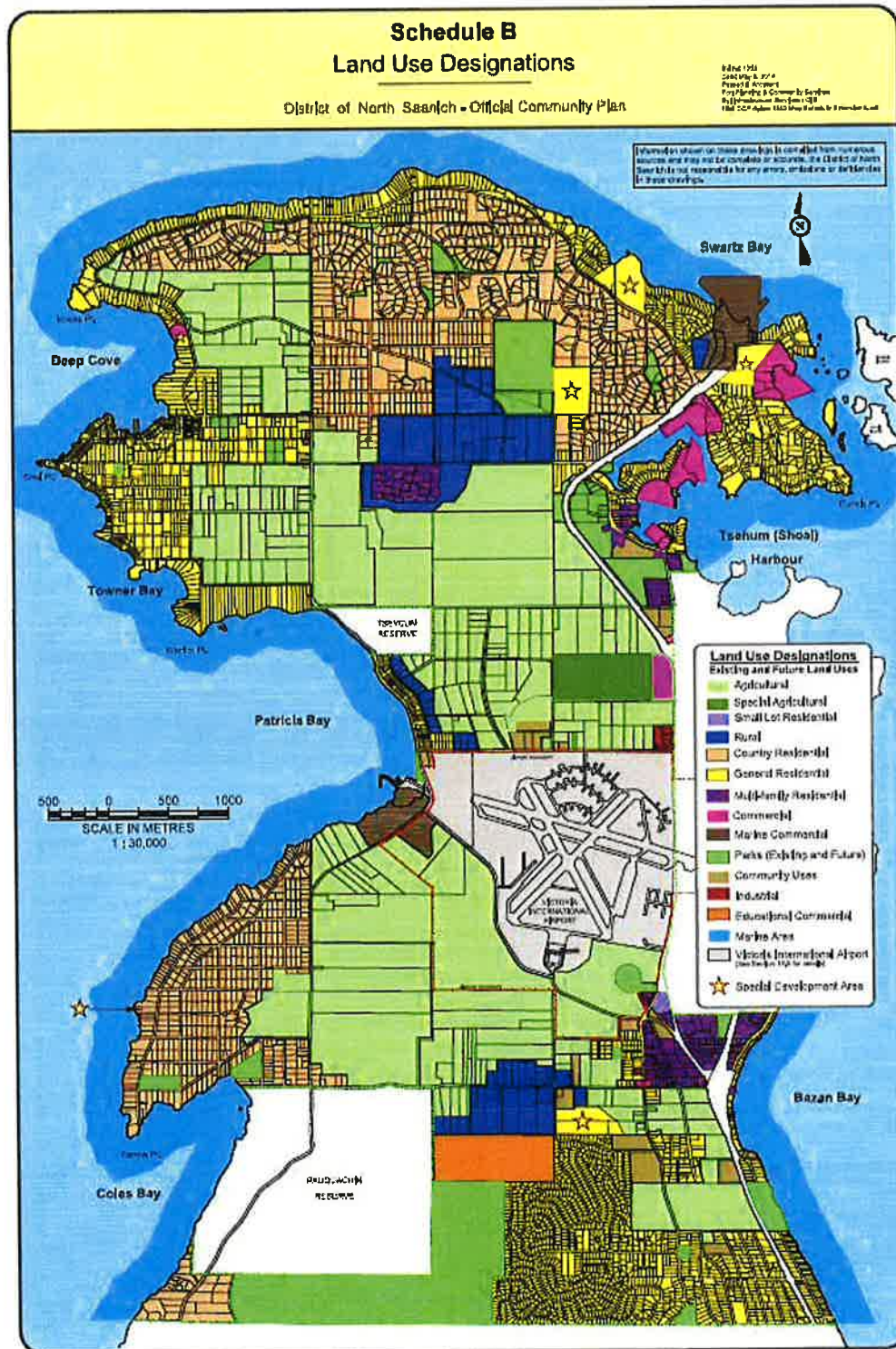
Bylaw: 1352
Date: May 9, 2014
Passed & Adopted
For: Planning & Community Services
By: Infrastructure Services - GIS
File: OCP Bylaw 1352 Map Figure 2 Version 4.pdf

Information shown on these drawings is compiled from numerous sources and may not be complete or accurate; the District of North Beach is not responsible for any errors, omissions or deficiencies in these drawings.



Schedule B: Development Permit Area No. 8 Medium Density Small Lot Residential Map

Schedule C: Schedule B Land Use Designations Map





District of North Saanich

STAFF REPORT

To: Rob Buchan
Chief Administrative Officer

Date: April 28, 2014

From: Coralie Breen
Planner

File: 6440-20 Housing Strategy

Re: Regional Context Statement Amendment Bylaw No. 1352 (REVISED)

RECOMMENDATION(S):

1. THAT Council choose Option I or Option II for a Projected Population and Demand for Housing – Five Year Time Frame.
2. THAT Council amend Bylaw 1352 at second reading with either Option I or Option II for a Projected Population and Demand for Housing – Five Year Time Frame as outlined in Table 1.0 (Staff Report April 28, 2014) and the changes outlined in Table 2.0 (Staff Report April 28, 2014).
3. THAT Council revise Resolution 554¹ to read:

That Council endorse Area 1 (McTavish) and Area 2 (Tsehum) as part of the CRD Growth Containment Boundary as part of the Regional Sustainability Strategy and request that the CRD add Area 1 (McTavish) and Area 2 (Tsehum) to the Growth Containment Boundary.
4. That Council send Bylaw 1352 to the CRD Board for its acceptance and also send this staff report to the CRD Board.

PURPOSE:

The purpose of this staff report is to provide a:

- a) revised Bylaw 1352 which removes references to the RUCSPA for amendment of second reading;

¹ 554

That Council endorse Area 1 (McTavish) and Area 2 (Tsehum) as part of the RUCSPA and request that Area 1 (McTavish) and Area 2 (Tsehum) be added to the RUCSPA.

- b) explicit references to DNS OCP amendments that are included in the revised Bylaw 1352, that are in addition to the revised OCP Section 16.0 RCS amendments; and
- c) list of Council resolutions (2005-2014) related to housing, consultation, and OCP amendments to satisfy the CRD planning staff which advised DNS planning staff to provide clarification of the review of future housing needs with Council and the community with this staff report.

This staff report is intended to be forwarded to the CRD, with Council approval, to accompany the revised Bylaw 1352. Also to be forwarded to the CRD are the staff report appendices, Appendix A and Appendix B.

SCOPE OF WORK:

The scope of work in this staff report is two-fold.

The staff report responds to the:

- a) CRD Board Resolutions (April 9, 2014):

That the District of North Saanich be notified that the Board has reviewed proposed Bylaw No. 1352 (2014) as it relates to the Regional Growth Strategy (RGS) and accepts the Regional Context Statement in principle, but requests amendments to remove all references to the Regional Urban Containment and Servicing Policy Area (RUCSPA) so as to properly reference the RGS (2003) which does not presently contain a RUCSPA for North Saanich; and that the District of North Saanich be encouraged to implement a RUCSPA as part of the RSS process.

That staff be directed to report directly back to the CRD Board on this matter.

- b) CRD Planning staff requests:

To provide a list of Council resolutions related to housing, consultation, and OCP amendments.

OCP AMENDMENTS:

Overview of Text, Figure and Map Amendments:

Table 1.0 Option I or Option II

Section	Change	Reason
Table One: Projected Population and Demand for Housing – Five Year Time Frame.	Option I	Current Bylaw 1352 with CRD resolution changes made
Table One: Projected Population and Demand for Housing – Five Year Time Frame.	Option II	Alternative Option with CRD resolution changes made

Table 2.0 Overview* of Changes Required for CRD Resolutions

Section	Change	Reason
1.4 Planning Area and Time Frame	Replace "2011" with "2019"	Update end of 5 year period
6.0 Residential	Delete "and within the Regional urban Containment and Service Policy Area (RUCSPA)"	Per CRD Resolution
Section 16.0 Regional Context Statement	Remove all references to RUCSPA	Per CRD Resolution
Figure 2 Regional Context Statement	Add Area 1 and Area 2 Delete Regional Urban Containment and Servicing Policy Area/NSSA	Per CRD Resolution

*for all changes see Bylaw 1352 highlighted yellow=additions; red=deletions

BACKGROUND:

As Council knows, Bylaw 1352 was been considered by the CRD Board on April 9, 2014 and the relevant resolutions are outlined in the scope of work section above. The two amended options of Bylaw 1352 are attached to this report.

Consideration to consultation and the referrals have been completed as directed. Appendix A outlines the Council resolutions over the period 2005 - 2014 in which community consultation of DNS OCP future needs housing were conducted.

DISCUSSION:

Bylaw 1352 has been amended to remove all references to the RUCSPA in column four of Section 16.0 DNS consistency requirements. The amended bylaw identifies new changes in yellow highlight and deletions in red highlight. Two options are presented. Both options are identical with one difference: Table One: Projected Population and Demand for Housing – Five Year Time Frame.

Option I 2014 Projected Population, Dwelling/units and Employment are based on CRD Urban Futures projections. These baseline numbers are the same numbers provided in the February 3, 2014 Bylaw 1352 considered by Council. The projections include First Nations.

Option I Projected Population and Demand for Housing – Five Year Time Frame

	2014*	Estimate 2019
Population	12,300	13,548
Dwellings/Units	4,925	5,445
Employment	4,470	4,925

*2014 Source: Regional Planning Department, Capital Regional District, Urban Futures, includes First Nations

Option II 2014 Projected Population, Dwelling/units and Employment are based on CRD Regional Growth Strategies projections. These baseline numbers differ from the February 3, 2014 Bylaw 1352 considered by Council. The projections do not include First Nations. The source for both sets of data is the CRD. The Option II baseline numbers are based on further consultation with CRD staff subsequent to a letter received by DNS from CRD (February 19, 2014).

Option II Projected Population and Demand for Housing – Five Year Time Frame

	2014*	Estimate 2019
Population	11,869	13,117
Dwellings/Units	4,802	5,322
Employment	4,430	4,885

*2014 Source: Regional Planning Department, Capital Regional District, Regional Growth Strategies, excludes First Nations

The differences between Option I and Option II are as follows:

Population (-3.5 %)
Dwellings/Units (-2.5%)
Employment (-0.9%)

The number of dwellings/units is based on the Council approved increase in density up to a maximum of 520 dwelling/units and employment projections of up to 455 net new jobs by 2019. Population projections are based on 2.4/persons household.

LEGAL IMPLICATIONS:

Section 866 of the *Local Government Act* (1) If a regional growth strategy applies to all or part of the same area of a municipality as an official community plan, the official community plan must include a regional context statement that is accepted in accordance with this section by the board of the regional district for which the regional growth strategy is adopted.

OPTIONS:

1. THAT Council choose Option I.
2. THAT Council choose Option II.
3. THAT Council refer Bylaw 1352 to the CRD Board of Directors for its' acceptance.
4. THAT Council endorse Area 1 (McTavish) and Area 2 (Tsehum) as part of the CRD Growth Containment Boundary as part of the RSS.
5. THAT Council does nothing further.

SUMMARY/CONCLUSION:

The revised Bylaw 1352 is a District of North Saanich OCP amendment which proposes to amend the Regional Context Statement and relevant maps, figure and policies. Bylaw 1352 were developed after extensive community consultations on DNS future housing needs over a number of years as outlined through Council resolutions provided in *Appendix A*.

The attached revised Bylaw 1352 responds to the CRD Board of Directors April 9, 2014 and has been reviewed by CRD planning staff. The revised Bylaw 1352 removes all references to the RUCSPA so as to properly reference the RGS (2003) which does not presently contain a RUCPSA for North Saanich.

Per the Local Government Act, Section 866, Council must refer Bylaw 1352, the Regional Context Statement, to the CRD for acceptance.

RECOMMENDATION(S):

1. THAT Council choose Option I or Option II for a Projected Population and Demand for Housing – Five Year Time Frame.
2. THAT Council amend Bylaw 1352 at second reading with either Option I or Option II for a Projected Population and Demand for Housing – Five Year Time Frame as outlined in Table 1.0 (Staff Report April 28, 2014) and the changes outlined in Table 2.0 (Staff Report April 28, 2014).
3. THAT Council revise Resolution 554² to read:

That Council endorse Area 1 (McTavish) and Area 2 (Tsehum) as part of the CRD Growth Containment Boundary as part of the Regional Sustainability Strategy and request that the CRD add Area 1 (McTavish) and Area 2 (Tsehum) to the Growth Containment Boundary.
4. That Council send Bylaw 1352 to the CRD Board for its acceptance and also send this staff report to the CRD Board.

Respectfully submitted,

Concurrence:



Coralie Breen
Planner



Rob Buchan
Chief Administrative Officer

Concurrence:



Mark Brodrick
Director, Planning and Community Services

Appendix A District of North Saanich Council Resolutions Housing (2005 – 2014) – non-exhaustive list.

Appendix B Bylaw 1352 Staff Reports (March 3, 2014, February 3, 2014, and December 5, 2014).

² 554

That Council endorse Area 1 (McTavish) and Area 2 (Tsehum) as part of the RUCSPA and request that Area 1 (McTavish) and Area 2 (Tsehum) be added to the RUCSPA.



OPTION I

DISTRICT OF NORTH SAANICH

BYLAW NO. 1352

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN BYLAW NO. 1130

The Municipal Council of the District of North Saanich, in open meeting assembled, enacts as follows:

Yellow = text new/change*

Red = text deletion*

TEXT AMENDMENTS

1. The text of Schedule 'A' of the District of North Saanich Official Community Plan Bylaw No. 1130 (2007) is hereby amended as follows:

- (a) Section 1.4 Planning Area and Time Frame is amended by striking **"2011"** and replacing it with:

"2019"

- (b) Section 6.0 Residential is amended by:

- (i) striking the text under Multi-family Residential and replacing it with the following:

"The Multi-family Residential areas are generally developed to a range of approximately 15 townhouses/acre; 30 units/acre [for apartments (3 stories)] or lots between 372 m² - 557 m² (4000 ft² – 6000 ft²) ~~4000 ft² – 6000 ft² (372 m² - 557 m²)~~ to achieve an average gross density of between 8 and 16 units per acre. The lands are located within the North Saanich Servicing Area (NSSA). ~~and within the Regional Urban Containment and Service Policy Area (RUCSPA).~~"

- (ii) striking the text under Future Housing Needs and replacing it with the following:

"It is estimated up to 520 dwelling units are needed to accommodate the demand for housing over the next five years. (See Table One). Two areas have the potential to satisfy much of this demand, Area 1 (McTavish) and Area 2 (Tsehum) in the near term for North Saanich as identified on Figure 2 Regional Context Statement. Current designations will satisfy the housing demand projections over the next five years."

- (iii) striking Table One: Projected Population and Demand for Housing – Five Year Time Frame and replacing it with the following:

"Table One: Projected Population and Demand for Housing – Five Year Time Frame

Baseline*	2014	Estimate 2019
Population	12,300	13,548
Dwellings/units	4,925	5445
Employment	4,470	4925

*Source: Regional Planning Department, Capital Regional District, baseline includes First Nations

- (b) Section 14.0 Development Permit Area No. 8 Medium Density Small Lot Residential is amended by striking Lot 1, Section 7, Range 2 East, North Saanich District, Plan 9433" and replacing it with:
- "Area 1 (McTavish) and Area 2 (Tsehum) as identified on Figure 2 Regional Context Statement. "
- (c) Section 16.0 Regional Context Statement is repealed and replaced with the content in *Schedule A* as attached to and forming part of this bylaw.
- (d) Section 17.0 Performance Measures is amended by:
- (i) striking A. General Residential and replacing it with the following:
- "A. General Residential Area (See *Schedule B* for the approximate location of the general residential area). The current amount of land designated for General Residential Area use is approximately 618 hectares (1527 acres), or 19 percent of the Plan area."
- (ii) striking C. Multi-family Residential Area and replacing it with the following:
- "C. Multi-family Residential Area (See *Schedule B* for the approximate location of the multi-family residential area). The current amount of land designated for Multi-family Residential use is approximately 60 hectares (148 acres), or 1.8 percent of the Plan area."

FIGURES & MAP AMENDMENTS

2. Figure 2 Regional Context Statement is repealed and replaced with the figure attached to and forming part of this bylaw as *Schedule B*;

3. Development Permit Area No. 8 Medium Density Small Lot Residential is repealed and replaced with the map attached to and forming part of this bylaw as *Schedule C*;
4. Schedule B – Land Use Designations is repealed and replaced with the map attached to and forming part of this bylaw as *Schedule D*.

CITATION

5. This Bylaw may be cited for all purposes as "North Saanich Official Community Plan Bylaw No.1130 (2007) Amendment Bylaw No. 1352 (2014)".

READ A FIRST TIME the 3rd day of February, 2014.

READ A SECOND TIME the 3rd day of February, 2014.

NOTICE OF PUBLIC HEARING published in the xxx and xxx editions of the *Peninsula News Review*.

PUBLIC HEARING held at the North Saanich Municipal Hall the xxx, xxx, 2014

READ A THIRD TIME the xxx day of xxx, 2014

FINALLY PASSED AND ADOPTED the xxx day of xxx, 2014

MAYOR

CORPORATE OFFICER

Schedule A: Regional Context Statement

16.0 REGIONAL CONTEXT STATEMENT

16.1 Introduction

Section 866 of the *Local Government Act* requires that member municipalities prepare a Regional Context Statement (RCS) following the adoption of a Regional Growth Strategy (RGS). The RCS is a legally binding statement that identifies how the Official Community Plan (OCP) is compatible with and supports the intent of the RGS. The RCS must identify the extent to which the OCP is consistent with the RGS, if it is not consistent how the OCP will be brought into consistency, and, the elements that are not applicable to the municipality. RCS addresses how the OCP's local planning and land use policy will work toward the goals and objectives established in the RGS. The RCS must identify the specific policies and actions proposed that would either affect the District or require action on the part of the District. Associated with the Regional Growth Strategy are eight Strategic Initiatives and seven land use policy areas:

Strategic Initiatives:

1. Keep Urban Settlement Compact
2. Protect the Integrity of Rural Resources
3. Protect Regional Green and Blue Space
4. Manage Natural Resources and the Environment Sustainably
5. Build Complete Communities
6. Improve Housing Affordability
7. Increase Transportation Choice
8. Strengthen the Regional Economy

Land Use Policy Areas

1. Capital Green Lands Policy Area,
2. Renewable Resource Lands Policy Area,
3. Regional Urban Containment and Servicing Policy Area,
4. Unprotected Green Space Policy Area,
5. Rural/Rural Residential Policy Area,
6. Victoria International Airport Special Policy Area, and
7. Metropolitan Core and Major Centres.

The District of North Saanich's current Official Community Plan was adopted in 2007. The Regional Context Statement (RCS) amendments (2014) introduce areas for growth over the next five years keeping with its vision to enhance and preserve a unique community by blending urban amenities with rural agriculture community values. The CRD is currently undertaking a major review of the 2003 RGS with the intention of developing a more explicit focus on regional sustainability --

including climate change, social well-being and food security -- signaling this intention through its name change from RGS to Capital Regional Sustainability Strategy (CRSS). This process is expected to conclude with a new regional strategy by 2015. The five key themes of the CRSS are growing smarter, infrastructure and energy, economic vitality, natural environment and resources and community well-being. This interim change to the context statement will allow for North Saanich to proceed with development in the identified areas for slow, moderate growth and bring the current growth aspirations into the OCP with the Regional Growth Strategy. The Regional Context Statement illustrates how the District implements the eight strategic directions of the RGS and how the plan is consistent or working towards consistency with the RGS.

16.2 Regional Context Statement

	<p>Targets for 2026 at least 90% of the region's cumulative new dwelling units within the RUCSPA.*</p>	<p>Section 6.0 Residential Table 1 Five Year Population Projection and Housing Needs and will be amended to reflect an increase to 520 units, 455 new net jobs, and 1,248 net new population.</p> <p>OCP 6.0 Residential Policies Multi-family Residential will be redefined to include a density range specifically of 15/townhouses/acre; 30 units/acre or lots between 372 m² - 557 m² (4000 ft² - 6000 ft²) 4000 ft² - 6000 ft² (372 m² - 557 m²) for an average gross density of 8 - 16 upa in Area 1 and 2;</p> <p>OCP 8.0 Light Industry development</p>	<p>District of North Saanich that the CRD will include Area 1 (McTavish) and Area 2 (Tsehum) as additions to the RUCSPA.</p> <p>Certain parts of North Saanich already identified for residential, commercial and industrial uses are recognized as the North Saanich Servicing Area (NSSA). The NSSA is an OCP designation. The North Saanich Servicing Area is shown in Figure 2 Regional Context Statement Map and has been will be amended to identify include Areas 1(McTavish) and 2(Tsehum) to the RUCSPA. For clarity Area 1(McTavish) and Area 2 (Tsehum) will remain in the NSSA as well as being included in the RUCSPA. The RUCSPA provides additional levels of support for Area 1 (McTavish) and Area 2(Tsehum). Any change to the boundary of the areas included in the RUCSPA will require the approval of the CRD Board through the acceptance of an amended Regional Context Statement.</p> <p>OCP policy identifies Area 1(McTavish) and Area 2(Tsehum) as growth areas. The infill will be in pockets of small lot detached land uses and multi-family residential intensification such as townhouses and apartments which will support the other areas of the community in their goal to remain rural in character. There will be limited, small scale commercial development associated with the existing marinas and in the vicinity of existing commercial nodes and the potential for more comprehensive commercial development on the 4.856 hectares (12 acre) site at the easterly part of the Sandown race track property. Home based businesses and commercial activities related to farming, such as road side stands and nurseries are supported. Any light industrial development will be directed towards the Victoria International Airport Special Policy Area (RGS designated), the MacDonald Park Road Industrial Area or the Sandown commercial lands.</p>
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		OCP Section 11 Roads and Servicing 11.3 "no expansion of services outside the NSSA except for health, fire safety or agricultural support reasons"	Consistent with the RGS draft goals of the CRSS process, the District of North Saanich will not further extend water or sewer services outside of the North Saanich Servicing Area, except to address pressing public health and environmental issues, to provide fire suppression, to service the easterly 4.856 hectares (12 acre) commercial site at the Sandown race track property, or to service agriculture. The District may expand the capacity of water or sewer services within the North Saanich Servicing Area to accommodate residential development proposals in the OCP designated Rural Protection Area identified in Figure 2 in proposed RSS designated Rural/Rural Residential policy Area in accordance with the established targets set out in Table 1 of the proposed CRSS and subject to the policies of Section 6.0 of the OCP.
16.2.2 Protect the integrity of rural communities	<p>RGS 1.2 RGS seeks to protect the character and quality of rural communities, to ensure that they remain strongly rooted in the agricultural and resource land base, and that the rural countryside and natural landscape remain a durable fact of life in the Capitol Region.</p> <p>Member municipalities agree to negotiate, where necessary, bilateral agreements regarding buffering and land use transition where the RUCPSA boundary coincides with a municipal jurisdictional boundary.</p> <p>Develop an integrated system of parks and</p>	<p>Section 5.0 Agriculture</p> <p>Section 12.0 General Development Policies</p> <p>Section 9.0 Parkland 9.1</p>	<p>The land use mix, locations and densification in the OCP support the integrity of the District of North Saanich as primarily a rural community protecting the rural character and agricultural activities adjacent to the major centre of Sidney.</p> <p>Support of agricultural activities and rural land uses is a primary goal of the Plan. Considerable effort has gone into drafting policy statements designed to protect the rural nature of North Saanich. The Plan establishes policies aimed at retaining the land base for current and potential agriculture, ensuring that the agricultural potential of farmland is not diminished by the location of services or community facilities, and reducing potential conflicts with non-farm uses. Maintaining the agricultural viability of lands in the OCP designated Rural Protection Area is important as it provides for local food security and economic diversity. It also preserves the valuable rural landscapes found throughout the community.</p> <p>The RGS Capital Green Lands Policy Area within the District are designated as Parks on Schedule B of the Plan, affording these lands long term protection is consistent with the objectives of the Regional Growth Strategy. Also contained in the Plan are policy statements intended to buffer these</p>

	<p>trails linking urban areas to rural and green space areas, proposing to complete the entire Regional Trail Network by 2016. Establish or strengthen OCP policies that ensure the long-term protection of Renewable Resource Lands including policies aimed at buffering Renewable Resource Lands from activities in adjacent urban areas, and policies that support farming within the ALR.</p> <p>For rural and rural-residential communities not defined as Capital Green Lands or Renewable Resource Lands, the RGS proposes that any subdivision and development enhance rural character and quality of life. As a general goal, rural and rural residential development would stay within the designated OCP capacity limits at the date of the adoption of the RGS.</p>	<p>Section 9.2 Parkland, cash-in-lieu for future purchase of land for parks</p> <p>Section 5.12 Agriculture - subdivision</p>	<p>Capital Green Lands through the acquisition of surrounding lands.</p> <p>Provision is made for density bonusing in exchange for dedication of additional green space. Proposals for any type of residential development will be directed towards areas already designated as Residential. The minimum density of one lot per four hectares prescribed for lands designated as Rural limits subdivision potential. On Agricultural lands, only subdivision for agricultural purposes or pursuant to section 946 of the <i>Local Government Act</i> will be considered.</p>
16.2.3 Protect regional green and blue spaces	RGS 2.1 RGS aims to protect the landscape character, ecological heritage and biodiversity of the Capital Region. It	<p>Section 3.0 Environmentally Sensitive Areas</p> <p>Section 14.0</p>	<p>Many natural features have been protected through large tracts of parkland and the establishment of Development Permit Areas, which establish policies and guidelines for protection of environmentally sensitive areas including key water resources,</p>

