



Notice of Meeting and Meeting Agenda Finance Committee

Wednesday, July 3, 2024

9:30 AM

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

S. Brice (Chair), P. Jones (Vice Chair), P. Brent, C. Coleman, S. Goodmanson, D. Kobayashi, M. Little, K. Williams, R. Windsor, 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. [24-650](#) Minutes of the May 1, 2024 Finance Committee Meeting

Recommendation: That the minutes of the Finance Committee meeting of May 1, 2024 be adopted as circulated.

Attachments: [Minutes - May 1, 2024](#)

4. Chair's Remarks

5. Presentations/Delegations

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

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

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

6. Committee Business

- 6.1.** [24-520](#) Bylaw No. 4617: Capital Regional District Recreation Services and Facilities Fees and Charges 2024-2025
- Recommendation:** That the Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4617, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 19, 2024", be introduced and read a first, second and third time;
 2. That Bylaw No. 4617 be adopted.
- Attachments:** [Staff Report: Bylaw 4617 Rec Serv Facilities Fees Charges](#)
[Appendix A: Bylaw No. 4617](#)
[Appendix B: List of Revisions](#)
- 6.2.** [24-494](#) Municipal Finance Authority 2024 Fall Issue - Capital Regional District Security Issuing Bylaws No. 4621, 4622 and 4623.
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4621, Security Issuing Bylaw No. 2, 2024, be introduced and read a first, second and third time; and
 2. That Bylaw No. 4621 be adopted.
 3. That Bylaw No. 4622, Security Issuing Bylaw No. 3, 2024, be introduced and read a first, second and third time; and
 4. That Bylaw No. 4622 be adopted.
 5. That Bylaw No. 4623, Security Issuing Bylaw No. 4, 2024, be introduced and read a first, second and third time; and
 6. That Bylaw No. 4623 be adopted.
- Attachments:** [Staff Report: Municipal Fin Auth 2024, Security Issuing Bylaws](#)
[Appendix A: Bylaw No. 4621](#)
[Appendix B: Bylaw No. 4622](#)
[Appendix C: Bylaw No. 4623](#)
- 6.3.** [24-545](#) Bylaw No. 4619: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 2, 2024
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4619, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time; and
 2. That Bylaw No. 4619 be adopted.
- Attachments:** [Staff Report: Bylaw 4619 2024-28 Fin Plan Amend 2-2024](#)
[Appendix A: Bylaw 4619](#)
- 6.4.** [24-488](#) Capital Regional District External Grants Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: CRD External Grants Update](#)
[Appendix A: External Grants Dashboard](#)
[Appendix B: Grant Alerts](#)

6.5. [24-285](#) Guiding Principle for Distribution of Non-Application Based Grants

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
The guiding principle that the distribution of non-application-based grants be in alignment with the grantor's funding formulae and programing requirements be approved.

Attachments: [Staff Report: Guiding Principle for Distribution Non-Application-Based Grants](#)
[Appendix A: Basis Apportionment Non-Application Grants](#)
[Appendix B: Renewed Fed Gas Tax Agreement 2014-24](#)
[Appendix C: COVID19 Safe Restart Local Gov](#)
[Appendix D: GCF Allocation Project Approvals](#)
[Appendix E: LGHI Letter Program Guide](#)

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

The next meeting is September 4, 2024.

To ensure quorum, please advise Jessica Dorman (jdorman@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Finance Committee

Wednesday, May 1, 2024

9:30 AM

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

PRESENT

Directors: S. Brice (Chair), P. Jones (Vice Chair), P. Brent, C. Coleman, S. Goodmanson, D. Kobayashi, M. Little, K. Williams, R. Windsor, C. Plant (Board Chair, ex-officio) (9:31 am) (EP)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; R. Lachance, Senior Manager, Financial Services/Deputy Chief Financial Officer; C. Gilpin, Manager, Arts & Culture; A. Linwood, Controller, Financial Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Guest(s): L. Lee, Lead Audit Engagement Partner, KMPG; C. Rice-Gural, Auditor, KPMG

The meeting was called to order at 9:30 am.

1. Territorial Acknowledgement

Vice Chair Jones provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Williams, **SECONDED** by Director Brent,
That the agenda for the May 1, 2024 Finance Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [24-430](#) Minutes of the March 6, 2024 Finance Committee Meeting

Director Plant joined the meeting electronically at 9:31 am.

