



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, November 10, 2021

11:00 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

M. Hicks (Chair), G. Holman (Vice-Chair), D. Howe, C. Plant (Board Chair, ex-officio)

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [21-804](#) Minutes of the October 13, 2021 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Electoral Areas Committee meeting of October 13, 2021 be adopted as circulated.

Attachments: [Minutes - October 13, 2021](#)

4. Chair's Remarks

5. Presentations/Delegations

In keeping with directives from the Province of BC, there is limited space for the public to attend CRD Board meetings in-person at this time. However, the public may continue to view meeting materials and Live Webcasts online. If you wish to attend a meeting in-person, please email legserv@crd.bc.ca.

CRD encourages delegations to participate electronically. Please complete the online application for "Addressing the Board" on our website and staff will respond with details.

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

6. Committee Business

6.1. [21-701](#) Updated Capital Regional District Climate Action Strategy

Recommendation: [At the October 13, 2021 Capital Regional District meeting, the Capital Regional District Regional Climate Action Strategy was approved and forwarded to the Electoral Areas Committee for information:]
That the Updated Capital Regional District Climate Action Strategy report be received for information.

Attachments: [Staff Report: Updated Capital Regional District Climate Action Strategy](#)
 [Appendix A: Taking Action on the Climate Emergency - Sept. 2021 Report](#)
 [Appendix B: Taking Action on the Climate Emergency Presentation](#)

6.2. [21-645](#) Bylaw Nos. 4470 and 4471: Fees and Charges (Local Utilities)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4470, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 15, 2021", be introduced and read a first, second, and third time.
2. That Bylaw No. 4470 be adopted.
(NWA, 2/3rds on adoption)
3. That Bylaw No. 4471, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 10, 2021", be introduced and read a first, second, and third time.
4. That Bylaw No. 4471 be adopted.
(WP - JDF EA & SGI, 2/3rds on adoption)

Attachments: [Staff Reports Bylaws 4470-4471 Fee Charges Bylaw](#)
 [Appendix A: 4470 SSI Utility Fee & Charges Amendment](#)
 [Appendix B: 4471 SGI & JDF Utility Fee & Charges Amendment](#)
 [Appendix C: Bylaws 4470-4471 Charges Summary](#)

6.3. [21-838](#) Salt Spring Island Liquid Waste Bylaw Amendment - Composting Facilities

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4085, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021", be introduced and read a first, second and third time;
2. That Bylaw No. 4085 be forwarded to the Inspector of Municipalities for approval.
(NWA, 2/3rds on adoption)

Attachments: [Staff Report: SSILW Bylaw Amend.- Composting Fac.](#)
 [Appendix A: Bylaw No.4085](#)
 [Appendix B: Redlined Bylaw No. 2118](#)

6.4. [21-796](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: That the following minutes be received for information:

- a) Galiano Parks and Recreation Commission minutes September 2, 2021
- b) Galiano Parks and Recreation Commission minutes October 7, 2021
- c) Lyall Harbour Boot Cove Water Local Service Committee minutes November 23, 2020
- d) Magic Lake Estates Water and Sewer Committee minutes of September 14, 2021
- e) Mayne Island Parks and Recreation Commission minutes of September 9, 2021
- f) Port Renfrew Utility Services Committee minutes of November 19, 2020
- g) Port Renfrew Utility Services Committee minutes of June 29, 2021 special meeting
- h) Skana Water Service Committee minutes of November 30, 2020
- i) Sticks Allison Water Local Service Committee minutes November 24, 2020
- j) Surfside Park Estates Water Service Committee minutes of November 30, 2020
- k) Wilderness Mountain Water Service Commission minutes of November 24, 2020
- l) Wilderness Mountain Water Service Commission minutes of February 16, 2021
- m) Wilderness Mountain Water Service Commission minutes of June 2, 2021

Attachments:

[Minutes: Galiano Parks & Rec Commission-Sep. 2, 2021](#)

[Minutes: Galiano Parks & Rec Commission-Oct. 7, 2021](#)

[Minutes: Lyall Hrbr/Boot Cove Water Local Svc Cttee-Nov. 23, 2020](#)

[Minutes: MLE Water & Sewer Cttee-Sep. 14, 2021](#)

[Minutes: Mayne Island Parks & Rec Commiss-Sep. 9, 2021](#)

[Minutes: Port Renfrew Utility Svcs Cttee-Nov. 19, 2020](#)

[Minutes: Port Renfrew Utility Svcs Cttee-Jun. 29, 2021](#)

[Minutes: Skana Water Service Committee-Nov. 30, 2020](#)

[Minutes: Sticks Allison Water Local Svc Cttee-Nov. 24, 2020](#)

[Minutes: Surfside Park Estates Water Svc Cttee-Nov. 30, 2020](#)

[Minutes: Wilderness Mountain Water Svc Commiss-Nov. 24, 2020](#)

[Minutes: Wilderness Mountain Water Svc Commiss-Feb. 16, 2021](#)

[Minutes: Wilderness Mountain Water Svc Commiss-Jun. 2, 2021](#)

7. Notice(s) of Motion**8. New Business****9. Adjournment**

The next meeting is December 8, 2021.

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Electoral Areas Committee

Wednesday, October 13, 2021

11:05 AM

**6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7**

PRESENT

Directors: M. Hicks (Chair), G. Holman (Vice-Chair), B. Brent (for D. Howe), C. Plant (Board Chair, ex-officio)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; R. Lachance, Senior Manager, Financial Services; D. Ovington, Manager, Salt Spring Island Recreation; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; L. Xu, Manager, Finance Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Regrets: Director D. Howe

The meeting was called to order at 11:03 am.

1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Alternate Director Brent, SECONDED by Director Holman,
That the agenda for the October 13, 2021 Electoral Areas Committee meeting be
approved.
CARRIED**

3. Adoption of Minutes

3.1. [21-780](#) Minutes of September 8, 2021 Electoral Areas Committee Meeting

**MOVED by Alternate Director Brent, SECONDED by Director Holman,
That the minutes of the Electoral Areas Committee meeting of September 8, 2021
be adopted as circulated.
CARRIED**

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [21-774](#) 2022 Service Planning - Electoral Areas

Staff spoke to Item 6.1.

Discussion ensued on the following:

- the rise in, and forecast of Freedom of Information requests
- requesting a review of the Freedom of Information regulation and reconsideration of the exemptions for charge of service from the office of the Privacy Commissioner
- a status update of the Connected Coast project

MOVED by Alternate Director Brent, SECONDED by Director Holman, The Electoral Areas Committee recommends the Committee of the Whole recommend to the Capital Regional District Board: That Appendix A, Community Need Summary - Electoral Areas be approved as presented and form the basis of the 2022-2026 Financial Plan. CARRIED

6.2. [21-651](#) 2022 Preliminary Electoral Area Budget Review

N. Chan spoke to Item 6.2.

Discussion ensued on the following:

- funds set aside for a local community commission on Salt Spring Island
- annual reporting per electoral area on the distribution of building inspection requisitions
- future plans for the recent bequest to the CRD animal control service
- provisions for unforeseen costs due to the transition of the Fire Dispatch system
- the final budget in March will differ from provisional by updating assessment values and folios not available until the new year by BC assessments

MOVED by Director Holman, SECONDED by Alternate Director Brent, The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the 2022 Electoral Area Services Budgets be given provisional approval as presented, and
2. That the new initiatives identified in Appendix D for January 1, 2022, implementation be approved for expenditure.

CARRIED

6.3. [21-652](#) Bylaw No. 4455: Tax Exemption (Permissive) Bylaw, 2021

N. Chan spoke to Item 6.3.

Discussion ensued on BC Assessment's requirements for tax exemptions.

**MOVED by Director Holman, SECONDED by Alternate Director Brent,
The Electoral Areas Committee recommends to the Capital Regional District
Board:**

- 1. That Bylaw No. 4455, "Tax Exemption (Permissive) Bylaw, 2021" be introduced and read a first, second and third time;**
- 2. That Bylaw No. 4455 be adopted.**

CARRIED

6.4. [21-693](#) Appointment of Officers

**MOVED by Director Plant, SECONDED by Director Hicks,
That the Electoral Areas Committee recommends to the Capital Regional District
Board:**

That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Mark Groulx be appointed as Chief Bylaw Officer.

CARRIED

6.5. [21-757](#) Expansion of Willis Point Fire Protection, Emergency Response and Recreation Facilities Local Service Area (Bylaw No. 1951)

Staff recommended that the motion be amended to replace the wording "referred to the Inspector of Municipalities for approval", with the word "adopted" in bullet three.

**MOVED by Director Hicks, SECONDED by Alternate Director Brent,
That The Electoral Areas Committee recommends to the Capital Regional District
Board:**

- 1. That the attached Certificate of Results of the petition to expand the service area boundary for the Willis Point Fire Protection, Emergency Response and Recreation Service be received;**
- 2. That Bylaw No. 4458, "Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 5, 2021" be read a first, second, and third time; and**
- 3. That Bylaw No. 4458 be adopted.**

CARRIED

- 6.6. [21-761](#) Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021.

J. Starke spoke to Item 6.6.

**MOVED by Alternate Director Brent, SECONDED by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:**

1. That Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021" be introduced and read a first, second, and third time.
2. That Bylaw No. 4444, "Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021" be adopted.

CARRIED

- 6.7. [21-710](#) Previous Minutes of Other CRD Committees and Commissions for Information

**MOVED by Director Plant, SECONDED by Director Holman,
That the following minutes be received for information:**

- a) Magic Lake Estates Water and Sewer Committee minutes - July 13, 2021
- b) Mayne Island Parks and Recreation Commission minutes - August 12, 2021

CARRIED

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

**MOVED by Alternate Director Brent, SECONDED by Director Holman,
That the October 13, 2021 Electoral Areas Committee meeting be adjourned at 12:01 pm.**

CARRIED

CHAIR

RECORDER

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 29, 2021**

SUBJECT **Updated Capital Regional District Climate Action Strategy**

ISSUE SUMMARY

To present the renewed draft Capital Regional District (CRD) Climate Action Strategy for approval.

BACKGROUND

The CRD has committed to taking action to address climate change within operations at the regional level, as highlighted in the Board's declaration of a climate emergency and accompanying commitment to take a leadership role to pursue regional carbon neutrality. In response, staff led the development of a renewed draft Climate Action Strategy (the strategy), replacing both the CRD 2016 Corporate Climate Action Strategy and the 2017 Regional Climate Action Strategy. The strategy (Appendix A) reflects current Board priorities and provides a clear path for how the CRD will show leadership on climate action.

The strategy outlines how the CRD can influence, lead and support efforts to reduce emissions and adapt to a changing climate. It includes a renewed vision, principles, goals and corporate greenhouse gas (GHG) reduction targets. To leverage and maximize region-wide benefits, it aligns with federal, provincial and local initiatives and policy directives. It is recognized that the success of this strategy relies on our collective commitment to bold climate action at all levels of government.

Over the next five years, the CRD's Climate Action Service, and over twenty CRD divisions, will be responsible for implementation of the strategy's 128 actions. Staff will monitor and assess whether actions need to be adapted, shifted or updated to reflect changing context or opportunities, and report progress annually. After five years, the strategy will be updated to continue advancing the CRD's climate goals.

To develop the strategy, staff and a consultant team engaged staff representatives for numerous CRD divisions, the CRD Climate Action Inter-Municipal Working Group, and elected officials on the CRD Climate Action Inter-Municipal Task Force. Input was embedded into the strategy, and feedback, in general, aligns with the draft Strategy.

ALTERNATIVES

Alternative 1

The Environmental Services Committee recommends to the Capital Regional District Board:

1. That the Capital Regional District Regional Climate Action Strategy be approved; and
2. That staff be directed to forward this report to municipal councils for information.

Alternative 2

That the report be referred back to staff for further review.

IMPLICATIONS

Environmental & Climate Implications

The strategy recognizes that GHG emissions must be reduced and sequestered and, to respond to climate impacts, efforts must focus on understanding vulnerabilities, ensuring natural assets are resilient, and preparing the region's infrastructure and lands.

The strategy sets a new corporate GHG reduction target of 45% below 2007 levels by 2030 (per the Province's reporting framework). The strategy aligns with the regional target to reduce GHG emissions 61% by 2038 based on 2007 levels (per 2018 Regional Growth Strategy). Further, the Intergovernmental Panel on Climate Change states that to limit global temperature rise below 1.5°C, there must be net-zero emissions by 2050. The strategy includes CRD actions to support this pathway over the next five years.

Intergovernmental Implications

To develop this strategy, staff reviewed municipal climate plans and consulted the region's municipalities and electoral areas to understand priorities for the CRD to play a role in achieving coordinated regional climate action goals. The strategy complements municipal priorities, fills in gaps and aligns with federal and provincial governments. It is intended to inform the service and work plans of CRD community-based services, guide funding applications and highlight partnership and advocacy opportunities.

Supporting Indigenous-led climate solutions is a foundational principle of the strategy. The CRD will continue to look to the region's First Nations to understand priorities and support, as needed.

Regional Growth Strategy Implications

The strategy aligns with the policy direction of the CRD's Regional Growth Strategy.

Social Implications

Development of the strategy identified six principles that guided the selection of actions and will continue to guide their implementation, including a core principle to ensure "actions are inclusive and accessible to residents across the region, and support the most vulnerable."

Financial Implications

While many of the strategy's actions can be accomplished within existing service levels, increased service adjustments have been proposed, starting in the 2022 budget year (refer to *2022 Service Planning – Climate Action & Adaptation* staff report, also on the September 29 agenda). The CRD will continue to leverage partnerships, programs and grant funding opportunities.

Future financial implications associated with service level adjustments, identified by feasibility or other studies, would be considered by the Board in future service planning processes.

Service Delivery Implications

The strategy proposes a service adjustment of two new full-time equivalents (FTE), the conversion of one FTE to a continuous versus contract position, and reallocation of funding due to loss of the Climate Action Revenue Incentive Program. This would allow the CRD to support additional programming related to regional energy retrofits (refer to *Capital Region Energy Retrofit Business Case* staff report, also on the September 29 agenda), public electric vehicle charging (related to the June 16, 2021 CRD Electric Vehicle Infrastructure Roadmap staff report), municipal climate action policy and capacity building, and to advance corporate energy management. Refer to the *2022 Service Planning – Climate Action & Adaptation* staff report, also on the September 29 agenda.

An increase in service delivery to the Climate Action Service requires a bylaw amendment to increase requisition room limits. Should the proposed 2022 service planning adjustments or the amendment of Bylaw No. 3510, Climate Action & Adaptation, not be supported, actions and associated timelines would need to be adjusted within the strategy's five-year action plan.

Alignment with Board & Corporate Priorities

The key driver of the strategy is to advance the Board's Climate Action & Environmental Stewardship Strategic Priority and accelerate the CRD's Climate Action activities in light of its declaration of a Climate Emergency.

Alignment with Existing Plans & Strategies

Embedded through numerous services, climate action at the CRD has strong linkages with several strategic plans across the organization including: 2019-2022 Board Priorities and Corporate Plan, the 2018 Regional Growth Strategy, the 2014 Regional Transportation Plan and Pedestrian and Cycling Master Plans, the 2017 Regional Water Supply Strategic Plan, the forthcoming Regional Parks Strategic Plan, the recently approved Solid Waste Management Plan and regional transportation priorities (Appendix A). Successful implementation of these dependent plans alongside the strategy is integral to fulfilling the CRD's role in climate action.

CONCLUSION

The CRD Climate Action Strategy provides a renewed vision, goals and plan to guide the organization's climate action activities for the next five years. Developed in consultation with municipal partners, the Strategy includes an implementation plan for where and how the CRD will influence, lead or support our region in reducing greenhouse gas emissions and preparing for climate impacts through its various services.

RECOMMENDATION

The Environmental Services Committee recommends to the Capital Regional District Board:

1. That the Capital Regional District Regional Climate Action Strategy be approved; and
2. That staff be directed to forward this report to municipal councils for information.

Submitted by:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENTS

- Appendix A: CRD Climate Action Strategy - Taking Action on the Climate Emergency - September 2021 Report
- Appendix B: Climate Action Strategy 2021 - Taking Action on the Climate Emergency - Presentation

Climate Action Strategy

Taking Action on the Climate Emergency

Territorial Acknowledgement

The CRD acknowledges that it conducts its business in the territory of the Lək'wəḡən (Songhees) and Xwsepsum (Esquimalt) Nations here in the core area, the W̱SÁNEĆ Nations, including W̱JOḺELP (Tsartlip), BOKÉĆEN (Pauquachin), S̱ÁUTW̱, (Tsawout) and W̱SIKEM (Tseycum) on the Saanich Peninsula and Gulf Islands, Sc'ianew (Beecher Bay), T'Sou-ke, and Pacheedaht to the west as well as MÁLEXEL (Malahat) and Pune'laxutth' (Penelekut) Nations. All of whom have lived on these lands since time immemorial.



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Introduction

The Climate Emergency

Addressing climate change is one of the most critical issues of our time – both locally and across the planet. The Capital Regional District (CRD) has clearly acknowledged and committed to taking action to address climate change within our operations as well as at the regional level, to reduce emissions and to prepare for the uncertainty a changing climate brings. This was highlighted in the Board’s declaration of a climate emergency in early 2019 and commitment to taking a leadership role to pursue regional carbon neutrality.

In response to the climate emergency, the CRD developed this updated five-year Climate Action Strategy in 2021, replacing two former strategies and integrating with existing local, provincial and federal climate action initiatives. The success of this strategy relies on our collective commitment to bold climate action at all levels of government to respond to this emergency.

Climate Action Vision

Through collective action, we eliminate emissions and foster healthy and resilient communities and natural areas now and in the future.

This vision recognizes that the CRD must act in concert with many partners to address the climate emergency, ensuring the region is minimizing its contribution to climate change while also preparing for the changes that have already begun. In this context, “we” is inclusive of all governments, First Nations, residents, businesses, institutions, organizations and residents

in the region. The CRD has many important roles to play in achieving this vision. This plan lays out those roles, as well as specific actions the CRD can take over the next five years to reduce emissions and prepare for changes to our climate.

Guiding Principles

Six principles were identified during the development of this strategy that guided the selection of the actions, and will continue to be used to guide the implementation of actions under each goal area:

- **Leadership:** The CRD takes bold action to rapidly eliminate greenhouse gas (GHG) emissions from corporate operations, prepares CRD assets for the changing climate, and integrates climate action across the CRD's local and regional services.
- **Urgency:** Actions to mitigate the impacts of climate change are swift and substantial to respond to the climate emergency.
- **Collaboration:** Collaborative and collective action among municipal, provincial, federal and First Nations governments, businesses, organizations and residents is critical to advance climate action.
- **First Nations relations:** Actions support Indigenous-led climate solutions that are grounded in Indigenous self-determination, shared prosperity and respect Indigenous relationships with the land, water and all beings.
- **Equity:** Actions are inclusive and accessible to residents across the region, and particularly support those most vulnerable to the impacts of climate change.
- **Co-benefits:** Actions maximize co-benefits, including reducing GHG emissions, increasing resilience, improving affordability, expanding economic opportunities, improving health and well-being, advancing reconciliation, and more.

Climate Commitments by Other Governments

The CRD's 2019 climate emergency declaration was prefaced by the Intergovernmental Panel on Climate Change (IPCC) report released in 2018, which found that limiting warming to a 1.5°C change this century could avoid more catastrophic impacts of climate change that would be experienced at 2°C or more of warming. Further to this, the report identified that to limit global temperatures to an increase of 1.5°C this century, the global community will need to achieve a greenhouse gas (GHG) emissions reduction of about 45% from 2010 levels by 2030 and become carbon neutral by approximately 2050.¹

In 2021, Canada's federal government passed the *Canadian Net-Zero Emissions Accountability Act*, which sets out targets to achieve net-zero GHG emissions by 2050 and aligns Canada with the IPCC report findings.² The government also released a strengthened climate action plan, including a proposal to increase the carbon tax annually from \$50 per tonne of CO₂ emissions in 2022 to \$170 per tonne in 2030.

Provincially, BC has set targets to reduce GHG emissions 40% by 2030, 60% by 2040 and 80% by 2050, relative to 2007.³ In 2018, the Province released the CleanBC plan with actions that are estimated to reduce BC's emissions by 18.9 megatonnes of CO₂e, 75% of the amount needed to reach the 2030 target. In 2019, the Province amended the *Climate Change Accountability Act* to include requirements related to climate risk and adaptation. This legislation requires an annual ministerial report on climate change risks, and an overview of government's actions to manage them. Currently, the Province is developing a Climate Preparedness and Adaptation Strategy that outlines actions for 2022-2025 needed to address the greatest risks to BC, building from the 2019 Preliminary Strategic Climate Risk Assessment. This, along with modernizing the *BC Emergency Program Act* and developing the forthcoming BC Flood Strategy, will guide provincial investments, policies and programs on climate adaptation in coming years.

Locally, municipal governments across the capital region have declared climate emergencies, promising to accelerate climate action efforts to achieve net-zero carbon emissions. Many have set very ambitious GHG reduction targets, enacted local policies and undertaken planning exercises aimed at reducing emissions and preparing for a changing climate.

Policies and programs implemented at each level of government are critical to achieving a carbon neutral capital region and improving our regional resiliency to climate change.

1. https://www.ipcc.ch/site/assets/uploads/sites/2/2019/05/SR15_SPM_version_report_LR.pdf

2. [Canadian Net-Zero Emissions Accountability Act](#)

3. [BC Climate Change Accountability Act, 2007](#)

Targets and Commitments

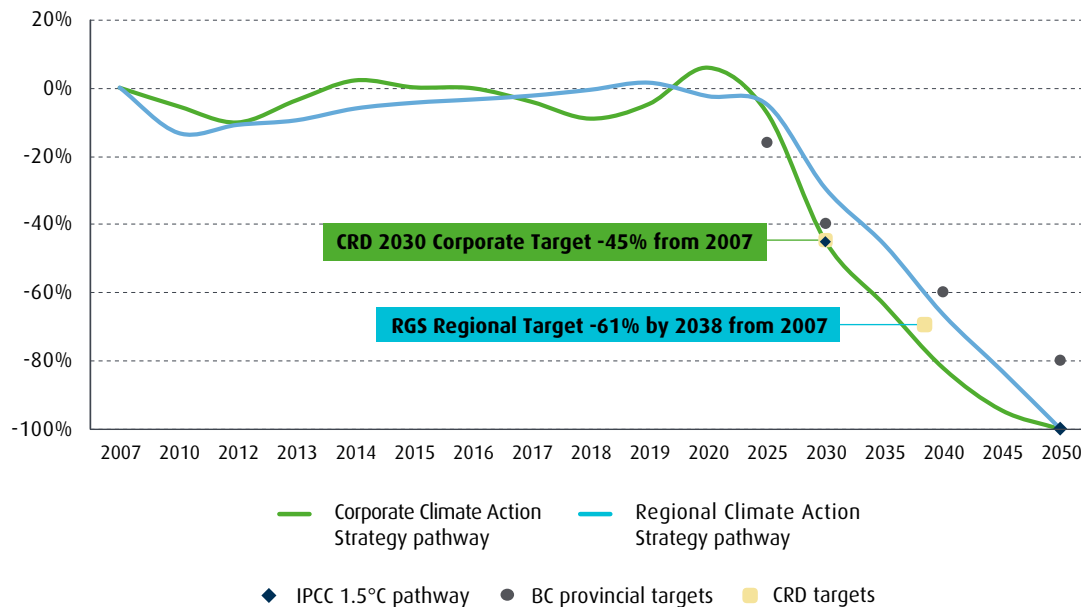
The following targets and commitments provide a set of markers that will help the CRD track and communicate progress on reducing GHG emissions, both at the regional and corporate scales. Figure 1 shows the pathways to reach these targets relative to international and provincial emission reduction goals.

Regional target: Reduce regional GHG emissions 61% by 2038 based on 2007 levels (as per 2018 Regional Growth Strategy).

Corporate target: Reduce corporate GHG emissions 45% by 2030 based on 2007 levels, and reach net-zero GHG emissions before 2050.

Climate emergency declaration: The CRD Board identified Climate Action & Environmental Stewardship as a priority for the region and approved a motion to declare a climate emergency. Through this declaration, the CRD signalled it would demonstrate leadership toward reaching regional carbon neutrality.⁴ This strategy outlines a pathway toward net-zero emissions by mid-century, in line with the IPCC modelled pathways to maintain temperatures below 1.5°C this century.

Figure 1. CRD GHG emission reduction pathways and targets



4. The Board declaration stated an aspirational goal to work toward being a carbon-neutral region by 2030. Upon examination of the existing state of the community and corporate greenhouse gas inventories, and the senior government policy positions, no feasible pathway of achieving regional carbon neutrality by 2030 was identified.



The CRD's Role in Climate Action

Building on a Strong Foundation

This 2021 strategy replaces and builds upon two existing CRD climate action strategies: the 2016 Corporate Climate Action Strategy and the 2017 Regional Climate Action Strategy. This 2021 strategy reflects current Board priorities (including the climate emergency declaration) to provide a clear path forward for how the CRD, under its service mandates, will show leadership on climate action, both for the CRD's corporate operations and for its community-focused services.

Corporate operations refer to operations and management of CRD-owned facilities, assets and lands, and corporate greenhouse gas (GHG) emissions refer to those produced by CRD corporate activity. Preparing corporate assets for climate change and reducing corporate GHG emissions are important because the CRD has direct control over these decisions, which provides an opportunity for the CRD to show leadership on climate action.

Community-focused climate action refers to action the CRD can take through its various regional, sub-regional and local services to support the climate mitigation and adaptation across the region. Depending on the service, the CRD has varying levels of control. In many cases, the CRD may influence but does not directly control decisions or outcomes, such as urban land use, transportation choices, energy-efficient building construction and retrofits and community waste reduction. Regional GHG emissions refer to all emissions from activities within the CRD region, a much larger amount of emissions than the CRD's corporate emissions. Enhancing regional resilience to a changing climate and reducing regional GHG emissions both involve significant partnerships with and between municipal, senior and First Nations governments, businesses, organizations and members of the public.

The **corporate** portion of the 2021 strategy builds from the 2016 strategy by involving stronger integration into the decision-making process, identifying key corporate projects, allocating resources and actively seeking grants to support additional investments. The **community** portion of the strategy focuses on areas where the CRD has the greatest influence and areas requiring or benefitting from strong regional coordination.

Throughout the development of this plan, there has been extensive engagement across CRD departments and with municipal representatives. The following groups were consulted, either through workshops or interviews:

- Elected officials from the CRD's Climate Action Inter-Municipal Task Force.
- Municipal staff from the CRD's Climate Action Inter-Municipal Working Group.
- Numerous staff from the CRD's various services that have a role in implementing this strategy, including: facilities, recreation, fleet, purchasing, finance, legislative, risk and insurance, regional and strategic planning, electoral area planning, parks, protective services, building inspections, environmental protection, utilities (water and wastewater), First Nations relations, health and capital planning, housing and environmental resource management.

Collectively, the input from this engagement led to the development of the new vision, guiding principles, goals and a set of actions and metrics to implement and monitor over the next five years.





Overview of the CRD

The CRD has over 200 services, infrastructure and financing agreements with municipalities and electoral areas to deliver services in the following categories:

- Regional, where all municipalities and electoral areas are served.
- Sub-regional, where two or more jurisdictions are served.
- Local, in the electoral areas where the CRD is the local government.

Services encompass the regional water supply, solid waste management, wastewater treatment, regional parks, recreation facilities and more.

In addition, the CRD owns and operates the Capital Region Housing Corporation, a non-profit operator of 2,007 affordable rental units within seven municipalities, and administers the Capital Regional Hospital District (CRHD). The CRHD invests in traditional health care services and provides capital funding for health care infrastructure, such as health facilities and hospital equipment.

Under Bylaw 3510, the CRD established a climate action service in 2009 to act as a resource and facilitator for local governments, citizens and organizations in the capital region on energy and climate issues. The service has five major focus areas:

- Provide support to local governments in developing and implementing climate action plans and programs (GHG emissions reductions and climate adaptation), as part of legislative requirements under Bill 27 and voluntary commitments under the BC Climate Action Charter.
- Catalyze action through partnerships with public and private sectors, non-governmental organizations and community organizations and increase public awareness of climate change issues.
- Liaise with senior levels of government on climate change-related programs, policies and legislation that impact the capital region.
- Provide scientific information, data and indicators related to local and regional GHG emissions and projected climate impacts.
- Support the CRD in fulfilling its corporate climate objectives by developing and facilitating the implementation of corporate climate action plans, policies and programs and support execution of climate-related Board strategic priorities.

Climate Action Strategy's Relationship to Other CRD Plans

Climate action at the CRD is embedded through numerous services and, as a result, has strong linkages with several strategic plans across the organization. Figure 2 highlights those with the strongest dependencies for this strategy, though there are several more that also influence the outcomes of climate action (see Appendix B). Successful implementation of these plans is integral to fulfilling the CRD's role in climate action.

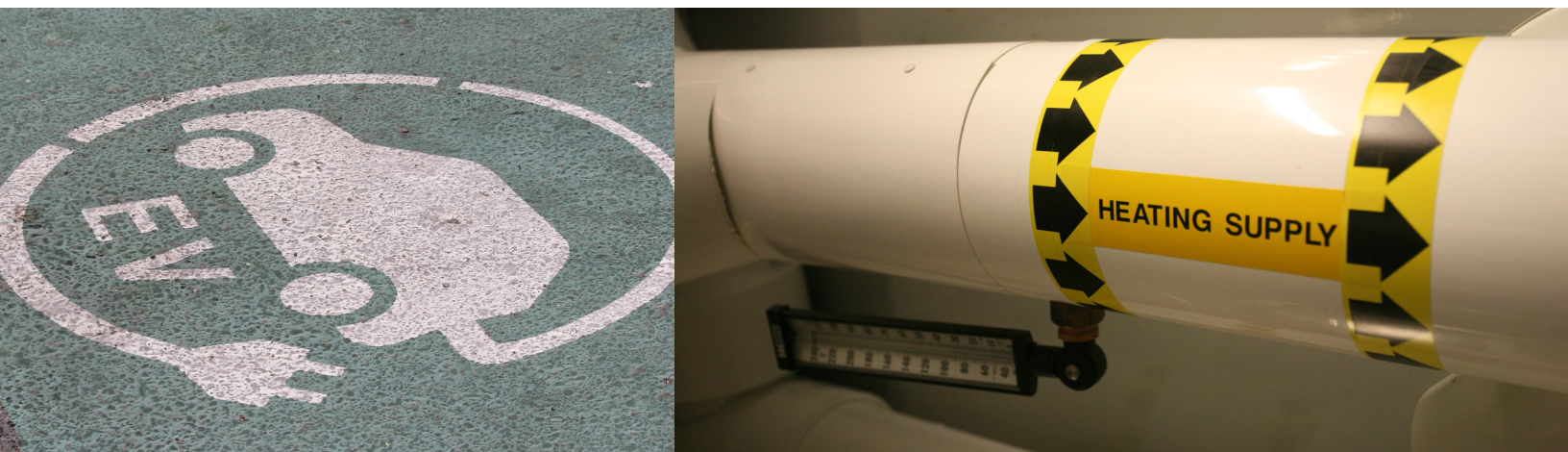
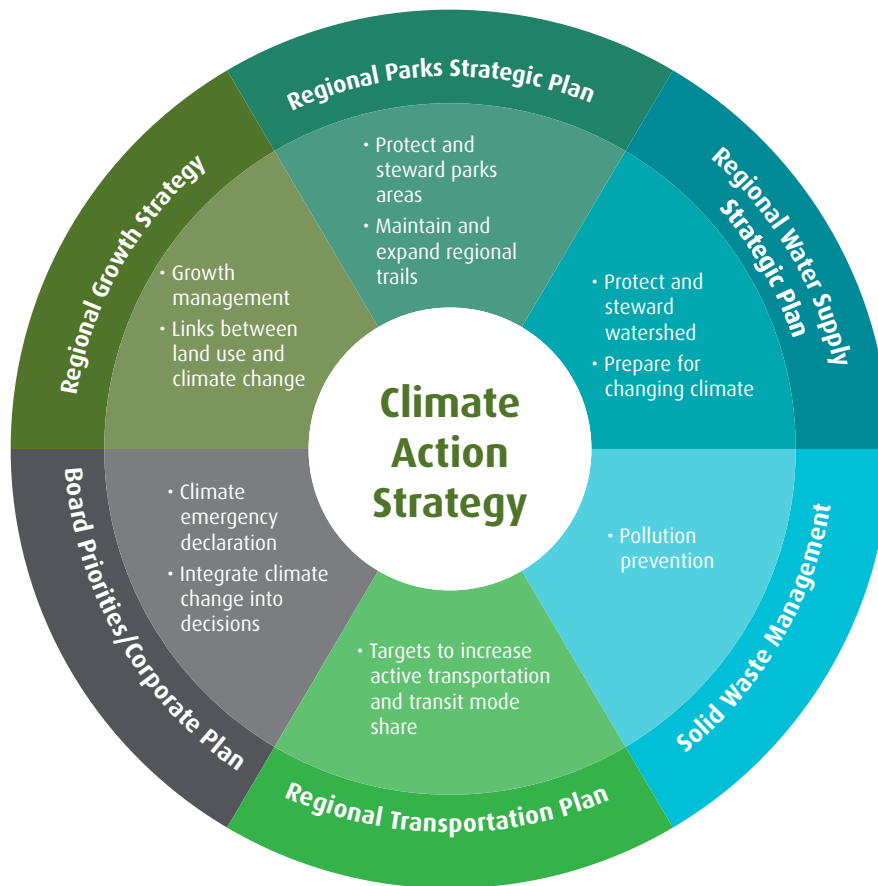
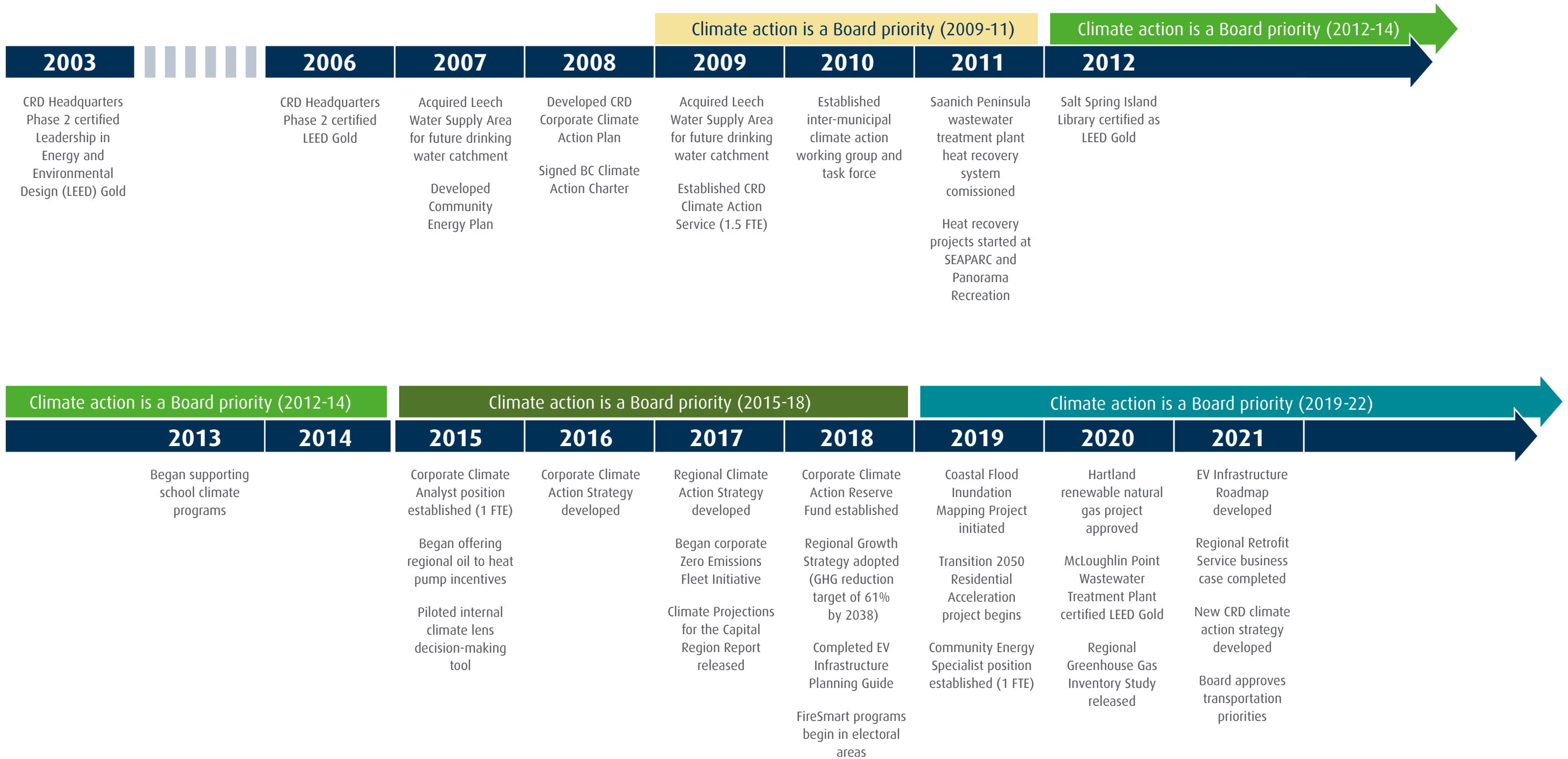


Figure 2. CRD strategies with strong links to the Climate Action Strategy



Climate Action through the Years





Adapting to a Changing Climate

Climate Projections and Impacts

Changes to our climate are already noticeable—extreme weather events like droughts, floods, heat waves and fires are happening more often—and these changes are projected to increase in frequency and severity over the coming decades. According to *Climate Projections for the Capital Region*,⁵ as a result of global warming, global climate models project the capital region will experience:

- more extreme climate events (such as intense storms or long heat waves).
- an increase in rainfall in fall, winter and spring; and a decrease in rainfall in summer.
- more intense, longer-lasting and more frequent rainfall events.
- frequent heavy snowfalls and rain on snow events in the short-term, less snow in the future.
- hotter summers and less days with freezing in winter.
- increased likelihood of variability of climate within and between years.