	<p>does this by supporting the collaborative implementation of the Regional Green/Blue Space Strategy which includes the protection of a Sea to Sea Green/Blue Belt running from Saanich Inlet south to Juan de Fuca Strait, and the development of an integrated system of parks and trails linking urban areas to rural green space areas. The RGS proposes that member municipalities aim to complete 100% of the Regional Trail network by 2016.</p>	<p>DPA No. 1 Marine Uplands and Foreshore, DP A No. 2 Creeks, Wetlands, Riparian Areas and Significant Water Resources, DPA No.3 Sensitive Ecosystems, DPA No. 4 Steep Slopes</p> <p>Section 9.9 Reay Creek</p> <p>Section 18.1.3 Agriculture</p> <p>Section 18.2.1 Parks, Recreation and Open Space</p>	<p>waterfowl habitat and other special environmental areas.</p>
<p>16.2.4 Manage natural resources and the environment sustainably</p>	<p>RGS 2.2 The RGS intends that residents of the Capitol Region enjoy a healthy environment where environmental quality is improved and the inheritance of renewable and non-renewable natural resources is carefully stewarded. It does this by supporting principles of sustainability to govern the ways in which local governments manage the land and natural resources.</p> <p>Targets for physical and environmental services to be</p>	<p>Section 16.2.4 Manage natural resources and the environment sustainably</p> <p>Section 18.1.2 Agriculture</p> <p>New DPA No. 7 Energy and Water Conservation and Greenhouse Gas Emissions Reduction</p>	<p>In the OCP, and in many other strategic planning documents, the District is placing increasing emphasis on the integration of best management practices into the day to day management of the District. The concept of sustainability is evident in the Plan. Application of this concept will be expanded over time as the District inventories its natural resources and develops methodologies that encourage long-term sustainability. The Plan places particular emphasis on environmentally sensitive areas, and includes policy statements related to drainage and storm water management. The location of Areas 1 (McTavish) and Area 2 (Tsehum) are adjacent to Sidney near existing employment centres and located within 400 m (7 minute walk) of a public transit route and are the proposed growth areas, currently within the District of North Saanich's Servicing Area (NSSA) lands.</p>

	<p>established through a best management practices implementation agreement. Establish policies and targets for sustainable environmental management respecting waste discharge and diversion, resource conservation and ecosystem health. Consumption of scarce renewable and non-renewable resources should be minimized through conservation; efficiency and application of reduce, reuse and recycle practises.</p>		
16.2.5 Build complete communities	<p>RGS 3.1 RGS intends to support the development of communities within the RUCSPA* that enable residents to undertake a wider range of daily activities closer to home. Municipal targets to be established through desired development guidelines for individual OCP's through RCS. Urban development projects contribute to community completeness when, to the greatest extent possible they are located within a ten-minute walk (500</p>	Section 16.2.5 Build Complete Communities	<p>This strategic direction only applies to lands within the Regional Urban Containment and Servicing Policy Area (RUCSPA).</p> <p>The downtown core of Sidney, which is designated as a RGS Major Centre, offers the variety of housing, employment, schools, shopping, recreation, parks and green spaces essential to a complete community. Sidney serves as the major centre for the District of North Saanich and the policies in the OCP recognize this relationship between the two communities. The residential intensification is in Area 1 (McTavish) and Area 2 (Tsehum) areas adjacent to Sidney and the Victoria Airport Authority (VAA) both existing employment centres and located within 400 m (7 minute walk) of a public transit route and are the proposed growth areas, currently within the District of North Saanich's Servicing Areas.</p>

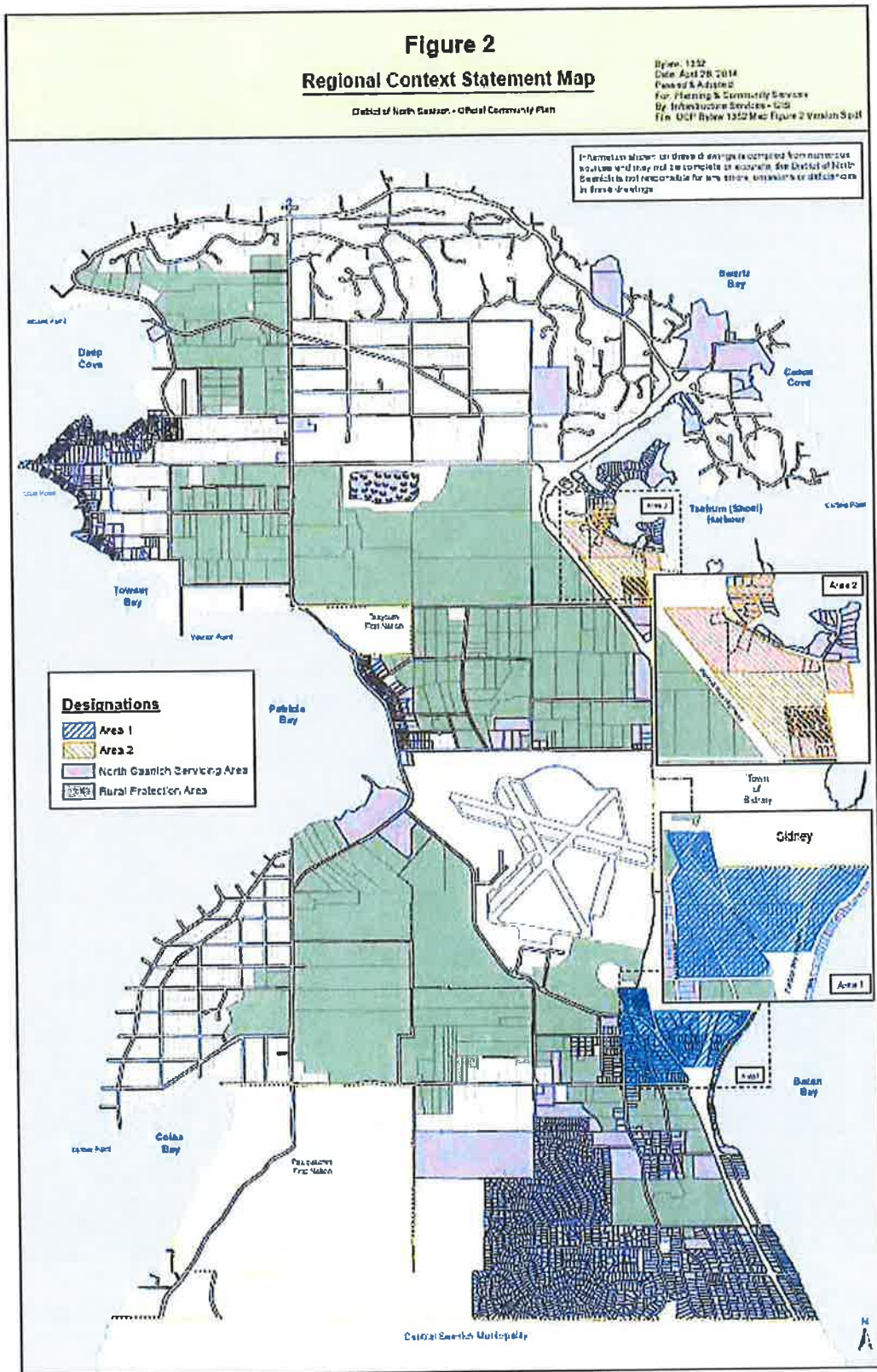
	metres) of a Major Centre; co-locate a mix of housing employment, services and recreation, located within a ten minute walk of an existing commercial/employment centre, neighbourhood store, recreation facility, school, part, or community allotment garden; and business, services and housing is located within a seven minute walk (400 m) of a public transit route.		
16.2.6 Improve housing affordability	RGS 3.2 Maintaining housing that is affordable is necessary for individual quality of life, community health, and economic competitiveness. The Regional Housing Affordability Strategy identifies the current and anticipated future issues concerning present needs and forecast future problems.	Section 16.2.6 Improve Housing Affordability	A goal of the Plan is to ensure that over the long-term, residential development in the community will retain the character of current neighbourhoods while responding to the need for future projected needs including seniors and affordable family housing. The District completed a Housing Needs Assessment (2008) and Housing Strategy Implementation Plan (HSIP) (2013) that guided the selection of housing needs and densification location. An Affordable Housing and Workforce Housing policy is currently being developed.
16.2.7 Increase transportation choice	RGS 4.1 RGS intends to promote development of a balanced and sustainable transportation system providing residents with reasonable and affordable transportation choices.	Section 16.2.7 Transportation Section 18.3. Transportation	OCP policies on transportation are intended to balance transportation needs. A system of roads (arterial, collector and local) and pathways (bicycle and pedestrian) will provide efficient linkage between residential areas and the Patricia Bay Highway while remaining sensitive to the environment and rural community values. The Plan recognizes the regional importance of the Lochside Trail, and of cycling as a means of transportation.

	<p>Adopt policies to require medium and high density developments within 400 m of rapid transit stations.</p> <p>Designate and develop a continuous regional cycling network.</p> <p>Improve transportation choice for rural communities.</p> <p>Coordinate land use and transportation to provide residents with reasonable and affordable alternative modes of travel to the automobile.</p> <p>Support development of a Regional Transportation Strategy that enhances mobility and opportunities for walking, cycling and public transit with at least 15 minute headways.</p>		<p>Schedule C shows that the District has begun to develop a comprehensive network of pedestrian walkways and trails with links to the Lochside Trail recognizing the importance of walking as a form of transportation and recreation.</p> <p>Schedule D shows a number of linkages for existing and proposed bicycle lanes and bicycle pathways throughout the District. The Victoria Airport Authority bicycle and walking perimeter trail is complete.</p> <p>Increased densification in Area 1(McTavish) and Area 2 (Tsehum) enable residents to live closer to employment at businesses located on or near the Victoria Airport Authority (VAA).</p>
16.2.8 Strengthen the regional economy	<p>RGS 5.1 RGS intends that residents of the Capital Region enjoy economic prosperity as a foundation of high regional quality of life. Ensure employment lands needs are well-balanced and consistent with transportation, complete community and urban containment goals.</p>	<p>Section 16.2.5 Build Complete Communities</p> <p>Section 16.2.8 Strengthen the Regional Economy</p> <p>Section 18.5 Airport Development</p> <p>Section 3.0 Environmentally Sensitive Areas</p>	<p>With both the Victoria International Airport and the Swartz Bay Ferry Terminal located within the boundaries of the District, North Saanich is home to two of the major transportation links for the region. The Plan supports both of these transportation facilities and recognizes their importance to the regional economy.</p> <p>Land based commercial activities that blend well with the rural nature of the community are supported by the Plan. Examples of these types of activities include home-based businesses, small professional offices, neighbourhood convenience shopping, hospitality services including restaurants, and</p>

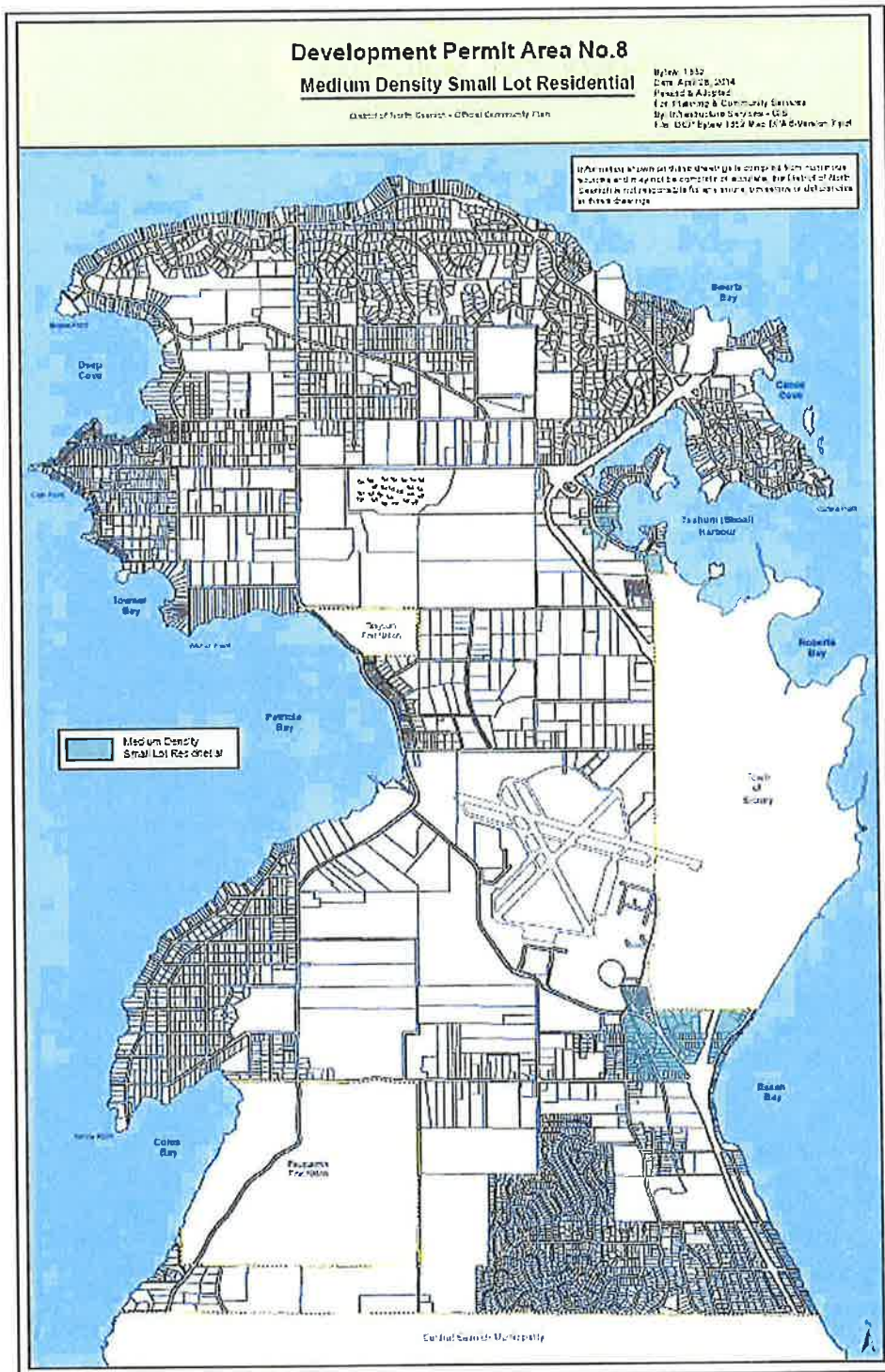
Bylaw No. 1352

	Find ways to attract develop and maintain a highly skilled workforce. Find ways to ensure the long term, affordable supply of strategic economic resources such as water, aggregate and energy.		permitted farm uses such as agri-tourism, wineries, and the sale of local produce.
*Please note North Saanich does not currently have a RUCSPA.			

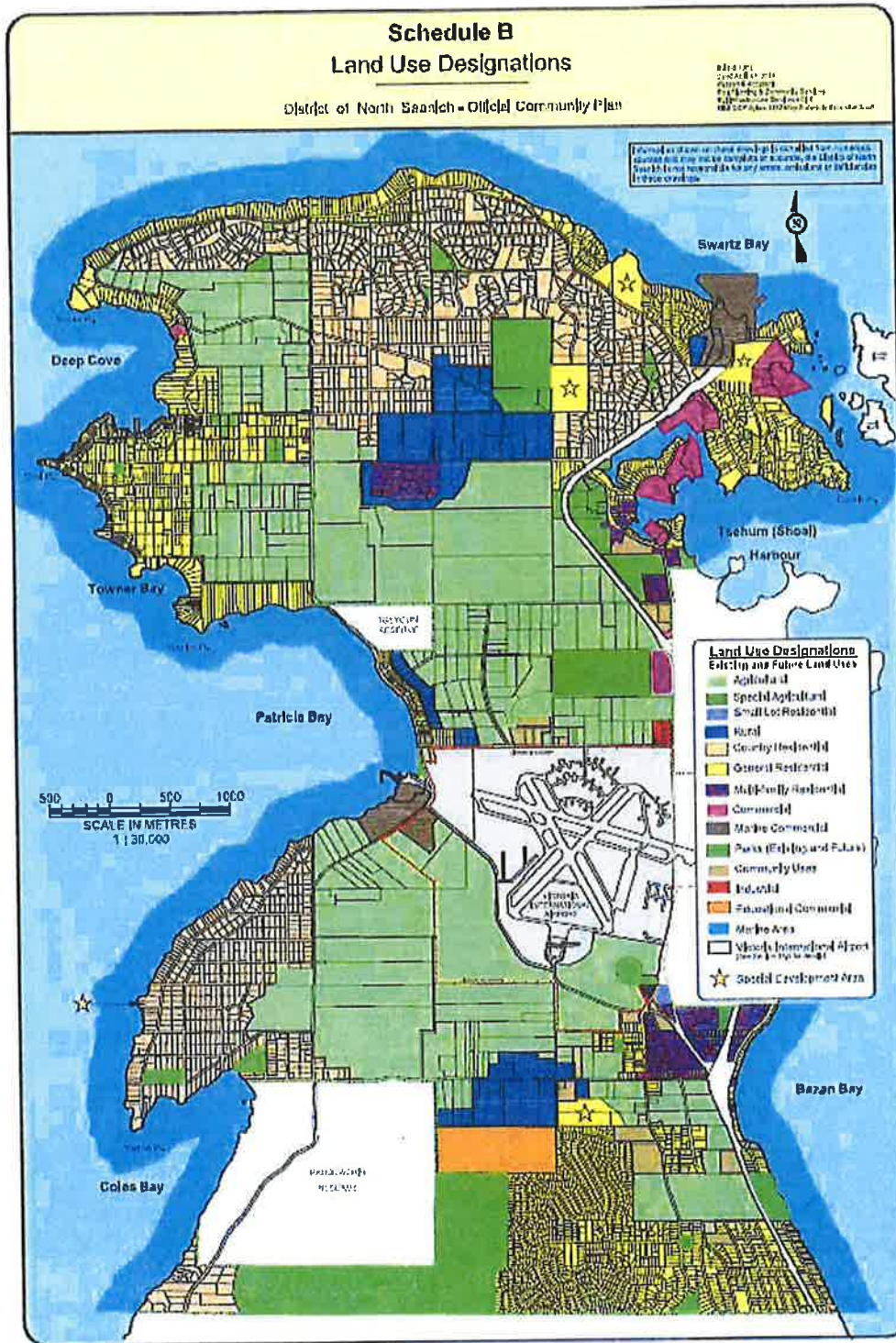
Schedule B: Figure 2 Regional Context Statement (April 28, 2014)



Schedule C: Development Permit Area No. 8 Medium Density Small Lot Residential Map (April 28, 2014)



Schedule D: Schedule B Land Use Designations Map (April 28, 2014)





OPTION II

DISTRICT OF NORTH SAANICH

BYLAW NO. 1352

A BYLAW TO AMEND THE OFFICIAL COMMUNITY PLAN BYLAW NO. 1130

The Municipal Council of the District of North Saanich, in open meeting assembled, enacts as follows:

Yellow= text new/change*

Red = text deletion*

TEXT AMENDMENTS

1. The text of Schedule 'A' of the District of North Saanich Official Community Plan Bylaw No. 1130 (2007) is hereby amended as follows:

- (a) Section 1.4 Planning Area and Time Frame is amended by striking "2011" and replacing it with:

"2019"

- (b) Section 6.0 Residential is amended by:

- (i) striking the text under Multi-family Residential and replacing it with the following:

"The Multi-family Residential areas are generally developed to a range of approximately 15 townhouses/acre; 30 units/acre [for apartments (3 stories)] or lots between 372 m² - 557 m² (4000 ft² – 6000 ft²) 4000 ft² – 6000 ft² (372 m² - 557 m²) to achieve an average gross density of between 8 and 16 units per acre. The lands are located within the North Saanich Servicing Area (NSSA), and within the Regional Urban Containment and Service Policy Area (RUCSPA)."

- (ii) striking the text under Future Housing Needs and replacing it with the following:

"It is estimated up to 520 dwelling units are needed to accommodate the demand for housing over the next five years. (See Table One). Two areas have the potential to satisfy much of this demand, Area 1 (McTavish) and Area 2 (Tsehum) in the near term for North Saanich as identified on Figure 2 Regional Context Statement. Current designations will satisfy the housing demand projections over the next five years."

- (iii) striking Table One: Projected Population and Demand for Housing – Five Year Time Frame and replacing it with the following:

"Table One: Projected Population and Demand for Housing – Five Year Time Frame

Baseline*	2014	Estimate 2019
Population	11,869	13,117
Dwellings/units	4,802	5,322
Employment	4,430	4,885

*Source: Regional Planning Department, Capital Regional District, baseline without First Nations

- (b) Section 14.0 Development Permit Area No. 8 Medium Density Small Lot Residential is amended by striking Lot 1, Section 7, Range 2 East, North Saanich District, Plan 9433" and replacing it with:

"Area 1 (McTavish) and Area 2 (Tsehum) as identified on Figure 2 Regional Context Statement. "
- (c) Section 16.0 Regional Context Statement is repealed and replaced with the content in *Schedule A* as attached to and forming part of this bylaw.
- (d) Section 17.0 Performance Measures is amended by:
 - (i) striking A. General Residential and replacing it with the following:

"A. General Residential Area (See *Schedule B* for the approximate location of the general residential area). The current amount of land designated for General Residential Area use is approximately 618 hectares (1527 acres), or 19 percent of the Plan area."
 - (ii) striking C. Multi-family Residential Area and replacing it with the following:

"C. Multi-family Residential Area (See *Schedule B* for the approximate location of the multi-family residential area). The current amount of land designated for Multi-family Residential use is approximately 60 hectares (148 acres), or 1.8 percent of the Plan area."

FIGURES & MAP AMENDMENTS

- 2. Figure 2 Regional Context Statement is repealed and replaced with the figure attached to and forming part of this bylaw as *Schedule B*;

3. Development Permit Area No. 8 Medium Density Small Lot Residential is repealed and replaced with the map attached to and forming part of this bylaw as *Schedule C*;
4. Schedule B – Land Use Designations is repealed and replaced with the map attached to and forming part of this bylaw as *Schedule D*.

CITATION

5. This Bylaw may be cited for all purposes as "North Saanich Official Community Plan Bylaw No.1130 (2007) Amendment Bylaw No. 1352 (2014)".

READ A FIRST TIME the 3rd day of February, 2014.

READ A SECOND TIME the 3rd day of February, 2014.

NOTICE OF PUBLIC HEARING published in the xxx and xxx editions of the *Peninsula News Review*.

PUBLIC HEARING held at the North Saanich Municipal Hall the xxx, xxx, 2014

READ A THIRD TIME the xxx day of xxx, 2014

FINALLY PASSED AND ADOPTED the xxx day of xxx, 2014

MAYOR

CORPORATE OFFICER

Schedule A: Regional Context Statement

16.0 REGIONAL CONTEXT STATEMENT

16.1 Introduction

Section 866 of the Local Government Act requires that member municipalities prepare a Regional Context Statement (RCS) following the adoption of a Regional Growth Strategy (RGS). The RCS is a legally binding statement that identifies how the Official Community Plan (OCP) is compatible with and supports the intent of the RGS. The RCS must identify the extent to which the OCP is consistent with the RGS, if it is not consistent how the OCP will be brought into consistency, and, the elements that are not applicable to the municipality. RCS addresses how the OCP's local planning and land use policy will work toward the goals and objectives established in the RGS. The RCS must identify the specific policies and actions proposed that would either affect the District or require action on the part of the District. Associated with the Regional Growth Strategy are eight Strategic Initiatives and seven land use policy areas:

Strategic Initiatives:

1. Keep Urban Settlement Compact
2. Protect the Integrity of Rural Resources
3. Protect Regional Green and Blue Space
4. Manage Natural Resources and the Environment Sustainably
5. Build Complete Communities
6. Improve Housing Affordability
7. Increase Transportation Choice
8. Strengthen the Regional Economy

Land Use Policy Areas

1. Capital Green Lands Policy Area,
2. Renewable Resource Lands Policy Area,
3. Regional Urban Containment and Servicing Policy Area,
4. Unprotected Green Space Policy Area,
5. Rural/Rural Residential Policy Area,
6. Victoria International Airport Special Policy Area, and
7. Metropolitan Core and Major Centres.