MOVED by Director Brent, **SECONDED** by Director Williams,
That the minutes of the Finance Committee meeting of March 6, 2024 be adopted
as circulated.
CARRIED

4. Chair's Remarks

Chair Brice thanked Senior Manager Rianna Lachance for her work with the Finance Committee and wished her well in her future endeavours.

5. Presentations/Delegations

- 5.1. [24-283](#) Verbal Presentation: Lenora Lee, KPMG, Re: Capital Regional District 2023 Audit Findings Report

L. Lee presented the Capital Regional District 2023 Audit Findings Report.

Discussion ensued on fraud risk for management of controls.

6. Committee Business

- 6.1. [24-278](#) Capital Regional District 2023 Audit Findings Report and Statement of Financial Information

N. Chan spoke to Item 6.1.

Discussion ensued on the following:

- long-term borrowing and lump-sum payments
- interest and amortization periods
- debt servicing costs and managing cost debt
- indicative rate versus actual rate
- capital reserve health and allocations
- cash flow versus bank statement
- internal controls

**MOVED by Director Kobayashi, SECONDED by Director Windsor,
The Finance Committee recommends to the Capital Regional District Board:
That the Capital Regional District 2023 Statement of Financial Information be
approved.**

CARRIED

- 6.2. [24-307](#) Capital Regional District External Grants Update

N. Chan presented Item 6.2. for information.

Discussion ensued on the following:

- active transportation grant
- information release on awards and grants received
- loan authorization bylaw

Director Windsor left the meeting at 10:28 am.

- 6.3. [24-288](#) Capital Regional District External Grants 2023 Annual Report

N. Chan presented Item 6.3. for information.

6.4. [24-286](#) 2025 Service and Financial Planning Guidelines

N. Chan spoke to Item 6.4.

Discussion ensued on the following:

- consolidated requisition increase target versus forecasted range
- current versus future 5 year requisition forecast
- financial capacity and target for financial service planning

**MOVED by Director Williams, SECONDED by Director Brent,
The Finance Committee recommends to the Capital Regional District Board:
That the service and financial planning guidelines be approved and that staff be
directed to prepare the draft financial plan review based on the timeline
presented.**

CARRIED

6.5. [24-314](#) Royal and McPherson Theatre Services Advisory Committee Terms of Reference

N. Chan spoke to Item 6.5.

**MOVED by Director Brent, SECONDED by Director Coleman,
The Finance Committee recommends to the Capital Regional District Board:
That the 2024 Royal & McPherson Theatres Advisory Committee Terms of
Reference attached at Appendix A be approved.**

CARRIED

6.6. [24-433](#) Bylaw No. 4614: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 1, 2024

N. Chan spoke to Item 6.6.

**MOVED by Director Brent, SECONDED by Director Williams,
The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4614, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment
Bylaw No. 1, 2024", be introduced and read a first, second, and third time; and
2. That Bylaw No. 4614 be adopted.**

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 Director Coleman, SECONDED by Director Williams,
That the May 1, 2024 Finance Committee meeting be adjourned at 10:48 am.
CARRIED**

CHAIR

RECORDER



Making a difference...together

REPORT TO THE FINANCE COMMITTEE MEETING OF WEDNESDAY, JULY 3, 2024

SUBJECT **Bylaw No. 4617: Capital Regional District Recreation Services and Facilities Fees and Charges 2024-2025**

ISSUE SUMMARY

To update the Capital Regional District (CRD) recreation services and facilities fees and charges schedules for 2024-2025.

BACKGROUND

The CRD charges fees for access to recreation services and facilities. Fee schedules are currently in place for the following recreation facilities: Panorama, SEAPARC, Salt Spring Island (SSI) Parks and Recreation, Juan de Fuca Electoral Area Community Parks and Port Renfrew Community Recreation Centre. Bylaw No. 4617 updates the annual fees and charges schedules (Appendix A).

Recreation fees and charges are reviewed and adjusted annually, or as required, to ensure that the cost for access to recreation services remains in line with service plan objectives and that they recover an appropriate portion of operating costs and funding for maintenance and asset investment. The overarching goal is to set reasonably affordable fees and charges that remain competitive within the marketplace.

ALTERNATIVES

Alternative 1

That the Finance Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4617, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 19, 2024", be introduced and read a first, second and third time;
2. That Bylaw No. 4617 be adopted.