Global climate change is also increasing the region's susceptibility to increasing sea level rise. The most vulnerable areas to sea level rise are low-lying and have gently sloping beaches. Recent mapping activities by the CRD identified multiple sites like this in the region.⁶

5. [Climate Projections for the Capital Region](#), CRD, 2017

6. [Capital Region Coastal Flood Inundation Mapping Project](#), CRD, 2020

A changing climate will likely have many implications in this region—negatively affecting health, infrastructure, water supply, agriculture, ecosystems and species. These changes will result in more seasonal variations in water availability, causing droughts; high intensity precipitation events, causing flooding; heavy snow and ice, impacting transportation networks; extreme wind events that may cause power outages; prolonged heat events, increasing wildfire risk; and future coastal storms, flooding homes and infrastructure.

The scientific community agrees that the more we reduce total greenhouse gas emissions in the short term, the less intense these changes will be over time, and that acting earlier is in many cases less costly than delaying action.⁷ Public Safety Canada estimates that every dollar invested in mitigation saves \$3 to \$5 in recovery costs.⁸

CRD Climate Adaptation Planning

Adaptation is defined by the Intergovernmental Panel on Climate Change as the process of adjusting to actual or expected climate and its effects. This includes working to reduce or avoid harm, exploiting beneficial opportunities or facilitating adjustments in natural systems. To be effective in reducing our vulnerability and adapting to a changing climate, we need to improve how we anticipate, respond to and recover from both extreme weather events and more gradual changes occurring over time.

Over the past few years, the CRD has undertaken a number of planning exercises to better understand climate risk and identify actions that would reduce climate risk and support regional efforts on climate adaptation, as listed below. Results and recommendations from these exercises were considered in the development of this plan.

- **Corporate Climate Change Risk Assessment:**⁹ This report undertook a screening-level climate change risk assessment at the major asset class level to better understand vulnerabilities to climate change within corporate operations. Results included a list of recommendations to improve climate resiliency. Without undertaking action, a number of CRD assets—including ecological assets and parks; trails, boardwalks and piers; wastewater treatment, storage and conveyance systems; roads; bridge and tunnel assets; and dams and weirs—are most likely to be impacted by climate change.

7. [Special Report: Global Warming of 1.5°C, Summary for Policy Makers](#), IPCC, 2018. C.2.7 states that marginal abatement costs in modelled 1.5°C pathways are quite variable, but roughly 3-4 times higher than pathways limiting to 2.0°C (high confidence).

8. The Cost of Climate Adaptation, Federation of Canadian Municipalities and Insurance Bureau of Canada, 2019

9. Corporate Climate Change Risk Assessment, Stantec Consulting, 2021

- **Adaptation planning for the Greater Victoria Drinking Water Supply Area (GVWSA):** This involves mapping ecosystems, forest characteristics and invasive species to identify potential vulnerabilities to the projected impacts of climate change on the GVWSA. Analysis has pointed to the need to continue emphasizing wildfire prevention and post-fire rehabilitation to protect the water supply and source water quality.
- **Community Climate Change Adaptation Priorities for the Capital Regional District:**¹⁰ Led by ICLEI Canada, the CRD, in partnership with four municipalities, conducted a two-year climate risk assessment for the region, known as the Together for Climate project. This work identified risks and recommended actions the CRD can undertake to further support community preparedness for climate change. Regional risks identified included sea level rise, watershed health, air quality and extreme heat, invasive species, wind, tree health and interface fires. While the CRD is already engaged in advancing preparedness on many of these fronts, it is also well-poised to build capacity across the region in response to local climate impacts. This project recommended the CRD take a leadership role in supporting community-focused actions.



10. https://icleicanada.org/wp-content/uploads/2020/10/CRD-Climate-Adaptation-Resource_FINAL.pdf



Greenhouse Gas Emissions: Now and Looking Forward

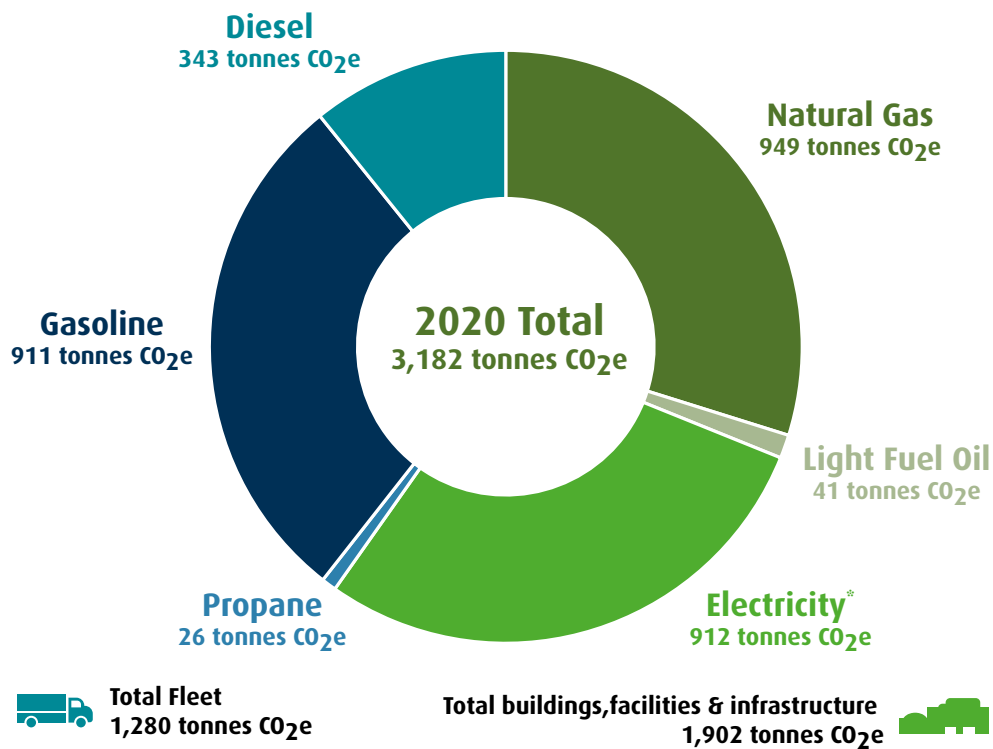
The CRD's Corporate GHG Emissions

In order to deliver services, the CRD operates buildings, infrastructure and a fleet of vehicles and equipment, which result in greenhouse (GHG) emissions – primarily from the use of fossil fuels. Since 2012, the corporation has annually tracked and reported its GHG emissions. Although the CRD's corporate emissions account for less than 1% of regional GHG emissions, reducing the organization's carbon footprint is an important area of action because the CRD can directly address these emissions through decisions made in the purchase, construction and operation of its assets and delivery of its services. In this realm, the CRD can take a leadership role in demonstrating how to rapidly eliminate GHG emissions.

2020 Corporate Emissions Profile and Business-as-usual Forecast

In 2020, the CRD's corporate operations resulted in roughly 3,182 tonnes of CO₂e, where operating fleet vehicles and equipment roughly account for 40%, and operating buildings, facilities and infrastructure account for 60% (see Figure 3). This represents an overall increase of 6% since 2007, while at the same time increasing service levels (including 24% increase in fleet size and 19% in staffing). This fell short of the 30% reduction target set for 2020.

Figure 3. Sources of greenhouse gas emissions from CRD Corporate operations in 2020



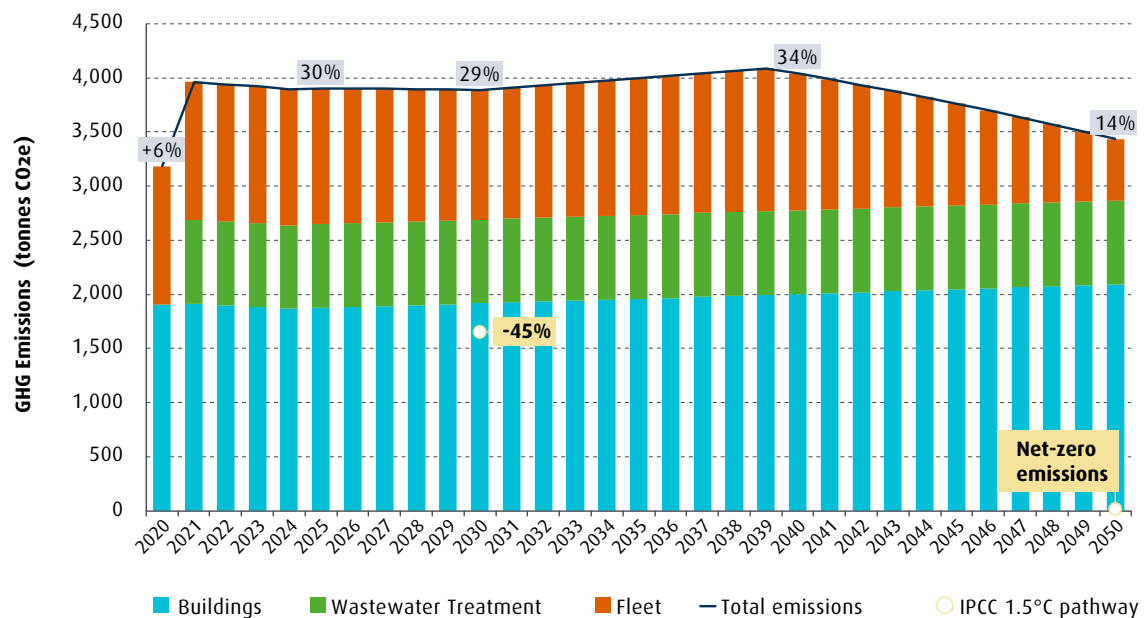
*Currently, electric vehicle charging is included in building electricity use

Sufficient emission reductions cannot be achieved without an increased corporate effort. A **business-as-usual scenario** (see Figure 4) estimates the change in corporate GHG emissions going forward, based on anticipated changes in service levels to serve a growing population, together with the implementation of senior government policies and regulations currently in place and CRD projects with allocated budget (see Table 1 for a list of assumptions). Following this trajectory, the CRD's corporate GHG emissions are estimated to increase by 33% by 2040, then decrease to +13% relative to the 2007 baseline by 2050—demonstrating that substantial effort is needed to align with the climate emergency commitment.

Table 1. CRD Corporate business-as-usual greenhouse gas emissions scenario assumptions

Sector	Item	Description	Year
Fleet	BC Low Carbon Fuel Regulation	-10% emissions intensity gasoline, diesel	2021-2030
Fleet	Federal Heavy-Duty Vehicle GHG Regulation	-16% fuel use in replacement vehicles from 2027 relative to 2017	2027-2039
Fleet	BC Zero Emission Vehicle (ZEV) Regulation	100% of replacement vehicles are ZEV starting in 2040	2040-2050
Buildings	New McLoughlin Point Wastewater Treatment Plant	18.6 GWh electricity; 145 MWh natural gas estimated	2021
Buildings	Japan Gulch Ultraviolet Plant Upgrade	-60% electricity consumption	2022-2024

Figure 4. CRD Corporate greenhouse gas emissions: business-as-usual scenario, 2020-2050, with percent change relative to 2007 (tonnes CO₂e)



CRD Corporate Emissions Reduction Target: 2021-2030

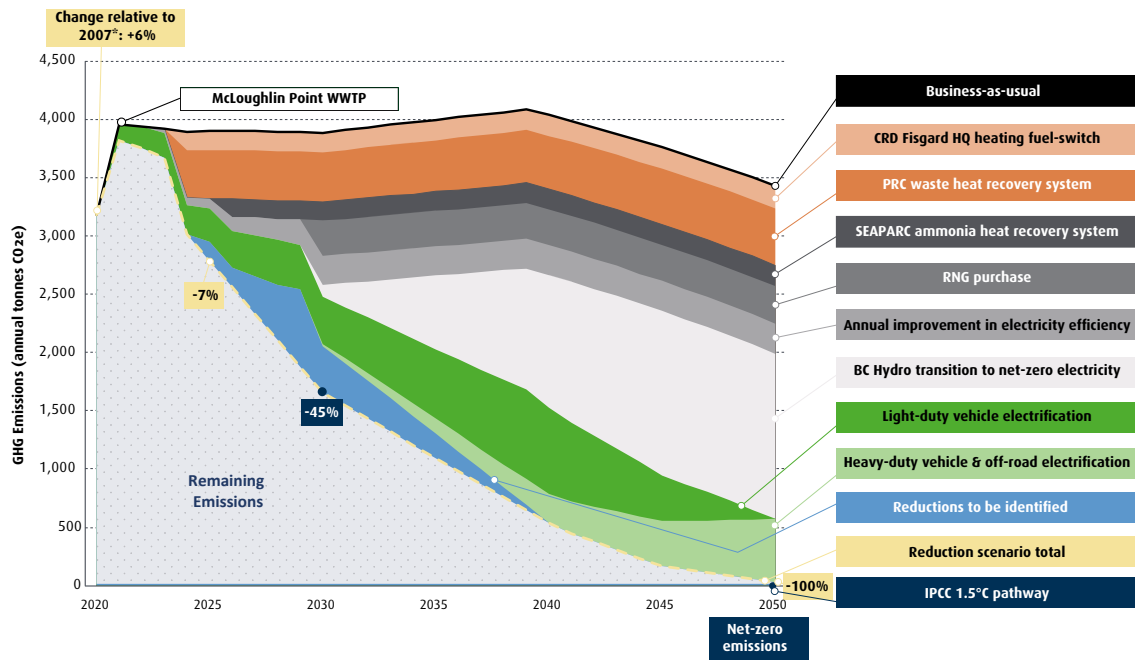
Though ambitious and requiring substantial resources and effort, the CRD can accomplish its reduction targets by ensuring the completion of several critical actions. This pathway includes the critical actions outlined in Table 2, with the resulting estimated impact of each shown in Figure 5. For reference, the IPCC 1.5°C scenario targets are shown in dark blue. Even with these critical actions, further effort is required to identify and implement additional means of reducing emissions.

Guided by the principles of leadership and urgency, the CRD will target to reduce GHG emissions from corporate operations 45% by 2030, relative to 2007, and be net-zero before 2050.

Table 2. Critical Actions of the CRD Corporate Climate Action Strategy Pathway

Sector	Critical Action	Year
Buildings	CRD Fiskard Headquarters heating fuel-switch from natural gas to electricity	2024
Buildings	Install Panorama Recreation Centre heat recovery system	2024
Buildings	Install SEAPARC Recreation Centre heat recovery system	2026
Buildings	Offset remaining gas use with renewable natural gas	2030
Buildings	Annual 5% improvement in electricity efficiency	2023-2030
Buildings	Transition to net-zero emissions electricity (BC Hydro)	2030-2045
Buildings	Maintain (or expand) operation of Saanich Peninsula Wastewater Treatment Plant district energy system	2025
Fleet	100% Light-duty vehicle and truck electrification	2021-2040
Fleet	Heavy-duty and off-road vehicle electrification and renewable fuel use	2030-2050
All	Identify and implement additional reductions of 400 tonnes CO ₂ e by 2030	2021-2030

Figure 5. CRD Corporate GHG emissions: Climate Action Strategy scenario, 2020-2050 (tonnes CO₂e)



* Percentage change in GHG emissions in 2020 relative to 2007 is different from the CRD's 2020 Climate Action Annual Report. Corporate GHG emissions inventories and projections in this document have been adjusted to reflect the province-wide reporting change in the BC Hydro's electricity emissions factor, which increases from 10.67 tCO₂e per GWh of BC Hydro electricity to 40.1 tCO₂e per GWh, starting in 2021. This increase reflects the reality that BC Hydro periodically imports high-GHG electricity from other regions

Regional GHG Emissions

2018 Capital Region Emissions Profile

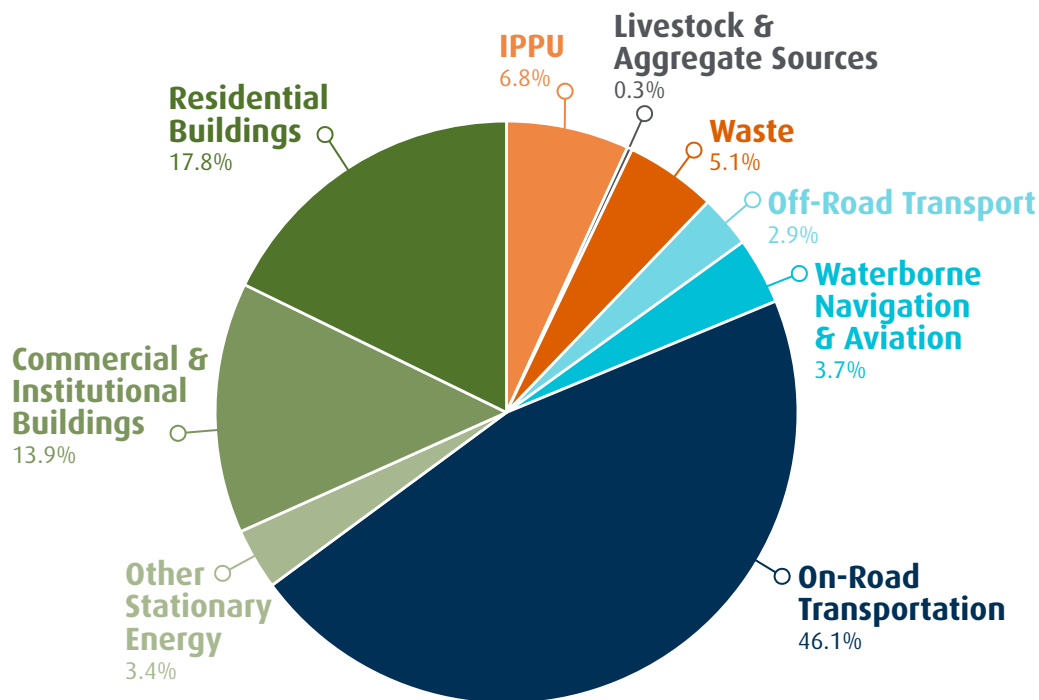
In 2020, the CRD completed a regional energy and emissions inventory to provide a more complete picture of the region's energy consumption and GHG emissions. This followed the Global Protocol Community-Scale Greenhouse Gas Emission Inventories BASIC+ Framework, and included territorial GHG emissions from: stationary energy (e.g., buildings), transportation (e.g., commuter vehicles), waste (e.g., landfills), industrial processes and product use (IPPU), and agriculture, forestry and other land use (e.g., fertilizer application).

The study conducted for the 2018 year shows that approximately 1.7 million tonnes of CO₂e emissions are emitted annually in the capital region, which is relatively unchanged from 2007 levels.¹¹ Although this does not represent a significant reduction from the 2007

11. [Capital Regional District 2018 GPC BASIC+ Community Greenhouse Gas \(GHG\) Emissions Inventory Report](#), Stantec, 2020

baseline, the total GHG emissions per capita has decreased by 14%. The two largest sources of GHG emissions in this inventory are transportation – accounting for almost half of regional GHG emissions, and buildings – accounting for another third of regional GHG emissions.

Figure 6. Sources of regional GHG emissions, 2018

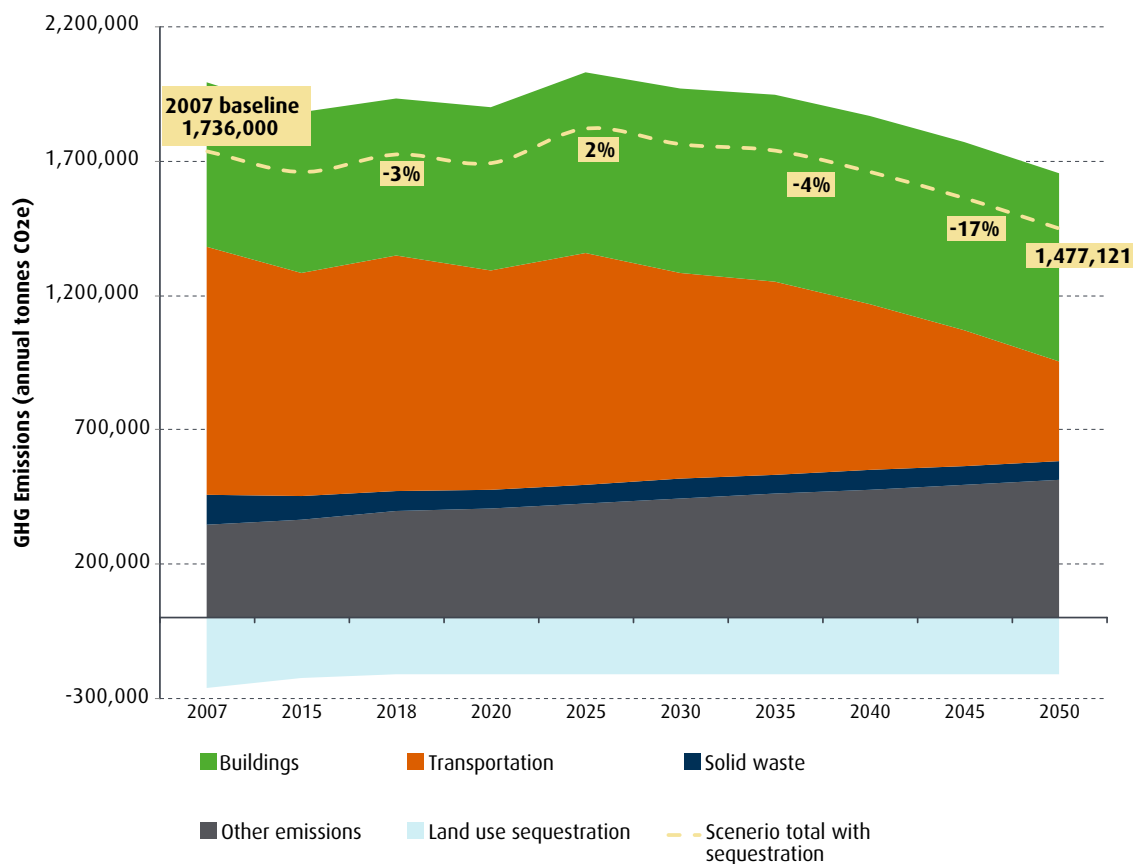


Capital Region Business-as-Usual Emissions Forecast

Continued strong population growth is anticipated for the capital region over the coming decades. Historically, energy consumption and levels of GHG emissions have shown a strong correlation with population growth, though this is weakening over time due to changes in land use and transportation mode shift in urban areas, and more efficient buildings, infrastructure and technology. Although current trends indicate that energy consumption and GHG emissions may reduce over time, much more significant shifts are needed to address the climate emergency. Based on the Capital Regional District 2019-2038 Population, Dwelling Units and Employment Projection Report, the population is anticipated to exceed 450,000 by 2028 and almost 500,000 by 2040, an increase of 20% by 2038, relative to 2019. If the population continued to grow at this rate, the CRD's population would reach over 540,000 by 2050.

Under the assumption that senior governments continue to implement the climate policies and regulations they have committed to, the forecast shown in Figure 7 can be considered a business-as-usual scenario for region-wide GHG emissions. This forecast estimates GHG emissions over time if only senior government policies are implemented and no additional action is taken by the CRD, local governments, residents, businesses, industry and organizations in the region. Under this scenario, GHG emissions are forecast to decrease over time, reaching -23% by 2050; clearly insufficient to align with the climate emergency.

Figure 7. Capital region-wide GHG emissions: Business-as-usual scenario, 2007-2050 (tonnes CO₂e)



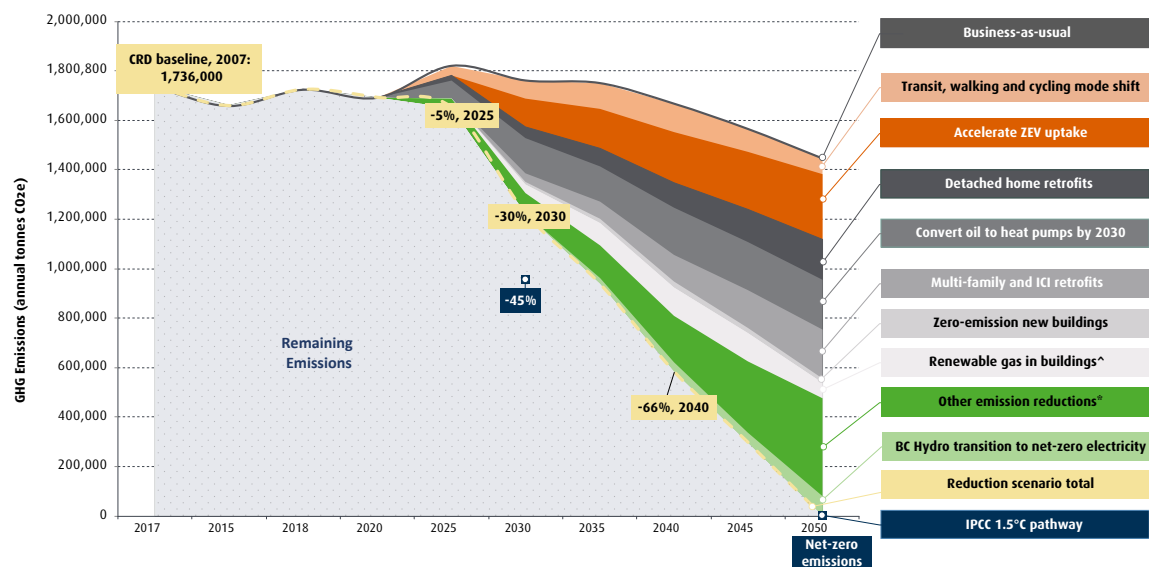
Rapidly Reducing Emissions While Increasing Resilience

A second region-wide scenario, called the **Climate Action Strategy** scenario, demonstrates one potential future trajectory for regional GHG emissions, though there are many more possible outcomes that depend on numerous factors beyond the CRD's control. This GHG emission reduction scenario cannot be achieved by the actions of the CRD alone; it shows the

potential outcome if all players do their part, including the CRD, by investing in the transition off fossil fuels. The scenario shows a pathway to achieve the CRD’s regional GHG emission reduction target for 2038 and approach net-zero emissions by mid-century. However, it falls short of meeting the Intergovernmental Panel on Climate Change 1.5°C scenario of reducing global emissions by 45% by 2030, from 2010 levels. **Additional measures need to be identified over the tenure of this plan to address the climate emergency.**

The actions identified in this strategy articulate how the CRD intends to play a leadership role in advancing the initiatives in its areas of influence in the near term. Figure 8 shows the potential reductions in regional emissions from different climate initiatives and Figure 9 shows the emissions that would remain after these reductions. This scenario assumes that the remaining emissions will be reduced by carbon sequestration from land use protection. This is shown as negative emissions in Figure 9 and subtracts from the total remaining emissions, resulting in the dotted-yellow reduction scenario pathway line. Land use protection ensures that natural areas continue to act as a carbon storage through mid-century.

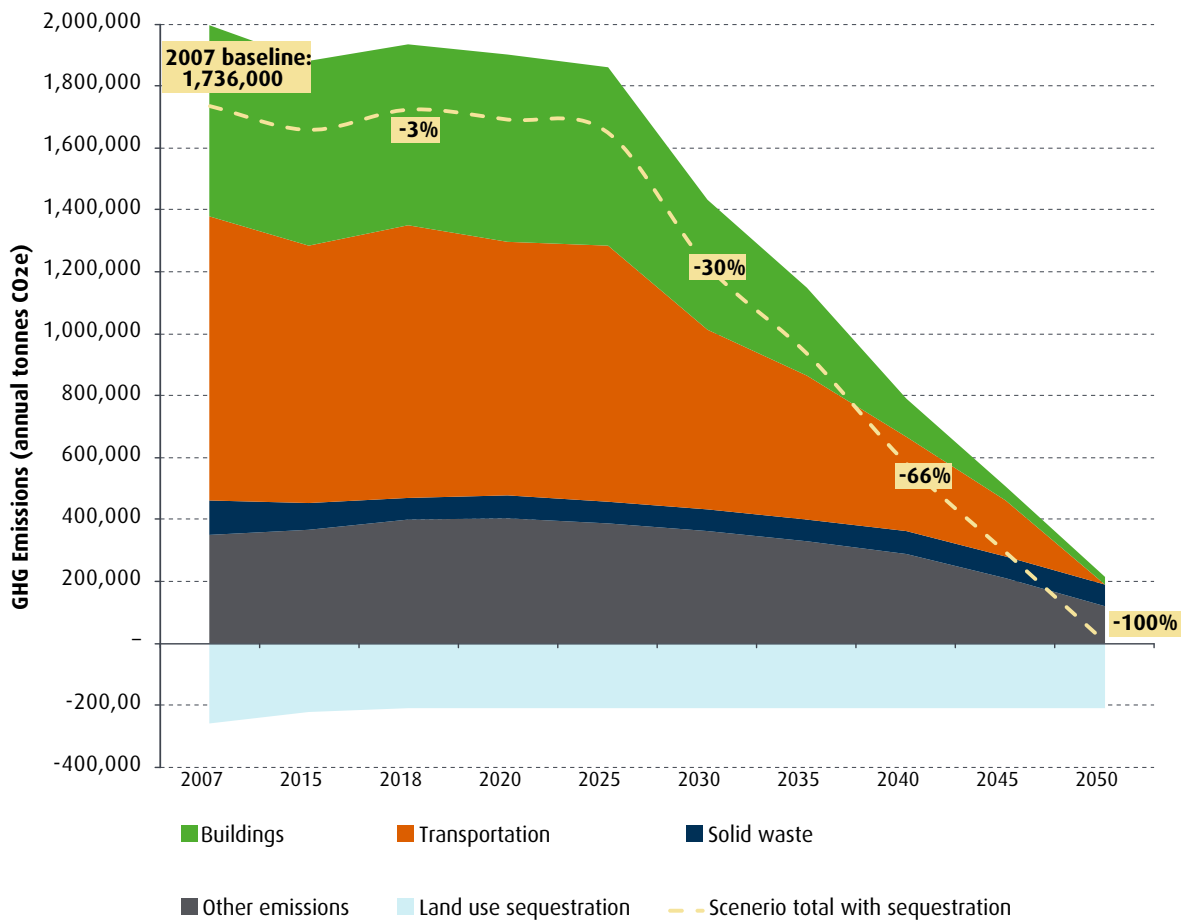
Figure 8. Capital region-wide GHG emissions: Climate Action Strategy scenario, 2007-2050 (tonnes CO₂e)



^ Renewable gas may include several sources, e.g., captured landfill gas, gas from anaerobic digesters, future supply of hydrogen gas.