The District of North Saanich's current Official Community Plan was adopted in 2007. The Regional Context Statement (RCS) amendments (2014) introduce areas for growth over the next five years keeping with its vision to enhance and preserve a unique community by blending urban amenities with rural agriculture community values. The CRD is currently undertaking a major review of the 2003 RGS with the intention of developing a more explicit focus on regional sustainability -- including climate change, social well-being and food security -- signaling this intention through its name change from RGS to Capital Regional Sustainability Strategy (CRSS). This process is

expected to conclude with a new regional strategy by 2015. The five key themes of the CRSS are growing smarter, infrastructure and energy, economic vitality, natural environment and resources and community well-being. This interim change to the context statement will allow for North Saanich to proceed with development in the identified areas for slow, moderate growth and bring the current growth aspirations into the OCP with the Regional Growth Strategy. The Regional Context Statement illustrates how the District implements the eight strategic directions of the RGS and how the plan is consistent or working towards consistency with the RGS.

16.2 Regional Context Statement

RGS Strategic Direction	RGS Consistency Requirements	DNS OCP Policy Reference and/or Relevance	DNS OCP Policy Response and Reference
16.2.1.Keep Urban Settlement Compact	<p>RGS proposes keeping urban areas compact and largely contained within a Regional Urban Containment and Servicing Area (RUCSPA).*</p> <p>Focus new growth in the Metropolitan Core, Major Centres and transit corridors to promote high-density, walkable, transit-focused complete communities.</p>	<p>OCP 5.0 Agriculture Policies 5.1, 5.2, 5.3</p> <p>OCP 14.7 DPA No. 5 Commercial & Industrial</p> <p>Section 6.0 Residential Future Housing needs will be amended to include up to 520 new dwelling units in the next five years.</p>	<p>The District of North Saanich is located completely primarily outside the boundaries of the Regional Urban Containment and Servicing Policy Area (RUCSPA) (as designated on Map 3 of the RGS). Approximately one-third of the District's total area is comprised of lands within the ALR. Most of the ALR lands are designated as Agricultural in the OCP and are identified as Renewable Resource Lands Policy Areas in the RGS. These lands are considered to be a "Rural Protection Area". Non-agricultural commercial uses within the Rural Protection Area are not supported. Any proposed exchange of ALR land with non-ALR land will be considered if the District determines that the proposed lands for addition to the ALR are of an equivalent area, in an appropriate location and have suitable agricultural potential. The District will not extend services to these areas other than for health reasons or for servicing the easterly 4.856 hectares (12 acre) commercial site at the Sandown race track property. The District of North Saanich acknowledges that this type of land exchange would also require RGS mapping changes (RGS Map 3) to the Renewable Resource Lands policy area, which can be addressed through the RGS RSS review process.</p> <p>For lands designated in the Rural/Residential Policy Area on Map 3 of the RGS, slow, moderate growth is anticipated and planned for in the OCP within Area 1 (McTavish) and Area 2 (Tsehum) in the RUCSPA and slow growth is anticipated for growth outside of Area 1 (McTavish) and Area 2 (Tsehum) in the RUCSPA. Residential development will consist primarily of single family residential and the orderly development of areas already designated for residential use, plus small lot single family residential development, townhouses and apartments. Intended growth areas include two designated areas, specifically Area 1 (McTavish) and Area 2 (Tsehum) where North Saanich envisions the majority of higher residential densification, as identified on Schedule B of the OCP as Multi-Family Residential, to be focused over the next five years. Lands are adjacent to the existing RUCSPA in Sidney and are transit ready. It is the intention of the</p>

	<p>Targets for 2026 at least 90% of the region's cumulative new dwelling units within the RUCSPA.*</p>	<p>Section 6.0 Residential Table 1 Five Year Population Projection and Housing Needs and will be amended to reflect an increase to 520 units, 455 new net jobs, and 1,248 net new population.</p> <p>OCP 6.0 Residential Policies Multi-family Residential will be redefined to include a density range specifically of 15/townhouses/acre; 30 units/acre or lots between 372 m² - 557 m² (4000 ft² - 6000 ft²) (4000 ft² - 6000 ft²) (372 m² - 557 m²) for an average gross density of 8 – 16 upa in Area 1 and 2;</p> <p>OCP 8.0 Light Industry development</p>	<p>District of North Saanich that the CRD will include Area 1 (McTavish) and Area 2 (Tsehum) as additions to the RUCSPA.</p> <p>Certain parts of North Saanich already identified for residential, commercial and industrial uses are recognized as the North Saanich Servicing Area (NSSA). The NSSA is an OCP designation. The North Saanich Servicing Area is shown in Figure 2 Regional Context Statement Map and has been will be amended to identify include Areas 1(McTavish) and 2(Tsehum) to the RUCSPA. For clarity Area 1(McTavish) and Area 2 (Tsehum) will remain in the NSSA as well as being included in the RUCSPA. The RUCSPA provides additional levels of support for Area 1 (McTavish) and Area 2(Tsehum). Any change to the boundary of the areas included in the RUCSPA will require the approval of the CRD Board through the acceptance of an amended Regional Context Statement.</p> <p>OCP policy identifies Area 1(McTavish) and Area 2(Tsehum) as growth areas. The infill will be in pockets of small lot detached land uses and multi-family residential intensification such as townhouses and apartments which will support the other areas of the community in their goal to remain rural in character. There will be limited, small scale commercial development associated with the existing marinas and in the vicinity of existing commercial nodes and the potential for more comprehensive commercial development on the 4.856 hectares (12 acre) site at the easterly part of the Sandown race track property. Home based businesses and commercial activities related to farming, such as road side stands and nurseries are supported. Any light industrial development will be directed towards the Victoria International Airport Special Policy Area (RGS designated), the MacDonald Park Road Industrial Area or the Sandown commercial lands.</p>
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		OCP Section 11 Roads and Servicing 11.3 "no expansion of services outside the NSSA except for health, fire safety or agricultural support reasons"	Consistent with the RGS draft goals of the CRSS process, the District of North Saanich will not further extend water or sewer services outside of the North Saanich Servicing Area, except to address pressing public health and environmental issues, to provide fire suppression, to service the easterly 4.856 hectares (12 acre) commercial site at the Sandown race track property, or to service agriculture. The District may expand the capacity of water or sewer services within the North Saanich Servicing Area to accommodate residential development proposals in the OCP designated Rural Protection Area identified in Figure 2 in proposed RSS designated Rural/Rural Residential policy Area in accordance with the established targets set out in Table 1 of the proposed CRSS and subject to the policies of Section 6.0 of the OCP.
16.2.2 Protect the integrity of rural communities	<p>RGS 1.2 RGS seeks to protect the character and quality of rural communities, to ensure that they remain strongly rooted in the agricultural and resource land base, and that the rural countryside and natural landscape remain a durable fact of life in the Capitol Region.</p> <p>Member municipalities agree to negotiate, where necessary, bilateral agreements regarding buffering and land use transition where the RUCPSA boundary coincides with a municipal jurisdictional boundary.</p> <p>Develop an integrated system of parks and</p>	<p>Section 5.0 Agriculture</p> <p>Section 12.0 General Development Policies</p> <p>Section 9.0 Parkland 9.1</p>	<p>The land use mix, locations and densification in the OCP support the integrity of the District of North Saanich as primarily a rural community protecting the rural character and agricultural activities adjacent to the major centre of Sidney.</p> <p>Support of agricultural activities and rural land uses is a primary goal of the Plan. Considerable effort has gone into drafting policy statements designed to protect the rural nature of North Saanich. The Plan establishes policies aimed at retaining the land base for current and potential agriculture, ensuring that the agricultural potential of farmland is not diminished by the location of services or community facilities, and reducing potential conflicts with non-farm uses. Maintaining the agricultural viability of lands in the OCP designated Rural Protection Area is important as it provides for local food security and economic diversity. It also preserves the valuable rural landscapes found throughout the community.</p> <p>The RGS Capital Green Lands Policy Area within the District are designated as Parks on Schedule B of the Plan, affording these lands long term protection is consistent with the objectives of the Regional Growth Strategy. Also contained in the Plan are policy statements intended to buffer these</p>

	<p>trails linking urban areas to rural and green space areas, proposing to complete the entire Regional Trail Network by 2016. Establish or strengthen OCP policies that ensure the long-term protection of Renewable Resource Lands including policies aimed at buffering Renewable Resource Lands from activities in adjacent urban areas, and policies that support farming within the ALR.</p> <p>For rural and rural-residential communities not defined as Capital Green Lands or Renewable Resource Lands, the RGS proposes that any subdivision and development enhance rural character and quality of life. As a general goal, rural and rural residential development would stay within the designated OCP capacity limits at the date of the adoption of the RGS.</p>	<p>Section 9.2 Parkland, cash-in-lieu for future purchase of land for parks</p> <p>Section 5.12 Agriculture - subdivision</p>	<p>Capital Green Lands through the acquisition of surrounding lands.</p> <p>Provision is made for density bonusing in exchange for dedication of additional green space. Proposals for any type of residential development will be directed towards areas already designated as Residential. The minimum density of one lot per four hectares prescribed for lands designated as Rural limits subdivision potential. On Agricultural lands, only subdivision for agricultural purposes or pursuant to section 946 of the <i>Local Government Act</i> will be considered.</p>
16.2.3 Protect regional green and blue spaces	RGS 2.1 RGS aims to protect the landscape character, ecological heritage and biodiversity of the Capital Region. It	<p>Section 3.0 Environmentally Sensitive Areas</p> <p>Section 14.0</p>	Many natural features have been protected through large tracts of parkland and the establishment of Development Permit Areas, which establish policies and guidelines for protection of environmentally sensitive areas including key water resources,

	<p>does this by supporting the collaborative implementation of the Regional Green/Blue Space Strategy which includes the protection of a Sea to Sea Green/Blue Belt running from Saanich Inlet south to Juan de Fuca Strait, and the development of an integrated system of parks and trails linking urban areas to rural green space areas. The RGS proposes that member municipalities aim to complete 100% of the Regional Trail network by 2016.</p>	<p>DPA No. 1 Marine Uplands and Foreshore, DP A No. 2 Creeks, Wetlands, Riparian Areas and Significant Water Resources, DPA No.3 Sensitive Ecosystems, DPA No. 4 Steep Slopes</p> <p>Section 9.9 Reay Creek</p> <p>Section 18.1.3 Agriculture</p> <p>Section 18.2.1 Parks, Recreation and Open Space</p>	<p>waterfowl habitat and other special environmental areas.</p>
<p>16.2.4 Manage natural resources and the environment sustainably</p>	<p>RGS 2.2 The RGS intends that residents of the Capitol Region enjoy a healthy environment where environmental quality is improved and the inheritance of renewable and non-renewable natural resources is carefully stewarded. It does this by supporting principles of sustainability to govern the ways in which local governments manage the land and natural resources.</p> <p>Targets for physical and environmental services to be</p>	<p>Section 16.2.4 Manage natural resources and the environment sustainably</p> <p>Section 18.1.2 Agriculture</p> <p>New DPA No. 7 Energy and Water Conservation and Greenhouse Gas Emissions Reduction</p>	<p>In the OCP, and in many other strategic planning documents, the District is placing increasing emphasis on the integration of best management practices into the day to day management of the District. The concept of sustainability is evident in the Plan. Application of this concept will be expanded over time as the District inventories its natural resources and develops methodologies that encourage long-term sustainability. The Plan places particular emphasis on environmentally sensitive areas, and includes policy statements related to drainage and storm water management.</p> <p>The location of Areas 1 (McTavish) and Area 2 (Tsehum) are adjacent to Sidney near existing employment centres and located within 400 m (7 minute walk) of a public transit route and are the proposed growth areas, currently within the District of North Saanich's Servicing Area (NSSA) lands.</p>

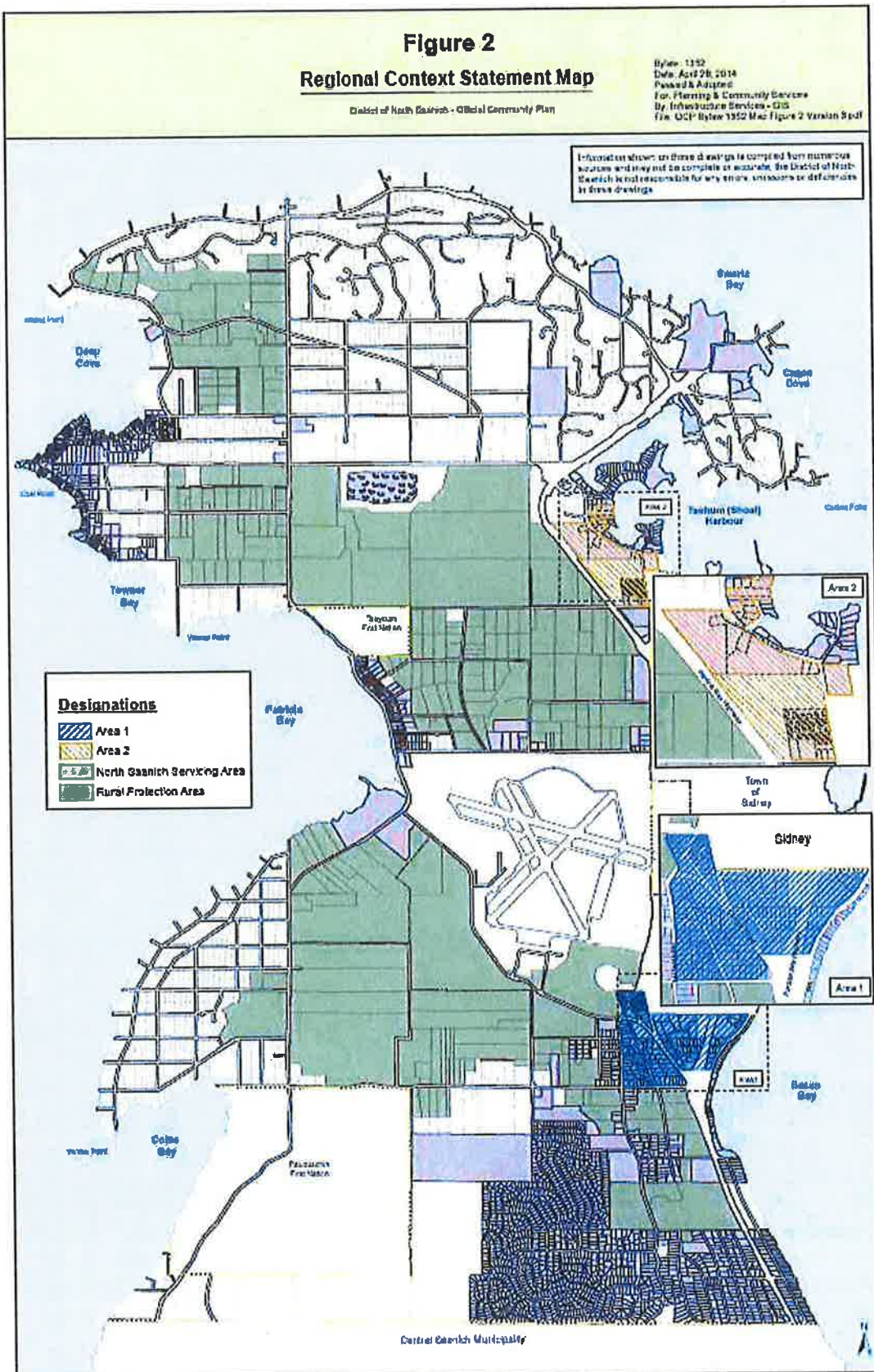
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16.2.5 Build complete communities	<p>RGS 3.1 RGS intends to support the development of communities within the RUCSPA* that enable residents to undertake a wider range of daily activities closer to home. Municipal targets to be established through desired development guidelines for individual OCP's through RCS. Urban development projects contribute to community completeness when, to the greatest extent possible they are located within a ten-minute walk (500</p>	Section 16.2.5 Build Complete Communities	<p>This strategic direction only applies to lands within the Regional Urban Containment and Servicing Policy Area (RUCSPA).</p> <p>The downtown core of Sidney, which is designated as a RGS Major Centre, offers the variety of housing, employment, schools, shopping, recreation, parks and green spaces essential to a complete community. Sidney serves as the major centre for the District of North Saanich and the policies in the OCP recognize this relationship between the two communities. The residential intensification is in Area 1 (McTavish) and Area 2 (Tsehum) areas adjacent to Sidney and the Victoria Airport Authority (VAA) both existing employment centres and located within 400 m (7 minute walk) of a public transit route and are the proposed growth areas, currently within the District of North Saanich's Servicing Areas.</p>

	metres) of a Major Centre; co-locate a mix of housing employment, services and recreation, located within a ten minute walk of an existing commercial/employment centre, neighbourhood store, recreation facility, school, part, or community allotment garden; and business, services and housing is located within a seven minute walk (400 m) of a public transit route.		
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16.2.7 Increase transportation choice	RGS 4.1 RGS intends to promote development of a balanced and sustainable transportation system providing residents with reasonable and affordable transportation choices.	Section 16.2.7 Transportation Section 18.3. Transportation	OCP policies on transportation are intended to balance transportation needs. A system of roads (arterial, collector and local) and pathways (bicycle and pedestrian) will provide efficient linkage between residential areas and the Patricia Bay Highway while remaining sensitive to the environment and rural community values. The Plan recognizes the regional importance of the Lochside Trail, and of cycling as a means of transportation.

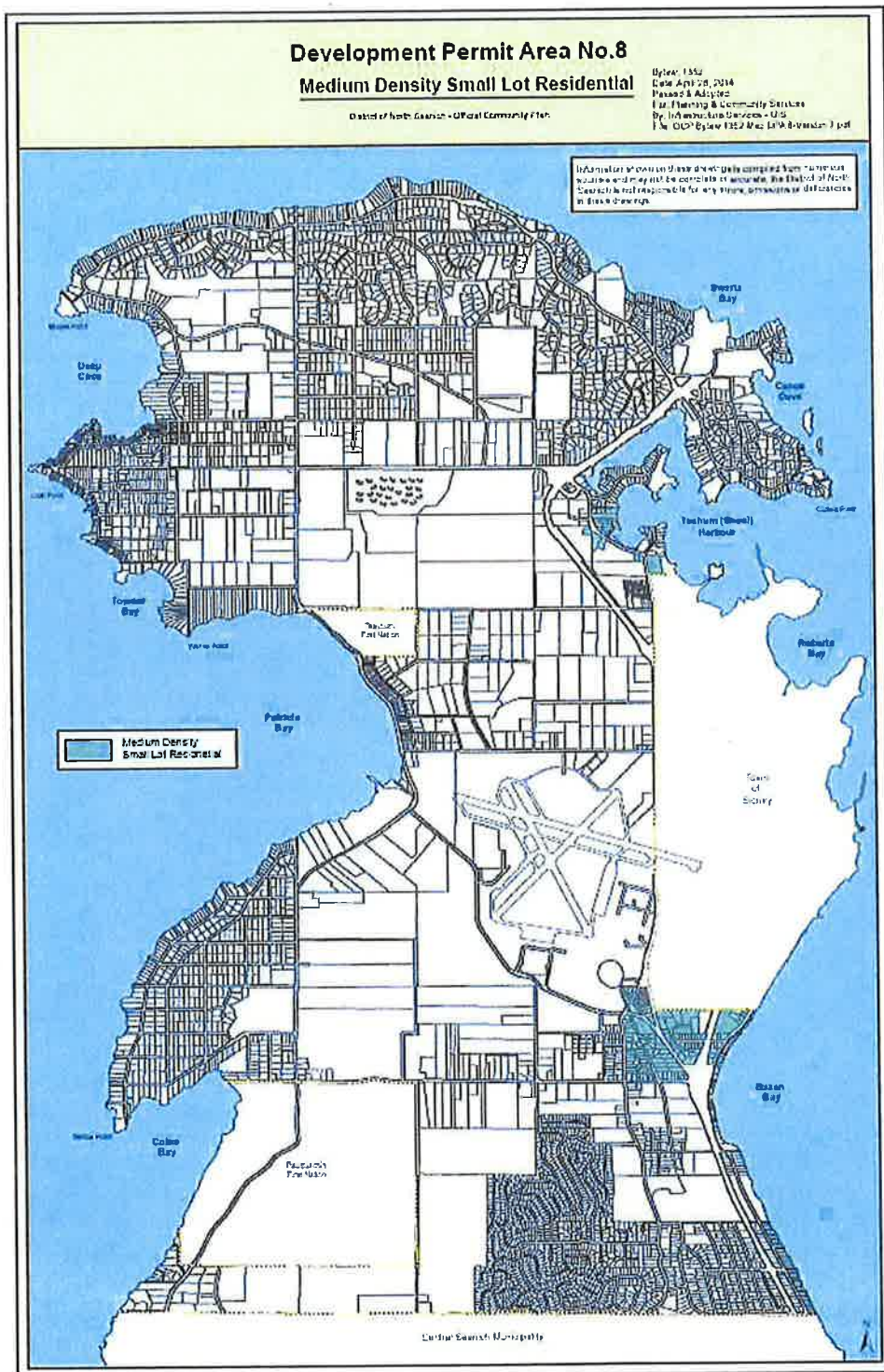
	<p>Adopt policies to require medium and high density developments within 400 m of rapid transit stations.</p> <p>Designate and develop a continuous regional cycling network.</p> <p>Improve transportation choice for rural communities.</p> <p>Coordinate land use and transportation to provide residents with reasonable and affordable alternative modes of travel to the automobile.</p> <p>Support development of a Regional Transportation Strategy that enhances mobility and opportunities for walking, cycling and public transit with at least 15 minute headways.</p>		<p>Schedule C shows that the District has begun to develop a comprehensive network of pedestrian walkways and trails with links to the Lochside Trail recognizing the importance of walking as a form of transportation and recreation.</p> <p>Schedule D shows a number of linkages for existing and proposed bicycle lanes and bicycle pathways throughout the District. The Victoria Airport Authority bicycle and walking perimeter trail is complete.</p> <p>Increased densification in Area 1(McTavish) and Area 2 (Tsehum) enable residents to live closer to employment at businesses located on or near the Victoria Airport Authority (VAA).</p>
16.2.8 Strengthen the regional economy	<p>RGS 5.1 RGS intends that residents of the Capital Region enjoy economic prosperity as a foundation of high regional quality of life. Ensure employment lands needs are well-balanced and consistent with transportation, complete community and urban containment goals.</p>	<p>Section 16.2.5 Build Complete Communities</p> <p>Section 16.2.8 Strengthen the Regional Economy</p> <p>Section 18.5 Airport Development</p> <p>Section 3.0 Environmentally Sensitive Areas</p>	<p>With both the Victoria International Airport and the Swartz Bay Ferry Terminal located within the boundaries of the District, North Saanich is home to two of the major transportation links for the region. The Plan supports both of these transportation facilities and recognizes their importance to the regional economy.</p> <p>Land based commercial activities that blend well with the rural nature of the community are supported by the Plan. Examples of these types of activities include home-based businesses, small professional offices, neighbourhood convenience shopping, hospitality services including restaurants, and</p>

	Find ways to attract develop and maintain a highly skilled workforce. Find ways to ensure the long term, affordable supply of strategic economic resources such as water, aggregate and energy.		permitted farm uses such as agri-tourism, wineries, and the sale of local produce.
*Please note North Saanich does not currently have a RUCSPA.			