Alternative 2

That the proposed fees and charges be referred back to staff for further information.

IMPLICATIONS

This bylaw is required to provide the necessary authority before these services can collect updated fees and charges from patrons using these facilities. Please refer to Appendix B for a list of revisions included in the bylaw. The proposed fees and charges have been recommended by the respective Commissions.

CONCLUSION

The proposed fees and charges bylaw includes the fee schedules as approved by the respective Parks and Recreation Commissions for the 2024-2025 season.

RECOMMENDATION

That the Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4617, “Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 19, 2024”, be introduced and read a first, second and third time;
2. That Bylaw No. 4617 be adopted.

Submitted by:	Angela Linwood, CPA, CMA, Controller
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Luisa Jones, MBA, GM Parks, Recreation & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS:

- Appendix A: Bylaw No. 4617, “Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 19, 2024”
- Appendix B: List of Revisions

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4617

A BYLAW TO AMEND BYLAW NO. 3623
TO UPDATE THE RECREATION SERVICES AND FACILITIES FEES FOR 2024-2025

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

1. Bylaw No. 3623, the "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009" is amended as follows:

a) As of September 1, 2024, by deleting Schedules "A" through "E" in their entirety and replacing them with the attached Schedules "A" through "E":

Schedule "A" – Panorama Recreation Centre;

Schedule "B" – SEAPARC (Sooke and Juan de Fuca Electoral Area) Recreation Centre;

Schedule "C" – Salt Spring Island (SSI) Parks and Recreation;

Schedule "D" – Juan de Fuca (JDF) Electoral Area Parks and Recreation; and

Schedule "E" – Port Renfrew Community Recreation Centre.

2. This Bylaw may be cited as "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 19, 2024".

READ A FIRST TIME THIS DAY OF 202_

READ A SECOND TIME THIS DAY OF 202_

READ A THIRD TIME THIS DAY OF 202_

ADOPTED THIS DAY OF 202_

CHAIR

CORPORATE OFFICER

SCHEDULE “A”**PANORAMA RECREATION CENTRE FEES AND CHARGES**
Effective September 1, 2024

DROP- IN FEES (swim, skate, weight room, aerobic classes) Admission fees inclusive of tax		
Adult (19 – 59)	Single Admission	\$ 7.25
	10x	\$ 65.25
	25x	\$ 154.05
	50x	\$ 290.00
Term Passes (19+)	1 month	\$ 62.10
	12 month	\$ 404.15
	Continuous Pass-Month 1	\$ 62.10
	Continuous Pass-Monthly	\$ 33.70
Senior (60 plus)	Single Admission	\$ 5.85
	10x	\$ 52.65
	25x	\$ 124.30
	50x	\$ 234.00
Senior (90 plus)	Lifetime Membership	Free
Children and Youth (6 – 18)	Single Admission	\$ 3.90
	10x	\$ 35.10
	25x	\$ 82.90
	50x	\$ 156.00
	12 month	\$ 97.75
	With Valid Parent Adult Annual Pass	Free
Children (0-5)	Single Admission	Free
Family (Max. 5; 2 adults & 3 youth or 1 adult & 4 youth)	Single Admission	\$14.50
Two Adult Family (2 adults & up to 3 children/youth)	12 month	\$ 808.30
	Continuous Pass-Month 1	\$ 124.20
	Continuous Pass-Monthly	\$ 67.40
One Adult Family (1 adult & up to 4 children/youth)	12 month	\$ 501.90
	Continuous Pass-Month 1	\$ 72.10
	Continuous Pass-Monthly	\$ 41.85
Military Participant Fee	12 month	\$ 244.50
Other Drop-in Fees inclusive of tax		
Yoga	Single Admission	\$ 13.00
Skating Weekend Special Family	Single Admission	\$18.75

Greenglade fees inclusive of tax		
Pottery	Single Admission	\$ 9.40
	10x	\$ 84.60
	10x (youth)	\$ 79.70
	25x	\$ 199.75
	25x (youth)	\$ 189.40

RACQUET SPORTS (fees Inclusive of tax)	
<i>Rates per hour unless otherwise noted*</i>	
Outdoor Tennis	\$ 6.25
Tennis – Prime	\$ 29.30
Tennis – Economy	\$ 27.30
Tennis – Non-Prime	\$ 16.80
Squash & Convertible – Prime (45 minutes)	\$ 16.00
Squash & Convertible – Non-Prime (45 minutes)	\$ 12.75
<i>Rates per day</i>	
Tennis Complex – Off Season	\$ 1,729.75
Tennis Complex – In Season	\$ 2,420.50
Tennis Complex – Off Season Commercial	\$ 2,420.50
Tennis Complex – In Season Commercial	\$ 3,094.15

*See Panorama Recreation brochure for the definition of prime, non-prime and economy.