* Other emissions sources include agriculture, forestry, other land use, fugitive, marine and aviation, product use

Figure 9. Capital region-wide GHG emissions: Climate Action Strategy remaining emissions, 2007-2050 (tonnes CO₂e)

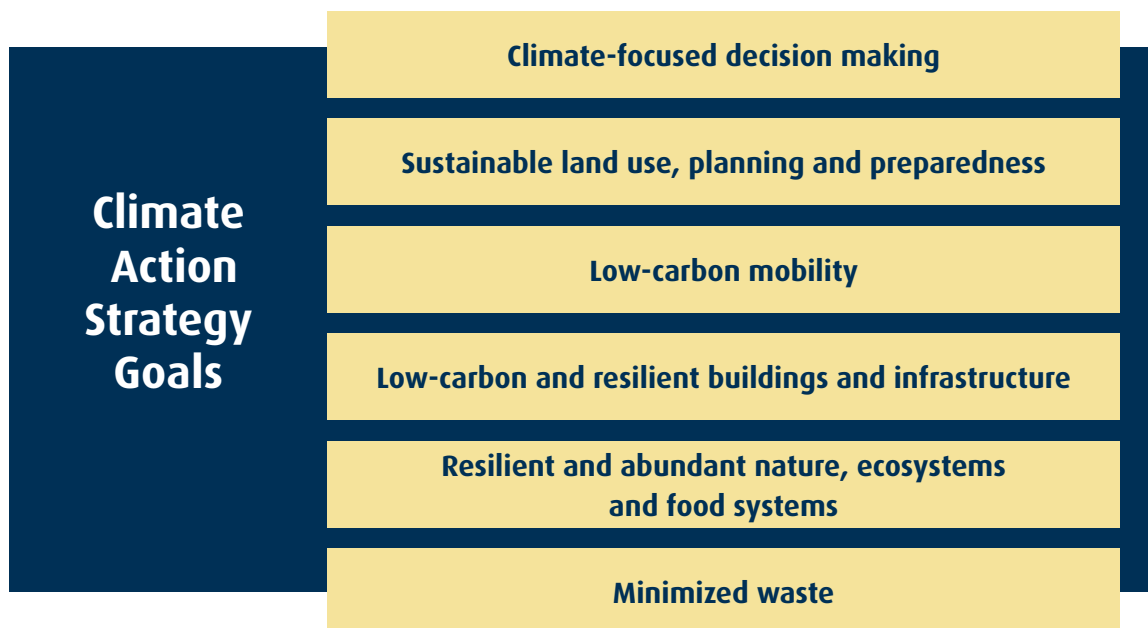




The CRD's Five-year Action Plan

As highlighted above, substantial action is needed from many parties to set the corporation and the region on paths that align with maintaining global temperature increase below 1.5°C, and that helps us prepare for the climate changes already evident. This section highlights six goal areas where the CRD will focus its efforts, together with numerous actions that will be undertaken by several different services across the organization. As highlighted in the vision and guiding principles, the CRD will also need to work collaboratively with several other organizations, and some of these key partner roles are highlighted below.

Appendix C provides a consolidated list of actions and related sub-actions, including which division(s) are responsible for leading and supporting the actions, estimated timing of action implementation and whether additional resources are needed.





Climate-Focused Decision Making

Goal 1: Climate action priorities are integrated at all levels of decision making across the organization.

In order to provide its wide range of services, the CRD maintains and operates vehicles, equipment, buildings, facilities, infrastructure, landfills, paths and parks. Decisions made in each service area can have implications for the amount of GHG emissions generated or sequestered by CRD assets over time, as well as how prepared these assets are for the changing climate.

There are a number of options to further integrate climate action into the decision-making process, including using a standard climate lens framework that demonstrates the climate impact of operational decisions and identifying an internal carbon price to help with business cases for energy efficiency and emission reduction measures. Effective implementation will require allocating appropriate internal funding and rolling out organizational change efforts to accompany new policies. Through this process, the CRD can also improve the organizational understanding of Indigenous knowledge, laws and perspectives in relation to climate solutions to inform how the CRD approaches climate action.

The CRD's Role

Operational decision making: Decisions at the CRD are guided by various corporate processes and procedures, including budget and capital planning, procurement, asset management and service planning. The CRD can update these to ensure they reflect the climate emergency priority.



Partners' Roles

Utilities: To support the CRD's efforts to improve energy efficiency and reduce GHG emissions through co-funding of staff resources and providing grants and funding to undertake projects.

Federal and Provincial governments: To ensure BC's electricity grid transitions to zero emissions, and to strengthen policies and programs that support rapid market transformation toward zero-emission buildings, infrastructure, vehicles and equipment.

Service providers: To supply CRD with options for reducing emissions during the procurement process.

Actions at a Glance

See Appendix C for related sub-actions, the CRD divisions supporting them, estimated timing of action implementation and whether additional resources are needed.

Corporate actions	Lead CRD divisions
Integrate and standardize the climate lens framework across processes	Environmental Protection Financial Services Legal Services Regional & Strategic Planning
Develop internal carbon pricing policies and procedures	Environmental Protection Financial Services
Identify internal funding sources for climate action	Environmental Protection
Support staff capacity building and coordination	Environmental Protection
Investigate how Indigenous knowledge can inform climate action at CRD	First Nations Relations



Sustainable Land Use, Planning and Preparedness

Goal 2: Support the region on its pathway to livable, affordable and low-carbon communities that are prepared for climate change.

How land use is managed has a strong influence on the regional GHG emissions, by affecting how far we travel to daily amenities, school, work, etc., how we choose to get to those places, as well as affecting how much land can be protected as carbon sinks. The 2018 Regional Growth Strategy (RGS) sets a regional vision and high-level policies for growth management. The key provision is to contain 95% of growth in designated areas, and to concentrate growth in a way that is connected. In turn, this helps protect the region's parks and resource lands. The RGS, which encompasses the entire capital region except for the Islands Trust Areas, sets forth objectives, policies and targets to address climate change and highlights the connection between land use and climate change.

In addition to land use, planning and preparedness efforts across the region are important to increase the resilience of the region by increasing our ability to cope with hazardous or emergency events and other impacts that result from a changing climate. For example, emergency response plans need to be reviewed and refined over time, particularly as the context of our climate changes and shifts to include more extreme weather events that may require responses not anticipated or experienced in the past.



The CRD's Role

Regional planning: The CRD leads the development, monitoring and progress reporting of the RGS.

Juan de Fuca land use planning: The CRD is directly responsible for [land use planning in the Juan de Fuca Electoral Area](#).



Emergency management in electoral areas: The CRD is responsible for [emergency management](#), [emergency response](#), [fire protection](#), and [search and rescue](#) in the electoral areas.

Inter-municipal coordination: In relation to climate action, regional planning and emergency management, the CRD facilitates numerous committees that support this goal area: CRD Climate Action Inter-Municipal Working Group, CRD Climate Action Inter-Municipal Task Force, the Development Planning Advisory Committee, the Regional Emergency Management Partnership, Local Government Emergency Program Advisory Commission and the Regional Emergency Planning Advisory Commission.

Data management: The CRD supports an improved understanding of regional climate change issues and opportunities by collecting, analyzing and sharing information with regional partners.

Partners' Roles

Municipalities: Support regional growth planning and make local land use planning decisions.

Islands Trust: Make land use planning and policy decisions for Salt Spring Island and the Southern Gulf Islands electoral areas.

Provincial government: Owns various regulations (including BC Local Government Act and the Emergency Program Act), which provide the legislative framework for the CRD and its local governments. The Ministry of Transportation and Infrastructure is responsible for subdivision approvals in the electoral areas.

First Nations: The CRD will look to First Nations for leadership in understanding how to create new regional planning and decision-making systems together on their Traditional Territories.

Actions at a Glance

See Appendix C for related sub-actions, the CRD divisions supporting them, estimated timing of action implementation and whether additional resources are needed.

Corporate actions	Lead CRD divisions
Incorporate climate hazards and vulnerabilities into corporate CRD emergency response plans	Protective Services
Community-focused actions	Lead CRD divisions
Monitor Regional Growth Strategy	Regional & Strategic Planning
Integrate climate impacts into Juan de Fuca land use plans and policies	Juan de Fuca Planning
Collect and share pertinent energy, emissions, climate projections and vulnerability data	Environmental Protection
Identify innovative actions to close the regional 2030 emissions reduction gap	Environmental Protection
Coordinate regional climate action, collaboration and capacity building among local governments and interested First Nations	Environmental Protection First Nations Relations Health & Capital Planning Protective Services Regional & Strategic Planning
Incorporate regional climate projections into electoral area emergency planning and enhance FireSmart efforts	Protective Services
Coordinate with emergency management stakeholders on planning and public outreach activities related to climate risks	Environmental Protection
Investigate Transition Salt Spring Island 2.0 Climate Plan implementation	Salt Spring Island Administration



Low-Carbon Mobility

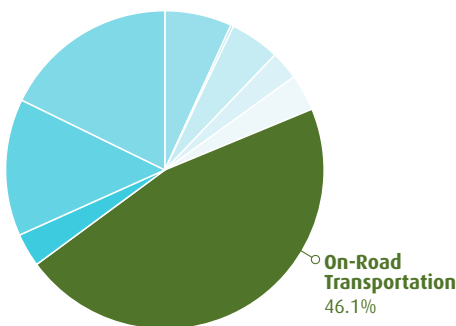
Goal 3: Rapidly reduce corporate fleet emissions. Support, endorse and encourage active, public and zero-emission transportation options across the region.



Almost half of the region's greenhouse gas (GHG) emissions come from transportation (cars, buses and trucks moving people and goods around). Not only do these vehicles release significant GHG emissions, they're also leading to increased traffic congestion in peak periods. Shifting from a vehicle-focus to a low-carbon mobility focus means improving the options to get more people walking, biking and taking transit. Currently, these make up about 27% of trips in the region, but the goal is to reach 45% by 2038.

For trips that use a vehicle, rapidly switching to electric vehicles (EVs) will require building out charging infrastructure throughout the region – making sure they are accessible to those who live in all types of homes and at key locations across the region.

For heavy-duty vehicles and equipment that have no suitable electric option in the near term, alternatives to fossil fuels, such as biodiesel and renewable diesel, can provide an interim option to rapidly reduce emissions where supply is available.



The CRD's Role

CRD fleet: The CRD owns and operates a fleet of approximately 300 vehicles to provide its many services across the region.

Regional trail system: The CRD is responsible for the planning, design, operation, maintenance, regulation and funding of a regional trail system that acts as an active transportation spine.

Regional planning: Together with member municipalities, the CRD developed and implements a [Regional Transportation Plan](#) and Regional Pedestrian and Cycling Master Plan.

Electoral area transportation: The CRD provides project management for transportation plans and projects and is a local partner for transit initiatives. The CRD plays an advisory role to the Ministry of Transportation & Infrastructure, which manages the road networks in the Juan de Fuca, Salt Spring Island and Southern Gulf Islands Electoral Areas.

Data management: The CRD collects, analyzes and shares data and information on regional transportation patterns, trips and modes, as well as undertaking modelling activities and providing policy support.

Community programs: The CRD supports local governments and partner agencies to plan for and implement a regional multi-modal transportation system, advance active transportation and electric vehicle programming and support transport projects that benefit the region as a whole.

Partners' Roles

Federal and provincial governments: Implement policy to achieve federal and provincial climate targets, including vehicle emission standards, zero emission vehicle sales, carbon tax, and low carbon fuel standard. Senior governments also provide funding for large infrastructure projects, and are responsible for road infrastructure in electoral areas, highways and through First Nations reserves.

Municipalities: Provide local roads, sidewalks, cycling infrastructure and trails, create land use and development plans, and develop bylaws to support low-carbon travel.

BC Transit: Manage Victoria Regional Transit system operation, advise Victoria Regional Transit Commission, fund provincial portion of the system, partner with Salt Spring Island Transit.

Victoria Regional Transit Commission: Determine transit route configurations, service levels and fares, review and recommend annual operating budgets and capital spending.

Salt Spring Island Transportation Commission: Serve as an advisor to the CRD and to BC Transit on matters related to the transit service and to transportation-related community needs and projects.

First Nations: The CRD will look to First Nations to identify priorities for working together on transportation initiatives.



Actions at a Glance

See Appendix C for related sub-actions, the CRD divisions supporting them, estimated timing of action implementation and whether additional resources are needed.

Corporate actions	Lead CRD divisions
Administer and track the new Green Fleet Policy	Customer & Technical Services
Develop electric vehicle (EV) adoption and right-sizing plan for the corporate fleet	Customer & Technical Services Environmental Protection
Develop EV infrastructure plan for the corporate fleet	Environmental Protection Facilities Management & Engineering Services
Investigate the feasibility of bio-based diesel supply and storage for shared regional use	Customer & Technical Services

Community-focused Actions	Lead CRD divisions
Develop a region-wide approach to transportation demand management and safety policy	Regional & Strategic Planning
Collect, analyze and distribute transportation planning data regionally	Regional & Strategic Planning
Accelerate infrastructure improvements that support active transportation	Regional & Strategic Planning Regional Parks Salt Spring Island Administration Southern Gulf Islands Administration
Lead and support regional education programs focused on zero-emission mobility	Environmental Protection Regional & Strategic Planning
Support acceleration of transit improvements and increased service	First Nations Relations Regional & Strategic Planning Salt Spring Island Administration Southern Gulf Islands Administration
Support a public electric vehicle charging network and encourage uptake of zero-emission vehicles	Environmental Protection
Implement Regional EV Charging Roadmap	Environmental Protection
Improve internet access on Southern Gulf Islands	Southern Gulf Islands Administration

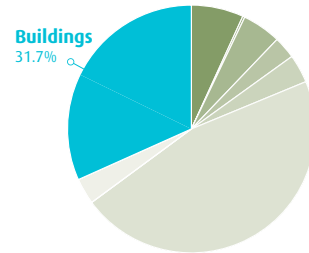


Low-Carbon and Resilient Buildings and Infrastructure

Goal 4: Accelerate energy efficiency, emission reductions and enhanced resilience in CRD buildings and infrastructure. Support and encourage the same for all buildings and infrastructure across the region.



Approximately one-third of regional greenhouse gas emissions come from energy used in buildings across the capital region, almost all of which is from fossil fuels for space heating and hot water. Shifting from relying on fossil fuels for space heating and hot water and improving the energy efficiency of our buildings are key to achieving GHG reduction targets. Further, this can support resiliency measures, which may be increasingly important with anticipated increases in high temperatures during the summer. Renewable fuels (such as renewable natural gas or a future supply of green hydrogen) may also provide an alternative for some applications.



While newly-constructed buildings are often more energy efficient, it is important to consider the embodied carbon in the materials selected for those buildings and the emissions associated with construction. Some materials require very high emissions to produce and therefore contribute to increased emissions globally.

As our climate changes, it is increasingly important to prepare our buildings and infrastructure for anticipated changes, which could affect the types of materials and systems selected, the capacity of infrastructure (like stormwater pipes), what climate information to use in design, how the building performs during power interruptions, and how buildings can provide community shelter or emergency support.

The CRD's Role

CRD buildings and infrastructure: The CRD owns and operates a large amount of buildings and infrastructure across its various services, including:

- Administration and operation centres.
- Residential care, social and affordable housing.
- Recreation and community centres.
- Roads, bridges, tunnel, dams and weirs.
- Trails, boardwalks and piers.
- Water storage, treatment and conveyance systems.

Building inspection: The CRD enforces the BC Building Code in the Juan de Fuca Electoral Area, the Southern Gulf Island Electoral Area, Salt Spring Island Electoral Area and, upon request, in First Nations communities.

Data management: The CRD collects, analyzes and shares data and information relevant to new and existing buildings and infrastructure.

Community programs: The CRD offers community programs to educate the public and encourage and incent efficient and low-carbon buildings across the region, including coordinating regional initiatives.

Partners' Roles

Federal and provincial governments: Set building code and equipment standards, and provide funding for incentive programs to support building retrofits to higher energy efficiency and alternative energy systems.

Municipalities: Issue building permits and enforce the BC Building Code, set development permit area requirements, and deliver education and incentive programs.

Islands Trust: Set development permit area requirements.

Utilities: Provide reliable energy, deliver demand-side management programs including incentives, increase capacity for energy efficiency retrofits, and provide educational outreach on building technologies and alternative energy systems.

First Nations: The CRD will look to First Nations to identify priorities for working together on First Nations' building and infrastructure-related initiatives.

Actions at a Glance

See Appendix C for related sub-actions, the CRD divisions supporting them, estimated timing of action implementation and whether additional resources are needed.

Corporate actions	Lead CRD divisions
Develop and implement a corporate Green Building Policy	Environmental Protection Facilities Management & Engineering Services
Develop and implement a Strategic Energy Management Plan	Environmental Protection Facilities Management & Engineering Services
Conduct energy studies for CRD facilities to identify priority emission reduction and energy efficiency projects	Environmental Protection Panorama Recreation Salt Spring Island Administration SEAPARC Water and Wastewater Infrastructure Operations/Engineering
Complete identified high-impact retrofits to CRD facilities	Facilities Management & Engineering Services Panorama Recreation SEAPARC
Pursue climate-friendly development and retrofits for Capital Region Housing Corporation and Capital Region Hospital District facilities	Environmental Protection Health & Capital Planning Regional Housing
Consider climate impacts in risk assessments and infrastructure upgrades	Water and Wastewater Infrastructure Operations / Engineering Watershed Protection

Community-focused actions	Lead CRD divisions
Implement a Regional Energy Retrofit Program	Environmental Protection
Develop, deliver and support building-related energy, emissions and water education	Environmental Protection
Support acceleration of regional building energy benchmarking and local government regulation approaches	Environmental Protection
Coordinate high-performance building policy support and capacity building activities	Environmental Protection
Collect and share data and research on building energy use and emissions	Environmental Protection
Promote green infrastructure and improved stormwater management approaches	Environmental Protection
Understand climate impacts on groundwater resources in Juan de Fuca Electoral Area	Juan de Fuca Planning
Investigate regional renewable energy and storage potential	Environmental Protection





Resilient and Abundant Nature, Ecosystems and Food Systems

Goal 5: Protect, conserve and manage ecosystem health and nature's capacity to store carbon and adapt to climate change. Support the ongoing ability of natural systems to sustain life.



Green spaces, blue spaces and parks provide important services to store carbon in vegetation and soils, while at the same time providing ecological services that support the region's resilience to climate change, and providing buffers to extreme weather events. For example, the forests in the Greater Victoria Water Supply Area contribute to the high quality of water in the supply reservoirs, and green spaces in urban and suburban areas provide natural cooling capacity. In contrast, the built environment largely absorbs heat from the sun, which results in the urban heat island effect. As temperatures in the region rise, natural areas can also serve to reduce the need for energy-intensive air conditioning and provide accessible areas of respite for all residents.

Monitoring ecological changes over time and sharing this across all levels of government, including First Nations, as well as community organizations and citizens can increase our collective understanding of the impacts of these changes and inform how we can collectively respond to support the health of our ecosystems.



The CRD's Role

Land stewardship: Several services within the CRD play an important role in stewarding the CRD's lands, including:

- Managing over 13,000 hectares of natural areas in 34 regional parks and three regional trails.
- Managing over 20,000 hectares of forested land in three watersheds that supply potable water to residents.
- Managing a system of community parks across Salt Spring and the Southern Gulf Islands.

Land acquisition: The CRD plans for future acquisitions, restores and conserves natural resources, and offers interpretive programs for the continued stewardship of regional parks and trails.

Community and inter-municipal coordination: The CRD supports or coordinates a number of stewardship groups related to parks, watershed and harbour protection and invasive species management.

Education and outreach: The CRD develops and delivers education and outreach to help build regional resiliency, promote stewardship, and protect and conserve ecosystems.

Regional planning: The CRD does not have a specific mandate over food and agriculture. However, the CRD administers a Food and Agriculture Task Force to support the goals in the 2016 Regional Food & Agriculture Strategy for a resilient food and agriculture system.

Partners' Roles

Federal and provincial governments: Manage parks and waterbodies in their jurisdictions (e.g., Gulf Islands National Park Reserve, Goldstream Provincial Park, Race Rocks Marine Protected Area), manage forested areas, provide funding and information resources.

Municipalities: Collaborate with the CRD in defining a direction for regional parks, implement integrated watershed management, manage municipal parks and trails, create urban forest strategies, and make land use planning decisions and manage environmental development permit areas.

Islands Trust: Local trust committees make land use planning decisions and manage environment development permit areas. They collaborate with the CRD for new parks when subdividing or rezoning. The Islands Trust Fund secures land in nature reserves and through conservation covenants and collaborates with CRD Parks on projects, as appropriate.

First Nations: The CRD will look to First Nations to identify priorities for working together on nature-based, ecosystem and food initiatives within and around their Traditional Territories.

Actions at a Glance

See Appendix C for related sub-actions, the CRD divisions supporting them, estimated timing of action implementation and whether additional resources are needed.

Corporate actions	Lead CRD divisions
Integrate climate considerations into regional parks strategic planning and management	Regional Parks
Monitor ecosystem health in the Greater Victoria Water Supply Area (GVWSA) and investigate expanding regionally	Regional Parks Watershed Protection
Undertake climate adaptation initiatives to increase the resilience of the GVWSA	Watershed Protection
Community-focused actions	Lead CRD divisions
Provide regional and local ecological data to support planning and policy efforts	Environmental Protection
Coordinate regional invasive species program	Environmental Protection
Support regional forest and urban tree programs	Environmental Protection
Support Indigenous-led monitoring and restoration programs	Environmental Protection First Nation Relations
Support local food and agriculture planning and programs	Environmental Protection Regional & Strategic Planning
Integrate climate impacts and solutions into education and outreach campaigns	Environmental Protection Integrated Water Services Regional Parks Salt Spring Island Administration Southern Gulf Islands Administration



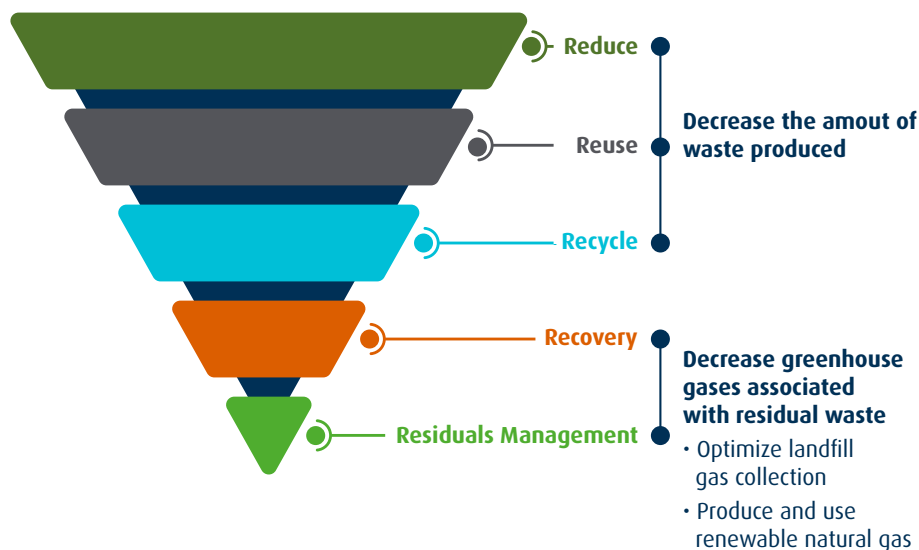
Minimized Waste

Goal 6: Waste generation and the resulting emissions are minimized and remaining waste is transformed into a resource. Follow the 5R pollution prevention hierarchy.

When we buy products and dispose of the waste, we also contribute to greenhouse gas (GHG) emissions in the region. About 6% of regional GHG emissions are associated with waste—and the majority of this comes from decomposing organic waste that was added to Hartland Landfill over the last several decades (e.g., food scraps and construction wood waste).

The most effective way to reduce future emissions from the landfill is to follow the 5R hierarchy – focusing first on decreasing the amount of waste produced, then on decreasing the GHG emissions from remaining waste (see Figure 10). The CRD continues to actively manage residual GHG emissions by maximizing the efficiency of the landfill gas capture system and converting the captured gas into an energy resource. A small portion of the region’s waste emissions result from management of liquid waste. Liquid waste management can also provide an opportunity for resource recovery, energy efficiency and energy generation.

Figure 10. 5R pollution prevention hierarchy



The CRD's Role

Solid Waste Management Plan: The CRD is responsible for solid waste management in the region and provides three major services: diversion (recycling and waste diversion programs), recovery (landfill gas capture and energy generation) and landfilling (disposal services and environmental protection).

Waste is seen as a resource and the CRD seeks the highest and best use for these resources, as demonstrated by initiatives such as methane gas capture and the ban on kitchen scraps from the landfill.

The CRD's efforts on solid waste are guided by the Solid Waste Management Plan, which provides a high-level, long-term vision of how to manage solid waste in accordance with the pollution prevention hierarchy, in accordance with the requirements under the provincial Environmental Management Act.

Liquid Waste Management Plan: The CRD, in cooperation with local municipalities, electoral areas, Island Health and industry, works together to develop local services to manage and monitor sewage infrastructure and treatment, stormwater infrastructure and septic systems. These programs and services are aimed at protecting human health, local streams, creeks, the ocean and our environment.

Education and outreach: The CRD delivers education and outreach programs that support the solid waste and liquid waste management services.



Partners' Roles

Federal and provincial governments: Set policies that guide local government and industry waste diversion performance and landfill management and reporting.

Municipalities: Collect solid waste and organics, where applicable.

Industry: Provide waste and recyclable services for residents and businesses without municipal services. Provide funding for products covered under the provincial Recycling Regulation (e.g., printed paper and packaging, paint, electronics, etc.).

Non-profits: Operate recycling facilities on the Southern Gulf Islands. Greater Victoria Compost Education Centre provides composting education to residents across the capital region.

First Nations: The CRD will look to First Nations to identify priorities for working together on waste reduction and management initiatives.

Actions at a Glance

See Appendix C for related sub-actions, the CRD divisions supporting them, estimated timing of action implementation and whether additional resources are needed.

Community-focused actions	Lead CRD divisions
Implement the Solid Waste Management Plan	Environmental Resource Management
Develop and deliver education programs to promote a circular economy, zero waste and the first 3Rs (reduce, reuse and recycle)	Environmental Resource Management
Support education and engagement on waste management to be delivered by and for First Nations communities	Environmental Resource Management
Continue to maximize and optimize the capture of landfill gas for beneficial use	Environmental Resource Management
Consider climate change impacts in liquid waste management	Environmental Protection



Implementation and Reporting

Climate action is integrated into work plans across the CRD departments, divisions and services. Over the next five years, the actions contained within this strategy will be implemented by almost two dozen service areas across the organization (see Appendix B and C). The CRD's Climate Action Program will be responsible for coordinating, monitoring and reporting on this Five-year Climate Action Strategy. Collaboration and involvement of staff across the organization and throughout the community will be integral to its success.

As progress is made in the implementation of this action plan, knowledge and understanding of the growing impacts of climate change will continue to develop, as will new opportunities for accessing external funding. To remain flexible and adaptable, and support implementation over time, program staff will:

- continue to identify opportunities for external funding to support strategy goals and actions.
- participate in regional and provincial forums to share best practices with others and learn from Indigenous knowledge and approaches to climate action.
- remain up-to-date with climate science and potential risks and impacts for the capital region.
- continue to provide data, information and policy support to local government climate action efforts.
- provide updated information about climate change projections and risks to senior management and the Board to inform decisions.
- continue to monitor data to track progress over time.

- identify opportunities for increasing public awareness on climate change risks and opportunities.
- evaluate progress annually and adjust actions, as needed.
- continue to provide annual progress reports to the CRD Board on the Climate Action Strategy.

Other services in the CRD are responsible for leading or supporting actions identified in this strategy, as listed in the detailed action plan (see Appendix C). These services are also responsible for reporting progress annually and supporting with the review and adjustment of actions, as needed.

Performance Indicators and Reporting

Staff will continue to publicly report annually on the progress being made in the implementation of the Five-year Climate Action Strategy. Table 3 summarizes the success measures identified for each goal area proposed for annual reporting. For each goal area, a corporate action status and/or a community-focused action status will reflect general progress made toward all actions in that goal. This helps to summarize at-a-glance progress made on actions that may not be easily measurable or reflected in another indicator, such as actions that are ongoing or taking place over a long period. For other measures, an icon is provided to indicate the desired direction of the measure over time (increasing or decreasing), if applicable, or if the measure is intended to provide contextual information.

In addition to these measures, annual reports to the Board and public will identify key achievements and successes, partnerships and any major barriers.



Table 3. Annual reporting measures

Goal area	Corporate	Community-focused
 Goal 1: Climate-focused decision making	 Corporate action status	N/A
	 Annual CRD Corporate GHG emissions	
 Goal 2: Sustainable land use, planning and preparedness	 Corporate action status	 Community-focused action status
		 Regional GHG emissions
		 Number of net new dwelling units in areas where more than 42% walk/bike/bus to work*
 Goal 3: Low-carbon mobility	 Corporate action status	 Community-focused action status
	 Annual CRD corporate fleet GHG emissions	 Regional GHG emissions from transportation
	 Number of corporate electric vehicles (EVs) purchased/combustion vehicles replaced	 Percentage of total trips made by walking, cycling and transit in the Growth Management Planning Area*
	 Number of EV chargers installed	 Percentage of the Regional Trail Network completed*
		 Number of public EV chargers installed
		 Annual EV ICBC registrations (region fleet size)
		 Victoria Transit Region fuel sales

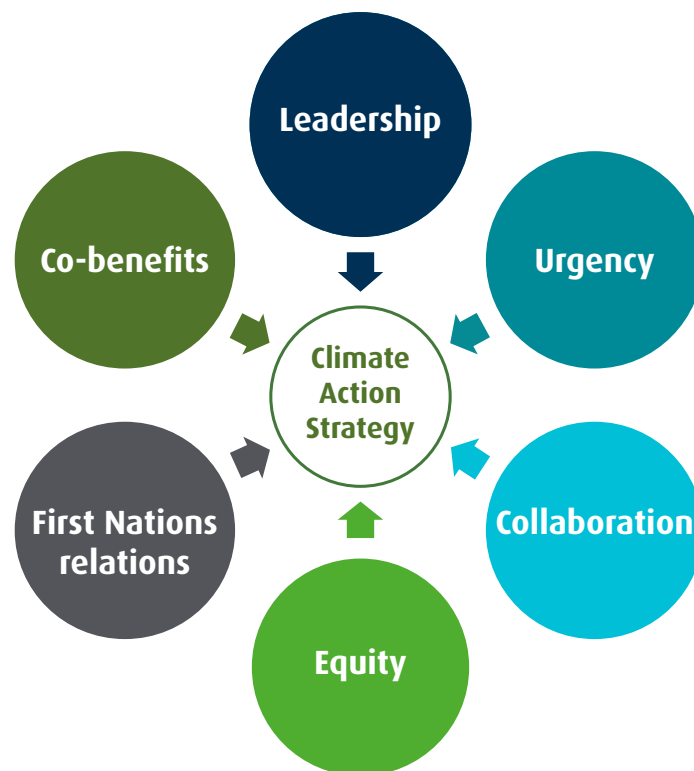
Goal area	Corporate	Community-focused
 Goal 4: Low-carbon and resilient buildings and infrastructure	 Corporate action status	 Community-focused action status
	 Annual CRD corporate facilities GHG emissions	 Regional GHG emissions from buildings
	 Number of critical emissions reduction projects completed	 Natural gas use: <ul style="list-style-type: none"> • Annual FortisBC consumption numbers • Annual FortisBC connections
	 Number of site energy audits completed	 Number of fossil-fuel-heated homes sold each year in the capital region
 Goal 5: Resilient and abundant nature, ecosystems and food systems	 Corporate action status	 Community-focused action status
	 Number of volunteer stewardship hours	 Percentage of Sea-to-Sea Green/Blue Belt acquired (RGS)
		 Hectares of regional parkland
 Goal 6: Minimized waste		 CRD's per capita disposal rate (reported via <i>Solid Waste Management Plan</i> target to reduce to 250kg or less by 2030)
	N/A	

* Metrics will be drawn from Regional Growth Strategy indicator reporting.

Adaptive Management

As implementation of this strategy progresses, it will be vital to track progress and assess whether identified actions need to be adapted, shifted to different times or focus, updated to reflect changing context and/or opportunities. Through this process, the CRD will be guided by the underlying guiding principles.