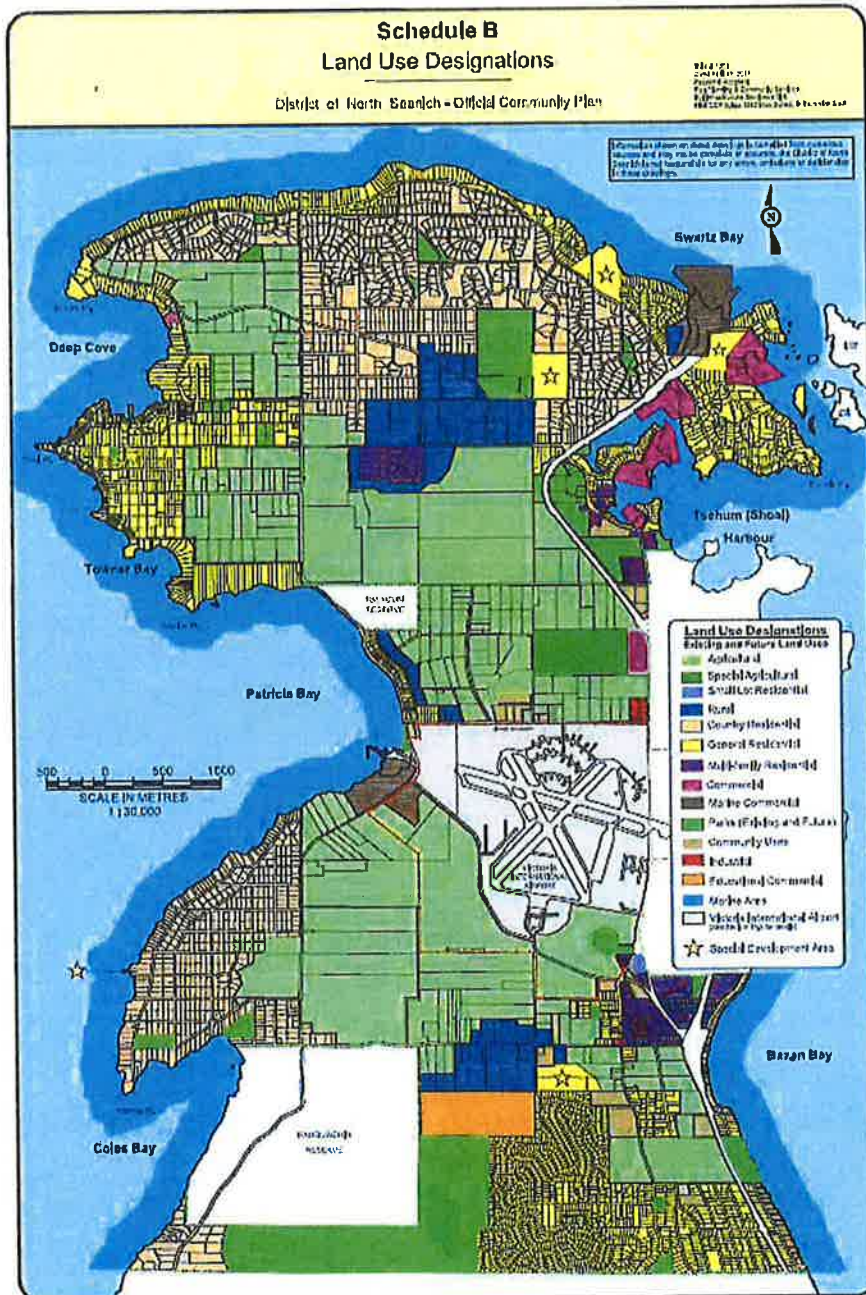
Schedule B: Figure 2 Regional Context Statement (April 28, 2014)



**Schedule C: Development Permit Area No. 8 Medium Density Small Lot Residential Map
(April 28, 2014)**



Schedule D: Schedule B Land Use Designations Map (April 28, 2014)



APPENDIX A

Council Resolutions Related to Housing, Consultation, OCP Amendments and the RUSCPA

2005 -2014

*NB non-exhaustive list

2014

Jan 13 Sp Council	North Saanich Official Community Plan Amendment Bylaw No. 1280 (2011) re: Sandown Property	7	That North Saanich Official Community Plan Amendment Bylaw No. 1280 (2011) be amended at second reading by striking the current s. 1(e) text and replacing it with: "Section 16.2.1 (the Regional Context Statement) is amended by adding to the end of the first paragraph the following text: 'Any proposed exchange of ALR land with non-ALR land will be considered if the District determines that the proposed lands for addition to the ALR are of an equivalent area, in an appropriate location and have suitable agricultural potential. The District will not extend services to these areas other than for health reasons or for servicing the easterly 4.856 hectares (12 acre) commercial site at the Sandown race track property.'
Jan 13 COW Jan 20 Council	Sandown Proposal - report dated Jan 6, 2014 from the CAO	2-COW 30	That Council: 1. Amend the Official Community Plan Amendment Bylaw No. 1280 to change regional context statement amendment. 2. Give first and second readings to Phased Development Agreement Bylaw No. 1343.
Jan 27 COW	Regional Context Statement Amendment Bylaw No. 1352	17-COW 78	That Council requests Councillors to provide questions for CTQ and directs staff to forward same questions to be received within one week of the date determined for the meeting.
Jan 27 COW	Housing Strategy Implementation Plan and CTQ Consultants	18-COW 80	That the CTQ report be approved in principle subject to changes Council may wish to make at the meeting. <i>Amended at Council 2014-02-03:</i> <i>That the CTQ Report be approved in principle subject to changes Council may wish to make and staff is required to take no further action with regard to the report.</i>
Feb 3 Council	Report dated February 3, 2014 from the Planner regarding Regional Context Statement Amendment Bylaw No. 1352.	59	That Council adopt Option II for residential intensification in the District of North Saanich and that the Kiwanis property be included.
Feb 3 Council	Report dated February 3, 2014 from the Planner regarding Regional Context Statement Amendment Bylaw No. 1352.	60	That Council proceeds with first and second reading to Bylaw 1352 cited as "District of North Saanich Official Community Plan Bylaw No. 1130 (2007) Amendment Bylaw (No.1352), 2014".
Feb 3 Council	Report dated February 3, 2014 from the Planner regarding Regional Context Statement Amendment Bylaw No. 1352.	61	That Council gives consideration to the Financial Plan and the Waste Management Plan.

Feb 3 Council	Report dated February 3, 2014 from the Planner regarding Regional Context Statement Amendment Bylaw No. 1352.	63	That Council gives consideration to consultation and directs staff to refer the draft bylaws to the Tseycum and Pauquachin First Nations, Ministry of Transportation, School District No. 63, the Town of Sidney, Central Saanich and the Victoria Airport Authority and provide comprehensive information regarding the proposed residential intensification to North Saanich residents in the proposed intensification areas and place the information on the District website.
Feb 3 Council	Report dated February 3, 2014 from the Planner regarding Regional Context Statement Amendment Bylaw No. 1352.	64	That Council send the proposed Regional Context Statement amendment to the CRD for its acceptance.
Feb 3 Council	Report dated February 3, 2014 from the Planner regarding Regional Context Statement Amendment Bylaw No. 1352.	65	That Council requests the CRD to include Area 1 (McTavish) and Area 2 (Tsehum) to the RUCSPA.
Feb 3 Council	North Saanich Official Community Plan Bylaw No. 1130 (2007) Amendment Bylaw No. 1352 (2014) Regional Context Statement amendments	99	That North Saanich Official Community Plan Bylaw No. 1130 (2007) Amendment Bylaw No. 1352 (2014) (Option II) be amended to include the Kiwanis property and read a second time.
March 3 Council	Regional Context Statement Amendment Bylaw No. 1352	125	That the report dated March 3, 2014 from the Planner regarding Regional Context Statement Amendment Bylaw No. 1352 be received.
Apr 14 Sp Council	Notice of Motion - Mearns	197	That Staff be directed to remove the word "significant" from the notice regarding regional context statement amendment from website home page.

2013

Jan 14 COW	Amendments to Housing Strategy Implementation Plan Consultation Program	5-COW 23	That the information regarding the stakeholder groups and key informants be made available directly to Council and to residents through publication on the website.
Jan 14 COW	Amendments to Housing Strategy Implementation Plan Consultation Program	6-COW 24	That Council endorses the amendments to the consultation program as detailed in the attached letter for the Housing Strategy Implementation Plan program attached to the report dated January 8, 2013 from the Planners within the constraints of the approved funding.
Mar 4 Council	Neighbourhood Meeting Report - Dean Park/SEQ	110	That the report from Mayor Finall regarding the Dean Park/SEQ neighbourhood meeting be adopted and staff be directed to respond to the issues raised by residents following the Housing Consultation meeting.
May 27 COW	Notice of Motion from C. Mearns re: Housing study	67 COW	That the agenda be amended by adding a discussion of the housing study report as item 6.
June 3 Council	Notice of Motion from Councillor Mearns regarding the Housing Study	263, 264	That Council receive copies of all correspondence <u>after the conclusion of the public meetings</u> , including emails, to CTQ Consultants from any members of North Saanich staff and the Mayor <u>and Council</u> and all correspondence from Mr. Grifone and CTQ Consultants to North Saanich concerning the housing study.
Sept 9 Council	Provision of Housing Strategy Implementation Plan document free of charge	362	That copies of the Housing Strategy Implementation Plan and the staff report dated September 4, 2013 from the Director of Planning and Community Services be made available to resident of North Saanich upon request without charge.
Sept 9 COW Sept 13 Council	Housing Strategy Implementation Report	98 COW 369	That Council directs staff to determine the servicing capacity for additional densities for the two Primary Areas of Opportunity.
Sept 9 COW Sept 13 Council	Housing Strategy Implementation Report	100 COW 370	That Council directs staff to undertake a density analysis on the two Primary Areas of Opportunity to determine the range of additional densities that may be provided.
Sept 9 COW Sept 13 Council	Housing Strategy Implementation Report	101 COW	That Council determines not to consider the Secondary Area of Opportunity number 3 (McTavish Road expansion) and number 4 (Sandown). Amended by 103 COW
Sept 9 COW Sept 13 Council	Housing Strategy Implementation Report	103 COW 372	That motion 101 COW be amended to read as follows: "That Council is not considering the Secondary Area of Opportunity number 3 (McTavish expansion) and the Secondary Area of Opportunity number 4 (Sandown) for additional development or expansion."
Sept 9 COW Sept 13 Council	Housing Strategy Implementation Report	106 COW 373	That Council direct staff to prepare draft amendments to the Regional Sustainability Strategy, Regional Context Statement, and OCP for Primary Areas of Opportunity 1 and 2.

Oct 7 Council		N/A	Staff was directed to report on the status of the draft amendments to the Regional Sustainability Strategy, Regional Context Statement and the OCP for Primary Areas of Opportunity 1 and 2.
Oct 21 Council	Notice of Motion: Mayor Finall	430	That the District of North Saanich pay travel and time and accommodation, if necessary, for Mr. Grifone to attend a Committee of the Whole meeting and the public have an opportunity to ask questions and discuss the Housing Strategy Implementation Plan.
Nov. 18		476	That Council defers a public hearing for Bylaw No. 1345 and Bylaw No. 1344 until after the Regional Growth Strategy (RGS) and Regional Context Statement (RCS) revisions are addressed.
Dec. 16 Council	Strategic Plan Review: November 28, 2013	542	That Council approves the amended 2013-2015 Strategic Plan and the priority of item 37 'Develop and implement an affordable housing and workforce housing policy' be changed from Long term to Short term.
Dec. 9 COW 2013-12-16 Council	Regional Context Statement Amendment	145-COW 550	That Council accept in principle the draft Regional Context Statement content.
Dec. 9 COW 2013-12-16 Council	Regional Context Statement Amendment	146-COW 551	That Council confirm Area 1 (McTavish) and Area 2 (Tseyum) for residential intensification and direct Staff to provide maps with two options for Areas 1 and 2.
Dec. 9 COW 2013-12-16 Council	Regional Context Statement Amendment	147-COW 552	That Council endorse the Scenario I service capacity limit of 520 units.
Dec. 9 COW 2013-12-16 Council	Regional Context Statement Amendment	149-COW 554	That Council endorse Area 1 (McTavish) and Area 2 (Tseyum) as part of the CRD RUCSPA and request that Area 1 (McTavish) and Area 2 (Tseyum) be added to the CRD RUCSPA.
Dec. 9 COW 2013-12-16 Council	Regional Context Statement Amendment	150-COW 555	That Council direct Staff to prepare neighbourhood visual build out scenarios based on Council's decisions with respect to densification.
Dec. 9 COW 2013-12-16 Council	Regional Context Statement Amendment	152-COW 557	That Staff be directed to redraw the boundaries of Area 2 to include the Tinney property [McMicken Road and Bakerview Road] and Kiwanis Village centre.

2012

March 26 COW Apr 2 Council	Housing Strategy review	73-COW 168	That Council direct staff to prepare a report on how to proceed with a review of the 2008 housing strategy recommendations numbers 5, 6 and 7 (smaller detached homes, multi-unit low density and multi-unit medium density) for the purpose of providing recommendations on changes to the OCP and Zoning bylaw. The review should address the potential impact of these proposed zoning changes on North Saanich neighbourhoods as well as the potential infrastructure costs.
May 7 Council	R. Richardson re: workforce housing	219	That the letter dated April 16, 2012 from R. Richardson regarding affordable housing be included in the Staff report regarding workforce housing that is being brought forward at a future Council meeting
May 14 COW	Housing Strategy review	85-COW 267	That Council adopt as policy recommendations 5, 6, and 7 of the Housing Strategy Report dated June 2008 and Staff be directed to prepare the necessary documentation to adopt these recommendations as part of District policy and to prepare the necessary bylaws
June 25 COW July 16	Canora Sewer Bypass	122-COW 338	As Council wishes to expand the sewer system to accommodate higher density Council: 1. Authorizes Staff to proceed with an amendment to the District Official Community Plan (OCP) to revise the "Regional Context Statement" to allow for expansion of the sewer system, and 2. Authorizes Staff to do preparatory work to set up a "Canora Sewer Bypass" Local Service Area as outlined in the report, and 3. Authorizes Staff to do preparatory work to borrow \$2 million to fund the Canora Sewer Bypass, and 4. Once the OCP amendment is complete and the Local Service Area is established, authorizes Staff to proceed with design and construction of the upgrade.
June 25 COW July 16	Rezoning and OCP Amendment 9395 East Saanich Road	121-COW 340	That Council undertakes a community consultation on the initiative to increase densities for workforce housing.
August 20 COW	9395 East Saanich Road Rezoning and OCP Amendment Application	153-COW 378	That Council: 1. Directs staff to prepare a draft amenity contribution policy for future developments that require rezoning and OCP amendments. 2. Directs staff to hire a consultant to carry out public consultation on the housing density issue in September or October 2012. 3. Directs staff to amend the municipal budget to accommodate for the consultation initiative.
August 20 Council	Housing consultation letter from G. Orr, North Saanich Residents Association	381	That the letter dated August 15, 2012 from G. Orr, North Saanich Residents Association, regarding housing be referred to Staff for consideration by the consultant engaged to facilitate the consultation process on housing densities.

September 17 Council	Workforce Housing Survey letter from R. Richardson, Scott Plastics	393	That R. Richardson, B.P. Operations, Scott Plastics Ltd., and the Peninsula Chamber of Commerce be invited to make a presentation to Council on their respective housing survey results.
September 17 Council	Housing Strategy Implementation Plan	396	That the last sentence on page one the terms of reference be struck and replaced with the Council motions from June 4 and July 16, 2012.
September 17 Council	Housing Strategy Implementation Plan	397	That the information published for the public hearing consultation first be reviewed and approved by Council at a Committee of the Whole meeting.(As am. 2012-10-01
Nov 5 Council	H. Horie re: OCP	472	That Council advise Ms. Horie that Council has made a commitment to a Housing Consultation that may or may not impact the OCP and RCS.
Nov 5 Council	Housing Strategy Implementation Plan	477	That Council receives the report dated October 23, 2012 regarding the Housing Strategy Implementation Plan for information and that the sentence on page one regarding Councillor Browne's expectation be deleted
Nov 5 Council	CRD Report - motion by Councillor Daly re: 9395 East Saanich Road OCP amendment referral	481	<p>That further to the motion of the Planning, Transportation and Protective Services Committee of October 24, 2012 "that consideration of the District of North Saanich Official Community Plan Amendment Referral for 9395 East Saanich Road be deferred and that the District of North Saanich be advised to undertake a Regional Growth Strategy amendment to revise the growth management planning framework for North Saanich," Council advise the Board that:</p> <ul style="list-style-type: none"> -• Current growth limits in the North Saanich Official Community Plan and the Regional Growth Strategy is estimated to be 1015 units by 2026 and over the past 16 years units have been developed at an average of 28 per year or 448 units; and -• At the current rate of development including the 9395 East Saanich Road proposal the total projected development by 2026 will be less than 1015 units; and -• That the proposed development at 9395 East Saanich Road is within the existing sewer service area; and -• That the District of North Saanich Official Community Plan outlines a need to address affordable housing options and housing for seniors; <p>Therefore, the Council of the District of North Saanich request that agenda item number 8 of the October 24, 2012 Planning, Transportation and Protective Services Committee meeting be brought before the CRD Board on November 14, 2012 and that the CRD Board of Directors be provided with the CRD staff report with respect to 9395 East Saanich Road.</p>

Nov 19 Council	D. Strongitharm letter	487	That the letter dated November 16, 2012 from D. Strongitharm regarding Regional Context Statement and Housing Supply be added to the agenda as item 9(f). <i>See #496</i>
Nov 19 Council	Letter from D. Strongitharm re: regional context statement and housing supply	496	That the letter dated November 16, 2012 from D. Strongitharm regarding Regional Context Statement and Housing Supply be received and referred to staff.
Dec 10 COW	Housing Strategy Implementation Plan - presentation by E. Grifone	200-COW 563	That Council receive the presentation and request the consultant to move forward
Nov 5 COW Nov 19	Rezoning and OCP Amendment Application for 10664 and 10682 McDonald Park Road	183-COW 512	That Council directs staff to draft amendment bylaws for the Official Community Plan, the Zoning Bylaw and the Regional Context Statement for 10664 and 10682 McDonald Park Road.
Nov 5 COW Nov 19	Amendments to the Zoning Bylaw, Official Community Plan and the Regional Context Statement for 1950 John Road	186-COW 514	That Council: 1. Refer the rezoning, OCP, and Regional Context Statement amendment application for 1950 John Road to the Advisory Planning Commission and Parks Advisory Commission; 2. Directs staff to prepare a Section 219 Development Agreement Covenant; and 3. Reconfirm with staff and direct staff to prepare amending bylaws for the OCP, the Zoning Bylaw, and the Regional Context Statement.
Dec 17 Council	Amendments to the Zoning Bylaw, Official Community Plan and the Regional Context Statement for 1950 John Road	560	That the report dated December 12, 2012 from the Planner regarding Amendments to the Zoning Bylaw, Official Community Plan and the Regional Context Statement for 1950 John Road be received, and that Council: 1. Proceed only to first and second readings of the amending bylaws; and 2. Direct staff to seek clarification from the Capital Regional District regarding the amendment to the Regional Context Statement.

2011 no resolutions re: RUCSPA, RCS, housing

2010

Jun 7 Council	Peninsula Agriculture Commission	--	Staff was directed to review the farm worker housing policy
Jun 21 Council	Increase traffic from potential Vantreight Development – B. and H. Gartshore	--	Staff was directed to follow up with the Capital Regional District to determine if any change to the Regional Context Statement requires a vote and if or when any action by the Capital Regional District will be taken
Jun 28 COW Jul 19 Council	Zoning Bylaw Review	90-COW 371	<p>That Council:</p> <p>1) Approve the recommended changes to the bylaw identified in the report dated June 16, 2010 from the Director of Planning and Community Services regarding "Zoning Bylaw Review" with the exception of #1 "Building Height Definition", and that the definition of building height be "height as determined at the highest point";</p> <p>2) Direct staff to include in the proposed amendments to the zoning bylaw a requirement that buoys must also be compliant with the federal regulations for private buoys and that the other zoning recommendations from the Marine Task Force be reviewed separately from the zoning bylaw update.</p> <p>3) That temporary farm worker housing be limited to 10 sleeping units per farm operation and other restrictions consistent with the Agritourism accommodation regulations</p>

2009

Feb 23 COW	Housing Strategy Report	52-COW	That the following recommendation from the Parks Commission be received and approved: <i>"The Parks Commission recommends to Council that in areas of increased density housing, that provisions be made in those places for access to parks, playgrounds, trails and beaches."</i>
Apr 27 COW	Secondary Suite Strategy	--	Staff was directed to include those sections of the Housing Strategy that have been approved by Council in the next edition of the District's newsletter.
		80-COW	That the report dated April 15, 2009 from the Director of Development and Community Services regarding "Secondary Suite Strategy" be received, and that the proposal for a secondary suite strategy and implementation be referred back to Staff for further information as per the questions posed by Council, for a report back to Council by the end of July 2009

Apr 27 COW	Temporary Farm Worker Housing	84-COW	That the report dated September 30, 2008 from the Ministry of Agriculture and Lands, Sustainable Agriculture Management Branch and Regional Operations Branch, regarding "Regulating Temporary Farm Worker Housing in the ALR" be received and referred to the Agricultural Advisory Commission for consideration and comment on what recommendations may be useful in the District's Agriculture Plan
Jul 20 Council	Housing presentation	378	That the letter dated June 23, 2009 from Denis Paquette, President, Saanich Peninsula Chamber of Commerce, regarding the Saanich Peninsula Chamber of Commerce Housing presentation to Council be received
Aug 17 Council	Suggestions for affordable housing	394	That the letter dated July 11, 2009 from Elvina Bowker, 1690 Wain Road, offering suggestions for affordable housing be received and that Mrs. Bowker be thanked for her input

2008

March 10 Committee of the Whole

46-COW That the report dated March 5, 2008 from the Director of Development and Community Services regarding "Committee of the Whole Resolution Regarding Multi-Family Rezoning Applications" be received, and that Staff be directed to continue to review all new rezoning applications for multi-family housing and single family residential, including referring the applications to the Advisory Planning Commission, but not make any final decisions on those applications until the Housing Strategy is complete.

The Director of Development and Community Services anticipates that the Housing Strategy report will be completed by the end of June.

June 23 Committee of the Whole

HOUSING STRATEGY

Linda Allen, CitySpaces Consulting, gave an overview of the sections in the Official Community Plan that pertain to housing. She noted that a needs assessment was undertaken followed by significant community engagement to allow residents input into the process. She also provided some statistics relating to property ownership and the types of housing available in North Saanich.

106-COW That the report dated June 18, 2008 from the Director of Development and Community Services regarding "Housing Strategy" be received for information, that comments provided by Council be incorporated into the final report, and that when the final report is received from CitySpaces Consulting it will be shared with all District Commissions for information and comment.

July 21 Committee of the Whole

DISTRICT OF NORTH SAANICH - HOUSING STRATEGY

126-COW That the report dated July 16, 2008 from the Director of Development and Community Services regarding "District of North Saanich – Housing Strategy" be received, that Council endorses recommendations 1, 2, 3, 4 and 8 of the report, that Staff be directed to prepare a report detailing the implementation process for these recommendations and provide further information on tax implications and emergency services, and that recommendation 8 be referred to the Agricultural Advisory Commission for comment.

September 9 Committee of the Whole

IMPLEMENTATION OF THE HOUSING STRATEGY

151-COW That the report dated September 3, 2008 from the Director of Development and Community Services regarding "Implementation of the Housing Strategy" be received, and that:

- a) Staff be directed to proceed with implementing Recommendations 1, 2 and 3 of the Housing Strategy;
- b) Impact of implementing Recommendation 4 as currently written be further investigated but proceed with permitting guest/caretaker cottages on properties zoned Single Family Residential 3; and
- c) The Agricultural Advisory Commission be requested to comment specifically on allowing manufactured homes as secondary dwellings on properties zoned A-1 and A-6.

October 6 Committee of the Whole

168-COW That the report dated June 18, 2008 from the Assistant Planner regarding "Energy Saving Measures for the District, Home Owners and Builders" be received, and that Staff be directed to embark on an Energy Action Plan.

169-COW That motion 168-COW be amended by striking out "be directed to embark on an Energy Action Plan" and replace with "prepare a report for the new Council on what an Energy Action Plan would entail and its associated costs."

173-COW That the following recommendation from the Environmental Advisory Commission be received and referred to staff for consideration:

"The Environmental Advisory Commission recommends to Council that the recommendations in the Housing Strategy regarding multi-unit housing and smaller lot detached homes (recommendations 5, 6 and 7) be examined at some point in the future in the context of climate change and reducing the carbon footprint of people traveling to the Peninsula to work."

October 27 Committee of the Whole

184-COW That the following recommendations from the Agricultural Advisory Commission be approved as amended:

That the Agricultural Advisory Commission refer the Housing Strategy recommendation 8 to the Peninsula Agricultural Commission for review and comment back to the Agricultural Advisory Commission.

The Agricultural Advisory Commission recommends to Council that recommendation 8 contained in the Housing Strategy be reviewed by the Agricultural Advisory Commission when it reviews zoning bylaw 750.

2007

March 5 Council

91 That:

(a) Council accept the staff report dated February 21, 2007 from the Director of Development and Community Services regarding "Official Community Plan - Regional Context Statement" for information.

94 That the report dated February 26, 2007 from the Director of Development and Community Services regarding "Draft Official Community Plan - Consultation" be received, and the consultation activities to-date, as summarized in the Staff Report dated February 26, 2007, have provided appropriate consultative opportunities with the persons, organizations and authorities Council specifically considers may be affected, and that no further consultation is required for compliance with sections 879 and 881 of the *Local Government Act*.

March 12 Committee of the Whole

DRAFT OFFICIAL COMMUNITY PLAN - REGIONAL CONTEXT STATEMENT (REDEFINING THE NORTH SAANICH SERVICING AREA)

2-COW That the report dated February 26, 2007 from the Director of Development and Community Services regarding "Draft Official Community Plan - Regional Context Statement (Redefining the North Saanich Servicing Area)" be received and referred

to staff based on tonight's Council discussions, and brought forward for further consideration at a future meeting.

April 2 Council

- 136 That the letter dated March 20, 2007 from Tracy Corbett, Senior Manager, Capital Regional District (CRD), regarding amending the Regional Growth Strategy (RGS) be received, and referred to Staff and that Staff be requested to provide comments back to the CRD regarding the proposed amendments to the RGS by April 25, 2007.

May 5 Council

- 219 That "North Saanich Official Community Plan Bylaw No. 1130 (2007)" as amended be read a third time.
- 220 That "North Saanich Official Community Plan Bylaw No. 1130 (2007)" as amended be finally adopted, signed by the Mayor and the Corporate Officer and sealed with the Corporate Seal.

May 23 Agenda

3. PUBLIC HEARING

"North Saanich Official Community Plan Bylaw No. 1130 (2007)"

(Note to Council: The Procedure Bylaw makes provision for Council to consider the Official Community Plan Bylaw immediately following the Public Hearing. Please see the District's Policy #1002.9 regarding Public Hearing Guidelines.)