Off Season is defined as being between May 1st and August 31st and applies to indoor tennis courts only. Off season rate = 50% of applicable hourly rate.

SPORT COURTS (fees Inclusive of tax)	
<i>Rates per hour unless otherwise noted*</i>	
JSMSC - Outdoor Convertible Court	\$ 6.25
JSMSC - Outdoor Basketball Court	\$ 12.50
JSMSC - Complex	\$ 25.00
Sport Box - Pickleball Court	\$ 7.75
Sport Box - Youth	\$ 17.05
Sport Box - Adult	\$ 31.00
Sport Box – Commercial and Birthday Party	\$ 62.00

AQUATICS (fees inclusive of tax)	
Rates per hour	
Pool Rental – Youth	\$ 125.95
Pool Rental – Adult	\$ 172.35
Pool Rental – Commercial	\$ 200.65
Pool Rental – Lifeguard/Instructor (additional staff) **	\$ 42.50
Lane Rental – Youth	\$ 16.05
Lane Rental – Adult	\$ 23.80
Lane Rental – Commercial	\$ 28.35

**Lifeguard/Instructor is charged outside of normal operating hours and where additional staff is needed. 1 lifeguard per 35 participants.

Pool Rentals do not include slide use. Slide use will require an additional 2 lifeguards.

ARENA FACILITY (fees inclusive of tax)	
Rates per hour unless otherwise noted	
Ice – Adult Prime*	\$ 243.55
Ice – Adult Non-Prime*	\$ 199.75
Ice – Adult Midnight*	\$ 130.15
Ice – Youth Prime	\$ 132.60
Ice – Youth Non-Prime	\$ 111.45
Junior B Game	\$ 148.05
Ice – Commercial (Tournament rate e.g. Pacific Cup)	\$ 269.65
Dry Floor – Adult	\$ 81.00
Dry Floor – Adult League	\$ 78.65
Dry Floor – Youth	\$ 51.75
Dry Floor – Youth League	\$ 49.45
Dry Floor – Commercial (Trade Show)	\$ 86.15
Skate Rental	\$ 3.95
Skate Sharpening	\$ 6.05
Skate Sharpening 10x	\$ 54.45
Arena Staff	\$ 42.50
Rates per day	
Complex – Ice Season Commercial (per day)	\$ 3,185.10
Complex – Dry Floor Commercial (per day)	\$ 1,291.75

* See the Peninsula Recreation Commission Ice Allocation Policy for the definition of prime/non-prime and midnight.

PANORAMA ROOM RENTAL (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted</i>	
Boardroom – Youth	\$ 24.25
Boardroom – Adult	\$ 31.85
Boardroom – Commercial and Birthday Party	\$ 39.05
Island Room – Youth	\$ 22.95
Island Room – Adult	\$ 30.25
Island Room – Commercial and Birthday Party	\$ 41.20
Fitness Studio – Youth	\$ 32.65
Fitness Studio – Adult	\$ 49.15
Fitness Studio – Commercial and Birthday Party	\$ 61.25
Lookout Room - Youth	\$ 31.35
Lookout Room - Adult	\$ 47.85
Lookout Room – Commercial and Birthday Party	\$ 56.70
Lobby/Concourse	\$ 13.70
Poolside Room - Youth	\$ 19.65
Poolside Room – Adult	\$ 30.25
Poolside Room – Commercial and Birthday Party	\$ 41.20
ARC Room – Youth	\$ 19.90
ARC Room – Adult	\$ 30.70
ARC Room – Commercial and Birthday Party	\$ 41.20
Parking Lot - Commercial	Negotiated
Parking Lot per zone/day	\$ 81.25