After five years of implementation, the CRD will undertake a thorough review and update to determine what actions are needed to continue advancing the corporation and the region to drastically reduce GHG emissions and foster healthy and resilient communities and natural areas.





Appendix A: Glossary

Adaptation: The process of adjustment to actual or expected climate and its effects. In human systems, adaptation seeks to moderate or avoid harm or exploit beneficial opportunities. In some natural systems, human intervention may facilitate adjustment to expected climate and its effect.¹

Biodiversity: The variability among living organisms from terrestrial, marine and other ecosystems. Biodiversity includes variability at the genetic, species and ecosystem levels.¹

Capacity building: The practice of enhancing the strengths and attributes of, and resources available to, an individual, community, society or organization to respond to change.²

Carbon neutrality: See net-zero emissions.³

Climate: The average weather over a long period of time. Aspects of climate include temperature, precipitation, wind speed and direction, sunshine, fog and frequency of extreme events.⁴

Climate change: The process by which the average weather becomes different over time. Climate has changed due to natural forces over the course of history (e.g., volcanoes, ocean currents) but human activity (e.g., industry, transportation) is now considered the cause of rapid and severe climate change. These changes include sea level rise, more intense and more frequent extreme weather events (e.g., storms, hurricanes, storm surge) and in Atlantic Canada, warmer, wetter summers and winters.⁴

Co-benefits: The positive effects that a policy or measure aimed at one objective might have on other objectives, irrespective of the net effect on overall social welfare. Co-benefits are often subject to uncertainty and depend on local circumstances and implementation practices, among other factors.¹

Drought: A period of abnormally dry weather, long enough to cause a serious hydrological imbalance. Drought is a relative term; therefore, any discussion in terms of precipitation deficit must refer to the particular precipitation-related activity that is under discussion.¹

Ecosystem: A functional unit consisting of living organisms, their non-living environment, and the interactions within and between them. The components included in a given ecosystem and its spatial boundaries depend on the purpose for which the ecosystem is defined: in some cases, they are relatively sharp, while in others they are diffuse. Ecosystem boundaries can change over time. Ecosystems are nested within other ecosystems, and their scale can range from very small to the entire biosphere. In the current era, most ecosystems either contain people as key organisms or are influenced by the effects of human activities in their environment.¹

Embodied carbon: The GHG associated with the non-operation phase of the building. This includes emissions caused by extraction, manufacture, transportation, assembly, maintenance, replacement, deconstruction, disposal and end-of-life aspects of the materials and systems that make up a building.⁵

Extreme weather event: An event that is rare at a particular place and time of year. Definitions of “rare” vary, but an extreme weather event would normally be as rare as or rarer than the 10th or 90th percentile of a probability-density function estimated from observations. By definition, the characteristics of what is called extreme weather may vary from place to place in an absolute sense. When a pattern of extreme weather persists for some time, such as a season, it may be classed as an extreme climate event, especially if it yields an average or total that is itself extreme (e.g., drought or heavy rainfall over a season).¹

Fossil fuels: Carbon-based fuels from fossil hydrocarbon deposits, including coal, peat, oil and natural gas.²

Greenhouse gas (GHG): Greenhouse gases are those gaseous constituents of the atmosphere, both natural and anthropogenic, that absorb and emit radiation at specific wavelengths within the spectrum of terrestrial radiation emitted by the Earth’s surface, the atmosphere itself and by clouds. This property causes the greenhouse effect. Water vapour (H₂O), carbon dioxide (CO₂), nitrous oxide (N₂O), methane (CH₄) and ozone (O₃) are the primary greenhouse gases in the Earth’s atmosphere. Moreover, there are a number of entirely human-made greenhouse gases in the atmosphere, such as the halocarbons and other chlorine- and bromine-containing substances, dealt with under the Montreal Protocol. Besides CO₂, N₂O and CH₄, the Kyoto Protocol deals with the greenhouse gases sulphur hexafluoride (SF₆), hydrofluorocarbons (HFC) and perfluorocarbons (PFC).²

Groundwater: Water below the level of the water table in the ground; water occupying the subsurface-saturated zone.⁶

Infrastructure: The physical capital and associated services are considered basic and necessary to the functioning of the built environment. These include such things as: sanitary sewers, treatment plants, and water pipelines and distribution/collection systems; roads, signals, sidewalks and other components of the transportation system, including transit vehicles, ferries and airports; solid waste management facilities including transfer stations and landfills; and energy supply and distribution systems, including hydroelectric and natural gas transmission and distribution systems. More generally, infrastructure can refer to other tangible public and private assets necessary to support the development of a modern urban settlement, such as hospitals, schools and recreation facilities. In some cases, preserved green space and natural areas, including forest, wetlands and stream corridors have been described as “green infrastructure” essential to the vitality of healthy human communities.

Interface fire: A fire that involves human development and wildland simultaneously.⁶

Invasive species: Any species not native to a particular ecosystem whose introduction causes, or is likely to cause, economic or environmental harm or harm to human health.⁶

Mitigation (of climate change): A human intervention to reduce the sources or enhance the sinks of greenhouse gases.¹

Net-zero emissions: Net-zero emissions are achieved when anthropogenic emissions of greenhouse gases to the atmosphere are balanced by anthropogenic removals over a specified period.³

Resilience: The capacity of social, economic and environmental systems to cope with a hazardous event, trend or disturbance, responding or reorganizing in ways that maintain their essential function, identity, and structure, while also maintaining the capacity for adaptation, learning and transformation.⁶

Sequestration: The uptake (i.e., the addition of a substance of concern to a reservoir) of carbon-containing substances, in particular carbon dioxide (CO₂), in terrestrial or marine reservoirs. Biological sequestration includes direct removal of CO₂ from the atmosphere through land use change, afforestation, reforestation, revegetation, carbon storage in landfills and practices that enhance soil carbon in agriculture (cropland management, grazing land management).²

Storm surge: The temporary increase, at a particular locality, in the height of the sea due to extreme meteorological conditions (low atmospheric pressure and/or strong winds). The storm surge is defined as being the excess above the level expected from the tidal variation alone at that time and place.¹

Urban heat island: The relative warmth of a city compared with surrounding rural areas, associated with changes in runoff, effects on heat retention and changes in surface reflectivity.¹

Vulnerability: The degree to which a system is susceptible to, and unable to cope with, adverse effects of climate change. It is a function of the character, magnitude and rate of climate change and variation to which a system is exposed, its sensitivity and its adaptive capacity.¹

Zero-emission vehicle (ZEV): A vehicle that has the potential to produce no tailpipe emissions. It can still have a conventional internal combustion engine, but must also be able to operate without using it. We consider the following vehicles to be ZEVs: battery-electric, plug-in hybrid electric and hydrogen fuel cell.⁷

1. IPCC, 2014, Climate Change 2014: Impacts, Adaptation, and Vulnerability

2. IPCC, 2014, Climate Change 2014: Mitigation of Climate Change

3. IPCC, 2018, Special Report: Global Warming of 1.5°C – Glossary

4. BC MOE, 2013, Sea Level Rise Adaptation Primer – Appendix A

5. UK Building Council, 2015, Tackling Embodied Carbon in Buildings

6. BC Ministry of Forests, 2008, Glossary of forestry terms in British Columbia

7. Transport Canada, accessed 2021, [Zero-emission vehicles](#) (website)

Appendix B: Related CRD Strategies and Plans

CRD Plans intersecting with climate action	Climate Action Strategy Goal					
	1	2	3	4	5	6
2019-2022 Board Priorities	•	•	•	•	•	•
Advocacy Strategy (2019)	•	•	•	•	•	•
Community Health and Well-Being Plan (2017)		•	•	•	•	
Core Area Inflow and Infiltration Management Plan (2017)					•	
Corporate Asset Management Strategy (2019)	•			•	•	
Corporate Plan (2019-2022)	•	•	•	•	•	•
Liquid Waste Management Plans (various)					•	•
Regional Food and Agriculture Strategy (2016)					•	•
Regional Green/Blue Spaces Strategy (1997)					•	
Regional Growth Strategy (2018)		•	•	•	•	
Regional Housing Affordability Strategy (2018)	•		•			
Regional Parks Land Acquisition Strategy (2012-2021) and Fund					•	
Regional Parks Strategic Plan (2012-2021)			•		•	
Regional Pedestrian & Cycling Master plan (2011) and Salt Spring Island Edition (2013)			•			
Regional Trails Management Plan (2015)			•		•	
Regional Transportation Plan (2014)	•		•			
Regional Water Supply Strategic Plan (2017)				•	•	
Solid Waste Management Plan (2021)						•

Appendix C: Detailed Action Plan

CRD Divisions	Abbreviation
Environmental Protection	EPro
Juan de Fuca Electoral Area Planning	JdF Planning
Building Inspections	BI
Corporate Communications	CC
Customer & Technical Services	CTS
Environmental Resource Management	ERM
Facilities Management & Engineering Services	Facilities
Financial Services	Finance
First Nations Relations	FNR
Health & Capital Planning Strategies	HCP
Human Resources & Corporate Safety	HR
Information Technology & GIS	IT
Legal Services	Legal
Panorama Recreation	Pan Rec
Protective Services	PS
Regional & Strategic Planning	RSP
Regional Housing	Housing
Regional Parks	Parks
Risk & Insurance Management	Risk
Salt Spring Island Administration	SSI Admin
SEAPARC	SEAPARC
Southern Gulf Islands Administration	SGI Admin
Water and Wastewater Infrastructure Operation/Engineering	IWS
Watershed Protection	WP




Goal 1:

Climate-Focused
Decision Making

Action name	Specific sub-actions	Lead	Support	Resources	Timing
Corporate					
1-1 Integrate and standardize the climate lens framework across processes	Prepare a framework to standardize corporate climate action planning and evaluation of the climate impact of operational decisions. Utilize in corporate strategic planning, service planning and annual reporting.	EPro RSP	CC	Core service	2022-2023
	Integrate greenhouse gas emissions and climate risks into capital project planning; work with select services to develop Sustainable Service Delivery Plans.	Finance	EPro Other relevant divisions	Core service + new	2024+
	Incorporate a climate lens when implementing the corporate Asset Management Strategy.	Finance	EPro	Core service	2021+
	Align procurement and vendor selection with the CRD's corporate climate goals, as part of the planned procurement policy update.	Legal	EPro	Core service	2021-2022
	Complete annual corporate GHG reporting and provide to the Board and departments.	EPro	Finance	Core service	Annually
1-2 Develop internal carbon pricing policies and procedures	Develop an internal carbon pricing policy to support internal decision making. Embed in specified corporate processes and procedures (e.g., net present value and lifecycle cost analyses).	EPro Finance	All relevant divisions	Core service	2021-2023
	Pilot the new internal carbon pricing policy with select department(s).	EPro Finance		Core service	2023-2024
1-3 Identify internal funding sources for climate action	Continue Climate Action Reserve Fund (CARF) to support corporate climate action goals.	EPro	Finance	Core service	Ongoing
	Identify innovative sources of funding to support climate action programs, including expanded CARF, internal carbon fee and the opportunity for an internally invested project.	EPro	Finance	Core service	2023-2024
1-4 Support staff capacity building and coordination	Develop an internal climate action SharePoint site to profile key policies, procedures and resources for staff.	EPro	IT	Core service	2021
	Develop a staff climate action outreach program to encourage sustainable behaviour.	EPro	CC	Core service	2022
	Prepare and deliver training in conjunction with the roll-out of the new policies and procedures.	EPro	CTS Facilities Finance RSP	Core service	Ongoing
	Promote CRD climate goals and policies to volunteer committees and commissions. Pilot with Salt Spring Island and Southern Gulf Islands Electoral Areas.	EPro	SGI Admin SSI Admin Other relevant divisions	Core service	2022
	Maintain an ongoing staff climate action working group to share knowledge and continually evaluate best opportunities for climate action initiatives.	EPro	CTS Facilities Finance IWS Pan Rec SEAPARC	Core service	Ongoing

	Action name	Specific sub-actions	Lead	Support	Resources	Timing
	1-5 Investigate how Indigenous knowledge can inform climate action at the CRD	Investigate and understand perspectives on how Indigenous knowledge and Indigenous laws informs and relates to climate action; share this information with CRD departments and with municipalities.	FNR	EPro	Core service	Ongoing

 Goal 2: Sustainable Land Use, Planning and Preparedness	Corporate					
	2-1 Incorporate climate hazards and vulnerabilities into corporate CRD emergency response plans	Incorporate climate hazards and vulnerabilities into corporate CRD emergency response plans.	PS	All relevant divisions	Core service + grants	Ongoing
		Review and refine existing communication processes as they relate to climate change and extreme weather.	PS	CC	Core service	Ongoing
	Community-focused					
	2-2 Monitor Regional Growth Strategy (RGS)	Review Regional Context Statements for alignment with climate policies in the RGS and publish annual RGS indicators report.	RSP		Core service	Ongoing
	2-3 Integrate climate impacts into Juan de Fuca land use plans and policies	Continue to update and adopt official community plans that are consistent with the climate policies in the RGS.	JdF Planning		Core service + grants	Ongoing
		Review and update development permit flood management guidelines and requirements to ensure appropriate building setbacks from shoreline.	JdF Planning		Core service + grants	2021, 2022
	2-4 Collect and share pertinent energy, emissions, climate projections and vulnerability data	Collect and share pertinent regional energy and emissions and climate projections data with local governments, stakeholders and First Nations.	EPro		Core service	Ongoing
		Conduct regional and local government Global Protocol Community-Scale Basic+ GHG inventories every two years.	EPro		Core service	2021, 2023
		Renew regional downscaled climate projections when updated global climate projections available.	EPro	WP Other relevant divisions	Core service	2022-2023
		Expand data collection and mapping efforts to identify vulnerabilities to the impacts of climate change.	EPro		Core service + grants	Ongoing
	2-5 Identify innovative actions to close the regional 2030 emissions reduction gap	Identify the emission gap between the 2030 target and the 2022 inventory. Initiate a process to identify new actions that will close the gap in emissions by 2030.	EPro		Core service + grants	2023-2024

Action name	Specific sub-actions	Lead	Support	Resources	Timing
2-6 Coordinate regional climate action, collaboration and capacity building among local governments and interested First Nations	Facilitate coordinated local government approaches to municipal land use policy, public outreach, data related to sea level rise planning.	EPro		Core service + grants	2021-2024
	Collaborate and coordinate with stakeholders and interested First Nations government to include climate projections and risks into strategies, plan and policies.	EPro		Core service + grants	Ongoing
	Support Indigenous-led climate solutions.	EPro	FNR Other relevant divisions	Core service + grants	Ongoing
	Coordinate Inter-municipal Climate Change Task Force and Inter-municipal Climate Change Working Group.	EPro		Core service	Ongoing
	Incorporate climate action updates, within the CRD Development Planning Advisory Commission meetings.	RSP	EPro	Core service	Ongoing
	Coordinate Local Government Emergency Program Advisory Commission and Regional Emergency Management Partnership.	PS		Core service	Ongoing
	Develop resources identifying connection between climate and health and develop resources for decision makers and public engagement.	HCP	Epro	Core service	2021
	Research and share with local governments best practices for incorporating an equity lens into mitigation, adaptation plans and programs.	EPro HCP		Core service	2022
	To support integration of land use and transportation, seek opportunities for funding, incentives and pilot projects to implement the Regional Growth Strategy land use concept.	RSP		Core service + grants	2022-2024
	2-7 Incorporate regional climate projections into electoral area emergency planning and enhance FireSmart efforts				
	Include regional climate projections in hazard, risk and vulnerability assessments for the three Electoral Areas' Emergency Operations Work Plans.	PS	EPro	Core service	Ongoing
	Enhance FireSmart efforts in electoral areas.	PS		New + grants	Ongoing
	Complete advance planning for drought and wildfire response in the Electoral Areas.	PS	IWS	Core service	2021-2022
	2-8 Coordinate with emergency management stakeholders on planning and public outreach activities related to climate risks				
	Work with the Province, Local Government Emergency Program Advisory Commission and the Regional Emergency Management Partnership to share data, support planning, and coordinate public outreach activities related to regional climate risks.	PS	CC EPro	Core service	Ongoing
	2-9 Investigate Transition Salt Spring Island 2.0 Climate Plan implementation				
	Investigate resource requirements and funding for a new staff to support the implementation of the Transition Salt Spring Island 2.0 plan.	SSI Admin	EPro PS	Core service	2022



Goal 3:
Low-Carbon
Mobility

Action name	Specific sub-actions	Lead	Support	Resources	Timing
Corporate					
3-1 Administer and track the new Green Fleet Policy	Continuous support and review of Green Fleet Policy to ensure zero-emissions vehicles are selected as replacement options whenever possible.	CTS	EPro	Core service	Ongoing
3-2 Develop electric vehicle (EV) adoption and right-sizing plan for the corporate fleet	Monitor and adjust for market availability for new low-emission medium and heavy-duty vehicles.	CTS EPro	Facilities	Core service	2021-2022/ Ongoing
	Investigate opportunities for integrating car share into fleet operations.	CTS EPro		Core service	2022
	Explore opportunities for telematics and improved fuel use tracking to determine fleet right sizing.	CTS	EPro IT	New – TBD	2023-2024
3-3 Develop EV infrastructure plan for the corporate fleet	Develop EV infrastructure plan for the corporate fleet.	Epro Facilities	CTS Other relevant divisions	Core service + grants	2021-2022
	Install chargers to support light-duty EV purchases.	Facilities	All relevant divisions	Core service + grants	2022-2024
3-4 Investigate the feasibility of bio-based diesel supply and storage	Investigate the feasibility of bio-based diesel storage and supply for shared regional use.	CTS	EPro	Core service	2023-2024
Community-focused					
3-5 Develop a region-wide approach to transportation demand management and safety policy	In collaboration with partners, develop options for transportation demand management (TDM) and safety policy.	RSP	EPro	Core Service	
	Work with partners to implement TDM and safety policy approaches across the region.	RSP	EPro	New	2022+
3-6 Collect, analyze and distribute transportation planning data regionally	Collect, analyze and distribute transportation planning data, including traffic counts, bike counts, and origin-destination survey results.	RSP	EPro	Core service	Ongoing
	Expand the Origin-Destination survey.	RSP		Core service	2022-2024

	Action name	Specific sub-actions	Lead	Support	Resources	Timing
	3-7 Accelerate infrastructure improvements that support active transportation	Support Board advocacy to senior governments for secure funding for local and regional transportation infrastructure improvements.	RSP		Core service	2022+
		Develop a policy framework and partnership agreements for the long-term build out of consistent, connected cycling facilities.	RSP	Parks	Core service	2022
		Implement the Regional Transportation Plan and the Pedestrian and Cycling Master Plan.	Parks RSP		Core service + grants	Ongoing
		Implement priority projects identified in the Regional Trails Management Plan to support active transportation: • Complete the E&N trail and upgrade heavily used urban sections. • Widen and install lighting at priority sections of the Galloping Goose and Lochside regional trails. • Continue to implement the Gulf Islands Regional Trails Management Plan.	Parks	RSP SGI Admin SSI Admin	New + grants	Ongoing
		Implement Pedestrian and Cycling Master Plan: Salt Spring Island Edition.	SSI Admin	RSP	Core service	Ongoing
		Complete Southern Gulf Islands Transportation Integration Plan for the SGI EA Area.	SGI Admin	RSP	Core service	2021
		Implement SGI Transportation Integration Plan through service establishment.	SGI Admin		New	2022-2023
	3-8 Lead and support regional education programs focused on zero-emission mobility	Develop, deliver and support new regional education programs focused on active, public and zero-emission transportation, including electric vehicles and e-bikes.	EPro	Parks RSP	Core service	Ongoing
		Continue to implement active school travel planning (Ready, Step, Roll program at five schools per year).	RSP		Core service	Ongoing
	3-9 Support acceleration of transit improvements and increased service	Support Board advocacy to accelerate implementation of Bus Mass Transit (RapidBus) linking directly to growth centres; secure funding; locate density near nodes.	RSP		Core service	2022+
		Support Board advocacy to improve local transit service in suburban and rural areas, including Park and Rides.	RSP	JdF Planning	Core service	2022+
		Plan for long-term transportation alternatives, including passenger ferry and rail-based transit options in appropriate locations.	RSP		Core service	2022-2024
		Facilitate delivery of the Salt Spring Island (SSI) Community Transit Service. • Work with BC Transit to electrify fleet and increase service.	SSI Admin	RSP	Core service	Ongoing
		Identify low-carbon mobility options as part of planning for an inter-island transportation system. Investigate expanding to Salt Spring Island.	SGI Admin	FNR RSP SSI Admin	TBD	TBD

Action name	Specific sub-actions	Lead	Support	Resources	Timing
	3-10 Support a public electric vehicle charging network and encourage uptake of zero-emission vehicles	Develop and deliver education programs to encourage the adoption of EVs, and build capacity among EV infrastructure builders, site hosts, electricians and other key sectors.	EPro	Core service	Ongoing
		Support electric vehicle and e-bike adoption and infrastructure by providing guidance and coordinated policy support.	EPro	Core service	Ongoing
		Pursue opportunities to fund and coordinate installation of publicly accessible electric vehicle charging stations.	EPro Other relevant divisions	Core service + grants	Ongoing
	3-11 Implement Regional EV Charging Roadmap	Implement the Capital Region EV Infrastructure Roadmap.	EPro	New + grants	2022-2026
		<ul style="list-style-type: none"> • Coordinate funding applications and deployment. • Support planning and coordination on charger site selection. • Engage with BC Hydro on infrastructure planning. • Educate and build capacity of potential EV adopters, infrastructure builders, site hosts, engineers, electricians, and other trades. • Track and share usage at existing sites to monitor performance and inform planning. 			
	3-12 Improve internet access on Southern Gulf Islands	Support and coordinate broadband internet improvements to enable work from home opportunities and support local economic development.	SGI Admin	Core service	2021
		Establish connectivity service to facilitate senior government funding and internet service provider investment.	SGI Admin	New	2022



Goal 4:

Low-Carbon and Resilient Buildings and Infrastructure

Action name	Specific sub-actions	Lead	Support	Resources	Timing
Corporate					
4-1 Develop and implement a corporate Green Building Policy	Develop and implement a corporate Green Building Policy that prioritizes energy efficiency, electrification and resiliency.	EPro Facilities	All relevant divisions	Core service	2022
4-2 Develop and implement a Strategic Energy Management Plan	Complete energy audits of corporate facilities to support development of a Strategic Energy Management Plan.	EPro Facilities	All relevant divisions	Core service + grants	2021
4-3 Conduct energy studies for CRD facilities to identify priority emission reduction and energy efficiency projects	Conduct Net-Zero Energy Pathway Feasibility Study for recreation centres.	Pan Rec SEAPARC SSI Admin	EPro	Core service + grants	2022
	Conduct Saanich Peninsula District Energy System Expansion Study.	IWS	EPro Pan Rec	Core service	2022
	Complete energy audits of all CRD sites with significant GHG impact (e.g., >5 tonnes annually).	All relevant divisions	EPro Facilities	Core service + grants	2022-2024
	Conduct emissions reduction feasibility study for the Integrated Water Services (IWS) building at 479 Island Highway.	IWS	EPro Facilities	Core service	2022
	Identify future energy efficiency upgrades and opportunities in IWS infrastructure. Implement where possible.	EPro	IWS	New energy manager	2023-2025
	Evaluate the business case for installing renewable power at corporate sites, including water and wastewater locations.	EPro IWS	EPro	New energy manager	2024
4-4 Complete identified high impact retrofits to CRD facilities	Retrofit the HVAC system at Fisgard HQ to switch from fossil fuels to electricity.	Facilities	CTS EPro	Core service	TBD
	Install an Energy Recovery System at SEAPARC.	SEAPARC	EPro	New + grants	TBD
	Replace Fuel Oil Burners and remove underground fuel tanks at SEAPARC.	SEAPARC	EPro	New	TBD
	Install an Energy Recovery System at Panorama Recreation.	Pan Rec	EPro	Core service + grants	TBD
4-5 Pursue climate-friendly development and retrofits for CRHC and CRHD facilities	Identify and pursue funding opportunities to address energy and GHG saving opportunities during new development and retrofits of housing and healthcare facilities.	HCP Housing		TBD	TBD
	Embed energy reduction and other climate requirements in new developments, as per Island Health or BC Housing policies and other funding requirements.	HCP Housing		TBD	Ongoing
	Seek opportunities to promote housing tenant engagement programs to reduce energy use and energy costs through partnerships.	EPro	Housing	Core service	2022-2023


	Action name	Specific sub-actions	Lead	Support	Resources	Timing
	4-6 Consider climate impacts in risk assessments and infrastructure upgrades	Consider climate change impacts when undertaking risk assessments associated with the water supply and wastewater systems and infrastructure management decision making and plans.	IWS WP		Core service	Ongoing
		Consider future climate projections and review and revise infrastructure design standards, as appropriate. Upsize/right size drainage structures within the Greater Victoria Water Supply Area, based on priority.	WP		Core service	Ongoing
	Community-focused					
	4-7 Implement a Regional Energy Retrofit Program	Implement a Regional Energy Retrofit Program: • Targeted concierge service. • Optional financing component made available. • Coordinate and promote incentives for the provincial and federal retrofit programs.	EPro		New	2022-2026
	4-8 Develop, deliver and support building-related energy, emissions and water education	Develop, deliver and support regional educational programs and community initiatives that achieve reductions in building-related GHG, water and energy use.	EPro		Core service + grants	Core service
	4-9 Support acceleration of regional building energy benchmarking and local government regulation approaches	Coordinate with senior and local government to understand and pursue opportunities related to regional energy benchmarking. Participate in the Building Benchmark BC program.	EPro		Core service	2022-2024
		Advocate to the Province for greater local government authority to decrease community emissions from buildings (including energy benchmarking and labelling and regulating climate pollution for buildings).	EPro		Core service	2022-2024
	4-10 Coordinate high-performance building policy support and capacity building activities	Participate on the provincial local government step code peer network.	EPro		Core service	Ongoing
		Research and share information on best practices and support coordination of local government policy regarding high-performance buildings.	EPro	BI	Core service	Ongoing
		Provide expanded public and industry education on high-performance buildings through workshops, front counter and website resources.	EPro	BI	Core service	2022
	4-11 Collect and share data and research on building energy use and emissions	Collect and share data on pertinent regional building energy use and GHG emissions with local governments.	EPro		Core service	Ongoing
		Research and share information and best practices on embodied carbon in green building standards, land use and infrastructure.	EPro		Core service	2023
	4-12 Promote green infrastructure and improved stormwater management approaches	Work with local governments and community groups to promote, encourage and inform green infrastructure and improved stormwater management approaches.	EPro		Core service	Ongoing
	4-13 Understand climate impacts on groundwater resources in Juan de Fuca Electoral Area	Understand potential impact of climate change on groundwater resources to inform future planning in electoral areas.	JdF Planning		Core service	Ongoing
	4-14 Investigate regional renewable energy and storage potential	Undertake regional mapping of renewable energy potential to inform education and future programming.	EPro		TBD – grants	2024
		Investigate local power storage generation and storage potential.	EPro		TBD – grants	2025



Goal 5:
Resilient and
Abundant Nature,
Ecosystems and
Food Systems

Action name	Specific sub-actions	Lead	Support	Resources	Timing
Corporate					
5-1 Integrate climate considerations into regional parks strategic and management planning	Integrate climate change considerations in forthcoming Regional Parks Strategic Plan and parks management plans.	Parks	EPro	Core service	2022
	Update the CRD land acquisition criteria to include climate change considerations (subject to Regional Parks Strategic plan direction).	Parks	EPro	Core service	2022
	Invite and support First Nations participation in park planning, acquisition and protection of places.	Parks	FNR	Core service	Ongoing
5-2 Monitor ecosystem health in the Greater Victoria Water Supply Area (GVWSA) and investigate expanding regionally	Continue forest composition, hydrology monitoring and forest health reviews to assess and monitor ecosystem changes within the GVWSA.	WP		Core service	Ongoing
	Prepare business case to undertake planning in order to identify and prepare responses to climate change impacts on regional parks.	Parks		New	TBD
5-3 Undertake climate adaptation initiatives to increase the resilience of the GVWSA	Complete and implement the Climate Change Adaptation Strategy for the GVWSA.	WP		Core service	Ongoing
	Advance forest fuel management within the GVWSA to mitigate the intensity and extent of potential wildfires.	WP		Core service	2021+
	Investigate options to initiate more active forest management program in the GVWSA to create more resilient forested ecosystems.	WP		New	2022+
Community-focused					
5-4 Provide regional and local ecological data to support planning and policy efforts	Compile existing ecological data/mapping from other agencies to create a regional biodiversity inventory.	EPro		Core service	2021
	Undertake regional forest and urban tree monitoring efforts.	EPro		Core service	2021
	Support efforts to monitor stream flows in the region.	EPro		Core service	Ongoing
5-5 Coordinate regional invasive species program	Deliver regional invasive species programs, coordinate Capital Region Invasive Species Partnership intergovernmental working group. Support capacity building and local government policy development.	EPro		Core service	Ongoing
5-6 Support regional forest and urban tree programs	Support regional forest and urban tree programming, and coordinated planning efforts to increase canopy and sequestration potential.	EPro		Core service + grants	2023
5-7 Support Indigenous-led monitoring and restoration programs	Work with First Nations to identify interest in and support First Nations' Guardian programs for monitoring ecosystems.	FNR	EPro Parks	Core service + new	Ongoing
	Where requested, work with First Nations in watershed protection, ecosystem restoration and invasive species management.	EPro	FNR	Core service	TBD

	Action name	Specific sub-actions	Lead	Support	Resources	Timing
	5-8 Support local food and agriculture planning and programs	Administer Food and Agriculture Task Force and facilitate coordination of the Food and Agriculture Strategy implementation. • Support agriculture extension services coordination. • Investigate feasibility for a Regional Foodlands Trust.	RSP		Core Service	Ongoing
		Develop public engagement materials on local food systems and low carbon food choices. Support and promote Indigenous food systems.	EPro	FNR	Core service	2024
	5-9 Integrate climate impacts and solutions into environmental education and outreach campaigns	Integrate education about climate impacts, threats and solutions into public education and outreach campaigns associated with drinking water, regional and community parks, and community watershed and biodiversity programs.	EPro IWS Parks SGI Admin SSI Admin	CC	Core service	Ongoing
		Promote UN Decade on Restoration and encourage groups/residents to get involved.	EPro		Core service	Ongoing

 Goal 6: Minimized Waste	Community-focused					
	6-1 Implement the Solid Waste Management Plan	Implement the Solid Waste Management Plan, consider influence on GHG emissions and climate resilience.	ERM		Core service + new	2021-2031
	6-2 Develop and deliver education programs to promote a circular economy, zero waste and the 3Rs	Develop and deliver education programs to promote the 3Rs (reduce, reuse, recycle), reduce consumption, and promote zero waste and circular economy approaches.	ERM	EPro	Core service	Ongoing
	6-3 Support education and engagement on waste management to be delivered by and for First Nations communities	Collaborate with First Nations to develop and share educational outreach information, and engagement opportunities on waste management with their community members.	ERM	FNR	Core service	Ongoing
	6-4 Continue to maximize and optimize the capture of landfill gas for beneficial use	Continue to maximize and optimize the capture of landfill gas for beneficial use (as per SWMP Strategy 14).	ERM		Core service	Ongoing
		Initiate Hartland Renewable Landfill Gas Initiative.	ERM		Core service	2023
		Continue to actively monitor the landfill's fugitive emissions and undertake operational adjustments to reduce them.	ERM		Core service	Ongoing
		Continue to conduct research, investigate and report out on emerging waste management technologies (including alternatives to landfilling such as integrated resource management and gasification).	ERM		Core service	Ongoing
	6-5 Consider climate change impacts in liquid waste management	Consider climate change impacts in the development of renewed Core Area Liquid Waste Management Plan and Saanich Peninsula Liquid Waste Management Plan.	EPro	IWS	Core service	2022



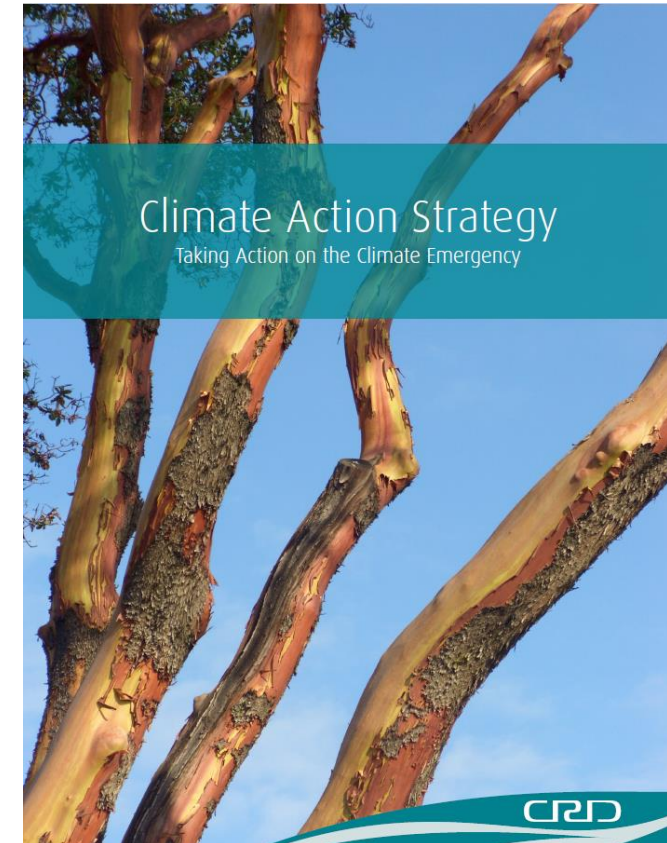
Capital Regional District

625 Fisgard Street
Victoria, BC V8W 2S6
250.360.3000

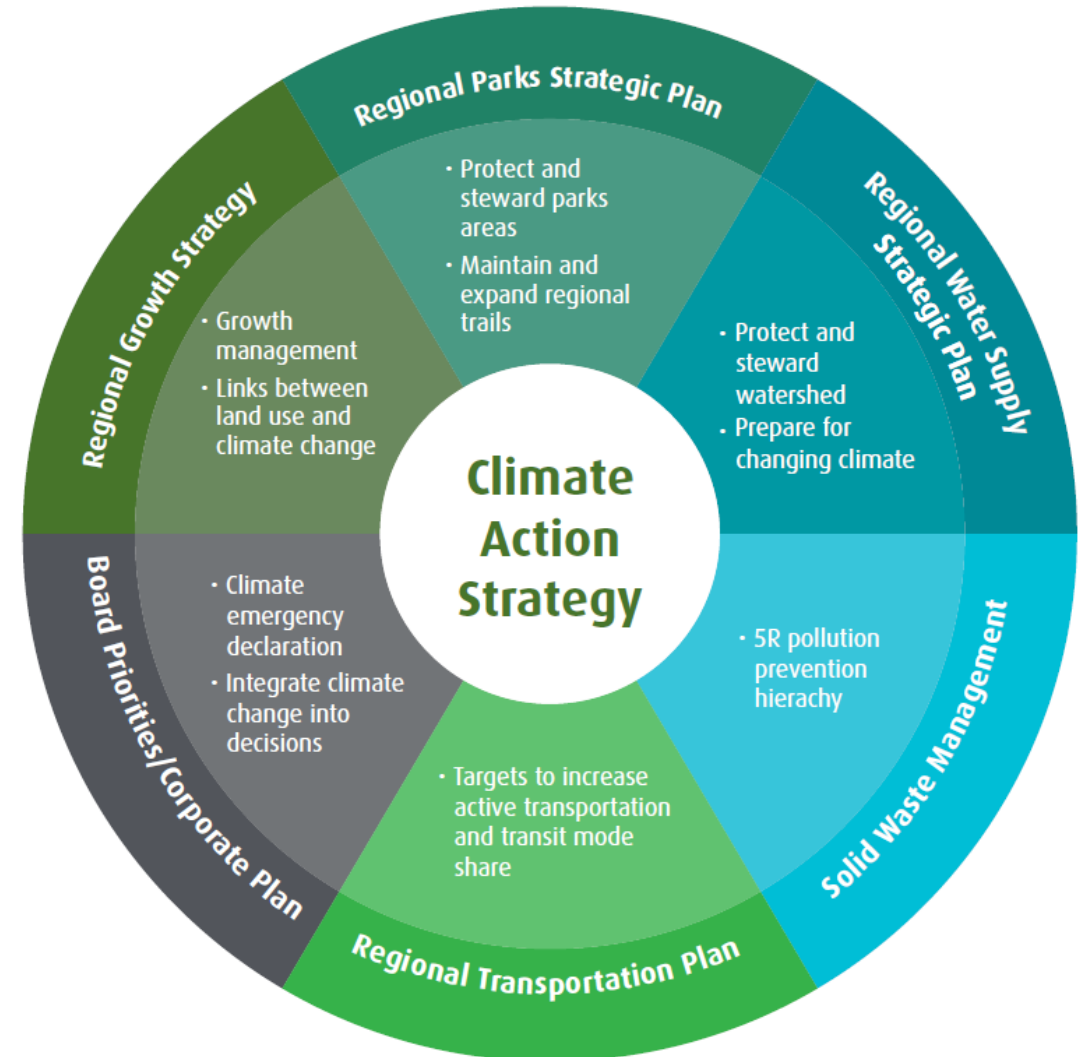
www.crd.bc.ca
Twitter: @crd_bc
Facebook: Capital Regional District

Climate Action Strategy 2021


Taking Action on the Climate Emergency



- Review and evaluation
- Best practice review
- Multi-stage engagement
 - Municipal partners
 - CRD divisions and services
- Data analysis
- Development of five-year action plan



Through collective action, we eliminate emissions and foster healthy and resilient communities and natural areas now and in the future.