The following reports pertaining to the Official Community Plan have been received by Council previously and are included in the agenda package for reference:

1. Report to Council from the Official Community Plan Review Committee, December 2003
2. Progress Report Number 1 from KWC Planning Services, March 29, 2004
3. OCP Report Number 2 from KWC Planning Services, April 15, 2004
4. Proposed Vision Statements for the District of North Saanich – The Results of the Community Process (Community Advisory Committee), November 30, 2004
5. Integration of the Community Advisory Committee's (CAC) Visioning Statements with the OCP Review and Strategic Planning Processes, December 8, 2004
6. Update on the Regional Growth Strategy, April 4, 2005
7. Official Community Plan (OCP) Policy Development, May 3, 2005
8. The OCP Review Project (KWC Planning Services), May 4, 2005
9. Regional Context Statement and Capital Regional Board, May 9, 2005
10. Official Community Plan Update – Notice of Intent, May 31, 2005

11. Regional Context Statement, July 5, 2005
12. Results of the OCP Open House and referral process, August 22, 2005
13. Comments and Feedback on the Draft Official Community Plan, September 7, 2005
14. Official Community Plan (OCP) Status Report, January 18, 2006
15. Official Community Plan (OCP) Status Report, February 1, 2006
16. Housing Options for the District of North Saanich, February 8, 2006
17. Draft Official Community Plan – Redefining the Development Permit Areas, February 22, 2006
18. Draft Official Community Plan – Village Centres, March 8, 2006
19. Comments on the Draft Official Community Plan Related to Agriculture, March 22, 2006
20. Processing of Rezoning Applications and the Draft Official Community Plan, March 22, 2006
21. Official Community Plan Final Draft, May 9, 2006
22. Official Community Plan – Proposed Outline of Issues for the mid-September Report, August 15, 2006
23. Draft Official Community Plan, September 14, 2006
24. Recommendations of the Agricultural Task Force, September 26, 2006
25. Use of Strong Language in Draft Official Community Plan, October 17, 2006
26. Draft Official Community Plan, October 23, 2006
27. Draft Official Community Plan – Consultation, November 9, 2006
28. Letter from the North Saanich Residents Association dated November 27, 2006, January 17, 2007
29. Draft Official Community Plan – Changes Made Since November 2006, February 21, 2007
30. Official Community Plan – Regional Context Statement, February 21, 2007
31. Draft Official Community Plan – Consultation, February 26, 2007
32. Draft Official Community Plan – Regional Context Statement (Redefining the North Saanich Servicing Area), February 26, 2007
33. Official Community Plan – Regional Context Statement, March 21, 2007

October 22 Committee of the Whole

HOUSING STRATEGY

- 134-COW That the report dated October 17, 2007 from the Director of Development and Community Services regarding “Housing Strategy” be received, and that staff be directed to proceed with Option 2 in the report and hire a consultant to finalize the needs assessment and draft the terms of reference for a housing strategy.

2006

February 20 Council

Housing Options for the District of North Saanich

103 That the report dated February 8, 2006 from the Director of Development and Community Services regarding "Housing Options for the District of North Saanich" be received, and that:

(a) "Seniors Housing" be added to policy statement 6.9 in the draft Official Community Plan as recommended by the consultant; and

(b) Staff be requested to prepare a policy statement for inclusion in the draft Official Community Plan stating that a housing strategy which will include statements regarding affordable housing, seniors housing, housing for young families, and secondary suites will be prepared.

May 29 Committee of the Whole

OFFICAL COMMUNITY PLAN FINAL DRAFT

Due to the number of people in attendance, the meeting was adjourned. Staff was directed to reschedule the meeting to a future date and secure a location which will accommodate a large crowd. Council recommended conducting the meeting at the Mary Winspear Centre (Bodine Family Hall). Council ensured that the meeting will be sufficiently advertised.

June 6 Council

PUBLIC PARTICIPATION PERIOD

Roger Garside, 9145 Lochside Drive, spoke to his concerns regarding the proposed public viewing area for the development of condominiums at 9115 Lochside Drive.

Official Community Plan – Final Draft

MOVED BY: COUNCILLOR SHAW

SECONDED: COUNCILLOR FEA

394

That:

- (a) A public consultation meeting be scheduled for Monday, May 29, 2006 at 7:00 p.m. to discuss the draft Official Community Plan with particular focus on Village Centres;
- (b) Copies of the draft Official Community Plan be forwarded to Commission and Committee Chairs as appropriate and that they be advised of the May 29, 2006 meeting; and,
- (c) The draft Official Community Plan be placed on the District's website and be made available to the public.

June 13 Council

PUBLIC PARTICIPATION PERIOD

Peter Kellond, 11091 Greenpark Drive, noted that he does not support the draft Official Community Plan and encouraged protection of agricultural land in North Saanich. He also suggested that the Official Community Plan review start over with more public input.

Bob Fowler, 8572 Kingcome Crescent, expressed support for the current Official Community Plan and noted that there is no community vision in the proposed draft of the Official Community Plan. He also questioned if the draft Official Community Plan is compatible with the Regional Growth Strategy.

- 416 That the Draft Official Community Plan as presented at the June 13, 2006 Special Council meeting be referred to Staff for the preparation of a report, and that the report include recommended amendments to the draft Official Community Plan based on comments received from the public at the Special Council meeting, and that the report be presented to Council at a meeting scheduled for mid-September.

September 20 Council

Draft Official Community Plan

- 534 That four neighbourhood meetings be scheduled for each quadrant of the District between October 15 – 31, 2006 and largely communicated to the public in order to seek input from the public on the draft Official Community Plan which will include revisions incorporated after tonight's meeting.
- 535 That the following recommendations in the report dated September 14, 2006 from the Director of Development and Community Services regarding "Draft Official Community Plan" be approved:
- Recommendation 3 – The practice of having copies of the most recent draft of the OCP posted on the District's website and hard copies available to the public at the Municipal Hall for no cost be continued.
 - Recommendation 4 – A newsletter summarizing the key features of the draft OCP should be sent to all households in North Saanich.
- 540 That the following recommendation in the report dated September 14, 2006 from the Director of Development and Community Services regarding "Draft Official Community Plan" be approved:
- Recommendation 8 – That the application for an OCP amendment and rezoning of the seven properties at Canora and Rideau be considered on its own merits and not be included in the Village Centre concept.

October 23 Committee of the Whole

DRAFT OFFICIAL COMMUNITY PLAN

- 4 Committee of the Whole recommends to Council that the report dated October 23, 2006 from the Director of Development and Community Services regarding "Draft Official Community Plan" be received, and that all changes as recommended in the report be incorporated into the draft Official Community Plan dated October 20, 2006.

November 14 Council

Council discussed the Regional Urban Containment and Servicing Policy Area (RUCSPA) as noted on pages 66 – 68 of the draft Official Community Plan, and the Director of Development and Community Services provided clarification on a number of questions regarding sewer servicing areas.

- 650 That the Director of Development and Community Services consider comments made by Council regarding the Regional Urban Containment and Servicing Policy Area (RUCSPA) and prepare a report to be considered by Council at a future date.
- 651 That the Director of Development and Community Services investigate strengthening the wording regarding the buffer zone foreshore at Tsehum Harbour in "Development Permit Area No. 1 – Marine Uplands and Foreshore" of the Official Community Plan and what options are available for protecting this area over the long term, and prepare a report to be considered by Council at a future date.
- 652 That the Director of Development and Community Services investigate strengthening wording in the Official Community Plan to require all buildings, structures and neighbourhood developments in the District to conform to the LEED concepts with a target of at least LEED silver and make reference to the Canada Green Building Council, and prepare a report to be considered by Council at a future date.
- 654 That the Director of Development and Community Services consult with legal counsel on the wording of sections 6.4 and 6.11 in order to be more consistent with Council's recent direction to Staff to prepare a report on the possible legalization of secondary suites in the District of North Saanich.

2005

May 5 Council

DRAFT OFFICIAL COMMUNITY PLAN

Ken Cossey, KWC Planning Services, thanked the public for participating in the meetings and workshops that have been held to provide input on the Official Community Plan. He

reviewed the draft Official Community Plan (the Plan), the goals of the Plan, and the objectives of the Plan. He noted that the regional context statement has not yet been included in the Plan, as it is currently being developed. Additions to this draft Plan include best management practices and stronger wording for environmental regulations.

August 22 Council

Results from the OCP Open House and Referral Process

Mr. Cossey requested direction from Council on how to proceed with the additional letters that were received after the results were tabulated, and additionally he requested direction regarding Council's vision surrounding seniors housing, secondary suites, and village centres. He noted that the Regional Context Statement was not ready at the time of the open houses, and that it is based on the Draft Official Community Plan By-Law. He further advised that Smart Growth principles were considered when making his report.

Mike Stanlake, 8502 Ebor Terrace, suggested that the public participation process has been adequate and now the onus is on Council and Staff to examine the draft OCP and to create a final draft for the public's consideration.

- 553 That the letter dated July 12, 2005 from Erik Karlsen, Chair, Provincial Agricultural Land Commission, with attached Agricultural Land Reserve and Community Planning Guidelines; the letter dated August 22, 2005 from Renee Hetherington, Community Advisory Committee, and the report dated August 22, 2005 from Ken Cossey of KWC Planning Services regarding the results from the OCP open house and referral process be received, and that:
- (a) Mr. Cossey's results be referred to Staff for the preparation of a report for consideration at a future Committee of the Whole meeting, and that Staff include comments on whether a third party is required to perform an independent review of the suggestions contained in Mr. Cossey's report;
 - (b) Staff be requested to respond to Ms. Hetherington's correspondence and invite Ms. Hetherington, and members from the Community Advisory Committee and the Official Community Plan Review Committee to the Committee of the Whole meeting where the Draft Official Community Plan will be discussed; and,
 - (c) Discussions regarding the Regional Context Statement be referred to the Committee of the Whole meeting where the Draft Official Community Plan will be discussed.



**District of
North Saanich**

STAFF REPORT

To: Rob Buchan
Chief Administrative Officer

Date: February 3, 2014

From: Coralie Breen
Planner

File: 6440-20 Housing Strategy

Re: **Regional Context Statement Amendment Bylaw No. 1352**

RECOMMENDATION(S):

1. THAT Council adopt Option I or Option II for residential intensification in the District of North Saanich.
2. THAT Council proceeds with first and second reading to Bylaw 1352 cited as "District of North Saanich Official Community Plan Bylaw No. 1130 (2007) Amendment Bylaw (No.1352), 2014"
3. THAT Council gives consideration to the Financial Plan and the Waste Management Plan.
4. THAT Council gives consideration to consultation and directs staff to refer the draft bylaws to the Tseycum and Pauquachin First Nations, Ministry of Transportation, School District No. 63, the Town of Sidney, Central Saanich and the Victoria Airport Authority.
5. THAT Council send the proposed Regional Context Statement amendment to the CRD for its' acceptance.
6. THAT Council requests the CRD to include Area 1 (McTavish) and Area 2 (Tsehum) to the RUCSPA.
7. That Council direct staff to prepare a report on the CRD sea level rise bylaw when it is developed and draft amendments to DPA No. 1 Marine Uplands and Foreshore to add Coastal Protection guidelines for protection from and adaptation to sea level rise.
8. That Council direct staff to prepare a report on the CRD affordable housing bylaw when it is developed as part of the development of the District of North Saanich Affordable Housing and Workforce Housing policy.

PURPOSE:

The purpose is to present Council with a draft bylaw to:

1. amend the Official Community Plan (OCP) to facilitate residential intensification in two defined areas.

The draft bylaw proposes to amend the following OCP Sections:

- a) 6.0 Residential
- b) 16.0 Regional Context Statement
- c) 17.0 Performance Measures; and
- d) corresponding figures and maps.

STRATEGIC PLAN IMPLICATIONS:

Retain the Present Rural, Agricultural and Marine Character of the Community

Build a Strong and Vibrant Community

Ensure Strong Leadership, Fiscal Responsibility and Transparent Government

SCOPE OF WORK:

Council has made the following resolutions:

- | | |
|-----|---|
| 550 | That Council accept in principle the draft Regional Context Statement content. |
| 551 | That Council confirm Area 1 (McTavish) and Area 2 (Tsehum) for residential intensification and direct Staff to provide maps with two options for Areas 1 and 2. |
| 552 | That Council endorse the Scenario 1 service capacity limit of 520 units. |
| 554 | That Council endorse Area 1 (McTavish) and Area 2 (Tsehum) as part of the RUCSPA and request that Area 1 (McTavish) and Area 2 (Tsehum) be added to the RUCSPA. |
| 555 | That Council direct Staff to prepare neighbourhood visual build out scenarios based on Council's decisions with respect to densification. |
| 557 | That Staff be directed to redraw the boundaries of Area 2 to include the Tinney property [McMicken Road and Bayfield Road] and Kiwanis Village Centre. |

Option I and II are discussed in #1 followed by an itemization of OCP amendments in #2 as follows:

1. 551, 552, 557 Option I and II

Two options are presented, Option I and Option II.

a. Option Similarities:

Both Options:

- i) include all current applications (295) in Area 1 (McTavish) and Area 2 (Tsehum);
- ii) project the build out in a time horizon of the next 5 years;
- iii) include residential intensification with an average gross density 8- 16 units/per/acre (upa) in the range of 15 townhouses/acre; 30 units/acre (for apartments [3 stories]) or lots between 4000 ft²- 6000 ft² (372m² -557m²);
- iv) identify land for additional build out located primarily in a) Area 1 (McTavish) adjacent to existing transportation mobility hubs and the major employment centre for the District of North Saanich (DNS);
- v) includes land for additional build out which currently have houses that are much older than other areas of Area 1 (McTavish) confirmed by DNS GIS mapping and staff drive by. For clarity, some land with newer housing was included for continuity of area in, but the land with newer housing was excluded from DPA 8 Medium Density Small Lot Residential;
- vi) Area 2 (Tsehum) considers current applications but does not consider Kiwanis because there is very limited servicing capacity for Area 2 and as it is already identified as DPA No. 6 Multi-family residential, staff are recommending that it not be included. However, if Council determines to include it, a resolution to amend the plan to include it can be made at the Council meeting without delaying the process.

b. Option Differences:

- i) Option 1-includes a smaller portion of Area 1 (McTavish); and Area 2 (Tsehum)
- ii) Option 11-includes a larger portion of Area 1 (McTavish) (an additional 12 hectares); and Area 2 (Tsehum)

Option I and Option II Residential Intensification Projections

	Option I & II
Area I (McTavish)	420 units
Area II (Tsehum)	100 units
Total	520 units

See Appendix A for Option I and II Build out Maps and OCP draft amending Figure and Maps.

2. OCP Proposed Amendments Summary

a) Section 6.0 Residential

- i) Multi-family Residential is amended to further quantify the densification to: a) 15 townhouses/acre; 30 units/acre (for apartments [3 stories]) or lots between 4000 ft.²- 6000 ft.² (372 m² - 557 m²) to achieve an average gross density between 8 and 16 units per acre; and b) include Area 1 (McTavish) and Area 2 (Tsehum) in the RUCSPA;
- ii) Future Housing Needs is amended to: a) include an estimated number of 520 units in the next five years;
- iii) Table One: Projected Population and Demand for Housing - Five Year Time Frame is replaced with the following:

Table One. District of North Saanich Population, Dwelling, Employment Projections

Baseline	2014*	2019
Population	12,300	13,548
Dwellings/units	4,925	5,445
Employment	4,470	4,925

*Source: Regional Planning Department, Capital Regional District

The estimates for North Saanich are calculated based on the residential intensification density targets, VAA employment projections and DNS theoretical servicing capacity limits (limit of 520 units).

Population projections are based on 2.4 persons/household

Dwelling projections are based on a maximum of 520 units new growth in the next 5 years. DNS approves 32 new single family housing permits/year on average most of which are to replace existing dwellings.

Employment projections are based on VAA employment projections of 455 net new jobs in the next 5 years

b) Section 14.0 Development Permit Areas

- i) Development Permit Area No. 8 Medium Density Small Lot Residential text and map is amended to include Area 1 (McTavish) and Area 2 (Tsehum) that is not already identified as DPA. No.6 Multi-family Residential

c) 550 Section 16.0 Regional Context Statement

- i) reflect an intent for residential intensification and an increase in the rate of growth within two areas to slow, moderate in the text and illustrates the location in Figure 2 Regional Context Statement; and

- ii) demonstrates how the RCS is consistent with DNS OCP policies and CRD RGS policies.
- d) Section 17.0 Performance Measures
 - i) reduces the amount of land in the General Residential Designation Area; and increases the amount of land in the Multi-family Residential Designation area in the text and as illustrated on OCP Schedule B Land Use Designations.

3. 555 Neighbourhood Scenarios

- a) A neighbourhood scenario visualization will be prepared after determination of either Option I or II.

DISCUSSION:

A Regional Context Statement (RCS) is intended to address how local planning and land use policy will work toward the goals and objectives established with the Regional Growth Strategy (RGS). The CRD is currently undertaking a major review of the 2003 RGS with the intention of developing a more explicit focus on regional sustainability – including climate change, social well-being and food security-- signaling this intention through its name change from RGS to Regional Sustainability Strategy (CRSS). This process is expected to conclude with a new regional strategy by 2015. The draft amending bylaw provides the specific policy consistency requirements identifying DNS OCP policies which align with the amending RCS bylaw and also with the broader RGS policies (now in transition to the CRSS). More broadly the proposed CRSS framework of five key themes is featured below to guide the discussion which considers the consistency requirements from this thematic perspective:

1. Growing Smarter (Growth Management, Transportation & Mobility, Housing)

- a. *Affordable Housing.* RSS is developing an Affordable Housing Bylaw (AHB) which can be adopted by CRD municipal governments and managed by the CRD. The AHB would identify a percentage of new developments as affordable housing quantified as those with income thresholds below \$60,000, the average income for workers at VAA. Applicants could apply to the CRD who would determine eligibility and match applicants with available housing. New housing could have a percentage of new development units designated accordingly. These units would be sold below market rate to those who qualify (based on salary and economic profiles of applicants) and assessed and resold to suitable new applicants by the CRD.

Size of lots and forms of housing are not always correlated with affordability and while price point may be a determinant it is only through a carefully managed process in which housing needs are matched with income that a truly affordable housing objective can be met. A dedicated affordable housing strategy in which eligibility is determined and matched in an equitable manner ensures that workers who work in North Saanich can live in North Saanich even if their mean income is below the average required to meet existing mean average housing prices. The mean average salary for workers at VAA is between \$55,000-\$60,000 which means that for an average worker at VM affordability housing is in the \$300 - \$350,000 range. Council will recall that it has identified the preparation of an Affordable Housing and Workforce Housing policy is in the strategic plan.

b. Transportation & Mobility

In 2010, on-road transportation accounted for 55% of GHG emissions in the Capital Regional District

(CRD). Transit is a crucial catalyst to support denser development patterns and vice versa and reduce vehicle travel particularly to/from/within the Core area.

The CRD projects that over the next 25 years, the proposed rapid and frequent transit networks will make transit more efficient and provide the future transportation capacity to meet forecast mobility demands. The proposed DNS residential densification focuses higher density mixed-use development to help shape efficient land use patterns, but also supports focused rapid transit investments making transit an attractive alternative to the car. It focuses work-live nearby the VAA reducing travelling by car.

The residential densification meets RSS settlement hierarchy centres and rural centre densification targets required to meet minimal transit services.

2. *Infrastructure & Energy (Infrastructure & Utilities, Energy Systems, Emergencies & Natural Disasters)*

a. *DNS Infrastructure*

DNS Infrastructure Services has identified a theoretical threshold limit of an additional 520 units. DNS staff will monitor the development applications and cap at 520 units in accordance with Council's direction.

b. *Energy Systems*

A Development Permit Area No. 7 Energy and Water Conservation and GHG Emission Reductions will be applied to all new development in Area No. 1 (McTavish) and Area No.2 (Tsehum) once adopted by Council.

3. *Economic Vitality (Economic Development & Employment Lands)*

a. *Employment Lands*

In the proposed CRSS, the District of North Saanich VAA are designated as an employment lands.

b. *Employment Centres and Projections*

Victoria Airport Authority (VAA) is a key employment centre for the District of North Saanich and the adjacent Town of Sidney. VAA has experienced a 35% growth in jobs in the last 10 years and conservatively projects a 30% growth in employment in the next 10 years. While Sidney has accommodated some of this growth demand there remains a large percentage of VAA employees who do not live in DNS or nearby. The VAA conservative estimates of 455 net new jobs* within the next five years are accommodated in OCP Section 6.0 Table 1.

**conservative estimates provided by VAA staff, telephone interview (January, 2014).*

4. *Natural Environment*

a. *DPA No. 7 Energy and Water Conservation and Greenhouse Gas Emissions Reduction*

This DPA is under development and will be presented to Council for consideration at a later date. The intention is that the DPA would apply to all new developments in Area 1(McTavish) and Area 2 (Tsehum).

b. Sea Level Rise Risk Bylaw and DPA No. 1 Marine Uplands and Foreshore guidelines.

The CRD is currently mapping the coast line and developing a draft bylaw for municipal government adoption (completion deadline December, 2014). DNS GIS is involved in this process.

If Council proceeds with the Bayfield-McMicken application staff recommends a precautionary approach including amendments of DPA No. 1 guidelines to include coastal protection for the prevention of loss due to sea level rise as a complementary policy and, as an interim measure, until the new CRD sea level rise risk bylaw is ready.

5. Community Wellbeing (Community Health & Wellbeing, Food & Agriculture Systems)

a. Wellbeing

Building age-friendly communities is a cornerstone goal. This can be accomplished by improving accessibility to transit, amenities and employment and addressing safety and health considerations within the built environment by improving air quality and promoting active living. The proposed DNS residential intensification location proposes to improve accessibility to employment and may address some health considerations in the built environment through a new DPA No. 7 for energy and water conservation.

Summary

The proposed residential intensification facilitates DNS to grow smarter focusing growth in and near employment lands, considers infrastructure limits, and economic growth projections at VAA. The types of housing and housing needs are considered. Considerations for the natural environment are addressed in the OCP and with specific attention to adaptation for sea level rise and conservation of energy and water are required. Considerations for affordable housing will be addressed through the development of a DNS Affordable Housing and Workforce Housing policy and the CRD Affordable Housing Bylaw. Longer range planning will be considered in the next OCP.

OPTIONS:

1. THAT Council adopt Option I.
2. THAT Council adopt Option II.
3. THAT Council advances the proposed RCS bylaw.
4. THAT Council seeks amendments to the draft RCS bylaw.
5. THAT Council sends the draft RCS bylaw for consultation.
6. THAT Council send the draft RCS bylaw to the CRD for its acceptance.
7. THAT Council does nothing further.

FINANCIAL IMPLICATIONS:

The proposed residential intensification would increase the DNS tax base. More residents will increase the demand for municipal services.

Development fees would be realized with new application developments. Currently these do not cover staff processing time.

LEGAL IMPLICATIONS:

See Appendix 8 Staff Report Regional Context Statement Amendment (December 5, 2013).

CONSULTATIONS:

The Capital Regional District has commented on the *draft* Regional Context Amendment DNS OCP Section 16.0 as attached to this report and provided baseline statistics on population, dwelling and employment for 2014. The CRD planning staff supports the Regional Context Statement as drafted in its entirety.

The *draft* Regional Context Statement Bylaw should be referred to the Tseycum and Pauquachin First Nations Ministry of Transportation, School District No. 63, the Town of Sidney, Central Saanich and the Victoria Airport Authority.

SERVICING LIMITATIONS:

DNS Engineering Services has reviewed sanitary sewer servicing capacity related to the proposed RCS amendment.

1. Treatment plant capacity:

DNS has a total allocation of 2,650 m³/day of flow into the plant. We have calculated the theoretical current flow from DNS is 2,367 m³/day, leaving 283 m³/day available for growth.

It is expected that a portion of this 283 m³/day would be used for other uses (such as commercial) however, if were to be used only for residential, the estimated unit yield would be, for example, Single family equivalent = 330 units or Multi-Unit at 30 units/acre = 520 units.

2. DNS System capacity:

The proposed Tsehum area (Area 2) is serviced by the McDonald Park sewer system which flows through Sidney to the treatment plant. The sewer main through Sidney is limited in capacity. We have calculated that an upgrade to the McDonald Park pump station (at an estimated cost of \$150,000, funded by development) can provide for up to 100 units (Multi-Unit at 30 units/acre) within that limited main capacity. The proposed McTavish area (Area 1) sewer system also has sewer system capacity limitations. A proposed upgrade to Reay Creek pump station can accommodate developments proposed to date (up to 270 Multi-Units at 30 units/acre). Development in that area beyond 270 units could require additional sewer upgrade (such as the Canora Bypass) which would need to be funded by development.

In summary, staff has identified an overall limit of 520 units (due to treatment plant capacity), a limit of 100 units in the Tsehum area and in the McTavish area development beyond 270 units could require additional capacity upgrade.