CENTRAL SAANICH CULTURAL CENTRE (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted</i>	
Cultural Centre Room A – Youth	\$ 31.35
Cultural Centre Room A – Adult	\$ 39.85
Cultural Centre Room A – Commercial *	\$ 50.85
Cultural Centre Room B – Youth	\$ 29.35
Cultural Centre Room B – Adult	\$ 37.80
Cultural Centre Room B – Commercial *	\$ 48.40

GREENGLADE COMMUNITY CENTRE (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted</i>	
Classroom – Youth	\$ 26.50
Classroom – Adult	\$ 33.10
Classroom – Commercial and Birthday Party *	\$ 50.85
Fitness/Dance Studio (Rm 4) - Youth	\$ 32.65
Fitness/Dance Studio (Rm 4) - Adult	\$ 41.15
Fitness/Dance Studio (Rm 4) - Commercial/Birthday Party	\$ 61.25

GREENGLADE COMMUNITY CENTRE (fees inclusive of tax)	
Gymnasium – Youth	\$ 40.55
Gymnasium – Adult	\$ 49.15
Gymnasium – Commercial and Birthday Party	\$ 82.65
Gymnasium – Court Rental Fee (Pickleball, Badminton)	\$ 18.65
Teen Lounge	\$ 47.85
Staff Supervision*	\$ 42.50
Playing Field	\$ 17.10

*Two hour minimum required.

NORTH SAANICH MIDDLE SCHOOL (fees inclusive of tax)	
<i>Rates per hour unless otherwise noted*</i>	
Science Classroom – Youth	\$ 26.50
Science Classroom – Adult	\$ 33.10
Science Classroom – Commercial	\$ 50.85
Multipurpose – Youth	\$ 77.50
Multipurpose – Adult	\$ 90.05
Multipurpose – Commercial	\$ 142.85
Gymnasium – Youth*	\$ 56.35
Gymnasium – Adult*	\$ 70.65
Gymnasium – Commercial and Birthday Party*	\$ 112.10
Staff Supervision**	\$ 52.00

* Half Gymnasium rental is half the regular fee

** Two hour minimum required

MISCELLANEOUS (fees inclusive of tax)	
<i>Rates per day unless otherwise noted*</i>	
Table Rental Fee	\$ 3.40
Chair Rental Fee	\$ 0.80
Fitness/aquatic fitness staff*	\$ 52.00/hr
Maintenance staff	\$ 52.00/hr
Event Power (special events/tournament)	Negotiated
Dumpster (special events/tournament)	Negotiated
Damage Deposit – Major Event/Tournament	20% of contract
Facility rental for commercial film rental	Negotiated

* Two hour minimum required.

MISCELLANEOUS ADMINISTRATION (Inclusive of tax)	
NSF Cheque/Declined Credit Card Fee	\$ 25.00
Card Replacement	\$ 10.50
Loonie Admission	\$ 1.00
Toonie Admission	\$ 2.00
Locker (small/medium)	\$ 0.25
Locker (large)	\$ 0.50

ADVERTISING FEES	
BROCHURE ADVERTISING (fees inclusive of tax)	
Banner Ad (2 x 7.25)	\$ 257.25
Banner Ad (2 x 7.25) three brochures (20% discount)	\$ 645.75
Banner Ad (4 x 7.25)	\$ 425.25
Banner Ad (4 x 7.25) three brochures (20% discount)	\$ 1,055.25
Front/Back Inside Cover (full gloss 9.5 x 7.25)	\$ 1,128.75
Front/Back Inside Cover (full gloss 9.5 x 7.25) three brochures	\$ 2,798.25
Back Cover (full gloss 9.5 x 7.25)	\$ 1,338.75
Back Cover (full gloss 9.5 x 7.25) three brochures	\$ 3,360.00
Inside Full Page	\$ 840.00
Design Fee (per hour)	\$ 78.75
FACILITY ADVERTISING (fees inclusive of tax)	
Rink Board A (per year)	Negotiated
Wall Board A (per year)	Negotiated
Rink Board B (per year)	Negotiated
Wall Board B (per year)	Negotiated
Electronic Road Sign	Negotiated
	Negotiated
Aquatic Wall Board	Negotiated
Tennis Wall Board	Negotiated
LCD Display	Negotiated
Panther's Arena B Advertising Exclusivity	Negotiated
Arena B Screen	Negotiated
Hanging Banner (per year)	Negotiated
Title Sponsor of Event	Negotiated