- **Leadership:** bold action to eliminate greenhouse gas (GHG) emissions from corporate operations, prepare CRD assets for the changing climate, and integrate climate action across the local and regional services.
 - **Urgency:** Actions to mitigate the impacts of climate change are swift and substantial.
 - **Collaboration:** among municipal, provincial, federal and First Nations governments, businesses, organizations and residents.
 - **First Nations relations:** support Indigenous-led climate solutions grounded in Indigenous self-determination, shared prosperity and respect Indigenous relationships with the land, water and all beings.
 - **Equity:** inclusive and accessible to residents across the region, particularly those most vulnerable to the impacts of climate change.
 - **Co-benefits:** maximize co-benefits, including GHG reductions, resilience, affordability, economic opportunities, health and well-being, reconciliation, and more.
- 

Targets

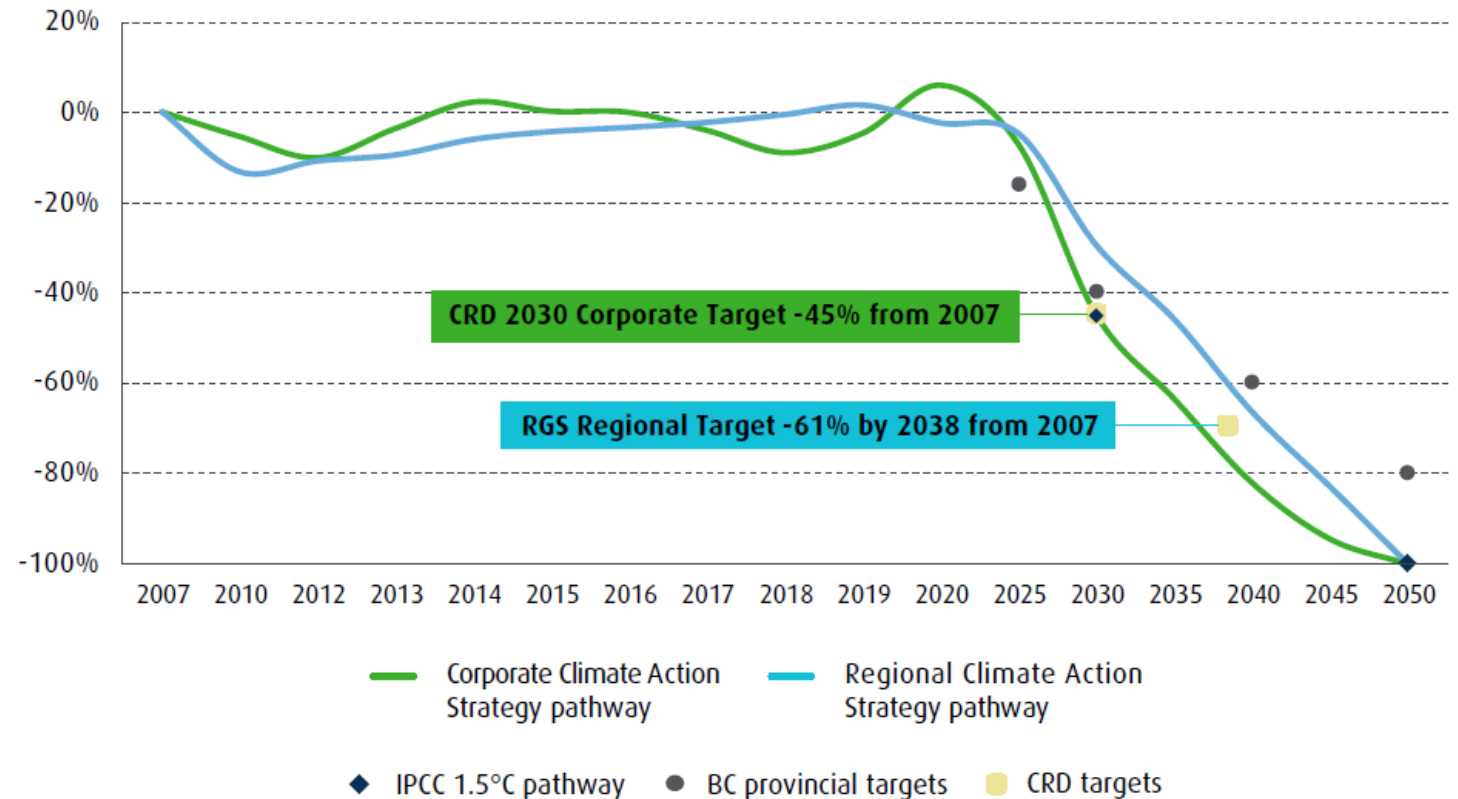
Reduce corporate GHG emissions:

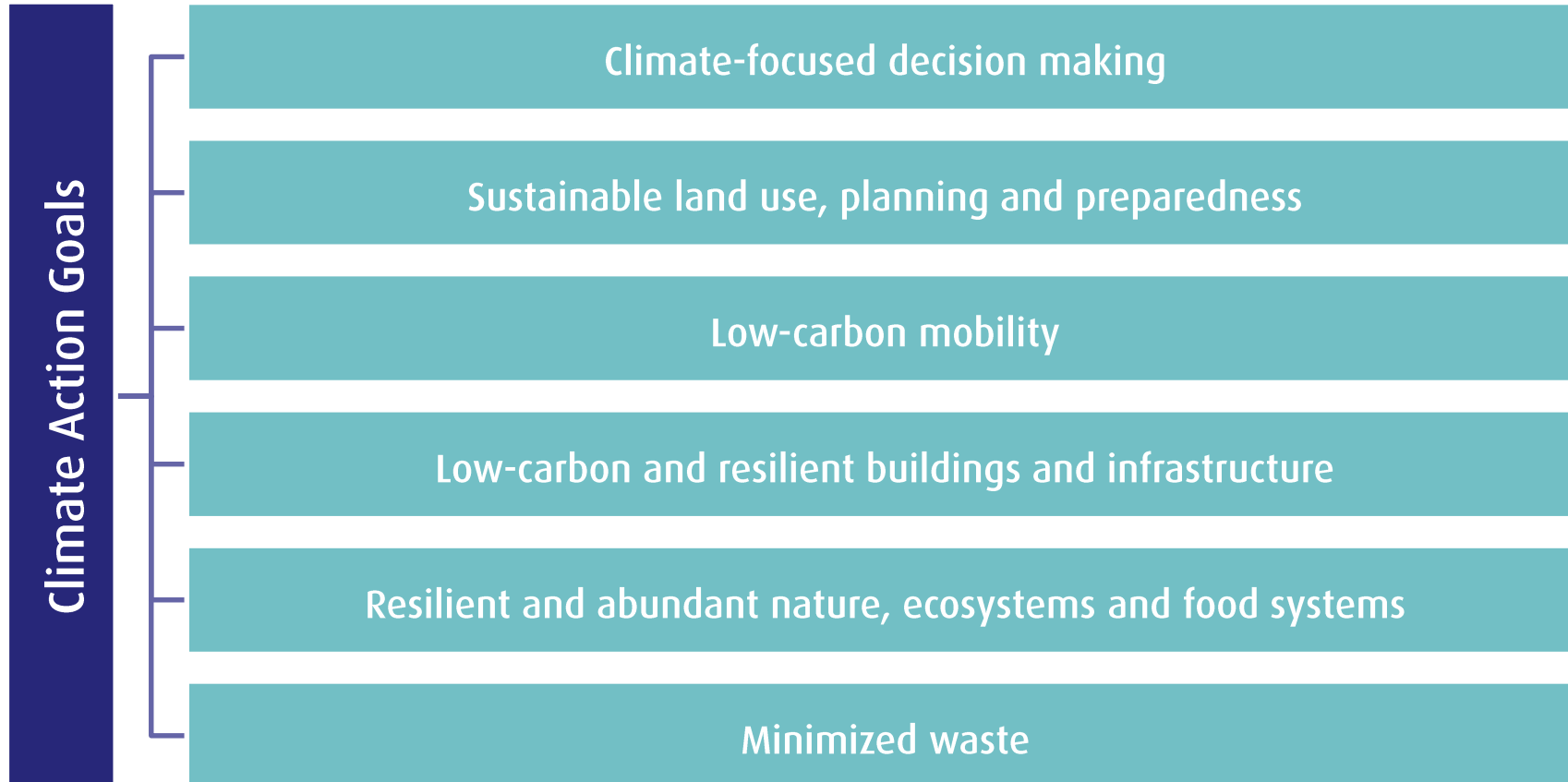
- **45% ↓ by 2030**
- **Net-zero by 2050**

Reduce regional GHG emissions:

- **61% ↓ by 2038**
- **Net-zero by 2050***

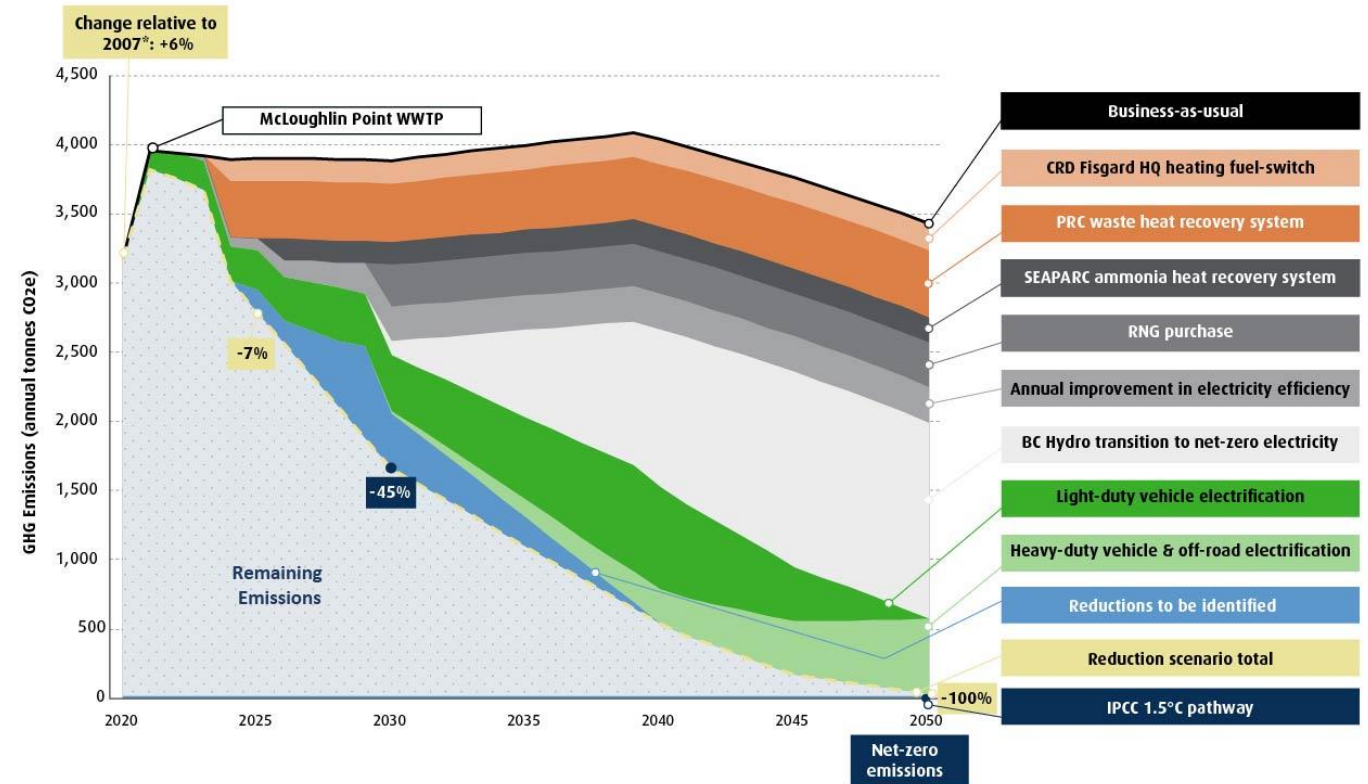
*As per Intergovernmental Plan on Climate Change (IPCC) Pathway/Climate Emergency Declaration





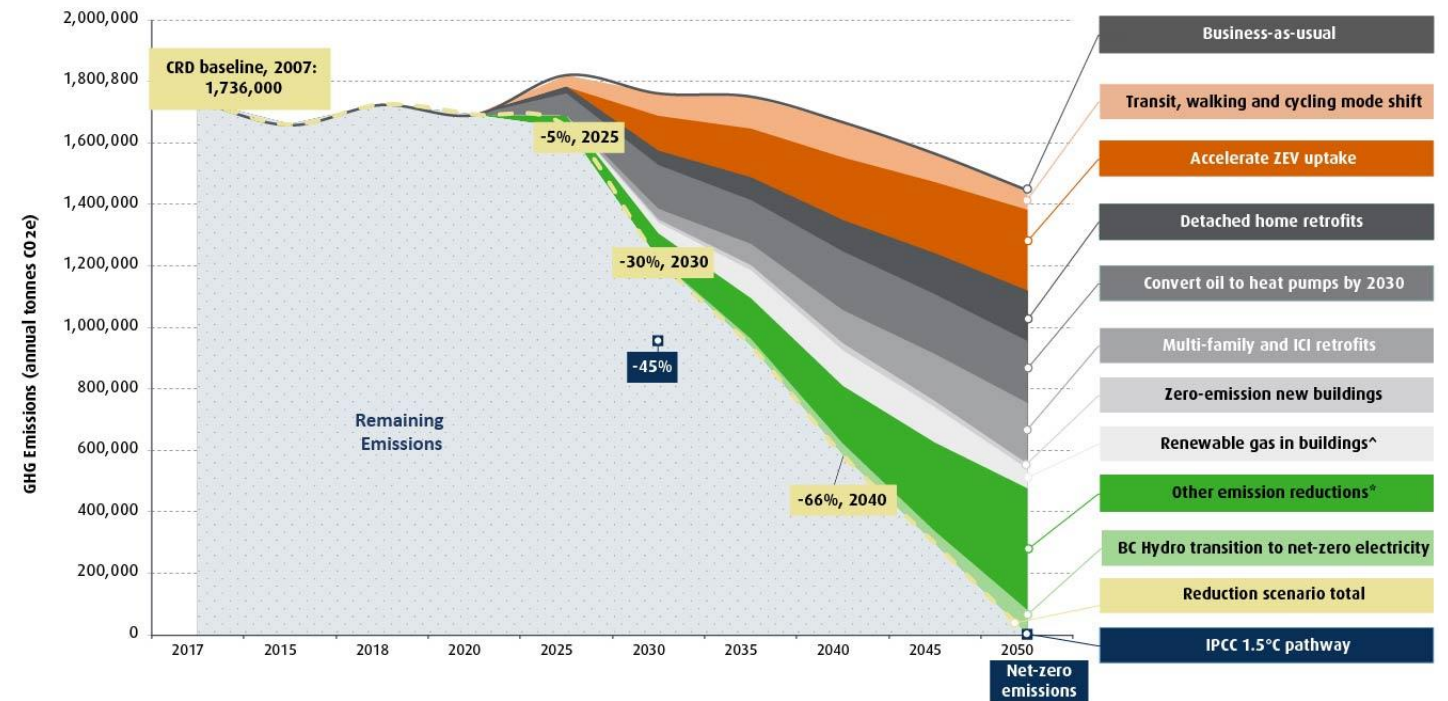
Emissions Reduction Pathway – Corporate Scenario

- There is an identified path to achieving emissions targets
- Each action is critical; we only just meet the target
- Some necessary reductions still need to be identified (blue area)



Emissions Reduction Pathway – Regional Scenario

- Business as usual based on existing policy directives; one potential scenario
- Requires all levels of government and community to achieve
- The CRD can play a role in coordinating local policy and leading programs



- Changes to our climate are already noticeable and will increase
- Potential impacts:
 - transportation network disruptions
 - power outages
 - increasing wildfire risk
 - flooding of homes and infrastructure
 - negative health outcomes

CRD climate adaptation planning

- Climate Projections for the Capital Region
- Capital Region Coastal Flood Inundation Mapping Project
- Corporate Climate Change Risk Assessment
- Adaptation planning for the Greater Victoria Drinking Water Supply Area
- Community Climate Change Adaptation Priorities for the Capital Regional District

Five-year Action Plan

What do we do first?

Goal 1: Climate action priorities are integrated at all levels of decision-making across the organization.

CRD's Role:

- Operational decision-making

Sample summary actions:

- Expanded CRD climate lens framework
- Internal carbon pricing policy
- Staff capacity building
- Embedding Indigenous knowledge



Goal 2: Support the region on its pathway to livable, affordable and low-carbon communities that are prepared for climate change.

CRD's Role:

- Regional planning
- Juan De Fuca land use planning
- Emergency management in Electoral Areas
- Inter-municipal coordination
- Data management
- Southern Gulf Islands Administration & Salt Spring Island Administration

Sample summary actions:

- Monitor Regional Growth Strategy
- Collect and share regional energy, emissions and climate projections data
- Support regional capacity building
- Coordinate with emergency managers & planners on embedding climate risk in planning & outreach activities

Goal 3: Rapidly reduce corporate fleet emissions. Support, endorse and encourage active, public and zero-emission transportation options.

CRD's Role:

- CRD fleet
- Regional trail system
- Regional planning
- Electoral Area transportation
- Advisor on transit
- Data management
- Community programs

Sample summary actions:

- Advance zero emission corporate fleet
- Develop regional Transportation Demand Management approach
- Accelerate active transport infrastructure
- Collect transportation planning data
- Zero emission/active travel education
- Support acceleration of transit improvements
- Support public Electric Vehicle charging network

Goal 4: Accelerate energy efficiency, emission reductions and enhanced resilience in CRD buildings and infrastructure. Support and encourage the same for all buildings and infrastructure across the region.

CRD's Role:

- CRD buildings & infrastructure
- Electoral Area building inspection
- Data management
- Community programs

Sample summary actions:

- Energy studies and corporate retrofits
- Climate friendly new development in Capital Region's Housing Corporation and Capital Regional Hospital District facilities
- Energy and emissions reduction education
- Support energy retrofit programs
- High performance building policy support
- Promote green infrastructure

Goal 5: Protect, conserve and manage ecosystem health and nature's capacity to store carbon and adapt to climate change. Support the ongoing ability of natural systems to sustain life.

CRD's Role:

- Land & water stewardship
- Land acquisition
- Community & inter-municipal coordination
- Education & outreach
- Regional planning

Sample summary actions:

- Embed climate into Regional parks strategic planning
- Climate adaptation initiatives in Greater Victoria Drinking Water Supply Area
- Ecological data collection
- Support regional forest and urban tree programming
- Lead regional invasive species program
- Support local food and agriculture

Goal 6: Waste generation and the resulting emissions are minimized and remaining waste is transformed into a resource.

CRD's Role:

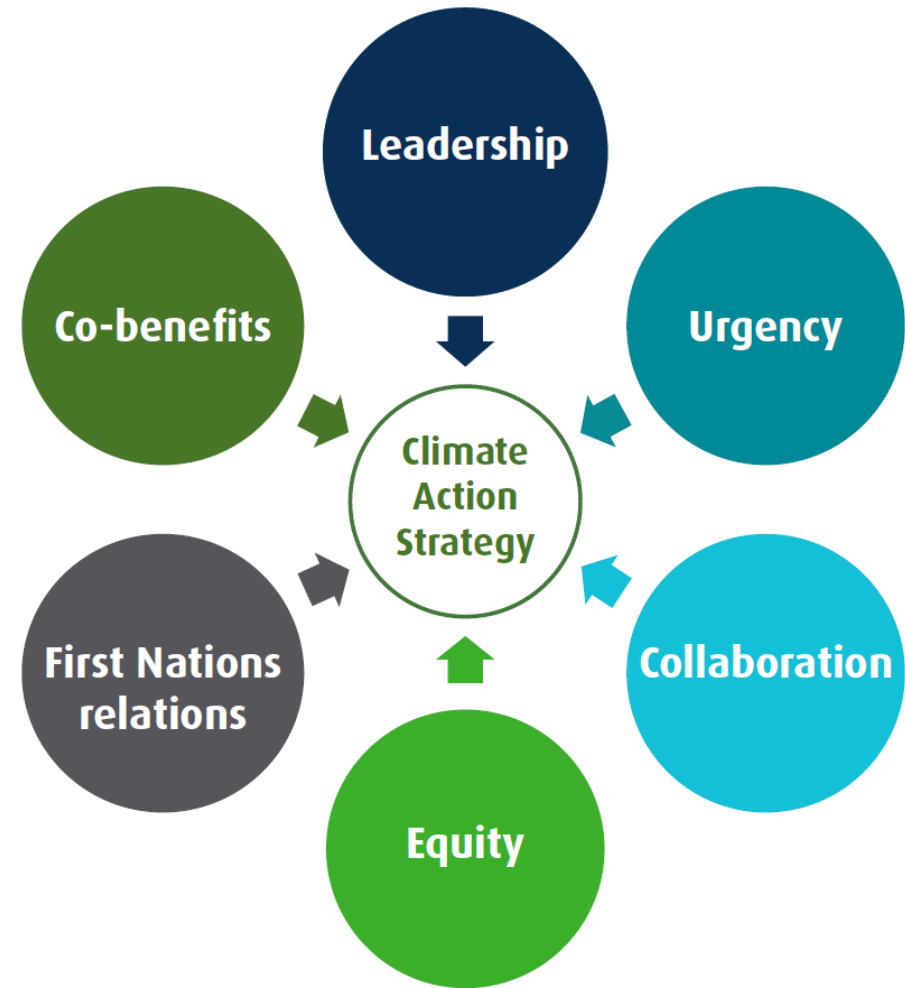
- Solid waste management planning
- Liquid waste management planning
- Education and outreach

Sample summary actions:

- Implement Solid Waste Management Plan
- Promote circular economy, zero waste and 3Rs (recycle, reduce and reuse)
- Support engagement on waste management delivered by First Nations
- Landfill gas collection maximization and beneficial use (e.g. Renewable Natural Gas)

Implementation & Reporting

- Performance indicators by goal
- Action tracking
- Annual reporting
- Adaptive management
- Five-year review & update



**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 10, 2021**

SUBJECT **Bylaw Nos. 4470 and 4471: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas**

ISSUE SUMMARY

Adjusting the utilities rates for the three electoral areas as recommended by the respective Commissions, and as included in the 2022 Financial Plan.

BACKGROUND

Annually, amendments to the Electoral Area utilities fees and charges bylaws are recommended to reflect the rates included in setting the service budgets and preliminary financial plan for the forthcoming year. All local service commissions have recommended their respective 2022 budgets, inclusive of the fees and charges changes.

The proposed fee and charges amendments are intended to cover the projected net cost of service delivery inclusive of reserve contributions for the upcoming year. Board approval is required in advance of the effective billing period January 1 through December 31, 2022.

With final surplus and deficits not yet completed, results will be monitored to identify any material impact and these would be incorporated into a rate adjustment and bylaw amendment after final year end results.

Appendix C contains a comparison of changes to rates contained in each of the two parent bylaws: Bylaw No. 3847 and Bylaw No. 3864.

Bylaw No. 3847 covers all Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges, and Bylaw No. 3864 covers all Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4470, " Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 15, 2021", be introduced and read a first, second, and third time.
2. That Bylaw No. 4470 be adopted.
3. That Bylaw No. 4471, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 10, 2021", be introduced and read a first, second, and third time.
4. That Bylaw No. 4471 be adopted.

Alternative 2

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

IMPLICATIONS

Financial Implications

Changes in fees and charges are required in order for local utility services in the three Electoral Areas to maintain adequate levels of funding for annual operating costs inclusive of reserve contributions. The recommended rates are effective for January 1 through December 31, 2022 and reflect estimated 2021 surplus and deficit transfers and carryforwards.

CONCLUSION

Several utilities within the Electoral Areas require changes to fees and charges, to reflect user fees required to fund operating and capital budgets. The Commissions have all recommended their respective 2022 service budget for Board approval; this approval is required prior to January 1, 2022, in order to attain the revenue targets specified in the 2022 service budgets.

RECOMMENDATION

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

1. That Bylaw No. 4470, " Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 15, 2021", be introduced and read a first, second, and third time.
2. That Bylaw No. 4470 be adopted.
3. That Bylaw No. 4471, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 10, 2021", be introduced and read a first, second, and third time.
4. That Bylaw No. 4471 be adopted.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Bylaw No. 4470 and Schedules

Appendix B: Bylaw No. 4471 and Schedules

Appendix C: Changes to Fees & Charges Summary

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4470

**A BYLAW TO AMEND BYLAW 3864 TO UPDATE FEES AND CHARGES FOR UTILITY
SERVICES AND LIQUID WASTE DISPOSAL WITHIN THE
SALT SPRING ISLAND ELECTORAL AREA**

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

1. Bylaw No. 3864, “Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012”, is amended as follows:
 - a) By removing SCHEDULE “B” in its entirety and replacing it with SCHEDULE “B” attached hereto.
 - b) By removing SCHEDULE “C” in its entirety and replacing it with SCHEDULE “C” attached hereto.
2. This Bylaw may be cited as “Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 15, 2021”.

READ A FIRST TIME THIS	th	DAY OF	2021
READ A SECOND TIME THIS	th	DAY OF	2021
READ A THIRD TIME THIS	th	DAY OF	2021
ADOPTED THIS	th	DAY OF	2021

CHAIR

CORPORATE OFFICER

SCHEDULE "B"1. Water Service Turn On and Turn Off Fee

Pursuant to Section 4, the fee for turning on or turning off the water supply at the curb stop is the following. The fees payable herein shall be paid to the CRD on application for the service.

- | | | |
|-----|--|----------|
| (a) | During Normal Working Hours (07:30 – 16:00) Monday through Friday (non-inclusive of statutory holidays): | \$75.00 |
| | Fulford Water only | \$150.00 |
| (b) | During Non-Working Hours: | \$200.00 |

(Schedule "B" continued on next page)

2. Water and Sewer User Fees

The user fees payable shall include a fixed fee and a variable consumption charge based on the volume of water metered as outlined below:

(a) Fixed Fee

Service Area	Annual Charge, 25% of which is billed each three months
Cedars of Tuam	\$1,941.18 per single family dwelling unit or equivalent
Cedar Lane	\$1,345.35 per single family dwelling unit or equivalent
Beddis	\$900.46 per single family dwelling unit or equivalent
Highland	\$0 per single family dwelling unit or equivalent
Fernwood	\$0 per single family dwelling unit or equivalent
Maliview	\$1,826.73 per single family dwelling unit or equivalent
Fulford	\$1,480.40 per single family dwelling unit or equivalent Other: No Fixed Fee
Highland & Fernwood	\$1,182.53 per single family dwelling unit or equivalent

(b) Consumption Charge based on volume of water metered

The Consumption Charge for water or sewer will be the total volume of water metered to the water service connection, measured in cubic metres (or other units converted to cubic metres) over a three-month billing period, at a rate as follows:		
Service Area	Volume of Water	Charge
Cedars of Tuam	First 38.0 cubic metres or portion	\$3.50 per cubic metre
	Greater than 38.0 cubic metres	\$9.00 per cubic metre
Cedar Lane	First 30.0 cubic metres or portion	\$2.50 per cubic metre
	31.0 to 60.0 cubic metres or portion	\$9.00 per cubic metre
	Greater than 61 cubic metres	\$25.00 per cubic metre
Beddis	First 38.0 cubic metres or portion	\$3.10 per cubic metre
	Next 68.0 cubic metres or portion	\$6.30 per cubic metre
	Greater than 106 cubic metres	\$8.50 per cubic metre
Highland and Fernwood	First 38.0 cubic metres or portion	\$0.64 per cubic metre
	Next 68.0 cubic metres or portion	\$2.00 per cubic metre
	Greater than 106 cubic metres	\$5.13 per cubic metre
Maliview	\$1.75 per cubic metre of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	
Fulford	Single Family Residential: No Consumption Charge	
	Other: \$3.27 per cubic metre Minimum Consumption Charge per three months is \$370.10 per service connection.	

SCHEDULE "C"

Liquid Waste Receiving Facility

1. Disposal Fees and Charges

Every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility shall pay the following fees and charges:

Fees:	
Septage	\$100.09 per cubic metre (\$0.455 per imperial gallon)
Sewage	\$100.09 per cubic metre (\$0.455 per imperial gallon)
Facility User Permit	\$50.00 per Septage waste disposal truck per annum (valid for a period from January 1 of each year until December 31 of the subject year). This fee is not pro-rated in the first year of this schedule coming into force.
Charges:	
Call Out Charge	\$75.00 per hour; minimum charge \$150 first 2 hours
After Hours Call Out	\$75.00 per hour; minimum charge \$150 first 2 hours

2. Definitions:

The following terms, words and phrases when used in this schedule shall have the meanings set forth in this contained in this schedule:

"CRD" means the Capital Regional District.

"Call Out Charge" means a charge issued to any person who uses the Liquid Waste Receiving Facility due to an event directly attributable to a person(s) actions requiring CRD personnel to attend the Liquid Waste Receiving Facility.

"Discharge" means to directly or indirectly introduce a substance into a Sewer or sewage facility by spilling, disposing of, abandoning, depositing, leaking, seeping, pouring, draining, emptying or by any other means.

"Facility Access Permit" means a Facility Access Permit issued by the CRD.

"Generator" means an owner or occupier of property from which the Liquid Waste originates that is being trucked to a facility for disposal.

"Hauler" means a person or company who transports Liquid Waste from a Generator to a Liquid Waste facility for disposal.

"Local Service Area" means the Local Service Area established under bylaw 2118 Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993.