NEXT STEPS:

Should Council wish to proceed with the draft Bylaw the following next steps are required:

- a) Proceed with first and second reading of draft Bylaw No. 1352;
- b) Refer the draft bylaw to the Tseycum and Pauquachin First Nations, Ministry of Transportation, School District No. 63, the Town of Sidney and Central Saanich;
- c) Send the draft RCS bylaw to the CRD for its' acceptance;
- d) Consider the CRD draft affordable housing bylaw when available for application to all new developments in Area 1 (McTavish) and Area 2 (Tsehum);
- e) Consider the CRD draft Sea Level Rise Risk Zone bylaw when available for adoption.

SUMMARY/CONCLUSION:

Managing growth wisely is the core of the CRD RGS and proposed Capital Regional Sustainability Strategy (CRSS). The DNS proposed residential intensification avoids growth in areas that will adversely impact agriculture and natural resource activities; it proposes new development and infill that provides housing for those who work in nearby employment lands of VAA fostering less commuting time between home and work and greater accessibility to jobs. Further OCP and bylaw amendments will consider further natural environment mitigation and adaptation policies. A summary follows:

1. *Economic Vitality&Employment*
Two options were presented.
Both options include a build out projection of 520 units and include all existing applications (295 units). If the build out potential is fully maximized in the next five years, all of new net projected employment workers (455) at the VAA and businesses could be met if they meet the affordability criteria.
2. *Infrastructure & Energy*
The projected maximum build out in the next five years does not exceed the theoretical service capacity of 520 units. The current applications are within the current projected servicing limits of 100 (Area 1) and 270 (Area 2) units.
3. *Natural Environment*
 - a) DPA 1 Marine Uplands and Foreshore amendments to include coastal protection adaptation guidelines will complement a CRD Sea Level Rise Risk bylaw for protection from sea level rise. A current application in Area 1 across from the ocean at Lochside includes land within DPA 2 Creeks, Wetlands, and Riparian Areas. Coastal protection guidelines for adaptation are required.
 - b) Development Permit Area No.7 Energy and Water Conservation and Greenhouse Gas Emissions Reduction will reduce energy and water consumptions and may positively increase the number of theoretical units available for development without new infrastructure requirements. The amount is not determined.
4. *Growing Smarter & Community Well Being*
 - a) The CRD AHB managed by the CRD could apply to all new developments within Area 1 (McTavish) and Area 2 (Tsehum) and be a policy within the new DNS Affordable Housing and Workforce Housing policy.
 - b) A combination of lot range sizes, townhouses and apartments is recommended in order to achieve a density mix which accommodates a range of demographics and also the density targets.
 - c) Both options focus residential intensification primarily in Area 1 (McTavish) which is close to the employment centres of VAA and Sidney and near transportation mobility hubs.

Conclusion

The proposed draft DNS RCS amending bylaw brings the DNS OCP into alignment with the goals and policies of the CRD RGS and proposed CRSS. The CRD is in transition to the new CRSS from the RGS. The proposed DNS RSS bylaw amendment is generally consistent with both.

RECOMMENDATION(S):

1. THAT Council adopt Option I or Option II for residential intensification in the District of North Saanich.
2. THAT Council proceeds with first and second reading to Bylaw 1352 cited as "District of North Saanich Official Community Plan Bylaw No. 1130 (2007) Amendment Bylaw (No.1352), 2014"
3. THAT Council gives consideration to the Financial Plan and the Waste Management Plan.
4. THAT Council gives consideration to consultation and directs staff to refer the draft bylaws to the Tseycum and Pauquachin First Nations, Ministry of Transportation, School District No. 63, the Town of Sidney, Central Saanich and the Victoria Airport Authority.
5. THAT Council send the proposed Regional Context Statement amendment to the CRD for its' acceptance.
6. THAT Council requests the CRD to include Area 1 (McTavish) and Area 2 (Tsehum) to the RUCSPA.
7. That Council direct staff to prepare a report on the CRD sea level rise bylaw when it is developed and draft amendments to DPA No. 1 Marine Uplands and Foreshore to add Coastal Protection guidelines for protection from and adaptation to sea level rise.
8. That Council direct staff to prepare a report on the CRD affordable housing bylaw when it is developed as part of the development of the District of North Saanich Affordable Housing and Workforce Housing policy.

Respectfully submitted,



Coralie Breen
Planner

Concurrence:



Rob Buchan
Chief Administrative Officer

Concurrence:



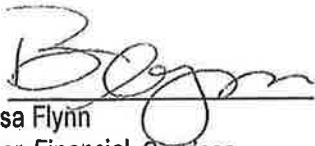
Mark Brodrick
Director, Planning

Concurrence:



Patrick O'Reilly
Director, Infrastructure Services

Concurrence:



Theresa Flynn
Director, Financial Services

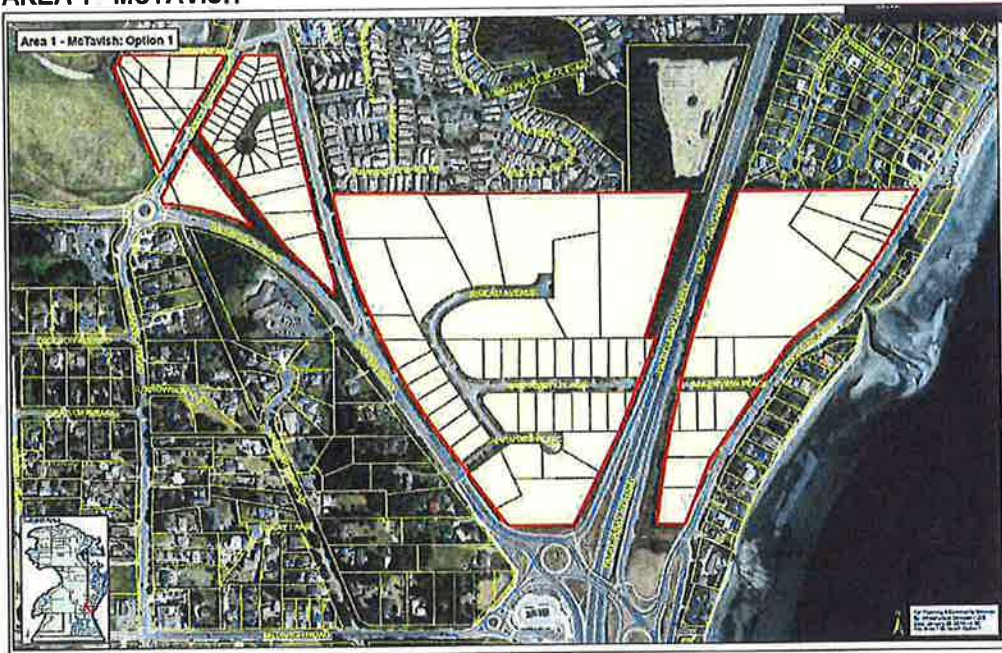
Appendix A Option I and II Area Maps.

Appendix B Staff Report Regional Context Statement Amendment (December 5, 2013)

Appendix A OPTION I & II AREA MAPS

OPTION I

AREA 1 - MCTAVISH



OPTION II

AREA 1 - MCTAVISH



**OPTION I & II
AREA 2 – TSEHUM**



OPTION I & II SUMMARY (#'s remain the same, will only develop up to 520 units)

Option I & II	Area 1 (McTavish)	Area 2 (Tsehum)	Total units
Current applications*	198	97	295
Additional Potential to 520 unit capacity	222	3	225
Subtotal	420	100	520

*Area 1 (McTavish) includes Reay Canora (114) and Lochside (84)

*Area 2 (Tsehum) includes McDonald Park (54) and Bayfield – McMicken (43)



**District of
North Saanich**

STAFF REPORT

To: Rob Buchan
Chief Administrative Officer

Date: December 5, 2013

From: Coralie Breen
Planner

File: 6440-20 Housing Strategy

Re: Regional Context Statement Amendment

RECOMMENDATION(S):

1. THAT Council accept in principle the draft Regional Context Statement content.
2. THAT Council confirm Area 1 (McTavish) and Area 2 (Tseyum) for residential intensification.
3. THAT Council:
 - a) endorse the lower range of Scenario I, 1,000- 1500 lots-2,100 unit range; or
 - b) endorse Scenario 1 up to the service capacity limit of 520 units.
4. THAT Council endorse Area 1 (McTavish) and Area 2 (Tseyum) as part of the CRD RUCSPA and request that Area 1 (McTavish) and Area 2 (Tseyum) be added to the CRD RUCSPA.
5. THAT Council direct Staff to prepare neighbourhood visual build out scenarios based on Council's decisions with respect to densification.

PURPOSE:

The purpose of this staff report is to introduce Council to:

1. *draft content to amend the Official Community Plan Regional Context Statement ;*

The draft content proposes to amend the Official Community Plan as follows:

- a) amend the Regional Context Statement to reflect: a) residential intensification in Areas No. 1 (McTavish) and 2 (Tseyum); and b) an increase in the rate of growth from modest and slow to slow, moderate.

See Appendix A for the *draft Regional Context Statement*.

See Appendix B for the proposed Area 1 (McTavish) and Area 2 (Tseyum) and Scenario I and *Scenario II build-out profiles*.

See Appendix C for the Capitol Regional District Growth Strategy Bylaw No. 1.20021 Amendment Bylaw No. 1.2007

STRATEGIC PLAN IMPLICATIONS:

Retain the Present Rural, Agricultural and Marine Character of the Community.

The proposed residential intensification does not encroach on agricultural land, and would consider development which complements the rural characteristics.

Build a Strong and Vibrant Community

The proposed residential intensification would:

X Building-Planning/6440-20 Housing Strategy/2013 Housing Strategy Implementation/Staff Report/RSS-RCS

- a) increase density in two areas which are close to main transportation arteries, including Pat Bay Highway and transit hubs;
- b) provide attainable housing encouraging live-work within the community;
- c) provide housing suitable to both a projected increasing aging demographic and young families.

Ensure strong leadership, fiscal responsibility and transparent government

An extensive community consultation process was held to facilitate development of housing policies that reflect the community's needs and values.

SCOPE OF WORK:

Council seeks to understand the impact of increased densification in HSIP identified Area No. 1 and 2 in two scenarios, multi-unit low and medium density growth. A proposed Regional Context Statement amendment is required to harmonize proposed residential intensification and pace of growth with the multi-unit low density scenario with proposed RGS amendments to the RUCSPA. These amendments complements CRD population change and growth projections adjacent to future rapid transit corridors and mobility hubs while promoting mixed-use communities which are described in the discussion section to follow. The scope of work parameters directed by Council were to undertake a density analysis, determine the servicing capacity for Areas No. 1 and 2 and prepare draft amending bylaws. They are outlined as follows:

1. Scope Parameters

- a) **100-COW 370** That Council directs staff to undertake a density analysis on the two Primary Areas of Opportunity to determine the range of additional densities that may be provided.
- b) **98-COW 369** That Council directs staff to determine the servicing capacity for additional densities for the two Primary Areas of Opportunity.
- c) **106-COW 373** That Council direct staff to prepare draft amendments to the Regional Sustainability Strategy, Regional Context Statement and OCP for Primary Areas of Opportunity 1 and 2.

2. Define Areas

- a) Area No. 1 (McTavish) and Area No. 2 (Tseyum)*

Area No. 1 and Area No. 2 are shown in the subject property maps. Both areas do not include ALR land or land with significant sea level rise risk. There are no steep slopes within either area. Both areas are within existing District of North Saanich servicing boundaries and are outside the current RUCSPA.

- b) Define Scenario Parameters (based on HSIP recommendations 5, 6, 7)
 - i) Scenario 1: Multi-Unit Low Density
30units/acreapartments, 15townhouses/acre; small lotsrange-size4000-6000fe; maximum3 stories apartments
 - ii) Scenario II: Multi-Unit Medium Density
50 units/acre apartments, maximum 3 stories; 20 townhouses/acre; small lots range 4000 - 6000 fe..
- c) Determine Servicing Capacity
 - i) Determine servicing capacity for additional densities.

*McTavish and Tseyum 2 are so named as they correspond with Census areas defined by the CRD (2006)

**small lots range while shown on the build-out for Area1 and 2 are only recommended in Area 1

3. OCP amendments

- i) Regional Context Statement. The proposed amendments include:

Keep Urban Settlement Compact

-change from "modest and slow growth" to "slow, moderate" (language consistent with the RGS)
-add 'the District of North Saanich has designated growth areas where sewer and water servicing boundaries are identified to be added to the RUCSPA boundary in the RGS"
-add "Intended growth areas include two designated areas, specifically McTavish and Tseyum where North Saanich envisions the majority of higher residential densification, as identified on Schedule B of the OCP, to be focused over the next twenty-five years, lands adjacent to the existing RUCSPA in neighbouring Sidney and are transit ready. The District of North Saanich intends to have these two growth areas identified within the North Saanich Servicing Area (NSAA) added to the Regional Urban Containment and Servicing Policy Areas. This is reflected by OCP policy that identifies these as growth areas and will not extend sewer or water services beyond their boundaries. The infill will be in pockets of small lot detached land uses which will support the other areas of the community in their goal to remain rural in character.
-add "and the intended growth areas, McTavish and Tseyum"
-add "The NSSA is shown in Figure 2 the Regional Context Statement and will be amended to exclude Areas 1 and 2 which will be added to the RUCSPA"

Protect the Integrity of Rural Communities

add "the land use mix, locations and densification in the OCP support the integrity of the District of North Saanich as primarily a rural community protecting the rural character and agricultural activities adjacent to a major centre"
Add "the plan establishes policies"

Manage Natural Resources and the Environment Sustainably

add a new Development Permit Area No. 7 Energy and Water Conservation and Greenhouse Gas Reduction will apply new developments including McTavish and Tseyum areas adjacent to Sidney near existing employment centres and located within 400 m (7 minute walk) of a public transit route and are the proposed growth areas, currently within the District of North Saanich's Servicing Area lands proposed to be included in the RUCSPA.

Build Complete Communities

add "residential intensification is in the McTavish and Tseyum areas adjacent to Sidney near existing employment centres and located within 400 m (7 minutes' walk) of a public transit route and are transit ready"
add The District completed a Housing Needs Assessment that guided the selection of housing needs and densification location
delete 'The District is committed to conducting a detailed analysis of its housing needs and preparing a strategy to address those needs"

Improve Housing Affordability

delete 'The District is committed to conducting a detailed analysis of its housing needs and preparing a strategy to address those needs"
add "The District completed a Housing Needs Assessment and Housing Strategy Implementation Plan (HSIP) that guided the selection of housing needs and densification location"

Increase Transportation Choice

add 'the Victoria Airport Authority and bicycle and walking perimeter trail is complete. Increased densification in McTavish and Tseyum enable residents to live closer to employment at the Victoria Airport Authority".

- ii) Additional OCP amendments are required include Development Permit Areas No.7, various Tables, including Tables 1 and 2, Figures and Schedules.

DISCUSSION/ANALYSIS:

In the process of Staff considering density scenarios in Area No. 1 and 2 and amending the RCS, Staff considered the broader Regional Sustainability Strategy (RSS) [formerly the Regional Growth Strategy (RGS)] policy framework. RCS must identify consistency requirements and alignments in RCS amendments. The Capitol Regional District (CRD) is currently undergoing an extensive consultation process and will be releasing the RSS by 2015. The timing of review of the DNS RCS comes at a mid-point in the consultation process for the development of the CRD RSS. First Staff sets out the broader CRD regional projections as some of pertinent key analysis framework in the selection of and recommendations brought forth to Council. These broader considerations include CRD projections of population growth and change, transportation planning and employment as follows:

CRD/Regional Projections:

The CRD projects population growth by 0.81% annually. In the absence of any infill development, the RUCSPA would be completely built up in 17 years. The proposed RCS amendment considers growth adjacent to the existing RUCSPA, near transportation corridors and hubs and projects growth over the 2038 long range planning period. While population growth is concentrated in certain areas of the CRD, and employment distribution is projected to change little though there is some concentration on the Saanich Peninsula projected to increase. The proposed DNS RCS proposes amendments are compatible with the CRD Urban Futures (2009) report which is the building framework for the CRD RSS:

- Combining the age specific lifecycle pattern of maintaining a home with the projected 31 percent growth in the region's population, results in a 35 percent increase in total housing occupancy demand by 2038 -or 62,836 new units to accommodate the region's future population.
- The greatest relative growth would be seen in the apartment segment of the market, growing by 50 percent, as 25,545 new apartment units would need to be added to accommodate projected demand.
- Ground oriented accommodation on the other hand is expected to grow more slowly, increasing by 34 percent between 2008 and 2038.
- The CRD projects that it will experience much more change in the coming years than it will growth.
- Regional population projection show total population growth of 31 percent over the projection period (to 2038) with growth in the 65 plus population of almost 120 percent. Thus, while it has become a convention of regional planning to equate plans with growth management, it is essential that such planning be conducted within a wider context of change management.
- The typical (modal) age group in the Peninsula sub-area is 55 -59, and half of the population in the Peninsula is over the age of 48. The lifecycle point of each community will have significant implications for housing occupancy in the coming years, as there will be more empty nests in the Peninsula, for example, than the West Shore. This means that average household sizes in the Peninsula have begun a decline that will last for the next couple of decades, only to be reversed when the next generation of families move in and begin the next family cycle. This in turn, will mean that population targets based on current occupancy will be lower than what actually occurs even with relatively low levels of development activity.

The Capitol Regional District, Urban Futures (2009) projections (2038) for population, dwellings and employment for the District of North Saanich are:

<i>Population</i>			<i>Dwellings</i>		<i>Employment</i>	
<i>OCF 2011 Projected</i>	<i>2008 Actual</i>	<i>2038 Projected*</i>	<i>2008 Actual</i>	<i>2038 Projected**</i>	<i>2008 Actual</i>	<i>2038 Projected***</i>
11,765	11,795	14,501	4,711	5,873	4,308	5,178

*RGS 2003- 2026 forecast 13,000

**RGS 2003 -2026 forecast 5,100

***RGS 2003 -2026 forecast 4,300.

RSS settlement hierarchy centres density targets for rural centres are: average gross density (dwelling units/ha) of 20 low and 40 high, with an average household size of 2.4 and jobs/populations ratio of 0.6, with a jobs + people/ha of 60 for rural centres. These are targets based upon recommendations in the draft Regional Transportation Plan to support minimum levels of transit service. With conversion of 1 hectare = 2.47 acres, 20 units/ha = 8/acre and 40 units/ha = 16/acre.

District of North Saanich Proposed Densification

The proposed density range projections for Area 1 and 2 is a net density: 15 townhouses/acre; 30 units/acre (for apartments (3 stories) or lots between 4000 fe- 6000 fe (372m² - 557 m²), RSS settlement hierarchy centres density targets for rural centres, average gross density (dwelling units/ha) of 20 low and 40 high/ha or between 8 and 16/acres means that the proposed density buildout of Area 1 and 2 for townhouses would be within the range, apartments would be twice the range and small lots would be between 7 and 11/lots/acre. This means that only small lots and townhouses in the Scenario 1 range fall within the RSS density target range. Staff notes selected areas are currently designated in the OCP as General Residential.

Proposed RCS Amendments

Staff recommends Council consider ranges within the scope of Scenario 1 ranges of between approximately 900 lots and up to 3,700 units within Area 1 (McTavish) and 115 lots and 475 units in Area 2 (Tseyum) for a total of approximately 1,000 lots and 4,200 units. Scenario 1 Multi-Unit Low Density is selected with considerations of:

- a) projected demographics for Peninsula and transportation infrastructure expansion;
- b) projected employment increases (due to the Airport expansion and related manufacturing development);
- c) type of housing needs with projected changing demographics in an aging population and young families; and
- d) DNS servicing capacity analysis.

The CRD projections of housing occupancy demand by 2038 of 62,836 new units to accommodate the region's future population, is 90% of which is projected for development within major centres. That leaves 10% or approximately 6,000 new units outside of the major centres. DNS Area 1 and 2 Scenario 1 projections combined range from 1,115 lots to 4,175 units or a combination therefore and if fully maximized or built out could potentially absorb up to eighty percent of this additional projected demand. The types of housing match the CRD housing need types for the projected changing demographics. Staff recommendations consider CRD demographic, housing and transit projections along with DNS servicing capacity projections within the scope of proposed development growth Areas 1 and 2. DNS servicing capacity projections are up to a maximum of an additional 520 units and if Council chooses additional development beyond the 520 units within Area 1 (McTavish) and Area 2 (Tseyum) significant costs for additional infrastructure will be required.

OPTIONS:

1. THAT Council accept the proposed RCS amendment.
2. THAT Council seek amendments to the RCS amendment.
3. THAT Council adopt Scenario 1 Multi-Unit Density in the range of 1,000- 1,500-2,100 units;
4. THAT Council adopt Scenario 1 Multi-Unit Density to a maximum of 520 which corresponds with the maximum existing DNS servicing capacity.
5. THAT Council endorses the Regional Urban Containment and Servicing Policy Area (RUCSBA) amendments to include Council's defined portion(s) of Area 1 (McTavish) and Area 2 (Tseyum).

FINANCIAL IMPLICATIONS:

The proposed residential intensification would increase the DNS tax base and also increase the demand for services.

If Council proposes residential intensification beyond 520 units, significant infrastructure costs would be associated with such development.

LEGAL IMPLICATIONS:

Section 866 of the *Local Government Act* requires that member municipalities prepare a Regional Context Statement following the adoption of a Regional Growth Strategy. The RCS is a legally binding statement that identifies how the OCP is compatible with and supports the intent of the RGS. The RCS must be consistent with the RGS. A RCS addresses how local planning and land use policy will work toward the goals and objectives established in the RGS, and where applicable, it must also discuss how the OCP will be made consistent with the RGS over time. The RCS must identify the specific policies and actions proposed that would either affect the District or require action on the part of the District. Associated with the Regional Growth Strategy are seven land use policy areas:

1. Capital Green Lands Policy Area,
2. Renewable Resource Lands Policy Area,
3. Regional Urban Containment and Servicing Policy Area,
4. Unprotected Green Space Policy Area,
5. Rural/Rural Residential Policy Area,
6. Victoria International Airport Special Policy Area, and
7. Metropolitan Core and Major Centres.

The District of North Saanich's current Official Community Plan was adopted in 2007. The Regional Context Statement (RCS) amendments (2013) will introduce modest amendments which identify areas for growth over the next 25 years keeping with its vision to enhance and preserve a unique community by blending urban amenities with rural charm. The CRD is currently undertaking a major review of the 2003 RGS with the intention of developing a more explicit focus on regional sustainability -- including climate change, social well-being and food security -- signaling this intention through its name change from RGS to Regional Sustainability Strategy. This process is expected to conclude with a new regional strategy by 2015. The Regional Context Statement illustrates how the District implements the eight strategic directions of the RGS and how the plan is consistent or working towards consistency with the RGS.

Section 879 (1) *Local Government Act* states that during the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.

Section 881 (1) *Local Government Act* states that if a local government has adopted or proposes to adopt or amend an official community plan for an area that includes the whole or any part of one or more school districts, the local government must consult with the boards of education for those school districts (a) at the time preparing or amending the community plan, and (b) in any event, at least once in each calendar year.

Section 881 (2) *Local Government Act* states that for consultation under subsection (1), the local government must seek the input of the boards of education as to the following: (a) the actual and anticipated needs for school facilities and support services in the school districts; (b) the size, number and location of the sites anticipated to be required for the school facilities referred to in paragraph (a); (c) the type of school anticipated to be required on the sites referred to in paragraph (b); (d) when the school facilities and support services referred to in paragraph (a) are anticipated to be required; (e) how the existing and proposed school facilities relate to existing or proposed community facilities in the area.

Section 882(3) *Local Government Act* states after first reading of a bylaw under subsection (1), the local government must, in sequence, do the following: (a) consider the plan in conjunction with (i) its financial plan,

and (ii) any waste management plan that is applicable in the municipality or regional district; (d) hold a public hearing on the proposed official community plan in accordance with Division 4 [Public Hearings on Bylaws].

Part 25, Section 854 of the *Local Government Act* sets out specific requirements for a regional context statement amendment for any municipality that is part of an adopted Regional Growth Strategy (RGS).

CONSULTATIONS:

Section 879 (2) Local Government Act states for the purposes of Section 879 (1) noted in Legal Implications above, the local government must

- (a) Consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and
- (b) specifically consider whether consultation is required with
 - (i) the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan,
 - (ii) the board of any regional district that is adjacent to the area covered by the plan,
 - (iii) the council of any municipality that is adjacent to the area covered by the plan,
 - (iv) first nations
 - (v) school district boards, and improvement district boards, and
 - (vi) the Provincial and federal governments and their agencies.

The Capitol Regional District has commented on the draft Regional Context Amendment as attached to this report and the comments incorporated into the RCS. The draft amending Regional Context Statement should be referred to the Capitol Regional District, Ministry of Transportation, School District No. 63 and the Town of Sidney.

SERVICING LIMITATIONS:

DNS Engineering Services has reviewed sanitary sewer servicing capacity related to the proposed RCS amendment. One significant factor is capacity at the Saanich Peninsula Wastewater Treatment Plant.

DNS has a total allocation of 2,650 m³/day of flow into the plant. We have calculated the theoretical current flow from DNS is 2,367 m³/day, leaving 283 m³/day available for growth.

It is expected that a portion of this 283 m³/day would be used for other uses (such as commercial) however, if were to be used only for residential, the estimated unit/lot yield would be, for example, Single family equivalent = 330 units or Multi-Unit at 30 units/acre = 520 units.

NEXT STEPS:

Should Council wish to proceed with the draft amending RCS, additional OCP bylaw amendments would be required *some* of which include:

- a) amend Section 6.0 Residential Table 1 and Table 2;
- b) amend Section 14.0 Development Permit Areas;
- c) amend Section 17.0 Performance Measures;
- d) amend Figure 2 Regional Content Statement Map;

The draft OCP bylaw amendments would need to be considered by mid-January 2014 in order to be put forth for formal CRD review by the end of January, 2014.

SUMMARY/CONCLUSION:

1. The CRD projections for housing occupancy demand by 2038 of 62,836 new units to accommodate the region's future population, 90% of which is projected for development within major centres. Scenario 1 build out ranges from approximately 1,000 lots to 4,200 units would potentially utilize between seventeen and seventy percent of the 10% forecasted demand outside the major centres. RSS settlement hierarchy centres density targets for rural centres, average gross density between 8 and 16/acre means that the proposed density buildout of Area 1 and 2 for townhouses would be within the range, apartments would be twice the range and small lots would be between 7 and 11/lot/acre. This means that only small lots and townhouses in the Scenario 1 range fall within the RSS density target range and also would use less than thirty-five percent of the ten percent projected new units for the CRD by 2038.
2. DNS has identified 520 units as a current existing capacity limit. If Council identifies a range beyond 520 units, additional costs would need to be incurred by developers and/or DNS.
3. These considerations plus the servicing capacity maximum projections of up to 520 units with existing infrastructure are key considerations in the recommendation of Scenario 1 ranges between 1,000 lots and 4,200 units as a maximum build out threshold. Within Scenario 1 Staff recommends only the small lot range and/or townhouses so a range between 1,000- 1,500 lots and 2,100 units.
4. Staff recommends neighbourhood planning as a next step to understand build out with considerations for an aging populations, home life cycle, young families and projected housing demands.

RECOMMENDATION(S):

1. THAT Council accept in principle the draft Regional Context Statement content.
2. THAT Council confirm Area 1 (McTavish) and Area 2 (Tseum) for residential intensification.
3. THAT Council:
 - a) endorse the lower range of Scenario 1, 1,000- 1500 lots-2,100 unit range; or
 - b) endorse the Scenario 1 up to the service capacity limit of 520 units.
4. THAT Council endorse Area 1 (McTavish) and Area 2 (Tseum) as part of the CRD RUCSPA and request that Area 1 (McTavish) and Area 2 (Tseum) be added to the CRD RUCSPA.
5. THAT Council direct Staff to prepare neighbourhood visual build out scenarios based on Council's decisions with respect to densification.

Respectfully submitted,



Coralie Breen
Planner

Concurrence:



Rob Buchan
Chief Administrative Officer

Concurrence:



Mark Brodrick
Director, Planning

Concurrence:



Patrick O'Reilly
Director, Infrastructure Services

Concurrence:



Theresa Flynn
Director, Financial Services

Appendix A for draft Regional Context Statement content.

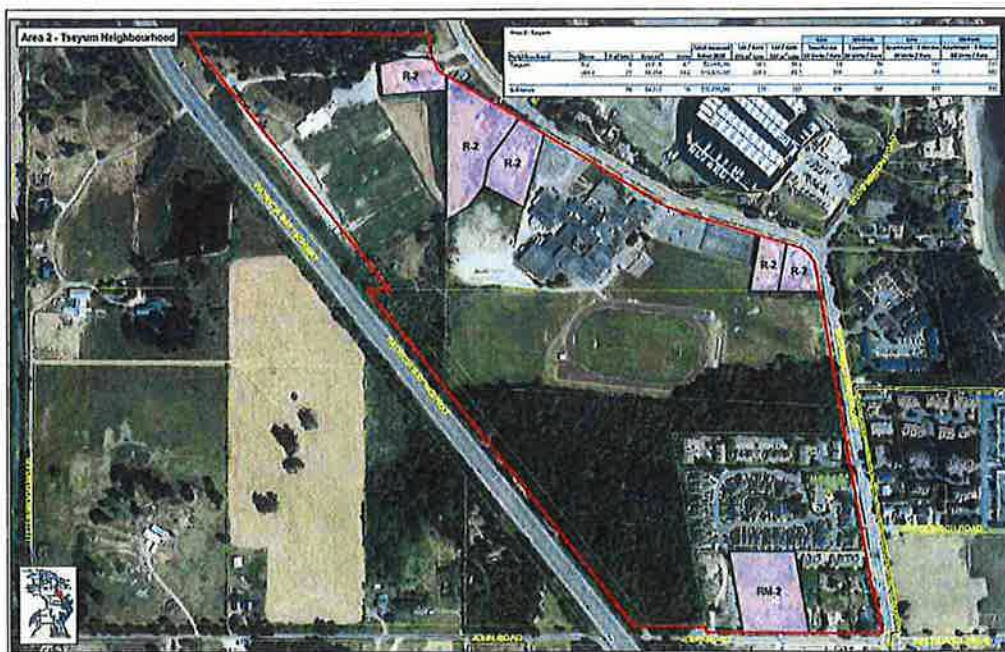
Appendix B for the Area 1 (McTavish) and Area 2 (Tseum) subject properties and the build out scenarios.

Appendix C for the Capitol Regional District Growth Strategy Bylaw No. 1, 20021 Amendment Bylaw No. 1, 2007

Appendix B Subject Properties and Build out Scenario I and Scenario II
 Area No. 1 McTavish



Area No. 2 Tseym



Area 1-East Saanich/McTavish;Canora/Rideau;Lochside

Neighbourhood	Zone	# of lots	Area m ²	Acres	Total Assessed Value 2013	Lot /Acre 372m ² Lots	Lot /Acre 557m ² Lots	Low	Medium	Low	Medium
								Townhouse 15Units/Acre	Townhouse 20 Units/Acre	Apartment +3Stories 30 Units/Acre	Apartment +3 Stories 50 Units/Acre
East Saanich /McTavish	C-1		5,184	1.3	\$474,000	0.0	0.0	0	0	0	0
	C-4		2,030	0.5	\$136,000	0.0	0.0	0	0	0	0
	R-2	135	264,258	65.3	\$39,500,900	710.4	474.4	979	1305	1958	3264
	RA-1	5	43,802	10.8	\$2,040,000	117.7	78.6	162	216	325	541
Canora /Rideau	CD-3	40	15,979	3.9	\$1,920,000	0.0	0.0	0	0	0	0
	R-2	51	72,717	18.0	\$18,700,000	195.5	130.6	269	359	539	898
	RA-1	1	423	0.1	\$162,300	1.1	0.8	2			5
	RA-4		63,034	15.6	\$5,176,000	169.4	113.2	234	311	467	778
Lochside	R-2	16	31,954	7.9	\$8,812,100	85.9	57.4	118	158	237	395
	RA-4		29,289	7.2	\$1,473,300	78.7	52.6	109	145	217	362
Subtotals		260	528,670	131	\$98,694,600	1359	907	1873	2,497	3746	6243

Area 2-Tseyum

Neighbourhood	Zone	# of lots	Area m ²	Acres	Total Assessed Value 2013	Lot /Acre 372m ² Lots	Lot /Acre 557m ² Lots	Low	Medium	Low	Medium
								Townhouse 15Units/Acre	Townhouse 20 Units/Acre	Apartment +3Stories 30 Units/Acre	Apartment +3 Stories 50 Units/Acre
Tseyum	R-2		19,019	4.7	\$2,668,000	51.1	34.1	71	94	141	235
	RM-2	73	45,294	11.2	\$34,106,300	121.8	81.3	168	224	336	560
Subtotals											

Total		338	592,983	146	\$105,468,900	1532	1023	2111	2,815	4222	7037
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16.1 REGIONAL CONTEXT STATEMENT

16.2 Introduction

Section 866 of the *Local Government Act* requires that member municipalities prepare a Regional Context Statement (RCS) following the adoption of a Regional Growth Strategy (RGS). The RCS is a legally binding statement that identifies how the Official Community Plan (OCP) is compatible with and supports the intent of the RGS. The RCS must identify the extent to which the OCP is consistent with the RGS, if it is not consistent how the OCP will be brought into consistency, and, the elements that are not applicable to the municipality. ARCS addresses how the OCP's local planning and land use policy will work toward the goals and objectives established in the RGS. The RCS must identify the specific policies and actions proposed that would either affect the District or require action on the part of the District. Associated with the Regional Growth Strategy are eight Strategic Initiatives and seven land use policy areas:

Strategic Initiatives:

1. Keep Urban Settlement Compact
2. Protect the Integrity of Rural Resources
3. Protect Regional Green and Blue Space
4. Manage Natural Resources and the Environment Sustainably
5. Build Complete Communities
6. Improve Housing Affordability
7. Increase Transportation Choice
8. Strengthen the Regional Economy

Land Use Policy Areas

1. Capital Green Lands Policy Area,
2. Renewable Resource Lands Policy Area,
3. Regional Urban Containment and Servicing Policy Area,
4. Unprotected Green Space Policy Area,
5. Rural/Rural Residential Policy Area,
6. Victoria International Airport Special Policy Area, and
7. Metropolitan Core and Major Centres.

The District of North Saanich' current Official Community Plan was adopted in 2007. The Regional Context Statement (RCS) amendments (2013) introduce areas for growth over the next 25 years keeping with its vision to enhance and preserve a unique community by blending urban amenities with rural charm. The CRD is currently undertaking a major review of the 2003 RGS with the intention of developing a more explicit focus on regional sustainability -- including climate change, social well-being and food security -- signaling this intention through its name change from RGS to Regional Sustainability Strategy.

This process is expected to conclude with a new regional strategy by 2015. This in-term change to the context statement will allow for North Saanich to proceed with moderate growth in the identified areas for growth and bring the growth aspirations of Council, OCP and regional context statement into alignment. The Regional Context Statement illustrates how the District implements the eight strategic directions of the RGS and how the plan is consistent or working towards consistency with the RGS:

16.3 Regional Context Statement

RGS Strategic Direction	RGS Consistency Requirements (all new)	DNS OCP Policy Response and Reference <i>Proposed new words are highlighted in yellow</i> <i>Current words deleted in red</i>
<p>16.2.1.Keep Urban Settlement Compact</p>	<p>RGS proposes keeping urban areas compact and largely contained within a Regional Urban Containment and Servicing Area (RUCSA).</p> <p>Targets for 2026 at least 90% of the region's cumulative new dwelling units within the RUCSPA.</p> <p>Focus new growth in the Metropolitan Core, Major Centres and transit corridors to promote high density, walkable, transit-focused complete communities.</p>	<p>The District of North Saanich is located primarily outside the boundaries of the Regional Urban Containment and Servicing Policy Area (as designated on Map 3 of the RGS). The District of North Saanich has designated growth areas where sewer and water servicing boundaries are identified to be added to the RUCSPA boundary in the RGS. Approximately one-third of the District's total area is comprised of lands within the ALR. Most of the ALR lands are designated as Agricultural in the OCP and are identified as Renewable Resource Lands Policy Areas in the RGS. These lands are considered to be a "Rural Protection Area". Non-agricultural commercial uses within the Rural Protection Area are not supported. Any proposed exchange of ALR land with non-ALR land will be considered if the District determines that the proposed lands for addition to the ALR are of an equivalent area, in an appropriate location and have suitable agricultural potential. The District will not extend services to these areas other than for health reasons or for servicing the easterly 4.856 hectares (12 acre) commercial site at the Sandown race track property.</p> <p>For lands designated as Rural/Residential on Map 3 of the RGS, slow, moderate growth is anticipated and planned for in the OCP. Residential development will consist primarily of single family residential and the orderly development of areas already designated –for residential use, plus small lot single family residential development. Intended growth areas include two designated areas, specifically McTavish and Tseyum where North Saanich envisions the majority of higher residential densification, as identified on Schedule B of the OCP, to be focused over the next twenty-five years. Lands adjacent to the existing RUCSPA in Sidney and are transit ready. The District of North Saanich wishes to have these two growth areas identified within the North Saanich Servicing Area added to the Regional Urban Containment and Servicing Policy Areas. This is reflected by OCP policy that identifies these as growth areas and will not extend sewer or water services beyond their boundaries. The infill will be in pockets of small lot detached land uses which will support the other areas of the community in their goal to remain rural in character. There will be limited, small scale commercial development associated with the existing marinas and the intended growth areas, McTavish and Tseyum, and in the vicinity of existing commercial nodes and the <u>al</u> for more <u>hensive</u></p>

		<p>commercial development on the 4.856 hectares (12 acre) site at the easterly part of the Sandown race track property. Home based businesses and commercial activities related to farming, such as road side stands and nurseries are supported. Any light industrial development will be directed towards the Victoria International Airport Special Policy Area, the MacDonald Park Road Industrial Area or the Sandown commercial lands.</p> <p>Certain parts of North Saanich already identified for residential, commercial and industrial uses are recognized as the North Saanich Servicing Area. The North Saanich Servicing Area is shown in Figure 2 the Regional Context Statement and will be amended to exclude Areas 1 and 2 to be added to the RUCSPA. Any change to the boundary of the North Saanich Servicing Area will require the approval of the CRD Board through the acceptance of a revised regional context statement.</p> <p>Consistent with the goals of the RGS, the District will not further extend water or sewer services outside of the North Saanich Servicing Area, except to address pressing public health and environmental issues, to provide fire suppression, to service the easterly 4.856 hectares (12 acre) commercial site at the Sandown race track property, or to service agriculture. The District may expand the capacity of water or sewer services within the North Saanich Servicing Area to accommodate residential development proposals in RGS designated Rural/Rural Residential in accordance with the established targets set out in Table 1 of the RGS and subject to the policies of Section 6.0</p>
16.2.2 Protect the integrity of rural communities	<p>RGS 1.2 RGS seeks to protect the character and quality of rural communities, to ensure that they remain strongly rooted in the agricultural and resource land base, and that the rural countryside and natural landscape remain a durable fact of life in the Capitol Region.</p> <p>Member municipalities agree to negotiate, where necessary, bilateral agreements regarding buffering and land use transition where the RUCSA boundary</p>	<p>The land use mix, locations and densification in the OCP support the integrity of the District of North Saanich as primarily a rural community protecting the rural character and agricultural activities adjacent to a major centre.</p> <p>Support of agricultural activities and rural land uses is a primary goal of the Plan. Considerable effort has gone into drafting policy statements designed to protect the rural nature of North Saanich. The Plan establishes policies aimed at retaining the land base for current and potential agriculture, ensuring that the agricultural potential of farmland is not diminished by the location of services or community facilities, and reducing potential conflicts with non-farm uses. Maintaining the agricultural viability of lands in the Rural Protection Area is important as it provides for local food security</p>

	<p>coincides with a municipal jurisdictional boundary.</p> <p>By 2026 do not exceed designated official community plan development capacity limits determined at the date of adoption of the RGS in rural and rural residential areas</p> <p>Develop an integrated system of parks and trails linking urban areas to rural and green space areas, proposing to complete the entire Regional Trail Network by 2016.</p> <p>Establish or strengthen OCP policies that ensure the long-term protection of Renewable Resource Lands including policies aimed at buffering Renewable Resource Lands from activities in adjacent urban areas, and policies that support farming within the ALR.</p> <p>For rural and rural-residential communities not defined as Capital Green Lands or Renewable Resource Lands, the RGS proposes that any subdivision and development enhance rural character and quality of life. As a general goal, rural and rural residential development would stay within the designated OCP capacity limits at the date of the adoption of the RGS.</p>	<p>and economic diversity. It also preserves the valuable rural landscapes found throughout the community.</p> <p>The Capital Green Lands within the District are designated as Parks on Schedule B of the Plan, affording these lands long term protection consistent with the objectives of the Regional Growth Strategy. Also contained in the Plan are policy statements intended to buffer these Capital Green Lands through the acquisition of surrounding lands.</p> <p>Provision is made for density bonusing in exchange for dedication of additional green space. Proposals for any type of residential development will be directed towards areas already designated as Residential. The minimum density of one lot per four hectares prescribed for lands designated as Rural limits subdivision potential. On Agricultural lands, only subdivision for agricultural purposes or pursuant to section 946 of the <i>Local Government Act</i> will be considered.</p>
16.2.3 Protect regional green and blue spaces	<p>RGS 2.1 RGS aims to protect the landscape character, ecological heritage and biodiversity of the Capital Region. It does this by supporting the collaborative implementation of the Regional Green/Blue Space Strategy which includes the protection of a Sea to Sea Green/Blue Belt running from Saanich Inlet south to Juan de Fuca Strait, and the development of an integrated system of parks and trails linking urban areas to rural green space</p>	<p>Many natural features have been protected through large tracts of parkland and the establishment of Development Permit Areas, which establish policies and guidelines for protection of environmentally sensitive areas including key water resources, waterfowl habitat and other special environmental areas.</p>

	areas. The RGS proposes that member municipalities aim to complete 100% of the Regional Trail network by 2016.	
16.2.4 Manage natural resources and the environment sustainably	<p>RGS 2.2 The RGS intends that residents of the Capitol Region enjoy a healthy environment where environmental quality is improved and the inheritance of renewable and non-renewable natural resources is carefully stewarded. It does this by supporting principles of sustainability to govern the ways in which local governments manage the land and natural resources.</p> <p>Targets for physical and environmental services to be established through a best management practices implementation agreement. Establish policies and targets for sustainable environmental management respecting waste discharge and diversion, resource conservation and ecosystem health. Consumption of scarce renewable and non-renewable resources should be minimized through conservation; efficiency and application of reduce, reuse and recycle practises.</p>	<p>In the OCP, and in many other strategic planning documents, the District is placing increasing emphasis on the integration of best management practices into the day to day management of the District. The concept of sustainability is evident in the Plan. Application of this concept will be expanded over time as the District inventories its natural resources and develops methodologies that encourage long-term sustainability. The Plan places particular emphasis on environmentally sensitive areas, and includes policy statements related to drainage and storm water management.</p> <p>A new Development Permit Area No. 7 Energy and Water Conservation and Greenhouse Gas Reduction will apply to new developments including McTavish and Tseyum, areas adjacent to Sidney near existing employment centres and located within 400 m (7 minute walk) of a public transit route and are the proposed growth areas, currently within the District of North Saanich's Servicing Area lands proposed to be included in the RUCSPA.</p>
16.2.5 Build complete communities	<p>RGS 3.1 RGS intends to support the development of communities within the RUCSPA that enable residents to undertake a wider range of daily activities closer to home. Municipal targets to be established through desired development guidelines for individual OCP's through RCS. Urban development projects contribute to community completeness when, to the greatest extent possible they are located within a ten-minute walk (500 metres) of a Major Centre;</p>	<p>This strategic direction only applies to lands within the Regional Urban Containment and Servicing Policy Area (RUCSPA).</p> <p>The downtown core of Sidney, which is designated as a Major Centre, offers the variety of housing, employment, schools, shopping, recreation, parks and green spaces essential to a complete community. Sidney serves as the Major Centre for the District of North Saanich and the policies in the OCP recognize this relationship between the two communities. The residential intensification is in the McTavish and Tseyum areas adjacent to Sidney near existing employment centres and located within 400 m (7 minute walk) of a public transit route and are the proposed growth areas, currently within the District of</p>

	co-locate a mix of housing employment, services and recreation, located within a ten minute walk of an existing commercial/employment centre, neighbourhood store, recreation facility, school, park, or community allotment garden; and business, services and housing is located within a seven minute walk (400 m) of a public transit route.	North Saanich's Servicing Areas proposed to be included in the RUCSPA.
16.2.6 Improve housing affordability	RGS 3.2 Maintaining housing that is affordable is necessary for individual quality of life, community health, and economic competitiveness. The Regional Housing Affordability Strategy identifies the current and anticipated future problems	A goal of the Plan is to ensure that over the long-term, residential development in the community will retain the character of current neighbourhoods while responding to the need for future projected needs including seniors and affordable family housing. The District is committed to conducting a detail analysis of its housing needs and preparing a strategy to address those needs. The District completed a Housing Needs Assessment and Housing Strategy implementation Plan (HSIP) that guided the selection of housing needs and densification location.
16.2.7 Increase transportation choice	<p>RGS 4.1 RGS intends to promote development of a balanced and sustainable transportation system providing residents with reasonable and affordable transportation choices.</p> <p>Adopt policies to require medium and high density developments within 400 m of rapid transit stations. Designate and develop a continuous regional cycling network. Improve transportation choice for rural communities.</p> <p>Coordinate land use and transportation to provide residents with reasonable and affordable alternative modes of travel to the automobile. Support development of a Regional Transportation Strategy that enhances mobility and opportunities for walking,</p>	<p>OCP policies on transportation are intended to balance transportation needs. A system of roads (arterial, collector and local) and pathways (bicycle and pedestrian) will provide efficient linkage between residential areas and the Patricia Bay Highway while remaining sensitive to the environment and rural community values.</p> <p>The Plan recognizes the regional importance of the Lochside Trail, and of cycling as a means of transportation</p> <p>Schedule C shows that the District has begun to develop a comprehensive network of pedestrian walkways and trails with links to the Lochside Trail recognizing the importance of walking as a form of transportation and recreation.</p> <p>Schedule D shows a number of linkages for existing and proposed bicycle lanes and bicycle pathways throughout the District. The Victoria Airport Authority bicycle and walking perimeter trail is complete.</p> <p>Increased densification in McTavish and Tseyum enable residents to live closer to employment at the Victoria Airport Authority.</p>

	cycling and public transit with at least 15 minute headways.	
16.2.8 Strengthen the regional economy	<p>RGS 5.1 RGS intends that residents of the Capital Region enjoy economic prosperity as a foundation of high regional quality of life. Ensure employment lands needs are well-balanced and consistent with transportation, complete community and urban containment goals.</p> <p>Find ways to attract develop and maintain a highly skilled workforce.</p> <p>Find ways to ensure the long term, affordable supply of strategic economic resources such as water, aggregate and energy.</p>	<p>With both the Victoria International Airport and the Swartz Bay Ferry Terminal located within the boundaries of the District, North Saanich is home to two of the major transportation links for the region. The Plan supports both of these transportation facilities and recognizes their importance to the regional economy.</p> <p>Land based commercial activities that blend well with the rural nature of the community are supported by the Plan. Examples of these types of activities include home-based businesses, small professional offices, neighbourhood convenience shopping, hospitality services including restaurants, and permitted farm uses such as agri-tourism, wineries, and the sale of local produce.</p>



**District of
North Saanich**

STAFF REPORT

To: Rob Buchan
Chief Administrative Officer

Date: March 3, 2014

From: Coralie Breen
Planner

File: 6440-20 Housing Strategy

Re: **Regional Context Statement Amendment Bylaw No. 1352**

RECOMMENDATION(S):

1. THAT Council receive this report as an information update on Bylaw No. 1352 consultations.

SCOPE OF WORK:

The scope of work in this staff report responds to the following:

63 That Council gives consideration to consultation and directs staff to refer the draft bylaws to the Tseycum and Pauquachin First Nations, Ministry of Transportation, School District No. 63, the Town of Sidney, Central Saanich and the Victoria Airport Authority and provide comprehensive information regarding the proposed residential intensification to North Saanich residents in the proposed intensification areas and place the information on the District website.

63 That Council send the proposed Regional Context Statement amendment to the CRD for its acceptance.

CONSULTATIONS:

1. Tseycum and Pauquachin First Nations, Ministry of Transportation, School District No. 63, the Town of Sidney, Central Saanich and the Victoria Airport Authority received Bylaw 1352 referral on February 5, 2014, with a requested response date of February 25, 2014.
2. Residents in Area 1 (McTavish) and Area 2 (Tsehum) were mailed in the attached notice of proposed residential intensification with a map of Area 1 (McTavish) and Area 2 (Tsehum) on February 18, 2014. There are 283 properties in Area 1 and Area 2 and 207 letters were mailed as some residents/companies own more than one parcel in Area 1 and/or Area 2.
3. The Capital Regional District received Bylaw 1352 referral on February 6, 2014.

DISCUSSION:

The following provides a status update on responses to the referrals:

1. The Ministry of Transportation and the School District No. 63 have responded with no objections.
2. The Capital Regional District intends to have Bylaw 1352 considered at the March 26th planning, transportation and protective services committee for review then a recommendation will be made to go to the Capital Regional District Board. The February committee meeting was cancelled.
3. Two phone inquiries were received. One said they were unable to clearly see the map. The second hasn't been determined as they have not returned a follow-up call.

LEGAL IMPLICATIONS:

Consideration to consultation and the referrals have been completed as directed.

SUMMARY/CONCLUSION:

The District of North Saanich staff is proceeding as legally obligated and as specifically directed by Council with community consultations.

RECOMMENDATION(S):

1. THAT Council receive this report as an information update on Bylaw No. 1352 consultations

Respectfully submitted,

Concurrence:



Coralie Breen
Planner



Rob Buchan
Chief Administrative Officer

Concurrence:



Mark Brodrick
Director, Planning

Appendix A Letter to Property Owners and Residents in Area 1 and Area 2 and Map of Area 1 and Area 2.