"Load of Liquid Waste" means the Liquid Waste being delivered by the hauling vehicle.

"Liquid Waste" means Septage and/or Sewage Sludge.

"Liquid Waste Receiving Facility" means the Salt Spring Liquid Waste facility that receives Trucked Liquid Waste, more particularly described as located off Burgoyne Bay Road, Salt

Spring Island (part of the North ½ of Section 4, Range 1, South Salt Spring Island, Cowichan District).

“Measured volume” means the actual volume of Liquid Waste Discharged at the designated Liquid Waste Receiving Facility as measured by the flow meter installed at the facility.

“Municipality” means a municipality or electoral area participating in the Local Service Area and/or the CRD itself.

“Prohibited Waste” means Hazardous Waste as defined by the *Hazardous Waste Regulation*.

“Septage” means a combination of liquid and solid wastes and/or settled solids from residences, businesses, institutions and industries normally collected in a Septic Tank or holding tank.

“Septic Tank” means a chamber made of concrete, fiberglass, PVC or plastic, through which domestic wastewater flows for primary treatment

“Sewage Sludge” means the primary or secondary Sewage Sludge from a sewage treatment plant.

“Sewer” means all pipes, conduits, drains and other equipment and facilities owned or otherwise under the control or jurisdiction of the CRD for collecting, pumping and transporting wastewater, either to a Sewage Facility or otherwise.

“Trucked Liquid Waste” means any Liquid Waste that is collected and transported from the site where the Liquid Waste originated by means other than Discharge to a Sewer, including but not limited to: Septic Tank waste, chemical toilet contents, oil and grease from interceptors or traps and other sludges of organic or inorganic origin.

“Trucked Waste Manifest” means a form provided by the CRD to be completed by the Generator, or agent acting on behalf of the Generator, and Hauler of Septage as a condition of using a Liquid Waste Receiving Facility.

3. User Fees:

- a) The Liquid Waste disposal fee set out in Section 1 will be imposed on every Hauler depositing Liquid Waste at the Liquid Waste Receiving Facility and shall be paid in accordance with this bylaw.
- b) The fees charged will be calculated by multiplying the measured volume of Liquid Waste Discharged by the unit rate set out in Section 1. Where no measured volume is available, the fees charged will be calculated by multiplying the unit rate by the volume of a full load of Liquid Waste from the Haulers truck as specified in the operator’s manual for the Haulers truck.

4. Credit:

- a) Persons depositing Liquid Waste at the Liquid Waste Receiving Facility on a regular basis may apply to the CRD for credit. If the CRD is satisfied of the credit worthiness of the

Hauler, credit may be granted, in which case payment of the user fees imposed under Section 3 shall be made and credit extended under the following conditions:

- i. The person receiving credit shall pay to the CRD all fees in full within thirty (30) days of the last day of the month for which an invoice has been submitted. The CRD will invoice monthly for Liquid Waste delivered during the preceding month. The invoice amount will be based on the total quantity of the waste delivered during the month, and the posted rates in effect at the time of delivery.
- ii. Late payment(s) will be subject to an interest penalty of 1.5% per month.
- iii. The CRD reserves the right to cancel, upon five (5) days' notice, the credit offered herein for late payment, non-payment or other justified cause as judged solely by the CRD.

5. Regulations:

- a) Persons, including Generators or Haulers of Liquid Waste, shall only use the Liquid Waste Receiving Facility upon the following conditions:
 - i. That they agree to comply with all provisions within this Bylaw.
 - ii. They have received a Facility Access Permit from the CRD.
 - iii. That the Liquid Waste meets the operating criteria to be received and processed at the facility.
 - iv. That they agree to comply with all operating protocols governing the use of the Liquid Waste Receiving Facility as prescribed in Section 6, as stated on any signage or materials published by the CRD, or as directed by an employee or agent of the CRD.
- b) Any person making a Discharge at the Trucked Liquid Waste Receiving Facility shall immediately stop the Discharge at the instructions of an employee of the CRD if that employee has reasonable grounds to believe the Discharge does not meet the provisions of this bylaw or any other enactment.
- c) A Hauler or other person is liable for any damage to a Liquid Waste Receiving Facility or CRD property caused by the Hauler or other person or caused by the functioning or operation of a Hauler or other person's vehicle, tank, or equipment.
- d) The CRD may suspend or revoke a permit to access and use of the Liquid Waste Receiving Facility if the Generator or Hauler falsifies or omits information on a Trucked Waste Manifest.
- e) Sections 5 (a) to 5 (d) do not apply to a Municipality or agent of a Municipality, where Liquid Waste is removed from a water, Sewer or sewage facility or the Liquid Waste Receiving Facility for purposes of maintenance activities on the water, Sewer or sewage facility or the Liquid Waste Receiving facility.

6. Operating Protocols:

- a) The Liquid Waste Receiving Facility is an unattended facility and is controlled by a locked gate. In order to access the site a Hauler must have a valid Facility Access Permit.
 - i. Permits can be obtained by making application to the CRD on the application form attached hereto in Schedule "E", and paying the annual fee as set out in section 1.
 - ii. Each vehicle owned by the Hauler that is used for the purposes of Septage waste disposal at the Liquid Waste Receiving Facility must be listed on the Facility Access Permit.
 - iii. Once approved a Facility Access Permit sticker, gate access key and/or codes will be issued to the Hauler.
 - iv. A Facility Access Permit Sticker will be issued for each vehicle listed on the Facility Access Permit.
 - v. The CRD may suspend or revoke a Facility Access Permit:
 - (1) for any or all vehicles licensed to any one Hauler for any violation of, or noncompliance with, the terms and conditions of this bylaw, or any enactment applicable to the Discharge of waste into a Liquid Waste Receiving Facility, when the violation or noncompliance interferes with the operation of the Liquid Waste Receiving Facility.
 - (2) if a Generator or Hauler falsifies or omits information regarding the source, type, or quality of Septage Discharged at the Liquid Waste Receiving Facility.
 - (3) for any or all vehicles licensed to any one Hauler for failure to pay fees described in this bylaw within 60 days of being invoiced by the CRD or the Operator.
- b) While on site at the Liquid Waste Receiving Facility, all Haulers, persons, employees, and agents of the CRD shall abide by WorkSafeBC and CRD protocols and regulations, and conduct their activities in a safe and respectful manner.
- c) The designated intake connection at the Liquid Waste Receiving Facility must be used. Discharging Liquid Waste directly or indirectly into any other point at the Liquid Waste Receiving Facility is strictly prohibited and may result in suspension or revocation of a Facility Access Permit.
- d) Information regarding the Liquid Waste to be Discharged including the waste manifest must be properly entered into the log-in Hauler's panel or may result in suspension or revocation of a Facility Access Permit.
- e) The solid to Liquid Waste content shall not contain any solid rocks or debris larger than 38mm in diameter. Failure to comply with this requirement may lead to Call Out Charges as set out in Section 1, if CRD staff are required to attend the Liquid Waste Receiving Facility, and could result in liability to repair the facility if damage is caused.
- f) Should the Liquid Waste Receiving Facility alarm go into effect and the inlet valve close, Haulers must wait until the Liquid Waste Receiving Facility has been reset before

continuing to off-load. No Liquid Waste shall be deposited anywhere else on site while waiting for CRD personnel to respond.

- g) All hauling vehicles using the site must have connection devices compatible with those of the facility.
- h) The Hauler is responsible for connecting and disconnecting hoses from the hauling vehicle to the facility Discharge coupling, and the operation of the equipment associated with the hauling vehicle.
- i) The Discharge of Liquid Waste shall be conducted without spillage. Hoses shall not be drained to the ground. In the event that an environmental spill occurs, the Hauler must immediately discontinue discharging and contact the CRD and report the a) date / time; b) volume; c) material spilled.
- j) Each vehicle owned by the Hauler that is used for the purpose of waste disposal at the Liquid Waste Receiving Facility must provide sufficient containment of loads to prevent spillage in transit, including spillage from hoses and other appurtenances.
- k) Parking for Haulers' or other persons' vehicles on site is permitted only while discharging Liquid Waste.
- l) There is a limited supply of water to operate the Liquid Waste Receiving Facility. No person shall use water for washing or servicing their vehicles.
- m) The Hauler shall designate on the Trucked Waste Manifest the type of Liquid Waste being Discharged.
- n) Users shall observe and comply with all posted speed limit requirements on the road access and on the Liquid Waste Receiving Facility.
- o) Hours of Operation:
 - i. Liquid Waste will only be accepted at the Liquid Waste Receiving Facility during regular hours of operation.
 - ii. The regular hours of operation at the Liquid Waste Receiving Facility are as follows:

Monday to Friday, excluding statutory holidays	7:30 am to 4:00 pm
--	--------------------
 - iii. During the regular hours of operation, the Liquid Waste Receiving Facility will be open for Haulers to dispose of Liquid Waste. CRD staff will only be available to respond to any issues or alarms during regular hours of operation.
 - iv. After hours access may be considered under emergency situations.
 - v. No person shall make use of the Liquid Waste Receiving Facility at any time other than the regular hours and days of operation, unless:
 - (1) that person is an employee, contractor or agent of the CRD; or

(2) there is an emergency situation, and the person using the Liquid Waste Receiving Facility pays the after hour charges as set out in Section 1.

- p) A flow meter is provided and shall be used to measure the volume of each Discharge. The CRD will bill each Hauler based on the total volume of Liquid Waste Discharged.

7. Offences and Penalties:

- a) A person who contravenes this bylaw is guilty of an offence and is liable, upon conviction, to a fine not exceeding \$10,000.
- b) Where an offence is committed, or continues on for more than one day, a person shall be deemed to have committed separate offences for each day on or during which an offence occurs or continues, and separate fines, each not exceeding \$10,000, may be imposed for each day on or during which an offence occurs or continues.

Nothing in this bylaw shall limit the CRD from utilizing any other remedy that would otherwise be available to the CRD at law.

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4471

**A BYLAW TO AMEND BYLAW 3847 TO UPDATE FEES AND CHARGES FOR UTILITY
SERVICES WITHIN THE SOUTHERN GULF ISLANDS AND
JUAN DE FUCA ELECTORAL AREAS**

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

1. Bylaw No. 3847, “Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012”, is amended removing SCHEDULE “C” in its entirety and replacing it with SCHEDULE “C” attached hereto.
2. This Bylaw may be cited as “Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 10, 2021”.

READ A FIRST TIME THIS	th	DAY OF	2021
READ A SECOND TIME THIS	th	DAY OF	2021
READ A THIRD TIME THIS	th	DAY OF	2021
ADOPTED THIS	th	DAY OF	2021

CHAIR

CORPORATE OFFICER

SCHEDULE “C”1. Water, Sewer, and Port Renfrew Street Lighting

a) For Single Family Equivalent, the user fees payable by Service Area shall be:

Service Area	Annual Charge • 25% of which is billed each 3 months
Skana Water	\$1,073.02 per Single Family Equivalent connected to the water system
Surfside Park Estates Water	\$1,394.22 per Single Family Equivalent connected to the water system
Magic Lake Estates Sewer	\$405.70 per Single Family Equivalent connected to the sewer system
Lyll Harbour/Boot Cove Water	\$684.78 per Single Family Equivalent connected to the water system
Magic Lake Estates Water	\$334.56 per Single Family Equivalent connected to the water system
	Quarterly Consumption Charge, effective as of July 1, 2013: $>50 \text{ m}^3 = \$0.50 \text{ m}^3$ $>80 \text{ m}^3 = \$1.00 \text{ per m}^3$
Sticks Allison Water	\$1,744.56 per Single Family Equivalent connected to the water system
	Excess Consumption Fee – for metered water use per service connection in excess of 110 cubic metres per three months: \$5.00 per cubic metre
Wilderness Mountain Water	Consumption Charge: \$20.00 per month for each Single Family Equivalent connected to the water system Annual User Charge: \$992.80 per annum for each Single Family Equivalent connected to the water system
Port Renfrew Water Annual User Charge	\$204.41 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Sewer Annual User Charge	\$640.23 per Unit (see Section 1b) billed in four equal payments
Port Renfrew Street Lighting	\$40.60 per User

(Schedule C continued on next page)

- b) For other Consumers, the annual charge, 25% of which is billed each three months, is calculated as "N" times the total annual Single Family Equivalent. "N" is determined as outlined in the following chart, except as noted in Sections 1c and 1d.

Use	"N"
Bed and Breakfast – each building	1.00
Hotel/Motel – each housekeeping unit	1.00
Cabin – each unit	1.00
Mobile home park – per space	1.00
Commercial building housing 1 business	
Up to 3 employees	1.25
4 or more employees	1.50
Commercial building housing more than 1 business	
Each business up to 3 employees	1.25
Each business 4 or more employees	1.50
Restaurant	2.00
Church	1.00
School – for each classroom	1.00
Hospital – for each bed	1.00
Other – for each 1,360 litres of daily winter water consumption. Estimated flows will be based on regulations or guidelines issued pursuant to the BC <i>Health Act</i> .	1.00

- c) For the Lyall Harbour/Boot Cover Water Service Area

Use	"N"
Commercial building housing 1 business	
Up to 3 employees	1.00
4 or more employees	2.00
Commercial building housing more than 1 business	
Each business up to 3 employees:	1.00
Each business with 4 or more employees:	2.00

- d) For Port Renfrew Water and Sewer Service Areas:
If the Single Family Equivalent has not been designated in 1b, the unit calculation will be based on the **Minimum Daily Design Flow** as specified in the *Sewerage System Standard Practice Manual*, Version 2, September 21, 2007, prepared by the BC Onsite Sewage Association.

Appendix C**Changes to Fees & Charges, Bylaws No. 4470 and 4471**

Purpose: To summarize changes to Fees and Charges for 2022 in the three Electoral Areas.

Bylaw No. 4470:**To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges**

Changes to Schedule "B" (2) a) Water and Sewer User Fees - Fixed Fees

Service Area	2022 Annual Charge (per SFE)	2021 Annual Charge (per SFE)	Committee/Commission Approval
Cedars of Tuam Water	\$1,941.18	\$1,900.00	Cedars of Tuam Water Service Commission October 21, 2021
Cedar Lane Water	\$1,345.35	\$1,163.43	Cedar Lane Water Service Commission October 7, 2021
Beddis Water	\$900.46	\$831.20	Beddis Water Service Commission October 4, 2021
Highland Water	No Change	\$0	Fernwood and Highland Water Service Commission October 15, 2021
Fernwood Water	No Change	\$0	
Highland & Fernwood Water	No Change	\$1,182.53	
Maliview Sewer	\$1,826.73	\$1,807.53	Maliview Sewer Local Service Commission October 15, 2021
Fulford Water	\$1,480.40	\$1,381.23	Fulford Water Service Commission October 18, 2021

Bylaw No. 4470:**To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges**

Changes to Schedule "B" (2) b) Water and Sewer User Fees - Consumption Charge based on volume of water metered

Service Area	2022 Consumption Charge	2021 Consumption Charge	Committee/Commission Approval
Cedars of Tuam Water	No Change	First 38 m ³ = \$3.50/m ³ >38 m ³ = \$9.00/m ³	Cedars of Tuam Water Service Commission October 21, 2021
Cedar Lane Water	No Change	First 30 m ³ = \$2.50/m ³ >30 m ³ = \$9.00/m ³ >61 m ³ = \$25.00/m ³	Cedar Lane Water Service Commission October 7, 2021
Beddis Water	No Change	First 38 m ³ = \$3.10/m ³ Next 68 m ³ = \$6.30/m ³ >106 m ³ = \$8.50/m ³	Beddis Water Service Commission October 4, 2021
Highland & Fernwood Water	No Change	First 38 m ³ = \$0.64/m ³ Next 68 m ³ = \$2.00/m ³ >106 m ³ = \$5.13/m ³	Fernwood and Highland Water Service Commission October 15, 2021
Maliview Sewer	No Change	\$1.75/m ³ of total water provided or delivered to the single family dwelling unit or equivalent served by the sewer connection to the CRD Highland Water System	Maliview Sewer Local Service Commission October 15, 2021
Fulford Water	Single Family Residential: No Consumption Charge Other: \$3.27/m ³ Minimum Consumption Charge per three months is \$370.10 per service connection.	Single Family Residential: No Consumption Charge Other: \$3.27/m ³ Minimum Consumption Charge per three months is \$345.31 per service connection.	Fulford Water Service Commission October 18, 2021

Bylaw No. 4470:**To Amend Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges**

Changes to Schedule "C" (1) Disposal Fees and Charges

Service Area	2022 Fees	2021 Fees	Committee/Commission Approval
Septage	\$100.09 per cubic metre (\$0.455 per imperial gallon)	\$97.89 per cubic metre (\$0.445 per imperial gallon)	Salt Spring Island Liquid Waste Disposal Local Service Commission October 4, 2021
Sewage	\$100.09 per cubic metre (\$0.455 per imperial gallon)	\$97.89 per cubic metre (\$0.445 per imperial gallon)	Salt Spring Island Liquid Waste Disposal Local Service Commission October 4, 2021

Bylaw No. 4471:**To Amend Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges**

Changes to Schedule "C" (1) a) Water, Sewer and Port Renfrew Street Lighting

Service Area	2022 Annual Charge	2021 Annual Charge	Committee/Commission Approval
Skana Water	\$1,073.02 (per SFE)	\$927.38 (per SFE)	Skana Water Service Committee October 28, 2021
Surfside Park Estates Water	\$1,394.22 (per SFE)	\$1,193.40 (per SFE)	Surfside Park Estates Water Service Committee October 29, 2021
Magic Lake Estates Sewer	\$405.70 (per SFE)	\$394.02 (per SFE)	Magic Lake Estates Water and Sewer Committee October 26, 2021
Lyll Harbour/Boot Cove Water	\$684.78 (per SFE)	\$667.45 (per SFE)	Lyll Harbour/Boot Cove Water Local Services Committee October 25, 2021
Magic Lake Estates Water	\$334.56 (per SFE)	\$329.39 (per SFE)	Magic Lake Estates Water and Sewer Committee October 26, 2021
	No Change	Consumption Charge $>50 \text{ m}^3 = \$0.50/\text{m}^3$ $>80 \text{ m}^3 = \$1.00/\text{m}^3$	
Sticks Allison Water	\$1,744.56 (per SFE)	\$1,408.54 (per SFE)	Sticks Allison Water Local Service Committee October 26, 2021
	$> 110 \text{ m}^3 \text{ per } 3 \text{ months} = \$5.00/\text{m}^3$	$> 136 \text{ m}^3 \text{ per } 3 \text{ months} = \$2.20/\text{m}^3$	
Wilderness Mountain Water	\$992.80 (per SFE)	\$951.26 (per SFE)	Wilderness Mountain Water Service Commission October 28, 2021
	No Change	Consumption Charge = \$20.00 (Monthly per SFE)	
Port Renfrew Water Annual User Charge	\$204.41 (per Unit)	\$190.76 (per Unit)	Port Renfrew Utility Services Committee October 25, 2021
Port Renfrew Sewer Annual User Charge	\$640.23 (per Unit)	\$586.16 (per Unit)	
Port Renfrew Street Lighting	\$40.60 (per User)	\$34.12 (per User)	

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 10, 2021**

SUBJECT **Salt Spring Island Liquid Waste Bylaw Amendment - Composting Facilities**

ISSUE SUMMARY

To seek approval to amend Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993", to allow for the construction and operation of a liquid waste and organics composting facility.

BACKGROUND

At its February 10, 2021 meeting the CRD Board approved a motion supporting the submission of an application by the CRD on behalf of the Salt Spring Island Composting Project (SSICP) to the provincial CleanBC Organic Infrastructure and Collection Program (CleanBC) seeking funding for construction of a composting facility on Salt Spring Island (SSI). SSICP is proposed by a not-for-profit consortium consisting of the Salt Spring Abattoir Society and the SSI Farmland Trust Society, two groups which generate liquid waste currently treated by the SSI liquid waste service, along with organics, such as animal products and feedstock, disposed of as solid waste. As only regional districts, municipalities and indigenous governing bodies are eligible to apply to the CleanBC program, SSICP must partner with CRD in order for the project to receive CleanBC funding. Understanding this requirement, the Board also approved a motion directing that staff bring back a service delivery model for approval that would allow for the CRD to partner with SSICP project proponents.

Amending Bylaw No. 2118 to allow for the co-composting of organic waste, along with fats, oils, greases and other compatible agricultural liquid wastes, would provide a means through which the CRD could establish a composting facility on SSI, and operate it by entering into an agreement with the SSICP members. Amendment Bylaw No. 4085 is provided in Appendix A.

ALTERNATIVES

Alternative 1

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

1. That Bylaw No. 4085, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021", be introduced and read a first, second and third time;
2. That Bylaw No. 4085 be forwarded to the Inspector of Municipalities for approval.

Alternative 2

That staff be directed to provide a subsequent report with additional information and options to advance the Salt Spring Island Composting Project.

IMPLICATIONS

Environmental & Climate Implications

Establishing a composting facility on SSI will provide an on-island option to manage up to 80 tonnes per year of liquid waste, fats/oils/greases (FOG), abattoir offal, and some food waste. An on-island facility will reduce the greenhouse gas emissions associated with hauling and managing these materials off-island, but primarily will provide an on-island destination for organics and wastes that otherwise may complicate other processing facilities on-island. The end-product is intended to be a source of finished compost for use by SSI farming operations on the SSI Farmland Trust Society property, or to be sold to offset the cost of the service, and reduce the need to import soil amendments from off-island.

Financial & Governance Implications

By accepting CleanBC funding, the CRD would ultimately be responsible and liable for meeting the obligations tied to receiving that funding, including paying back CleanBC funding if the project deliverables are not met. The key requirement of the CleanBC program is ensuring that the facility will remain in operation until at least March 31, 2034. As the facility is a fixture, its use and installation on the property of the SSI Farmland Trust Society will need to be secured in some form. If the facility is not able to meet its obligations through fees and charges, it may require subsidization from the SSI Liquid Waste Service.

While the composting operation would be delivered by the SSICP members by way of contract, the operation's outcomes would be overseen by the Salt Spring Island Liquid Waste Committee. Salt Spring Island staff may have an increase to their administrative responsibilities as a result of broadening the SSI Liquid Waste Service to increase its scope, which may result in a request for additional resources in future. Support to the composting operation may also be required in form of consultants or internal CRD resources from the Solid Waste Service assisting on a charge-out basis as determined between the two services. If the composting operation were to be assumed by CRD staff and not the SSICP members, additional resources would be required.

Service Delivery Implications

Partnering with SSICP will require that Bylaw No. 2118 be amended and will require the preparation of a service agreement with SSICP to provide the service. Elector approval can be provided by the Electoral Area Director consenting on behalf. Provincial approval to this service change would be required. Existing service authority permits composting of animal and farm liquid wastes (such as FOG or liquid products generated by the abattoir) at present with wood waste, but does not permit general organics to be co-composted. Given the small nature of the system and the need for different feedstocks to generate good quality compost, a general organics composting power is required. The system contemplated is in-vessel composting. It is not anticipated this system or portion of the service would ever become a full solid waste composting operation, as that would require a further change to the establishing bylaw and the system as designed could not handle such a load.

Alignment with Board & Corporate Priorities

Establishing a composting facility on SSI aligns in principle with the CRD Board's climate emergency declaration, though the net benefits have not yet been fully determined.

The anticipated load of 80 tonnes per year is about eight dump-trucks full of product. It is intended that the liquid waste for this operation will come from sources that do not contain human wastes. The liquid waste portion will consist of fats, oils, and greases from local restaurants; liquid waste from the abattoir and other farm activities, diverted from the current liquid waste facilities; and organics from farm sources and potentially on-island grocery facilities.

Legal Implications

Environmental controls, odour vectoring, and leachate management would be required under Bylaw No. 2736, "Capital Regional District Composting Facilities Regulation Bylaw No. 1, 2004". Per CRD's typical contracts for services, any agreement with the SSICP would require insurance and an indemnity for negligence and wrongful acts.

CONCLUSION

On behalf of the Salt Spring Island Composting Project, the CRD has applied for provincial CleanBC program funding for the purpose of establishing an 80 tonne per year composting facility on Salt Spring Island that would accept liquid waste from animal and organic sources, fats/oils/greases, abattoir offal and some food waste from on-island sources for on-island composting. Approving the amendment to CRD Bylaw No. 2118 will allow the co-composting of organic waste along with permitted liquid wastes, will divert liquid wastes from current facilities, and will provide a means for the CRD to enter into an agreement with the project proponents to establish the facility and will enable the use of CleanBC funding. Once the bylaw is amended, staff will be able to prepare a service agreement with the project's proponents that will allow for the composting facility to be built and operated on Salt Spring Island. There are risks involved in this project, in that if it is not successful, CRD's SSI Liquid Waste service would be required to repay the CleanBC grant.

RECOMMENDATION

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

1. That Bylaw No. 4085, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021", be introduced and read a first, second and third time;
2. That Bylaw No. 4085 be forwarded to the Inspector of Municipalities for approval

Submitted by:	Karla Campbell, BPA, Senior Manager, Salt Spring Island Electoral Area
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4085, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021

Appendix B: Redlined Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993"

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4085**

**A BYLAW TO AMEND THE SALT SPRING ISLAND LIQUID WASTE COLLECTION,
 CONVEYANCE, TREATMENT AND DISPOSAL SERVICE (BYLAW NO. 2118)**

WHEREAS:

- A. Under Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993", the Regional Board established a service to collect, treat, and dispose of septage and sewage sludge, and co-compost septage and sewage sludge with wood waste;
- B. Salt Spring Island has fats, oils, and greases; animal and agricultural liquid wastes; and organic materials from other on-island sources that would be beneficial sources of feedstock for existing and planned composting works associated with the service, and would assist with generating a usable community compost product;
- C. The Salt Spring Island Farmland Trust are providing lands for the purposes of composting under Bylaw No. 2118, and the Salt Spring Island Abattoir Society desires to operate the composting portion of the service for animal, farm, and organic liquid waste and organic solids by way of a service agreement, which would divert certain liquid wastes from the existing facilities;
- D. The Electoral Area Director has consented in writing to this change pursuant to sections 347(2) and 349 of the *Local Government Act*, RSBC 2015 c 1;
- E. The Board wishes to amend Bylaw No. 2118 to ensure liquid wastes can be composted with organics and the service may be operated by service of contribution agreement;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

- 1. Bylaw No. 2118, "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993" is hereby amended as follows:
 - (a) By replacing "wood waste" wherever it appears in the bylaw with "organics";
 - (b) By renumbering the existing section 7 as section 8 and inserting as section 7 the following:
 - 7. The Capital Regional District may enter into one or more service or contribution agreements with third parties, including non-profit societies, to deliver, provide, or operate the service.

2. This bylaw may be cited for all purposes as “Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021”.

READ A FIRST TIME THIS _____th _____ day of _____ 20__

READ A SECOND TIME THIS th day of 20__

READ A THIRD TIME THIS th day of 20__

APPROVED BY THE INSPECTOR
OF MUNICIPALITIES THIS th day of 20__

APPROVED BY THE ELECTORAL
AREA DIRECTOR THIS th day of 20__

ADOPTED THIS _____th day of _____ 20__

CHAIR

CORPORATE OFFICER

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 2118**

**A BYLAW TO ESTABLISH A LOCAL SERVICE AREA WITHIN THE SALT SPRING ISLAND
ELECTORAL AREA OF THE CAPITAL REGIONAL DISTRICT FOR THE PURPOSE OF COLLECTION,
CONVEYANCE, TREATMENT AND DISPOSAL OF LIQUID WASTE FOR SALT SPRING ISLAND**

WHEREAS the Regional Board of the Capital Regional District may, by bylaw, establish and operate a local service under the provisions of Section 788 of the *Municipal Act*;

AND WHEREAS this Bylaw has received the assent of the electors under Section 795(2) of the *Municipal Act*;

AND WHEREAS the approval of the Inspector of Municipalities is required under Section 795(1)(a) of the *Municipal Act*.

NOW THEREFORE the Regional Board of the Capital Regional District in open meeting assembled ENACTS AS FOLLOWS:

1. The Local Service being established, and to be operated, is the collection, treatment and disposal of septage and sewage sludge, and the co-composting of septage and sewage sludge with ~~wood~~ wasteorganics.
2. The additional Local Service Area is co-terminus with the boundaries of the Electoral Area of Salt Spring Island.
3. The Electoral Area of Salt Spring Island is the only participating area for this additional Local Service.
4. The annual costs for the Local Service, net of grants and other revenue, shall be recovered:
 - (a) by the requisition of money under Section 809.1 of the *Municipal Act*, to be collected by the imposition of a parcel tax imposed under Section 810.1(2) of the *Municipal Act*, and
 - (b) by the imposition of fees and other charges fixed by separate bylaw.
 - (c) any deficiency arising from a shortage of revenue generated by (a) and/or (b) by requisition of funds under Section 809.1 to be collected by a property value tax to be levied and collected under Section 810.1(1)

(BL 2424)
5. The maximum amount that may be requisitioned under Section 803(1) of the *Local Government Act* for annual cost for the local service will be the greater of:
 - (a) \$126,650 DOLLARS, or
 - (b) an amount equal to the amount that could be raised by a property value tax rate of \$0.10 per ONE THOUSAND (\$1,000.00) DOLLARS which when applied to the next taxable value of land and improvements within the service area, will yield the maximum amount that may be requisitioned under Section 803(1) (a) and (b) for the service.

(BL 2424, 2940)
6. The Capital Regional District without limiting the generality of Section 1, in providing the Local Service hereby established, acquire, construct, establish, maintain, operate and regulate:
 - (a) facilities for receiving of ~~wood-waste~~ organics, septage and sewage sludge;
 - (b) facilities for the co-composting of septage and sewage sludge with ~~wood-waste~~ organics;
 - (c) disposal grounds and facilities for septage and sewage sludge;

(d) facilities for the marketing of the composted materials and the application of composted materials, or sewage or septage sludge.

7. The Capital Regional District may enter into one or more service or contribution agreements with third parties, including non-profit societies, to deliver, provide, or operate the service.

7.8. This Bylaw may be cited as the "Salt Spring Island Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993".

READ A FIRST TIME THIS	24 th	day of	February	1993
READ A SECOND TIME THIS	24 th	day of	February	1993
READ A THIRD TIME THIS	10 th	day of	March	1993
APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS	8 th	day of	April	1993
RECEIVED THE ASSENT OF THE ELECTORS THIS	24 th	day of	April	1993
RECONSIDERED AND FINALLY ADOPTED THIS	28 th	day of	April	1993

CHAIRPERSON

SECRETARY

FILED WITH THE INSPECTOR OF MUNICIPALITIES THIS 29th DAY OF April 1993

Minutes
Galiano Parks and Recreation Commission
Thursday, September 2, 2021, 8:30 AM
Skateboard Park, Lions Field

Present: Stephen Rybak (Chair), Charlene Dishaw (Vice-Chair), Lorne Byzyna (Treasurer), Evelyn Dewinetz, Jim Henshall, Gerald Longson, Barry New, Andrew Simon, Michael Carrothers (Maintenance Contractor), Emma Davis (Galiano Liaison for the CRD), Susan DeBeck (Recording Secretary)

1. Territorial Acknowledgement

2. Approval of Agenda

MOVED Commissioner Dishaw, SECONDED Commissioner Dewinetz that the agenda as circulated be adopted. CARRIED

3. Adoption of Minutes August 5, 2021

MOVED Commissioner Longson, SECONDED Commissioner Dewinetz that the minutes be adopted as amended. CARRIED

4. Chair's Remarks

4.1 Brochure- has been reprinted. Chair offered to pick- up from Burnaby printer.

5. Correspondences None

6. Presentations/Delegations None

7. Administration Reports

7.1 Maintenance Contractor's Report; Matthews Point Trail has accelerated erosion resulting from dry weather and large volumes of users. Contractor will come up with a proposal outlining the short term and 2022 work to be done and an estimate of costs.

7.2 Shore Access Report

Shaw's Landing- the eroding creek bed at the proposed site for the accessible view platform needs to be reconsidered as it would not provide a stable structure long term. Developing the site in other ways will be considered. Other sites have been identified as an alternatives.

7.3 Trails Report- Silú direction signs and other signs are under construction. Awaiting invoices.

7.4 Parks Report A list of signs to be replaced or repaired will be assembled for an estimate from the sign maker.

7.5 Recreation Report – Funds still available in the budget.

7.6 Volunteer Report- A generic check list will be drafted along with the position description for trail stewards. Keeping periodic checks will aid the maintenance contractor in knowing the state of the trails.

8. Treasurer's Report to August 31, 2021

8.1 Status of Accounts

<u>Account Category</u>	<u>Current Budget</u>	<u>Past Month</u>	<u>YTD Total</u>	<u>Balance Remaining</u>
Operations Spending	71,680	5,807	43,177	28,503
Recreation Program Spending	39,244	0	34,566	4,688
Forecast YE Operating Surplus/Deficit				+1,420
Capital Spending (GCF)	34,534	0	11,642	22,892
Capital Reserve Fund (CRF)				47,701

8.2 Invoices to be Approved

M Carrothers - Contract Mtce - August 5,192.20

MOVED Commissioner Longson SECONDED Commissioner Dishaw that the invoice for 5,192.20 be approved. CARRIED.

8.6 Treasurers Comments

Operations spending is on track for the year. The revised spending forecast presented at August 5 meeting has been incorporated into the current forecast. A year end surplus of 1,420 is predicted. No spending on Capital projects occurred during the month.

8.7 Acceptance of Treasurer's Report

MOVED Commissioner Byzyna SECONDED Commissioner Dewinetz that the Treasurer's report be approved. CARRIED

9. New Business

9.1 CRD Active Transportation-the initiative, involving the four Southern Gulf Islands, is gathering information from a number of Galiano organizations, establishing SGI TIP maps. They have requested input on initial mapping for accuracy. In October, a proposed plan for will be presented to the public for feedback. The emphasis is on transportation, not specifically trails although transportation to the trails is an important consideration.