Appendix A

February 17, 2014

Merge Address/Name Property Owner/Resident

Notice to Property Owners/Residents in Two Areas (Area 1 McTavish and Area 2 Tsehum)

Re: District of North Saanich Official Community Plan Bylaw No. 1130 (2007) Amendment Bylaw (No.1352), 2014 – A Bylaw to amend the Regional Context Statement for the areas shown on the attached maps.

What: The District of North Saanich is writing to you as a property owner or resident in one of two areas in which there are proposed amendments to the Official Community Plan (OCP) which would facilitate residential intensification. This could include residential development with small lot developments, townhouses and apartment buildings with densities up to an average gross density between 8 and 16 units per acre. The overall intent is to achieve an increase in density up to 420 units in Area 1 (McTavish) and 100 units in Area 2 (Tsehum).

Where: This note invites you to review the details including staff reports, maps, and Council meeting minutes on the District of North Saanich's website at:
www.northsaanich.ca/Municipal_Hall/Departments/Planning_and_Community_Services/Regional_Context_Statement_Amendment.htm

When: Bylaw 1352 will be considered further after consultations with various agencies and public hearing notices will be posted on the District of North Saanich website at:
www.northsaanich.ca/Municipal_Hall/Municipal_Hall_Meetings/Public_Hearings_on_Bylaws.htm

Why: Bylaw 1352 responds to recommendations adopted by Council from the Housing Strategy Implementation Plan also posted on the District of North Saanich website at:
www.northsaanich.ca/Municipal_Hall/Departments/Planning_and_Community_Services/Regional_Context_Statement_Amendment.htm

Contact: Planning and Community Services at 250-655-5470 or email cbreen@northsaanich.ca

DISTRICT OF NORTH SAANICH (FEBRUARY 4, 2014)

AREA 1 (MCTAVISH)



AREA 2 (TSEHUM)



Regional Growth Strategy (RGS)/Official Community Plan (OCP) Analysis

1. Keep Urban Settlement Compact

Anticipated growth will be directed to Area 1 and Area 2 adjacent to the Town of Sidney and is projected to accommodate five years of development at more urbanized densities (small lot, townhomes and apartments). These areas will be considered for inclusion in the Regional Sustainability Strategy (RSS) as being within the future Regional Urban Containment and Servicing Policy Area (RUCSPA). Slow, moderate growth policies will continue to apply to those lands not requested for inclusion within the RUCSPA.

2. Protect the Integrity of Rural Communities

Protection of agricultural lands and rural character is a primary goal of the OCP policies. In addition to protecting agricultural lands and supporting the Agricultural Land Reserve (ALR), the OCP further protects the RGS-identified Renewable Resource Lands Policy Area by prohibiting non-agriculture commercial uses within in a defined Rural Protection Area. OCP policies ensure that agricultural potential is not diminished with the location of conflicting services or community facilities.

3. Protect Regional Green and Blue Space

Parks and protected areas are identified under the OCP parks designation. The policy language indicates long term protection, consistent with RGS Capital Green Lands Policy Area. Further, OCP policy states that surrounding lands should be acquired to buffer existing Capital Green Lands. Future development may take advantage of density bonusing in exchange for additional green space in designated areas. Development Permit Area policy protects natural features and environmentally sensitive areas such as water resources and waterfowl habitat.

4. Manage Natural Resources and the Environment Sustainably

North Saanich intends to inventory its natural resources and develop additional methods for long term management. The OCP policies remain focused on environmentally sensitive areas with specific emphasis on improving drainage and storm water management.

5. Improve Housing Affordability

A number of tools are outlined in the OCP to address long term housing needs. A Housing Needs Assessment was completed in 2008, followed by a Housing Strategy Implementation Plan in 2013. North Saanich is currently developing an Affordable Housing and Workforce Housing policy. North Saanich has traditionally been dominated by single detached residential housing. With the planned densification of Area 1 and Area 2, a wider range of housing types will be made available, anticipating future demand by catering to a wider range of ages and housing needs.

6. Increase Transportation Choice

OCP policy balances transportation options and provides for cycling, pedestrian, transit and vehicle use. The OCP provides for a system of roads and pathways that will link residential areas to the Patricia Bay Highway and linkages are also provided between residential areas and the Lochside Trail). Additional cycling paths have been created in North Saanich, specifically a multi-use perimeter trail around the Victoria Airport.

7. Strengthen the Regional Economy

The OCP acknowledges the importance of the regional commercial transportation links from the Victoria Airport and Swartz Bay Ferry Terminal. The Plan supports both of these transportation facilities and recognizes their importance to the regional economy. The OCP supports commercial activity that fits into the rural character of the community such as small professional offices, home based businesses, agri-tourism, hospitality, and convenience shopping.

**REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 11, 2014**

SUBJECT **PUBLIC HEARING REPORT ON BYLAW NO. 3923, "JUAN DE FUCA LAND USE BYLAW, 1992, AMENDMENT BYLAW NO. 119, 2014"**

ISSUE

To receive the Report of the Public Hearing held June 2, 2014 for proposed Bylaw No. 3923 and to consider Bylaw No. 3923 for third reading.

BACKGROUND

The Capital Regional District (CRD) Board gave first and second reading to Bylaw No. 3923, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 119, 2014" on May 14, 2014, and a resolution was made to delegate authority to the Regional Director to hold a Public Hearing with respect to Bylaw No. 3923.

Bylaw No. 3923 (Appendix 1) will amend the Juan de Fuca Land Use Bylaw by creating a new General Industrial Medical Marihuana (M-2MM) zone, and deleting lands from the General Industrial (M-2) zone, and adding to the General Industrial Medical Marihuana (M-2MM) zone for the purpose of permitting a medical marihuana production facility licensed by Health Canada on Strata Lot 14, Section 16, Otter District, Plan VIS7096 (6-7450 Butler Road).

On June 2, 2014, a Public Hearing was held for Bylaw No. 3923. There were three people in attendance. The Report of the Public Hearing is attached (Appendix 2).

ALTERNATIVES

1. Receive the minutes that form the Report of the Public Hearing on Bylaw No. 3923, and give third reading to Bylaw No. 3923, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 119, 2014".
2. Receive the minutes that form the Report of the Public Hearing on Bylaw No. 3923, and not give any further readings to Bylaw No. 3923, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 119, 2014".

SUMMARY

A Public Hearing was held on June 2, 2014 for Bylaw No. 3923, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 119, 2014". The minutes are attached as the Report of the Public Hearing.

Three people were in attendance at the public meeting. No one spoke against the proposal. No written submissions were received. Staff recommends Alternative 1 to receive the minutes and for the proposed bylaw to proceed to third reading.

RECOMMENDATIONS

That the Capital Regional District Board:

1. Receive the attached minutes that form the Report of the Public Hearing which are certified as a fair and accurate summary of the representations that were made at the Public Hearing held on June 2, 2014 for Bylaw No. 3923, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 119, 2014"; and
2. Bylaw No. 3923, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 119, 2014" be read a third time.



June Klassen, MCIP, RPP
Manager, Local Area Planning Services



Kevin Lorette, P.Eng., MBA
General Manager
Planning and Protective Services
Concurrence



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

Appendix 1 – Proposed Bylaw No. 3923
Appendix 2 – Report of the Public Hearing June 2, 2014

Appendix 1: Proposed Bylaw 3923

CAPITAL REGIONAL DISTRICT

BYLAW NO. 3923

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended:
 - (a) Schedule A, TABLE OF CONTENTS, PART 2 – ZONING DISTRICTS add the following:
 - i. By adding "27A.0 M-2MM General Industrial Medical Marihuana" after "M-2 General Industrial"
 - (b) Part 2, DEFINITIONS
 - i. By adding "M-2MM" to the definition of INDUSTRIAL ZONE.
 - (c) Part 1, 3.0 ADMINISTRATION AND ENFORCEMENT, Section 3.07 ZONES
 - i. By adding "General Industrial Medical Marihuana – M-2MM" to the list of zones after "General Industrial – M-2"
 - (d) Part 2 – ZONING DISTRICTS
 - i. By creating a new zone, General Industrial Medical Marihuana Zone – M-2MM, to be inserted after Section 27.0, and to read as follows:

"27A.0 GENERAL INDUSTRIAL MEDICAL MARIHUANA M-2MM

27A.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this bylaw, the following uses and no others are permitted in the General Industrial Medical Marihuana M-2MM Zone:

- (a) General Industrial Uses excluding:
 - (i) Uses for which a permit is required under the *Environmental Management Act* or Regulation;
 - (ii) Refuse and garbage dumps;
 - (iii) The burning of vehicles and other salvage;
- (b) Offices accessory to the principal use;
- (c) Drive-in theatres;
- (d) Vehicle Sales/rentals;
- (e) Equipment Sales/rentals;
- (f) Bulk fuel sales;
- (g) Auction rooms and places;
- (h) Retail sales of lumber and/or building supplies;
- (i) Gravel processing;
- (j) One dwelling unit for the use of a caretaker;
- (k) Unenclosed storage;
- (l) Intensive Agriculture - Medical Marihuana Production.

**27A.02 Minimum Lot Size for
Subdivision Purposes**

The minimum lot size shall be 900 m².

**27A.03 Minimum frontage for
Subdivision Purposes**

The minimum lot frontage shall be 16 m.

- | | |
|---|--|
| 27A.04 <u>Minimum Lot Width for Subdivision Purposes</u> | The minimum average lot width shall be 16 m. |
| 27A.05 <u>Number of Dwelling Units</u> | One dwelling unit per lot is permitted. |
| 27A.06 <u>Height</u> | (a) Maximum height shall be 14 m for all buildings and structures;
(b) Maximum height of any unenclosed storage use shall be 3.5 m within 30 m of a Residential Zone, Multiple Family Residential Zone, Commercial Zone, Rural Zone, Agricultural Zone or Institutional Zone. |
| 27A.07 <u>Lot Coverage</u> | Maximum lot coverage shall be 60 percent. |
| 27A.08 <u>Required Yards</u> | (a) Front yards shall be a minimum of 7.5 m;
(b) Side yards shall be a minimum of 4.5 m, except:
(i) when the lot abuts a Residential, Rural Residential, or Multiple Family Residential Zone, the side yard shall be a minimum of 15m;
(ii) when the lot abuts an Industrial Zone, the side yard may be zero;
(iii) when the lot abuts any other Zone, the side yard shall be a minimum of 3 m;
(c) Flanking yards shall be a minimum of 6 m CTS;
(d) Rear yards shall be a minimum of 7.5 m, except:
(i) where a rear lot line abuts a Residential, Rural Residential, or Multiple Family Residential Zone the rear yard shall be a minimum of 15 m;
(ii) where a rear lot line abuts an Industrial Zone, the rear yard may be reduced to not less than 4.5 m. |
| 27A.09 <u>Storage</u> | Storage shall not be permitted in required yards adjacent to any Residential or Multiple Family Residential Zone." |
- (e) Part 4 – SIGNS
- i. By amending Section 1.12 SIGN AREAS subsection (c) by adding "GENERAL INDUSTRIAL MEDICAL MARIHUANA" after "GENERAL INDUSTRIAL".
- (f) Schedule B ZONING MAPS
- i. By amending Map 2: Otter Point Zoning to incorporate the amendment as shown on Plan No. 1 attached to and forming part of this bylaw.
- (g) By deleting from the General Industrial (M-2) zone, and adding to the General Industrial Medical Marihuana (M-2MM) zone, for the purpose of permitting a medical marihuana production facility licensed by Health Canada on Strata Lot 14, Section 16, Otter District, Plan V1S7096, as shown on Plan No. 1, attached to and forming part of this bylaw.

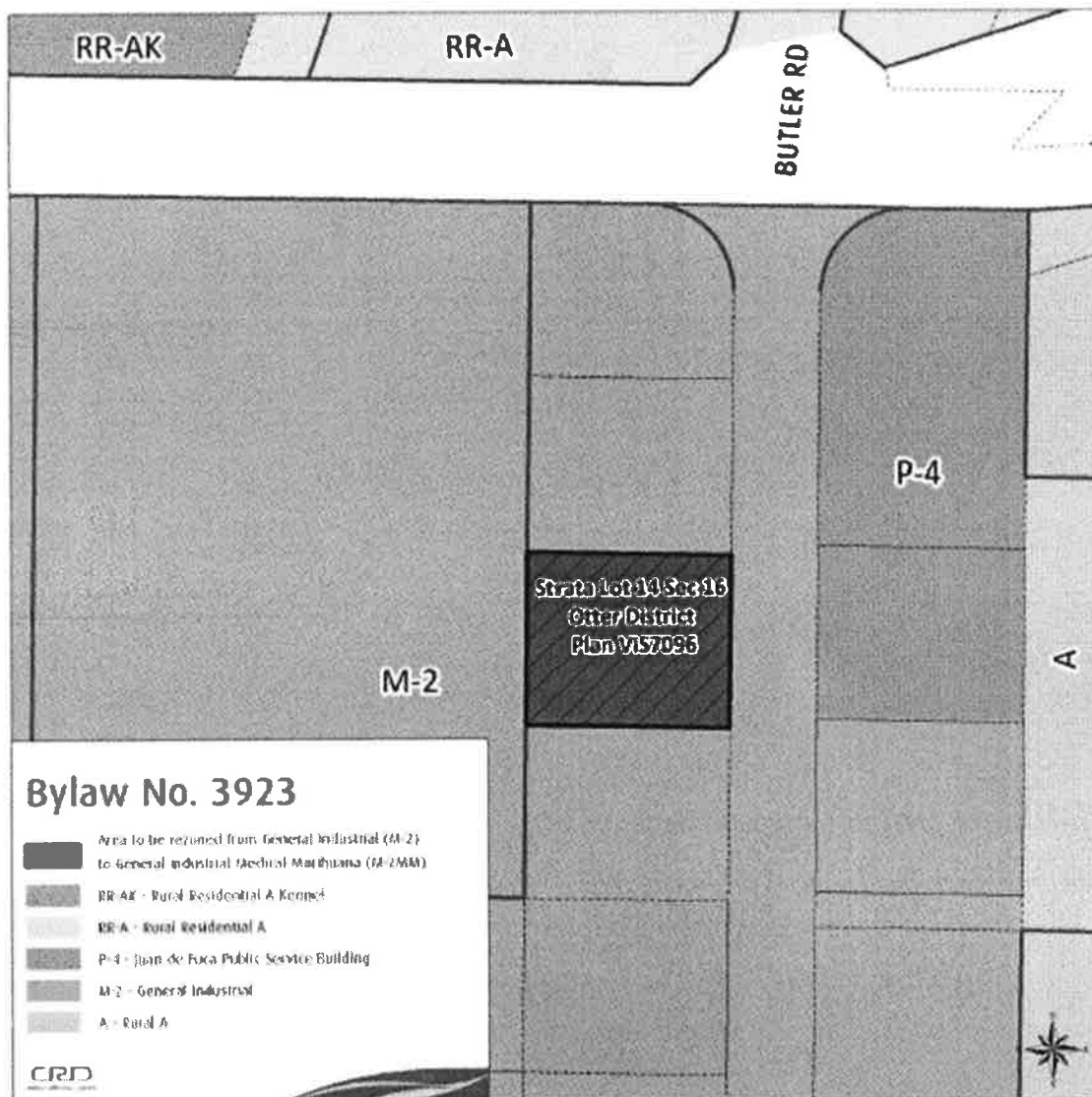
2. This bylaw may be cited as Bylaw No. 3923, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 119, 2014".

READ A FIRST TIME THIS	day of	, 2014.
READ A SECOND TIME THIS	day of	, 2014.
READ A THIRD TIME THIS	day of	, 2014.
APPROVED by the Minister of Transportation		
and Infrastructure THIS	day of	, 2014.
ADOPTED THIS	day of	, 2014.

CHAIR

CORPORATE OFFICER

Plan No. 1



Appendix 2: Report of the Public Hearing

REPORT OF PUBLIC HEARING

held at the Juan de Fuca Local Area Services Building
3-7450 Butler Road, Otter Point, BC
June 2, 2014 at 7:00 p.m.

SUBJECT: **BYLAW NO. 3923**, cited as Bylaw No. 3923, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 119, 2014"

PRESENT: **Director M. Hicks**, Chair by Resolution of the Capital Regional District Board on Wednesday, May 14, 2014
CRD Staff: J. Klassen, Manager, Local Area Planning; W. Miller, Recorder

PURPOSE OF THE HEARING:

Bylaw No. 3923 will amend the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 by creating a new General Industrial Medical Marihuana (M-2MM) zone, and deleting lands from the General Industrial (M-2) zone, and adding to the General Industrial Medical Marihuana (M-2MM) zone for the purpose of permitting a medical marihuana production facility licensed by Health Canada on Strata Lot 14, Section 16, Otter District, Plan VIS7096 (6-7450 Butler Road).

NOTICE: Notices were inserted in two (2) consecutive issues of the Sooke News Mirror appearing on May 21 and May 28, 2014.

ATTENDANCE: There were three people in attendance.

The Chair declared the Public Hearing open at 7:04 p.m. The guidelines and procedures of the Public Hearing and Notice of Public Hearing were read to those present and the Chair called for comments from those in attendance.

The Chair called three times for further discussion on the bylaw and hearing none closed the Public Hearing on Bylaw No. 3923 at 7:07 p.m.



CHAIR, Director M. Hicks



RECORDING SECRETARY, W. Miller



**REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JUNE 11, 2014**

SUBJECT **PUBLIC HEARING REPORT ON BYLAW NO. 3934, "JUAN DE FUCA LAND USE BYLAW, 1992, AMENDMENT BYLAW NO. 120, 2014"**

ISSUE

To receive the Report of the Public Hearing held June 2, 2014 for proposed Bylaw No. 3934 and to consider Bylaw No. 3934 for third reading.

BACKGROUND

The Capital Regional District (CRD) Board gave first and second reading to Bylaw No. 3934, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 120, 2014" on May 14, 2014, and a resolution was made to delegate authority to the Regional Director to hold a Public Hearing with respect to Bylaw No. 3934.

Bylaw No. 3934 (Appendix 1) will amend the Juan de Fuca Land Use Bylaw by deleting from the Rural (A) zone, and adding to the Rural Residential 2 (RR-2) zone for the purpose of permitting a 2-lot subdivision of Lot 3, Section 16, Otter District, Plan 1959 (3384 Otter Point Road).

On June 2, 2014, a Public Hearing was held for Bylaw No. 3934. There were three people in attendance. The Report of the Public Hearing is attached (Appendix 2).

ALTERNATIVES

1. Receive the minutes that form the Report of the Public Hearing on Bylaw No. 3934, and give third reading to Bylaw No. 3934, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 120, 2014".
2. Receive the minutes that form the Report of the Public Hearing on Bylaw No. 3934, and not give any further readings to Bylaw No. 3934, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 120, 2014".

SUMMARY


A Public Hearing was held on June 2, 2014 for Bylaw No. 3934, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 120, 2014". The minutes are attached as the Report of the Public Hearing.

Three people were in attendance at the public meeting. No one spoke against the proposal. No written submissions were received. Staff recommends Alternative 1 to receive the minutes and for the proposed bylaw to proceed to third reading.

RECOMMENDATIONS

That the Capital Regional District Board:

1. Receive the attached minutes that form the Report of the Public Hearing which are certified as a fair and accurate summary of the representations that were made at the Public Hearing held on June 2, 2014 for Bylaw No. 3934, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 120, 2014"; and
2. Bylaw No. 3934, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 120, 2014" be read a third time.



June Klassen, MCIP, RPP
Manager, Local Area Planning Services



Kevin Lorette, P.Eng., MBA
General Manager
Planning and Protective Services
Concurrence

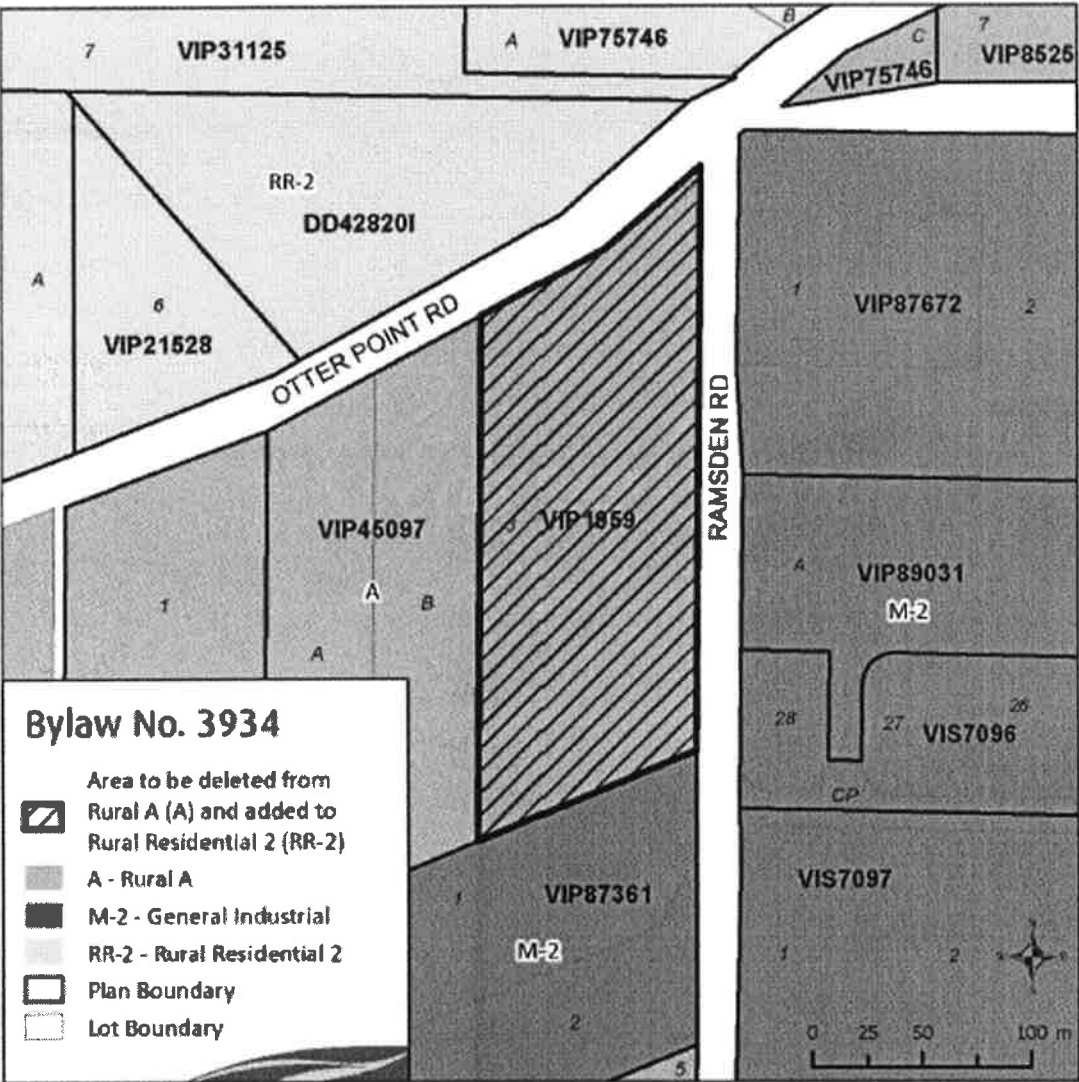


Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

Appendix 1 – Proposed Bylaw No. 3934
Appendix 2 – Report of the Public Hearing June 2, 2014

Plan No. 1 of Bylaw No. 3934

Lot 3, Section 16, Otter District, Plan 1959 shown on this plan attached to and forming part of this bylaw.



Appendix 2: Report of the Public Hearing

REPORT OF PUBLIC HEARING

held at the Juan de Fuca Local Area Services Building
3-7450 Butler Road, Otter Point, BC

June 2, 2014 at 7:00 p.m. after the Close of the Public Hearing for Bylaw No. 3923

SUBJECT: **BYLAW NO. 3934**, cited as Bylaw No. 3934, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 120, 2014"

PRESENT: **Director M. Hicks**, Chair by Resolution of the Capital Regional District Board on Wednesday, May 14, 2014
CRD Staff: J. Klassen, Manager, Local Area Planning; W. Miller, Recorder

PURPOSE OF THE HEARING:

Bylaw No. 3934 will amend the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 by deleting from the Rural (A) zone, and adding to the Rural Residential 2 (RR-2) zone for the purpose of permitting a 2-lot subdivision of Lot 3, Section 16, Otter District, Plan 1959 (3384 Otter Point Road).

NOTICE: Notices were inserted in two (2) consecutive issues of the Sooke News Mirror appearing on May 21 and May 28, 2014.

ATTENDANCE: There were three people in attendance.

The Chair declared the Public Hearing open at 7:07 p.m. The guidelines and procedures of the Public Hearing and Notice of Public Hearing were read to those present and the Chair called for comments from those in attendance.

The Chair called three times for further discussion on the bylaw and hearing none closed the Public Hearing on Bylaw No. 3934 at 7:10 p.m.



CHAIR, Director M. Hicks



RECORDING SECRETARY, W. Miller