9.2 SGI TIP Maps- comments on the consultant's draft maps to be sent to the Commissioner New for compilation as a Commission response.

9.3 Mary Ann Point Road MOTI Subdivision -application has been referred again due to the applicant's decision to offer a payment in lieu of a parkland donation as suggested by the Commission. The referral response options were discussed: MOVED Commission Simon, SECONDED Commissioner Longson MOTION That approval is not recommended due to the lack of consultation with the proponents regarding potential park dedication. CARRIED

Referral motion was forwarded to the CRD September 2, 2021

9.4 Renaming Trails and Shore Accesses Commissioner Simon raised the issue of renaming shore accesses and trails. This will be set forward for future investigation in the new year.

10. Other Business None

11. Unaddressed Thoughts & Concerns (input from members of the public) None

12. Adjournment 10:30 AM

MOVED by Commissioner Dishaw. Meeting adjourned at 10:30AM. CARRIED

Approved Minutes
Galiano Parks and Recreation Commission
Thursday, October 7, 2021, 8:30 AM
Galiano Library

Present: Stephen Rybak (Chair), Charlene Dishaw (Vice-Chair), Lorne Byzyna (Treasurer), Evelyn Dewinetz, Jim Henshall, Gerald Longson, Barry New, Andrew Simon, Michael Carrothers (Maintenance Contractor), Susan DeBeck (Recording Secretary)

1. Territorial Acknowledgement

2. Approval of Agenda for October 7, 2021

MOVED Commissioner Longson, SECONDED Commissioner Byzyna that the agenda be adopted as amended. CARRIED

3. Adoption of Minutes September 2, 2021

MOVED Commissioner Dishaw, SECONDED Commissioner New that the minutes be adopted as amended. CARRIED

4. Chair's Remarks

4.1 Chance Find/Archeological Awareness Zoom Meeting- outlined general guidelines to the discovery of a known archeological site or the chance discovery of a previously unidentified site. Steps for reporting: stop work, submit the designated form to the CRD, await direction which may include the need for a registered archeologist's report.

5. Correspondences

5.1 Golf Club- a letter was received from the Galiano Golf Club thanking the GIPRC for the Recreation Grant that provided funding for their youth and seniors programs. Sadly, the note also acknowledged the passing of Diana Fraser whose contributions to the Golf Club included administrating this program.

6. Presentations/Delegations None

7. Administration Reports

7.1 Maintenance Contractor's Report

7.1.1 Worked on the Archaeology spreadsheet, documenting assets requiring regular maintenance that are within 100 metres of a registered Archaeology site or located in an Area of Interest.

7.1.2 Booked the CRD approved Arborist to deal with remaining danger trees as well as to assess the danger trees on the property neighbouring the skate park. The work will continue to within the \$3100 budget.

7.2 Shore Access Report

7.2.1 Zuker- The shore restoration project received a \$6500 TD Friends of the Environment Foundation grant. UVic Restoration of Natural Systems program students Brittany Claeys and Brittany Boyd have mapped the project and listed native plant species suitable for each section. UVic Ecological Restoration Club volunteered to remove invasive species October 9 with planting planned for October 26.

7.2.2 Zayer- In response to a request from CRD for information to be sent to the Archeological Branch, Commissioner Longson drafted a proposal for the development of the Zayer Shore Access. Referencing the Ground Penetrating Radar Profile conducted by Dr. Colin Grier of Washington State University Anthropology Department, the first 20 meters of the existing trail contain no indications of a shell midden, while the last 9

meters to the bank do. GIPRC has budgeted \$2,000 in 2023 for any engineering studies required for the development of the project and in 2024 \$8,000 for the construction of the shore access.

7.3 Trails Report

7.3.1 Signage Directional signs and others are under construction.

Maintenance contractor will draft a list of signs needing replacement or development. If cost of installation is less than 2 hours, hours will be included in maintenance costs other wise will be charged to project costs.

7.3.2 Welcome to Galiano Island" maps Six laminated GIPRC maps will be put up on bulletin boards: Sturdies Bay Information kiosk, Georgia View, South Community Hall, Montague Public Wharf

7.4 Parks Report

7.4.1 Silú - Shipment of vault toilet is still being negotiated. Once installed, signage, parking lot and official opening will be arranged.

7.5 Recreation Report -Yellow House now has insurance certificate so recreation grant money has been released to them

7.6 Volunteer Report- the CRD has approved the position description that will now be adopted for volunteer positions. Adoption of the description will take place at the October meeting. Volunteers are to check trail once a month. Commissioner Henshall will provide volunteer feedback to maintenance.

8. Treasurer's Report

8.1 Status of Account

Account Category	Current Budget	Past Month	YTD Total	Balance Remaining
Operations Spending	71,680.00	6,570.62	49,747.73	21,932.27
Recreation Program Spending	39,244.00	1,250.00	35,806.00	3,438.00
Forecast YE Operating Surplus/Deficit				1,420.00
Capital Spending (GCF)	39,534.00	489.93	12,187.44	27,346.56
Capital Reserve Fund (CRF)				42,701.00
TD Grant	6,500.00			6,500.00

8.2 Invoices to be Approved

MOTION to preapprove \$3100 invoice for tree falling. MOVED Commissioner Byzyna SECONDED Commissioner Simon MOTION RESCINDED

8.3 Payment of Invoices

MOTION Commission rescind its requirement that invoices over \$1000 be approved at a meeting if the commitment for expense has been previously approved and if the invoice is within that amount. MOVED Chair Rybak, SECONDED Commission Simon CARRIED

8.4 Forecast Operating Expenses

We are still forecasting a year end surplus of 1,420.00. It was noted that our internal budget of 1,000.00 for cleaning supplies has now been exceeded by 80.00. We will need an estimate of remaining spending here to year end from Commissioner Henshall.

8.5 2021 Capital Program

1.1 We incurred 468.93 of capital spending during the month. We have transferred 5,000.00 from Capital Reserve Fund to General Capital Fund for our Asset Renewal Project to begin replacing worn assets. We now have 4 active, funded projects for 2021. TD grant of 6,500 secured for Zuker project. Disposition of the grant yet to be clarified but will probably go directly to GCF to fund the project.

1.2 2022 Proposed Operating Budget

CRD has recommended a 2% increase in all categories. Spread sheet shared and examined. It is proposed by Commissioner Byzyna that we budget 5,000.00 for Archeological Studies for 2022 and reduce our year end Transfer of Capital to 10,000.00 from 15,000.00 to compensate.

MOTION; That we accept the proposed 2022 operating budget. MOVED Commissioner Byzyna, SECONDED Commissioner Dishaw CARRIED

1.3 Proposed 2022-2026 Capital Program.

All projects on the program spreadsheet were reviewed in detail and some adjustments made. Approval was requested pending some additional information yet to come and an acceptable result of subsequent cash flow analysis. Further changes could be required.

MOTION: That we accept the proposed 2022-2026 capital Program as reviewed and modified, subject to the above listed caveats. MOVED Commissioner Byzyna, SECONDED Commissioner Dishaw CARRIED.

2. New Business

2.1 CRD Active Transportation Initiative - Chair Rybak asked if GIPRC wanted to advocate for a particular project such as completing Sturdies Bay Trail to Burrill Road. Agreed that this be decided after the fall community consultation to see what recommendations came of that and whether or not funds are made available for projects.

2.2 Activity Centre /School vault toilet- the school board has agreed that the GIPRC could use space behind library to install a vault toilet as it would service recreational activities in the area. The CRD believes the License for the Studies Bay Trail could be amended to include the toilet site.

3. Other Business

3.1 Future Meetings -Chair Rybak will pursue holding meetings in library as the trust office is too small for a meeting.

4. Unaddressed Thoughts & Concerns (input from the public) None

5. Adjournment 11:15 Motion to Adjourn
MOVED by Commissioner Dishaw. CARRIED



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MINUTES OF THE ANNUAL GENERAL MEETING OF THE LYALL HARBOUR/BOOT COVE WATER LOCAL SERVICE COMMITTEE held Monday, November 23, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members:** J. Crerar (Chair), J. Money, I. Rowe

By WebEx: M. Fry, J. Sabre-Makofka

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services; C. Moch, Manager Water Quality Operations; Dale Puskas, Manager Capital Projects; S. Orr (recorder)

By WebEx: T. Duthie, Manager Administrative Services; D. Puskas, Manager Capital Projects

REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 10:05 am.

1. APPROVAL OF RESOLUTION

1. That this resolution applies to the Lyall Harbour/Boot Cove Water Local Service Committee for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Lyall Harbour/Boot Cove Water Local Service Committee, because:
 - a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Lyall Harbour/Boot Cove Water Local Service Committee and staff, and
 - b. There are no other facilities presently available that will allow physical attendance of the Lyall Harbour/Boot Cove Water Local Service Committee and the public in sufficient numbers; and
3. That the Lyall Harbour/Boot Cove Water Local Service Committee is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
 - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
 - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
 - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and

- e. By making the minutes of the meeting available on the CRD website following the meeting.

MOVED by J. Money, **SECONDED** by I. Rowe,
That the Lyall Harbour/Boot Cove Water Local Service Committee adopt the resolution as presented.

CARRIED

2. APPROVAL OF AGENDA

MOVED by I. Rowe, **SECONDED** by J. Sabre-Makofka,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF AUGUST 20, 2019

MOVED by J. Sabre-Makofka, **SECONDED** by J. Money,
That the minutes of the Annual General Meeting of August 20, 2019 be adopted as circulated.

CARRIED

4. CHAIR'S REPORT

The Chair provided the following report:

- Boil Water Advisories: Sept. to Nov. 2019 and Feb. to Mar. 2020.
- Turbidity research and consultation in early March 2020 on Saturna by Integrated Water Services Engineering Department.
- Initiation of an email users list for people (owners and residents) who are on the Lyall Harbour/Boot Cove (LHBC) Water System.
- COVID -19 restrictions in effect from mid-March, affecting initiation and time-line of some projects.
- Change in the protection of the watershed with 10 hectares dedicated to the needs of the LHBC water system, and 20 hectares devoted to a community park.
- The Chair thanked the following people for their dedication and commitment to the LHBC Water Local Service:
 - John Money for working with the Capital Regional District to transfer his land to be used as a park.
 - Electoral Area Director David Howe for support for the water system grant proposal.
 - Ben Mabberley and John Money for the donation of the heavy net debris barrier installation.
 - The anonymous donor for a financial gift to Saturna Island and to the water system.
 - Paul Brent, Chair of Parks and Recreation.
 - Integrated Water Services staff.

5. APPOINTMENT OF COMMITTEE MEMBERS

The Chair stated that there were two positions expiring on December 31, 2020 and that two nominations were received for a term beginning January 1, 2021 and expiring on December 31, 2022. The following nominations were received and agreed to stand:

- Jill Sabre-Makofka
- Ian Rowe

MOVED by J. Money, **SECONDED** by M. Fry,

That the Lyall Harbour/Boot Cove Water Local Service Committee direct staff to forward the names of the nominees to the Capital Regional District Board for appointment:

- Jill Sabre-Makofka
- Ian Rowe

CARRIED

6. CORRESPONDENCE

There was no correspondence.

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

The meeting adjourned at 10:12 am.

CARRIED

Chair

Secretary



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MINUTES OF THE OF THE LYALL HARBOUR / BOOT COVE WATER LOCAL SERVICE COMMITTEE held Monday, November 23, 2020 in the Goldstream Conference Room

PRESENT: **Committee Members:** J. Crerar (Chair), J. Money, I. Rowe

By WebEx: M. Fry, J. Sabre-Makofka

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services; C. Moch, Manager Water Quality Operations; S. Orr (recorder)

By WebEx: D. Puskas, Manager Capital Projects

REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 10:13 am.

1. ELECTION OF CHAIR

Nominations were called for election of Chair for the Lyall Harbour Boot Cove Water Local Service Committee for a one-year term. Jeanne Crerar was nominated and agreed to stand. Nominations were called for two additional times, and hearing none, Jeanne Crerar was elected Chair by acclamation.

2. APPROVAL OF AGENDA

MOVED by J. Money, and **SECONDED** by I. Rowe,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF JUNE 19, 2020

MOVED by J. Money, and **SECONDED** by M. Fry,
That the minutes of June 19, 2020 be adopted.

CARRIED

4. COMMITTEE BUSINESS

4.1 Money Lake Dam Geotechnical (Verbal Update)

I. Jesney stated that a dam report was completed and will be circulated to the Committee. He stated that a grant application for \$1.16 Million dollars was submitted under the Investing in Canada Infrastructure Grant Program to address the dam improvement and water system requirements and anticipates the grant announcement to be made from the Provincial government in 2021.

Staff answered questions from the Committee regarding:

- Investing in Canada Infrastructure Grant Program
- Procurement process

- Dam safety
- Rock supply
- Water quality

The Committee thanked staff for the work on the grant application.

5. 2021 OPERATING AND CAPITAL BUDGET

M. McCrank introduced the 2021 Operating and Capital Budget report and provided an overview of the key factors influencing the budget as presented in the report.

Staff answered questions from the Committee regarding:

- Operations staffing
- Boil water advisory costs
- Safety costs
- Finishing filters
- Water testing
- Operating Reserve Funds balance
- Alternate Approval Process
- User charges

MOVED by I. Rowe, and **SECONDED** by J. Money,
That the Lyall Harbour Boot Cove Water Local Service Committee:

1. Approve the 2021 Operating and Capital Budget, and recommend that the actual deficit in 2020 be carried forward to 2021 and balanced against the 2021 User Charge; and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Lyall Harbour/Boot Cove Water Service as presented.

CARRIED

6. NEW BUSINESS

Staff answered questions from the Committee regarding disinfection by-products.

7. ADJOURNMENT

MOVED by I. Rowe, and **SECONDED** by J. Money,
That the meeting be adjourned at 11:30 am.

CARRIED

Chair

Secretary



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MINUTES OF A MEETING OF THE MAGIC LAKE ESTATES WATER AND SEWER COMMITTEE, held Tuesday, September 14, 2021 at 9:30 am, Goldstream Conference Room at 479 Island Highway, Victoria, BC

PRESENT: **Committee Members:** K. Heslop (Chair); M. Fossil (Vice Chair); J. Deschenes; P. Brent for D. Howe (EP), Southern Gulf Islands Electoral Area Director; D. Reed (EP); W. Foster (10.03 am) (EP); M. Kenwell (EP)
Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Infrastructure Operations (EP); M. Cowley; Manager Wastewater Engineering & Planning; D. Dionne, Administrative Coordinator (recorder)
REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

EP = Electronic Participation

The meeting was called to order at 9:30.

1. APPROVAL OF AGENDA

MOVED by M. Kenwell, **SECONDED** by P. Brent,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES

MOVED by P. Brent, **SECONDED** by M. Kenwell,
That the minutes of the July 13, 2021 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair made no remarks.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. COMMITTEE BUSINESS

5.1. Water Update[verbal]

I. Jesney provided a verbal update on the following items.

Water Treatment Plant – Stainless Steel Pipe Replacement

Settlement funds have arrived and are in trust with the CRD lawyer. Funds will be released with final sign off of releases.

Water Treatment Plant - General

Engineering carried out a site review of the water treatment plant and will be putting together a plan to deal with outstanding issues. There are no priority issues at this time that affect operation of the plant.

I. Jesney advised the pipe is not visibly leaking, and a plan will be put in place that will

have the least impact on water service when the work is done.

Staff responded to questions from the Committee regarding:

- Any remaining funds will be placed into capital reserves
- Plastic being used for the replacement of the pipes

5.2. Wastewater Update [verbal]

M. Cowley provided a verbal update on the following items:

Collection System Upgrades

- Triahn Enterprises Ltd. completed the work on Schooner Road last week. They have now moved over to Privateers. They will have installed about 2,000m of pipe (about 66% complete).
- Notices are being delivered to residents prior to the watermain gooseneck that is scheduled to be installed on Tuesday, September 14. Once Privateers is complete, Triahn will complete the remaining area from Cannon Crescent to Pirates Road. Triahn should be complete within the November 6, 2021 substantial completion date.
- More rock has been encountered than anticipated as the rock profile is very undulating and the existing sewer pipe meanders from the original as-constructed drawings.
- The actual construction cost to date is \$1,442,777. The estimated cost to complete the contract is about \$2.25 million depending on the final road restoration requirements. The cost is higher than the initial \$2 million budget estimate primarily because of increased rock removal and house connection quantities (many properties have two connections).
- Capital Regional District website is updated with new information as it is received. The new link is: <https://www.crd.bc.ca/project/capital-projects/magic-lake-estates-wastewater-system-infrastructure-replacement-project-infrastructure-replacement-project>

Investing in Canada Infrastructure Program Grant – Phase 2 and 3

- The CRD was successful in receiving a grant to help fund most of Phase 2 and 3. The cost share of the grant is as follows:
 - Government of Canada = \$3,083,740 (40%)
 - Province of British Columbia = \$2,569,526 (33.33%)
 - Magic Lake Estates Sewer = \$2,056,084 (26.67%)
- The scope of work to be completed under the grant generally includes:
 - Renewing 6 pump stations (Buccaneer, Galleon, Schooner, Capstan, Cultass, Masthead)
 - Replacing Cannon WWTP with a new pump station
 - Upgrading Schooner WWTP (new headworks, Equalization Tank (EQ tank), aeration tank, clarifiers, genset)
- All remaining funds left from the \$6M loan (after paying for the \$2.056M grant share and \$2.25M estimated sewer installation cost) will be used to complete as much sewer pipe replacement as possible.

- The next step is to receive official notification from senior government, set up the grant process and hire a consultant to start design. Meanwhile, we have commenced with the required First Nations consultation process.
- There will likely be another archeological assessment conducted at Schooner Treatment Plant as land altering will be taking place. Any remaining funds left over will be used to complete other pipe that can be installed.

Staff responded to questions from the Committee regarding:

- Funds for decommissioning Cannon primarily to remove the electrical equipment. The intent is that the tanks are to be used for overflow storage
- CCTV and density testing will be commencing this week, prior to paving. Asphalt repair of the road crossing is to be completed by end of month, and damaged road shoulders will be chip-sealed in the spring/summer

5.3. Operations Update [verbal]

M. McCrank provided an update on the following items:

Water Operations Highlights:

- July 28th - Raw water supply adjusted from 20% Magic Lake and 80% Buck Lake to 50% Magic Lake and 50% Buck Lake.
- Aug 10th - Magic Lake intake screen cleaning and Buck Lake intake screen cleaning.
- Aug 20th – Raw water supply adjusted from 50/50 to 100% Buck Lake.

Wastewater Operations Highlights:

- Aug 30th – Replaced Return Activated Sludge pump at Schooner WWTP, due to limited flow.

Capital Improvement work by Infrastructure Operations:

- Sewer Collection System (Phase 1) Project:
- July 28th - 150mm water main break near 2708 Privateers. Boil Water Advisory (BWA) issued as a precautionary measure. BWA removed Saturday July 31st.

Discussion ensued and staff responded to questions from the Committee regarding making it mandatory for new developments to install a rain water catchment system and Islands Trust responsibility related to building code.

M. McCrank advised that Buck Lake is currently sitting at 62% where historically it is at 69% this time of year. The community is doing a great job conserving with the stage three restrictions in place.

5.4. Grants Discussion [verbal]

No new business to report.

6. CORRESPONDENCE

There was no correspondence.

7. NEW BUSINESS

7.1. Elections

I. Jesney advised that the bylaws for the Electoral Areas committees are currently being reviewed by Legislative Services to eliminate the need for Annual General Meetings. Concerns from the Committee are to be directed to Director Howe, or his Alternate Paul Brent. The community will still have the opportunity to recommend members for election, which will be reviewed by the Electoral Area Director and the Board.

The Chair advised there will be three vacant appointments, and it is up to the committee to recruit members for the upcoming election.

Staff responded to questions from the Committee regarding:

- The current clause in the bylaw pertaining to appointment terms expected to not change
- Alternate Approval Process is more cost effective compared to referendum, however less inclusive. Depending on the prospective borrowing amount, one may be preferred over the other

7.2. Water Conservation

I. Jesney suggested modifying the signage to provide the levels of Buck Lake and Magic Lake as a five year average, opposed to the current fifteen year average. The reservoir is lower than average for this time of year.

Discussion ensued regarding implementing a rain barrel subsidy program. This Committee does not currently have a water conservation bylaw, therefore conservation is not enforceable. The committee does have the authority to adjust the water rates.

Staff advised that an effective means of conservation would be to increase the rates, which is within the Committee's powers. Staff will seek grants and bring forward any findings to the Committee.

Two meetings for October is not necessary, October 12 meeting is tentative as budget meeting will likely commence at the end of October.

8. ADJOURNMENT

MOVED by P. Brent, **SECONDED** by M. Kenwell,
That the September 14, 2021 meeting be adjourned at 10:42.

CARRIED

CHAIR

SECRETARY



ADOPTED

Minutes for a meeting of the Mayne Island Parks and Recreation Commission at the Miners Bay Park Bandstand on September 9, 2021 at 3:00 pm.

Present: Debra Bell (Chair) Peter Askin (Vice Chair) Veronica Euper
 Adrian Wright Lance Shook Lauren Edwards (Recorder)

Absent: David Howe, Director, CRD, Southern Gulf Islands

The meeting was called to order at 3:00 pm.

1. Territorial Acknowledgement

It was acknowledged that participants were pleased and honoured to hold the meeting on traditional territory of Coast Salish First Nations.

2. Approval of Agenda

MOVED by Commissioner Euper and **SECONDED** by Commissioner Askin,
that the agenda be approved as presented.

CARRIED

3. Adoption of Minutes of August 12, 2021

It was **MOVED** and **SECONDED**,
that the minutes of August 12, 2021 be approved as amended.

CARRIED

4. Chair's Remarks – None

5. Reports

5.1. Treasurer's Report

5.1.1. Treasurer's Report for the period August 1 - 31, 2021

MOVED by Commissioner Bell and **SECONDED** by Commissioner Shook,
that the Treasurer's report for the period August 1 -31, 2021 be accepted as
presented.

CARRIED

5.1.2. Capital Budget 2022 – 2026 and related Motions

Commissioner Askin will source an estimate for aluminum staircase replacement on Kippen Road. Discussed the safety concerns with raising and lowering the current staircase.

5.2. Administration

5.2.1. Follow up Action Report including:

- a) Commissioner Retreat
To be scheduled next spring.
- b) Land Altering Projects
It was clarified that reporting applies to registered and high potential archaeological sites and significant land altering projects.
- c) Volunteer Barbecue 2021
 - Scheduled for September 16th.
 - Commissioner Shook will contact Bill Warning to coordinate with Lion's.
 - 60 people will attend but will plan for 70.
 - Commissioners Wright, Askin and Shook will work the barbecue.
 - T-shirts will be made available.
 - Covid restrictions discussed.
- d) CRD flag policy
Discussed and, at this time, flags are fully raised.
- e) *Driftwood* article
The newspaper editor confirmed there was not a recent article printed which referenced MIPRC.

5.2.2. SGI Active Transportation Network

- It was reported that Watt Consulting had collected all publicly available information and did not require a map.
- CRD had a booth at the Labour Day Farmers Market and sought input from the public for where trails should be placed.
- Commissioner Euper stated that it had been understood the scope of the project was to focus on active transportation.
- No further meeting is scheduled at this time.

5.3. Committees

5.3.1. Sanitation

- a) Library water system update
 - A water sample was sent to test for tannins and, if no tannins found, a new system will be installed as the current system requires monthly cleaning.
 - Other issues with plumbing are reported to be resolved.
- b) No smoking issues

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- The sign was vandalized and it appears a soap dispenser was broken off the wall.
- It was suggested that the new sign be posted on the door outside for visibility.

5.3.2. Land Acquisition

Commissioner Askin and Euper will discuss priority list for property acquisitions and bring forward for the next meeting.

5.4. Parks

5.4.1. Miners Bay

- a) Window replacement
An order will be placed for tempered glass.
- b) Bandstand repair update
It was reported that:
 - Contractor work will take place commencing September 11; ;
 - The structure has been power-washed; and
 - Painting, flashing, and perimeter concrete and brick resetting work still to be done.

5.4.2. Dinner Bay

- a) Volleyball/walking circuit update
 - The volleyball net is installed.
 - It was reported that MoTI is donating fill for the ditch where sitting space will be created and the track will go through that area.
 - The horseshoes are being used more seemingly because the sculpture draws attention.
 - Material is required for 700 metres of track which will go around the entire park; and that there are about 500 cubic yards of chip seal left over from the recent road work on Mayne. Discussed options being considered to acquire a donation of the material.
 - Two pieces of fitness equipment were offered as a donation from two contributors. These could be placed for ocean view during use.
 - Commissioner Shook will continue to follow through on donations.
- b) Lions building license
It was reported that the Lions will review the license and respond by September 15th.
- c) Adachi Pavilion contents
 - Kitchen items have been purchased and the Lions have all other necessary utensils.

ADOPTED

- Maintenance and painting will be done next year.

5.4.3. Japanese Garden

- Three large cherry trees removed and may be replaced.
- The irrigation system is being upgraded.
- Bill Warning confirmed the well water table is at 29 feet.

5.4.4. Cotton Park

a) Draft policy on events

- The draft policy was circulated for input on the one-year pilot project for small events.
- Concern was expressed that, as a wildlife preserve, there should not be a negative impact to the park.
- Capacity and parking were discussed, and it was agreed that the number of vehicles would be five with 50 persons attending event which should not exceed three hours use.
- Scheduling would be restricted to one event per week.
- First Nations consultant advised that no tent stakes should be used nor any ground altering activity done.
- It was agreed that communication will include that a donation for park use is appreciated.
- Litter must be removed.
- The General Terms and Conditions of Use document will be provided when reservations are made.

MOVED by Commissioner Bell and **SECONDED** by Commissioner Wright, that the policy for events at Cotton Park dated August 7, 2021, which includes no more than one ceremony or event per week, the maximum number of guests is 50, a donation amount would be appreciated and no land altering activities be approved.

CARRIED

5.4.5. Emma and Felix Jack Park

- a) Sign installation update
No information yet.

5.4.6. Trail Network Development

a) Kadonaga Trail

- The fence to keep people off private property has been completed with assistance from Carl Bunnin, Bill Duggan, and Commissioners Wright and Askin.
- Flagging was put on fence to minimize deer charges.
- Rob Underhill from the Conservancy made a great map that shows the actual route to St. John Point.

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- As the trail guardian will be away from October to May, Commissioner Askin will make a request for a trail guardian.
 - b) Felix Jack to Kim Rd. trail,
 - A sufficient amount of split rail fencing and some signage is needed.
 - Two trail name choices suggested are: Flag Hill Trail, which has historic relevance, or Alan Ryder Trail, who has significantly contributed to the Conservancy.
 - Commissioner Askin suggested that MIPATA have a vote at their meeting this month.
 - c) The short trail at the end of the right-of-way
 - The short trail is at the start of Mary Jeffery Park and ends at the Plumper Pass Park bike rack.
 - The Leadership Council has been asked to suggest a name. A delegation will visit on Friday, September 10th.
 - One suggestion was a Sencoten name which translated to Short Trail.
 - The posts can be installed as that is a Low Risk activity at that site.
- 5.4.7. Pocket Parks
- Discussed whether there is suitable space that can be modified for sport activity use.
 - Commissioners will make site visits.

6. Correspondence/Meetings

- 6.4. Email request from CRD regarding land altering projects planned for fall/winter 2021-2022.
- 6.5. Email correspondence from Frankie Gowing regarding use of the Adachi Pavilion in September 2021.
- 6.6. Email correspondence to Shelley Marshall, Senior Wildlife Biologist, FLNROD regarding hunting regulation options for Mayne Island.
- 6.7. Email correspondence to Mayne Island Conservancy Society regarding AGM at Miners Bay Park in August 2021.
- 6.8. Email correspondence to Terry Fox Organizing Committee for Terry Fox Run September 19, 2021 at Miners Bay Park.
- 6.9. Draft licence agreement received from CRD regarding Mount Parke Improvement District and Conconi Reef Park.
- 6.10. Request for information from the province via CRD on Village Bay boat ramp pertaining to DFO requests in 2001 and licence renewal. Follow up meeting with Association of Mayne Island Boaters representatives, Commissioners Askin and Bell. Request for current photos of Village Bay and David Cove at low tide.
 - Commissioner Bell sent the pictures as requested.
- 6.11. Invitation to archaeological training on September 28, 2021 by Terra Archaeology and the 'chance find' approach.

ADOPTED

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- 6.12. Email request from David Nickoli for a Story Walk at Miners Bay on September 4, 2021 in collaboration with the library.
- 6.13. Email correspondence from/to Mayne Island Pickleball Club inquiring whether there have been any changes in MIPRC position on pickleball.
- Commissioner Bell responded to enquiry and confirmed no changes.
 - Discussed Miners Bay and a number of reasons were stated as to why it would not be suitable.
 - Beechwood pocket park requires a walk around to assess viability.
 - Discussed a lease with the club responsible for development and maintenance.
 - Community consultation would be necessary.
- 6.14. Meeting with Rob Underhill, Mayne Island Conservancy Society, and Commissioner Askin at Anson Road regarding re-vegetation plan.
- 6.15. Email correspondence from/to Mayne Island Pathways and Trails Association regarding AGM on September 26, 2021 at Miners Bay Park.

7. New Business

- 7.4. Request by F. Gowing to use Adachi Pavilion for exercise class in September 2021.
- Approved.
- 7.5. Archaeological training attendees on September 28, 2021.
- This was described as an opportunity for training presented by Terra Archaeology with focus on archaeological chance finds.
 - Commissioners Bell, Euper, Shook and Wright will attend.

8. Motion to Close the Meeting in accordance with Community Charter Part 4, Division 3, Section 90 - None

9. Rise and Report - None

10. Meeting Adjournment

MOVED by Commissioner Wright and **SECONDED** by Commissioner Euper, that the Mayne Island Parks and Recreation Commission meeting be adjourned.
CARRIED

The meeting adjourned at 4:53

Original signed by

October 14, 2021

Debra Bell, Chair

DATE

Original signed by

Lauren Edwards, Recorder

ADOPTED



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MINUTES OF THE ANNUAL GENERAL MEETING OF THE PORT RENFREW UTILITY SERVICES COMMITTEE held Monday, November 19, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: Committee Members: Director M. Hicks (Chair), K. Ablack, D. Quigley, C. Welham

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services, T. Watkins, Manager, Solid Waste Operations; S. Orr (recorder)

REGRETS: M. Tremblay, J. Wells

The meeting was called to order at 2 pm.

1. RESOLUTION FOR APPROVAL

1. That this resolution applies to the Port Renfrew Utility Services Committee for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the Port Renfrew Utility Services Committee, because:
 - a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Port Renfrew Utility Services Committee and staff, and
 - b. There are no other facilities presently available that will allow physical attendance of the Port Renfrew Utility Services Committee and the public in sufficient numbers; and
3. That the Port Renfrew Utility Services Committee is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
 - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
 - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
 - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
 - e. By making the minutes of the meeting available on the CRD website following the meeting.

MOVED by K. Ablack, **SECONDED** by C. Welham,
That the Port Renfrew Utility Services Committee adopt the resolution as presented.

CARRIED

2. APPROVAL OF AGENDA

The following item was added:

- 5. Committee Appointments

MOVED by K. Ablack, **SECONDED** by C. Welham,
That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF OCTOBER 23, 2019

MOVED by K. Ablack, **SECONDED** by D. Quigley,
That the minutes of the Annual General Meeting of October 23, 2019 be adopted.

CARRIED

4. CHAIR'S REPORT

The Chair did not have a report.

5. COMMITTEE APPOINTMENTS

The Chair provided an update of the Committee representation stating that at its meeting held November 18, 2020, the Capital Regional District Board approved Port Renfrew Utility Services Committee Bylaw No. 1, 2005, Amendment Bylaw No. 3, 2020 which removes representation of Snuggery Cove from the Committee reducing the number of the members on the committee from seven to five. The Chair stated that the terms for existing members representing Snuggery Cove will expire on December 31, 2020.

The Chair thanked outgoing members for their service and appointed the following people to the Committee for a two year term beginning January 1, 2021:

- Chris Welham
- Dan Quigley

MOVED by C. Welham, **SECONDED** by D. Quigley,
That the Port Renfrew Utility Services Committee forward the following names to the Capital Regional District Board for appointment:

- Chris Welham
- Dan Quigley

CARRIED

6. CORRESPONDENCE

There was no correspondence.

7. NEW BUSINESS

Discussions took place and staff answered questions regarding:

- Expansion of the water service boundary.
- Water tank update.

8. ADJOURNMENT

MOVED by D. Quigley, **SECONDED** by C. Welham,
That the meeting be adjourned at 2:18 pm.

CARRIED

Chair

Secretary



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MINUTES OF THE MEETING OF THE PORT RENFREW UTILITY SERVICES COMMITTEE
held Thursday, November 19, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members:** Director M. Hicks, K. Ablack, C. Welham

By WebEx: M. Tremblay (2:28 pm)

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services, T. Watkins, Manager, Solid Waste Operations; S. Orr (recorder)

REGRETS: J. Wells

The meeting was called to order at 2:19 pm.

1. ELECTION OF CHAIR

Nominations were called for election of Chair for the Port Renfrew Utility Services Committee for a one-year term. Director Hicks was nominated and agreed to stand. Nominations were called two additional times, and hearing none, Director Hicks was elected Chair by acclamation.

2. APPROVAL OF AGENDA

MOVED by D. Quigley, **SECONDED** by C. Welham,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF MEETING OF OCTOBER 23, 2019

MOVED by C. Welham, **SECONDED** by K. Ablack,
That the minutes of the meeting held October 23, 2019 be adopted.

CARRIED

4. 2021 OPERATING AND CAPITAL BUDGET

Staff provided an update of the key factors affecting the 2021 budget by service.

Port Renfrew Street Lighting System Local Service

M. McCrank provided a summary of the Port Renfrew Street Lighting System Local Service budget as presented in the report.

Port Renfrew Refuse Disposal Local Service

M. McCrank provided a summary of the Port Renfrew Refuse Disposal Local Service budget as presented in the report.

Staff answered questions from the Committee regarding:

- Capital Reserve Fund
- Equipment Replacement Fund
- Appliance disposal
- Recycling and scrap metal

Port Renfrew Water Local Service

M. McCrank provided a summary of the Port Renfrew Water Local Service budget as presented in the report.

Staff answered questions from the Committee regarding:

- Amenity cost charges
- Fire hydrant locations
- Grant opportunities
- Tax increase

Port Renfrew Snuggery Cove Water Local Service

M. McCrank stated the debt for the Port Renfrew Snuggery Cove Water Local Service has been paid off and that the surplus had been returned back to the taxpayers as negative requisition in 2020, and the service budget will be discontinued from 2021 onwards.

Port Renfrew Sewer Local Service

M. McCrank provided a summary of the Port Renfrew sewer local service as presented in the report.

Staff answered questions from the Committee regarding:

- Treatment plant upgrades and life expectancy
- Sewer upgrade and expansion
- Projected funding model for new sewer system

1. MOVED by C. Welham, **SECONDED** by D. Quigley,

That the Port Renfrew Utility Services Committee approve the 2021 Operating and Capital Budget for the Street Lighting System Local Service as presented and recommend that the 2020 actual surplus or deficit be carried forward to the 2021 operating budget.

CARRIED

2. MOVED by M. Hicks, **SECONDED** by K. Ablack,

That the Port Renfrew Utility Services Committee approve the 2021 Operating and Capital Budget for the Refuse Disposal Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2021 transfer to the Equipment Replacement Fund.

CARRIED

3. MOVED by M. Hicks, **SECONDED** by D. Quigley,

That the Port Renfrew Utility Services Committee approve the 2021 Operating and Capital Budget for the Water Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund.

CARRIED

4. **MOVED** by D. Quigley, **SECONDED** by C. Welham,
That the Port Renfrew Utility Services Committee approve the 2021 Operating and Capital Budget for the Sewer Local Service as presented and recommend that the 2020 actual surplus or deficit be balanced on the 2021 transfer to the Capital Reserve Fund and Operating Reserve Fund.

CARRIED

5. **MOVED** by M. Hicks, **SECONDED** by K. Ablack,
That the Port Renfrew Utility Services Committee recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Port Renfrew Utility Services as presented.

CARRIED

5. COMMITTEE BUSINESS

5.1 Wastewater Treatment Plant Odours (verbal update)

M. McCrank stated that he received a complaint earlier in 2020 regarding odour from the wastewater treatment plant. He stated that staff investigated and could not confirm the origin of the odour but it was likely a result of low tide influences and exposed sea weed. The information was provided to the Committee and requested that they please forward on further complaints to M. McCrank. There was no discussion or concerns from the Committee.

6. CORRESPONDENCE

There was no correspondence.

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

MOVED by K. Ablack, **SECONDED** by D. Quigley,
That the meeting be adjourned at 3:57 pm.

CARRIED

Chair

Secretary

MINUTES OF A SPECIAL MEETING OF THE Port Renfrew Utility Services Committee, held Tuesday, June 29, 2021 at 10:00 a.m., Goldstream Meeting Room, 479 Island Highway, Victoria, BC

PRESENT: **Members:** M. Hicks (Chair); D. Quigley (EP); C. Wellham

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; J. Marr, Manager, Water Distribution & Planning; D. Dionne, Administrative Coordinator (Recorder)

NOT PRESENT: M. Tremblay

EP = Electronic Participation

The meeting was called to order at 10:00 a.m.

1. APPROVAL OF AGENDA

MOVED by D. Quigley, **SECONDED** by M. Hicks,
That the agenda be approved.

CARRIED

2. ELECTION OF CHAIR

I. Jesney called for nominations for the position of Chair of the Port Renfrew Utility Services Committee until December 31, 2021.

C. Wellham nominated M. Hicks, M. Hicks accepted the nomination.

I. Jesney called for nominations a second time.

I. Jesney called for nominations a third and final time.

Hearing no further nominations, I. Jesney declared M. Hicks Chair of the Port Renfrew Utility Services Committee until December 31, 2021 by acclamation.

3. PRESENTATIONS/DELEGATIONS

There were none.

4. SPECIAL MEETING BUSINESS

4.1. Amendment to Bylaw No. 1747 to Expand Port Renfrew Water Local Service Area

I. Jesney introduced the report summarizing the implications.

Discussion ensued and staff responded to questions from the Committee regarding:

- Total number of Single Family Equivalents (SFE) available after the service area expansion.
- How water usage is monitored and enforced for each SFE.

MOVED by D. Quigley, **SECONDED** by C. Wellham,

That the Port Renfrew Utility Services Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4442, “1747, Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021”, be introduced and read a first, second, and a third time;
2. That Bylaw No. 4442 be referred to the Inspector of Municipalities for approval;
3. That Bylaw No. 4442 be referred to the Director of the Juan de Fuca Electoral Area for consent;
4. That prior to adoption of Bylaw No. 4442, staff be directed to register a restrictive covenant on the lands to be included in the service area, limiting the number of Single Family Equivalents that can be serviced on the property;
5. That Bylaw No. 4442 be referred to staff for an evaluation of consistency with the Regional Growth Strategy and that staff report back to the Regional Board through the Planning and Protective Services Committee.

CARRIED

5. CORRESPONDENCE

5.1. MSR Solutions Inc., May 11, 2021 - Water Service to serve a 23 Lot Subdivision at 6545 Cerantes Road

I. Jesney introduced the correspondence from MSR Solutions Inc. and noted the subdivision location on the map contained on page 10 of the agenda package. He stated that staff are seeking direction from the Committee on whether it would like to proceed with this request for inclusion in the Port Renfrew Water Local Service Area.

Discussion ensued and staff responded to questions from the Committee regarding:

- The process for including this request in the Port Renfrew Water Local Service Area.
- Monies received from SFE rates being added to the Port Renfrew Water Local Service Area annual capital budget for future use.
- The benefit of adding SFE's to the Port Renfrew area.

MOVED by M. Hicks, **SECONDED** by D. Quiggley,

That the Port Renfrew Utility Services Committee receive the correspondence for information and direct staff to prepare a report regarding the inclusion of the parcel at 6545 Cerantes Road in the Port Renfrew Water Local Service Area.

CARRIED

MOVED by D. Quiggley, **SECONDED** by C. Wellham,

That the Port Renfrew Utility Services Committee raise the Single Family Equivalent rate from \$8,000 to \$10,000 for those developments that are not currently in-stream, effective immediately.

CARRIED

6. ADJOURNMENT

The meeting adjourned at 10:34 a.m.

CHAIR

SECRETARY



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MINUTES OF THE ANNUAL GENERAL MEETING OF THE SKANA WATER SERVICE COMMITTEE Held Monday, November 30, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members By WebEx:** R. Pellerine (Chair), R. Hagkull, R. Johnston, J. Sanders

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services, S. Orr (recorder)

By WebEx: T. Duthie, Manager Administrative Services

REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 10 am.

1. RESOLUTION FOR APPROVAL

1. That this resolution applies to the Skana Water Service Committee for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Skana Water Service Committee, because:
 - a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Skana Water Service Committee and staff, and
 - b. There are no other facilities presently available that will allow physical attendance of the Skana Water Service Committee and the public in sufficient numbers; and
3. That the Skana Water Service Committee is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
 - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
 - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
 - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
 - e. By making the minutes of the meeting available on the CRD website following the meeting.

MOVED by R. Pellerine, **SECONDED** by R. Johnston,
That the Skana Water Service Committee adopt the resolution as presented.

CARRIED

2. APPROVAL OF AGENDA

MOVED by R. Pellerine, **SECONDED** by R. Johnston,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF MAY 30, 2019

MOVED by R. Pellerine, **SECONDED** by R. Hagkull,
That the minutes of the Annual General Meeting of May 30, 2019 be adopted.

CARRIED

4. CHAIR'S REPORT

The Chair thanked everyone for attending the meeting.

5. APPOINTMENT OF COMMITTEE MEMBERS

The Chair stated that the two member positions set to expire on June 30, 2020 were extended to expire December 31, 2020 due to COVID-19 impacts affecting in person meetings. He stated there were three nominations received for a term beginning January 1, 2021 and expiring June 30, 2022. The following nominations were received and agreed to stand

- Robert Percival
- Bev Hill
- Angelo Dicerni

The following two nominees received the most votes by mail-in ballots:

- Robert Percival
- Bev Hill

MOVED by R. Pellerine, **SECONDED** by R. Johnston,
That the Skana Water Service Committee:

1. Direct staff to forward the following names of the nominees with the most mail-in votes to the Capital Regional District Board for appointment:
 - Robert Percival
 - Bev Hill
2. Direct staff to retain polling materials for 30 days after the Capital Regional District Board ratifies the Skana Water Service Committee appointments and make them available for public inspection upon request; and,
3. Direct staff to destroy polling materials as soon as practicable following 56 days after the Capital Regional District Board ratification of the appointments, including:
 - a. The ballots used in the election;
 - b. Any copies of the list of owners and occupants within the service area used for the purposes of voting proceedings.

CARRIED

The Chair thanked two outgoing members, Ramon Hagkull and John Sanders, for their service, and thanked nominee Angelo Dicerri for agreeing to stand as a nominee.

6. CORRESPONDENCE

There was no correspondence.

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

MOVED by R. Pellerine, **SECONDED** by J. Sanders,
That the meeting be adjourned at 10:05 am.

CARRIED

Chair

Secretary



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MINUTES OF A MEETING OF THE SKANA WATER SERVICE COMMITTEE held Monday, November 30, 2020 in the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members By WebEx:** R. Pellerine (Chair), R. Hagkull, R. Johnston, J. Sanders

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services, S. Orr (recorder)

REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 10:06 am.

1. ELECTION OF CHAIR

Nominations were called for Chair of the Skana Water Service Committee for a one-year term. Rick Pellerine was nominated and agreed to stand. Nominations were called two additional times, and hearing none, Rick Pellerine was elected as Chair by acclamation.

2. APPROVAL OF AGENDA

MOVED by R. Pellerine, **SECONDED** by J. Sanders,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF NOVEMBER 26, 2019

MOVED by R. Pellerine, **SECONDED** by R. Johnston,
That the minutes of November 26, 2019 be adopted.

CARRIED

4. 2021 OPERATING AND CAPITAL BUDGET

M. McCrank presented the report and provided a summary of the key factors influencing the 2021 Operating and Capital Budget.

MOVED by R. Pellerine, **SECONDED** by J. Sanders,

That the Skana Water Service Committee:

1. Approve the 2021 operating and capital budget as presented, and that the 2020 actual surplus or deficit be balanced on the 2020 transfer to the Capital Reserve Fund; and,
2. Recommend that Electoral Areas Committee recommend to the CRD Board that the 2021 Operating and Capital Budget and the five year Financial Plan for the Skana Water Service be approved as presented.

CARRIED

5. CORRESPONDENCE

There was no correspondence.

6. NEW BUSINESS

Staff answered questions from the Committee regarding:

- Water conservation wording on sandwich boards.
- Annual General Meeting for 2021.

7. ADJOURNMENT

MOVED by R. Pellerine, **SECONDED** by R. Hagkull,
That the meeting be adjourned at 10:21 am.

CARRIED

Chair

Secretary



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MINUTES OF THE ANNUAL GENERAL MEETING OF THE STICKS ALLISON WATER LOCAL SERVICE COMMITTEE held Tuesday, November 24, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members by WebEx:** P. Ramsay (Chair); J. Fenby; D. Knight; G. Menyhart; P. Brent, Southern Gulf Islands Alternate Electoral Area Director

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services; S. Orr (recorder)

By WebEx: T. Duthie, Manager Administrative Services

The meeting was called to order at 10:03 am.

1. RESOLUTION FOR APPROVAL

1. That this resolution applies to the Sticks Allison Water Local Service Committee for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Sticks Allison Water Local Service Committee, because:
 - a) The available meeting facilities cannot accommodate more than (8) people in person, including members of the Sticks Allison Water Local Service Committee and staff, and
 - b) There are no other facilities presently available that will allow physical attendance of the Sticks Allison Water Local Service Committee and the public in sufficient numbers; and
3. That the Sticks Allison Water Local Service Committee is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
 - a) By allowing the public to hear or participate via teleconference or electronic meeting software,
 - b) By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - c) By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
 - d) By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
 - e) By making the minutes of the meeting available on the CRD website following the meeting.

MOVED by P. Ramsay, **SECONDED** by D. Knight,
That the Sticks Allison Water Local Service Committee adopt the resolution as presented.

CARRIED

2. **APPROVAL OF AGENDA**
MOVED by D. Knight, **SECONDED** by P. Brent,
That the agenda be approved.

CARRIED

3. **ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF AUGUST 20, 2019**
MOVED by P. Ramsay, **SECONDED** by P. Brent,
That the minutes of the Annual General Meeting of August 20, 2019 be adopted.

CARRIED

4. **CHAIR'S REPORT**

The Chair provided an update regarding the affordable housing project on Galiano Island and potential impacts to the water service.

5. **APPOINTMENT OF COMMITTEE MEMBERS**

M. McCrank stated that the two member positions set to expire on October 31, 2020 were extended to expire December 31, 2020 due to COVID-19 impacts affecting in person meetings. He stated there were three nominations received for a term beginning January 1, 2021 and expiring October 31, 2022. The following nominations were received and agreed to stand:

- Maria Carmita de Menyhart
- Brian Russell
- Mel Serink

The following two nominees received the most votes by mail-in ballots:

- Maria Carmita de Menyhart
- Brian Russell

MOVED by P. Ramsay, **SECONDED** by P. Brent,
That the Sticks Allison Water Local Service Committee:

1. Direct staff to forward the following names of the nominees with the most mail-in votes to the Capital Regional District Board for appointment;
 - Maria Carmita de Menyhart
 - Brian Russell
2. Direct staff to retain polling materials for 30 days after the Capital Regional District Board ratifies the Sticks Allison Water Local Service Committee appointment(s) and make them available for public inspection upon request; and
3. Direct staff to destroy polling materials as soon as practicable following 56 days after the Capital Regional District Board ratification of the appointments, including:
 - a) The ballots used in the election; and
 - b) Any copies of the list of owners and occupants within the service area used for the purposes of voting proceedings.

CARRIED

6. **CORRESPONDENCE**

There was no correspondence.

7. **NEW BUSINESS**

There was no new business.

8. **ADJOURNMENT**

MOVED by P. Ramsay, **SECONDED** by J. Fenby,
That the meeting be adjourned at 10:23 am.

CARRIED

Chair

Secretary



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MINUTES OF THE MEETING OF THE STICKS ALLISON WATER LOCAL SERVICE COMMITTEE held Tuesday, November 24, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members by WebEx:** P. Ramsay; J. Fenby; D. Knight; G. Menyhart; P. Brent, Southern Gulf Islands Alternate Electoral Area Director

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services; S. Orr (recorder)

The meeting was called to order at 10:23 am.

1. ELECTION OF CHAIR

Nominations were called for election of Chair for the Sticks Allison Water Local Service Committee for the remainder of the term. Patrick Ramsay was nominated and declined to stand.

Patrick Ramsay nominated Douglas Knight and Douglas Knight agreed to stand,

Nominations were called two additional times, and hearing none, Douglas Knight was elected Chair by acclamation.

2. APPROVAL OF AGENDA

MOVED by D. Knight, **SECONDED** by P. Ramsay,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF NOVEMBER 18, 2019

MOVED by D. Knight, **SECONDED** by P. Ramsay,
That the minutes of November 18, 2019 be adopted.

CARRIED

4. STICKS 20-01 2021 OPERATING AND CAPITAL BUDGET

M. McCrank spoke to the report and provided a summary of the key factors influencing the 2021 Operating and Capital Budget.

Staff answered questions from the committee regarding:

- Parcel tax
- Aquifer Impact Study
- Generator purchase
- User charges

MOVED by D. Knight, **SECONDED** by P. Brent,
That the Sticks Allison Water Local Service Committee defer Capital Project 20-02- Aquifer Impact Study to 2022 and transfer the amount of \$5,000 to the Capital Reserve Fund.

CARRIED

MOVED by D. Knight, **SECONDED** by P. Brent,
That the Sticks Allison Water Local Service Committee:

1. Approve the 2021 Operating and Capital Budget as amended, and recommend that the 2020 actual surplus or deficit be balanced on the 2020 transfer to the Capital Reserve Fund and Operating Reserve Fund; and,
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Sticks Allison Water Service as amended.

CARRIED

5. CORRESPONDENCE

There was no correspondence.

6. NEW BUSINESS

There was no new business.

7. ADJOURNMENT

MOVED by J. Fenby, **SECONDED** by D. Knight,
That the meeting be adjourned at 10:53 am.

CARRIED

Chair

Secretary



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MINUTES OF THE MEETING OF THE SURFSIDE PARK ESTATES WATER SERVICE COMMITTEE held Monday, November 30, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: **Committee Members** L. Vallee (Chair)

By WebEx: R. Bougie, W. Mulvin

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial Services, S. Orr (recorder)

REGRETS: D. Howe, Southern Gulf Islands Electoral Area Director

The meeting was called to order at 1:45 pm.

1. ELECTION OF CHAIR

M. McCrank called for nominations for Chair of the Surfside Park Estates Water Service Committee for a one-year term. Louis Vallee was nominated and agreed to stand. Nominations were called two more times, and hearing none, Louis Vallee was elected as Chair by acclamation.

2. APPROVAL OF AGENDA

MOVED by R. Bougie, **SECONDED** by W. Mulvin,
That the agenda be approved.

CARRIED

3. ADOPTION OF MINUTES OF NOVEMBER 28, 2019

MOVED by W. Mulvin, **SECONDED** by R. Bougie,
That the minutes of November 28, 2019 be adopted.

CARRIED

4. SURFSIDE 20-01 2021 OPERATING AND CAPITAL BUDGET

M. McCrank introduced the report and provided an overview of the key budget factors influencing the 2021 Operating and Capital Budget.

Staff answered questions from the committee regarding:

- Media replacement
- Water quality
- Infrastructure review
- Asset Management Plan
- Parcel tax rate

MOVED by W. Mulvin, **SECONDED** by R. Bougie,
That the Surfside Park Estates Water Service Committee:

1. Approve the 2021 Operating and Capital Budget as presented, and recommend that the 2020 actual surplus or deficit be balanced on the 2020 transfer to the operating reserve fund; and,
2. Recommend that the Electoral Area Services Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Surfside Park Estates Water Service as presented.

CARRIED

5. MOTION TO CLOSE THE MEETING

MOVED by W. Mulvin, **SECONDED** by R. Bougie,
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, Section 90 (1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

CARRIED

6. RISE AND REPORT

The Committee rose from its closed session without report.

7. NEW BUSINESS

There was no new business.

8. ADJOURNMENT

MOVED by L. Vallee, **SECONDED** by R. Bougie,
That the meeting be adjourned at 2:16 pm.

CARRIED

Chair

Committee Clerk



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**MINUTES OF THE ANNUAL GENERAL MEETING OF THE SURFSIDE PARK ESTATES
WATER SERVICE COMMITTEE held Monday, November 30, 2020 in the Goldstream
Conference Room, 479 Island Highway Victoria, BC**

PRESENT: **Committee Members** L. Vallee (Chair)

By WebEx: R. Bougie, W. Mulvin

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; M. McCrank, Senior
Manager, Wastewater Infrastructure Operations; L. Xu, Manager, Financial
Services, S. Orr (recorder)

By WebEx: T. Duthie, Manager Administrative Services

REGRETS: Southern Gulf Islands Electoral Area Director, D. Howe

The meeting was called to order at 1:31 pm.

1. RESOLUTION FOR APPROVAL

1. That this resolution applies to the Surfside Park Estates Water Service Committee for the meetings being held between July 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the Surfside Park Estates Water Service Committee, because:
 - a. The available meeting facilities cannot accommodate more than (8) people in person, including members of the Surfside Park Estates Water Service Committee and staff, and
 - b. There are no other facilities presently available that will allow physical attendance of the Surfside Park Estates Water Service Committee and the public in sufficient numbers; and
3. That the Surfside Park Estates Water Service Committee is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
 - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
 - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
 - d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
 - e. By making the minutes of the meeting available on the CRD website following the meeting.

MOVED by R. Bougie, **SECONDED** by W. Mulvin,

That the Surfside Park Estates Water Service Committee adopt the resolution as presented.

CARRIED

2. **APPROVAL OF AGENDA**

MOVED by R. Bougie, **SECONDED** by W. Mulvin,
That the agenda be approved.

CARRIED

3. **ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF MAY 30, 2019**

MOVED by R. Bougie, **SECONDED** by W. Mulvin,
That the minutes of the Annual General Meeting of May 30, 2019 be adopted.

CARRIED

4. **CHAIR'S REPORT**

The Chair thanked everyone for attending.

5. **APPOINTMENT OF COMMITTEE MEMBERS**

The Chair stated that the two positions originally set to expire on June 30, 2020 were extended to expire on December 31, 2020, due to impacts affecting in-person meetings resulting from the pandemic. He stated two nominations were received for the two outgoing positions, for a term beginning January 1, 2021 and expiring June 30, 2022. The following nominations were received and agreed to stand:

- Rob Noyes
- Richard Bougie

MOVED by W. Mulvin, **SECONDED** by R. Bougie,
That the Surfside Park Estates Water Service Committee direct staff to forward the following names of the nominees to the Capital Regional District Board for appointment:

- Rob Noyes
- Richard Bougie

CARRIED

6. **NEW BUSINESS**

Staff answered questions regarding parcel tax payments

7. **ADJOURNMENT**

MOVED by W. Mulvin, **SECONDED** by R. Bougie,
That the meeting be adjourned at 1:45 pm.

CARRIED

Chair

Secretary



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MINUTES OF THE ANNUAL GENERAL MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION held Tuesday, November 24, 2020 in the Goldstream Conference Room, 479 Island Highway Victoria, BC

PRESENT: Commissioners: M. Lechowicz

By WebEx: Director M. Hicks (Chair); D. Pepino; D. Tallyn

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; S. Irg, Senior Manager, Water Infrastructure Operations; D. Puskas, Manager Capital Projects; L. Xu, Manager, Financial Services; C. Moch, Manager, Water Quality; S. Orr (recorder)

By WebEx: T. Duthie, Manager Administrative Services

The meeting was called to order at 2:01 pm.

1. APPROVAL OF AGENDA

MOVED by D. Pepino, **SECONDED** by D. Tallyn,
That the agenda be approved.

CARRIED

2. ADOPTION OF MINUTES OF ANNUAL GENERAL MEETING OF NOVEMBER 27, 2019

MOVED by D. Pepino, **SECONDED** by D. Tallyn,
That the minutes of the Annual General Meeting of November 27, 2019 be adopted.

CARRIED

3. CHAIR'S REPORT

The Chair thanked everyone for attending.

4. APPOINTMENT OF COMMITTEE MEMBERS

I. Jesney stated that the two member positions were expiring December 31, 2020. He stated there were three nominations received for a term beginning January 1, 2021 and expiring December 31, 2022. The following nominations were received and agreed to stand:

- Rob Hancock
- Martin Lechowicz
- Larry Cutler

The following two nominees received the most votes by mail-in ballots:

- Larry Cutler
- Martin Lechowicz

MOVED by D. Pepino, **SECONDED** by D. Tallyn,
That the Wilderness Mountain Water Service Commission:

1. Direct staff to forward the following names of the nominees with the most mail-in votes to the Capital Regional District Board for appointment;
 - Larry Cutler
 - Martin Lechowicz
2. Direct staff to retain polling materials for 30 days after the Capital Regional District Board ratifies the Wilderness Mountain Water Service Commission appointment(s) and make them available for public inspection upon request; and
3. Direct staff to destroy polling materials as soon as practicable following 56 days after the Capital Regional District Board ratification of the appointments, including:
 - a. The ballots used in the election; and
 - b. Any copies of the list of owners and occupants within the service area used for the purposes of voting proceedings.

CARRIED

5. CORRESPONDENCE

There was no correspondence.

6. NEW BUSINESS

There was no new business.

7. ADJOURNMENT

MOVED by M. Lechowicz, **SECONDED** by D. Pepino,
That the meeting be adjourned at 2:11 pm.

CARRIED

Chair

Secretary



Making a difference...together

MINUTES OF A MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION held Tuesday, November 24, 2020 in the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: Commissioners: M. Lechowicz

By WebEx: Director M. Hicks (Chair); D. Pepino; D. Tallyn

Staff: I. Jesney, Senior Manager, Infrastructure Engineering; S. Irg, Senior Manager, Water Infrastructure Operations; D. Puskas, Manager Capital Projects; L. Xu, Manager, Financial Services; C. Moch, Manager, Water Quality; S. Orr (recorder)

The meeting was called to order at 2:11 pm.

1. ELECTION OF CHAIR

I. Jesney called for nominations for the Chair of the Wilderness Mountain Water Service Commission for a one-year term. M. Lechowicz nominated M. Hicks. M. Hicks agreed to stand. Nominations were called two additional times, and hearing none, M. Hicks was elected as Chair by acclamation.

2. APPROVAL OF AGENDA

The following items were added:

8. New Business

- 8.1 Lot B, Seatree Road
- 8.2 Water Quality
- 8.3 Water Service Extension
- 8.4 Operations Capital Update

MOVED by D. Tallyn, **SECONDED** by D. Pepino

That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES OF JULY 30, 2020

MOVED by M. Lechowicz, and **SECONDED** by D. Pepino,

That the minutes of July 30, 2020 be adopted.

CARRIED

4. WM2020-06 WILDERNESS MOUNTAIN WATER SERVICE - SOURCE WATER VULNERABILITY STUDY

I. Jesney introduced the report stating that the study was completed in November 2020 in response to an order from Island Health for the Source Water Protection Plan. He stated the study will be submitted to Island Health.

Discussion took place and staff answered questions from the Commission regarding the Vulnerability Study and the Source Water Protection Plan.

MOVED by D. Pepino, **SECONDED** by D. Tallyn

That the Wilderness Mountain Water Service Commission refer the report back to staff pending completion of the Source Water Protection Plan.

CARRIED

5. WM2020-07 WILDERNESS MOUNTAIN WATER SERVICE - WATER TREATMENT ASSESSMENT

I. Jesney introduced the report stating that at its meeting held July 30, 2020, the Commission directed staff to prepare a grant application for the “Investing in Canada Infrastructure Program (ICIP) - British Columbia – Rural and Northern Communities Infrastructure” grant program and that the report supported the grant application.

On November 8, 2020, in a conference call with the Commission, staff recommended and the Commission agreed not to move forward with the ICIP grant application for treatment improvements. The Commission also declined to move forward with any other grant applications for the next year.

MOVED by M. Lechowicz, and **SECONDED** by D. Pepino,
That the Wilderness Mountain Water Service Commission receive the report for information.

CARRIED

6. WM2020-08 2021 OPERATING AND CAPITAL BUDGET

I. Jesney introduced the report and provided a summary of the key factors influencing the 2021 Operating and Capital Budget.

Staff answered questions from the Commission regarding:

- Debt repayment
- Amortization schedule
- Interest and Refinancing rates
- Referendum
- Water sampling and filtering
- Capital projects
- Watershed Protection Plan
- Turbidity monitoring
- Island Health requirements

Discussion took place about the Source Water Protection Plan.

MOVED by D. Tallyn, and **SECONDED** by M. Hicks,
That the Wilderness Mountain Water Service Commission amend the 2021 Capital Plan to replace ‘Capital Project 21-01 - Floating Intake’ with a Source Water Protection Plan with a budget of \$4,000 from Capital Reserve Fund and of \$30,000 from grant Community Works Fund.

CARRIED

Discussion took place about rate increase regarding a \$5,000 transfer from the Operations budget that can be deferred.

The Commission directed staff to close project CE515 William Brook Reservoir (2016).

MOVED by D. Pepino, **SECONDED** by M. Hicks,
That the Wilderness Mountain Water Service Commission cancel the transfer of \$5,000 from the Operations Budget to the Capital Reserve Fund.

CARRIED

MOVED by M. Hicks, **SECONDED** by D. Pepino,
That the Wilderness Mountain Water Service Commission:

1. Approve the 2021 Operating and Capital Budget as amended, and recommend that any deficit be brought forward as an expense in the 2021 budget, and a surplus be transferred to the Capital Reserve Fund;
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and the five year Financial Plan for the Wilderness Mountain Water Service as amended.

CARRIED

7. CORRESPONDENCE

There was no correspondence.

8. NEW BUSINESS

8.1 Lot B - Seatree Road

Discussion took place about availability of water service for "Lot B" at the end of Seatree Road.

MOVED by D. Pepino, and **SECONDED** by D. Tallyn,
That the Wilderness Mountain Water Service Commission direct staff to confirm how Wilderness Mountain Water Service could deliver water to Lot B.

CARRIED

8.2 Water Quality

M. Lechowicz stated that the information presented during the meeting satisfied his earlier questions to staff. He requested that staff to provide water quality data from 2009-2015. Staff confirmed to send it to the Commission by email.

8.3 Water Service Extension

Discussion took place and staff answered questions from the Commission regarding service expansion to properties outside the service area.

MOVED by D. Pepino, and **SECONDED** by D. Tallyn,
That staff determine what implications would be involved in providing a service extension for the service area, assuming water capacity exists.

DEFEATED

8.4 Operations Capital Update

S. Irg provided an update on three projects completed through grant Capital Works Fund:

- Hazardous Tree
- Access Road Improvements
- Mold Removal

9. ADJOURNMENT

The Chair adjourned the meeting at 3:59 pm.

Chair

Secretary



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MINUTES OF A MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION held Tuesday, February 16, 2021 in the Main Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Commissioners (by WebEx):** Director M. Hicks (Chair); L. Cutler; M. Lechowicz; D. Pepino

Staff: S. Orr (recorder)

The meeting was called to order at 11 am.

The Chair provided a Territorial Acknowledgement.

1. APPROVAL OF AGENDA

The following item was added to the Agenda:

3.1 Soil Deposit Report

MOVED by M. Lechowicz, **SECONDED** by L. Cutler,
That the agenda be approved as amended.

CARRIED

2. PRESENTATIONS/DELEGATIONS

There were no Presentations or Delegations.

3. SPECIAL MEETING BUSINESS

3.1 Soil Deposit Report

The Chair provided an update on the structure of the dam and lower reservoir soil deposit.

The Chair answered questions from the Commission regarding soil deposit.

3.2 Potential Amendment to the 2021 Operating and Capital Budget (verbal discussion)

Discussion took place regarding:

- Commissioner inquiries
- Protocol for contacting staff

The Chair stated that he will act as liaison between Commissioners and staff.

MOVED by D. Pepino, **SECONDED** by M. Lechowicz,
That the Wilderness Mountain Water Service Commission allocate up to \$5,000 of the 2021 Operating and Capital Budget for Capital Regional District staff time related to consultation and information sharing.

CARRIED

4. ADJOURNMENT

MOVED by D. Pepino, **SECONDED** by M. Lechowicz,
That the meeting be adjourned at 11:38 am.

CARRIED

Chair

Secretary



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MINUTES OF A SPECIAL MEETING OF THE WILDERNESS MOUNTAIN WATER SERVICE COMMISSION held Wednesday, June 2, 2021 in the Goldstream Conference Room, 479 Island Highway, Victoria, BC

PRESENT: **Committee Members:** M. Hicks (Chair), L. Cutler, M. Lechowicz, D. Pepino

Staff: T. Robbins, General Manager, Integrated Water Services, S. Irg, Senior Manager, Waste Infrastructure Operations; C. Moch, Manager, Water Quality Operations, T. Duthie (recorder)

REGRETS: None

The meeting was called to order at 10:00 am.

1. APPROVAL OF AGENDA

MOVED by D. Pepino, **SECONDED** by M. Lechowicz,
That the agenda be approved.

CARRIED

2. PRESENTATIONS/DELEGATIONS

There were none.

3. SPECIAL MEETING BUSINESS

3.1 Discuss Water Supply Source and Treatment Options

T. Robbins briefed the Commission on the regulatory requirement to have an accepted plan in place to achieve the Drinking Water Treatment Objectives (microbiological) for Surface Water Supplies in British Columbia and to meet the 43210 objectives for the Wilderness Mountain Water System. He expressed his appreciation for the time and effort the Commission put forth reviewing data in preparation for the meeting.

S. Irg and C. Moch provided an overview of how the disinfection system works and the resulting boil water advisory. Discussion ensued.

In turn, the Commission advised staff that they are looking to achieve a relatively low cost solution while still meeting the compliance requirements through a combination of upgrades. The Commission committed to providing further details. Discussion ensued.

T. Robbins advised the Commission that he would follow-up with Vancouver Island Health Authority to:

- provide an update in regard to the Wilderness Mountain Water System and the plans to meet the Drinking Water Treatment Objectives (microbiological for Surface Water Supplies in British Columbia and put forward the Commission's suggestions
- put forward the Commission's alternative, lower-cost, near-term option based proposal and request feedback.

4. **ADJOURNMENT**

MOVED by D. Pepino, **SECONDED** by M. Lechowicz,
That the meeting be adjourned at 11:08 am.

CARRIED

Chair

Secretary