SPECIAL EVENTS (fees inclusive of tax)	
Slider & Handler- Community/Non-Profit*	\$ 70.90
Slider & Handler- Commercial*	\$ 105.90
Special Event Staff - Community/Non-Profit*	\$ 35.45
Special Event Staff - Commercial*	\$ 52.95
Small Inflatable - Community/Non-Profit*	\$ 35.45
Small Inflatable - Commercial*	\$ 52.95
Large Inflatable - Community/Non-Profit**	\$ 106.35
Inflatable - Commercial**	\$ 158.85

* Two hour minimum required

**Three hour minimum and three staff required for two hour event, with one hour travel time.

PARTNERSHIPS (fees inclusive of tax)	
Partners of Panorama	Negotiated

SCHEDULE “B”**SEAPARC RECREATION FEES AND CHARGES
Effective September 1, 2024**

DROP- IN FEES (swim, skate, weight room, aerobic classes)		
Admission fees inclusive of tax		
Adult (19 – 59)	Single Admission	\$ 7.00
	10x	\$ 63.00
	1 month	\$ 69.50
	3 month	\$ 155.00
	12 month	\$ 429.00
Senior (60+)	Single Admission	\$ 5.25
	10x	\$ 47.25
	1 month	\$ 51.50
	3 month	\$ 119.00
	12 month	\$ 429.00
Student (19+)	Single Admission	\$ 5.25
	10x	\$ 47.25
	1 month	\$ 51.50
	3 month	\$ 119.00
	12 month	\$ 429.00
Youth (13 – 18)	Single Admission	\$ 3.85
	10x	\$ 34.65
	1 month	\$ 38.75
	3 month	\$ 92.75
	12 month	\$ 249.00
Child (5 – 12)	Single Admission	\$ 3.35
	10x	\$ 30.15
	1 month	\$ 33.50
	3 month	\$ 77.25
	12 month	\$ 210.00
Family (Maximum 5)	Single Admission	\$14.00
	10x	\$ 126.00
	1 month	\$ 139.00
	12 month	\$ 858.00
Commercial Access	Single Admission	\$ 21.00
Preschool Age (4 and Under)	Single Admission	\$ 0.00

MISCELLANEOUS ADMINISTRATION (Includes applicable tax)	
NSF Cheque / Declined Credit Card Fee	\$ 25.00
Card Replacement/Refund	\$ 5.00
Late Withdrawal Fee	\$ 10.00
Towel Rental	\$ 3.00
Shower Fee	\$ 3.00
Toonie Admission	\$ 2.00
POOL FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Pool Rental (includes 2 guards)	\$ 162.00
Pool Rental Guard/Instructor (additional staff)	\$ 40.00
Lane Rental – Adult / Commercial	\$ 27.00
Lane Rental – Youth	\$ 14.00
*Lifeguard/Instructor addition charge if required based on Lifeguard to Patron ratio	
ARENA FACILITY (Rates per hour unless otherwise noted; Subject to applicable tax)	
Ice - Adult Prime [±]	\$ 238.00
Ice - Adult Non-Prime [±]	\$ 198.00
Ice – Youth Prime Rate *	\$ 131.00
Ice – Youth Non-Prime	\$ 112.00
Ice – Youth Early Morning Resident [±]	\$ 58.00
Ice – Youth Early Morning Non Resident [±]	\$112.00
SD 62 School Use [±]	\$ 87.00
Dry Floor – Adult Non Profit [±]	\$ 79.50
Dry Floor – Youth Resident [±]	\$ 41.00
Dry Floor – Commercial [±]	\$ 116.00
Arena Staff	\$ 40.00
Arena Office Space – fee per month	\$ 357.00
RATES PER DAY FOR THE FOLLOWING ITEMS:	
Complex – Dry Floor Non Profit (per day) [±]	\$ 1,273.00
Complex – Dry Floor Non Profit (Move In/Out) [±]	\$ 636.00
Complex – Dry Floor Commercial (per day) [±]	\$ 1,872.00
Complex – Dry Floor Commercial (Move In/Out) [±]	\$ 936.00
Concession – Non Profit (per day)	\$ 26.25
Concession – Commercial (per day)	\$ 157.50
As per Fees & Charges Policy: Prime Time Rate: 4pm-10pm weekdays: 8am-10pm weekends Early Morning Rate: 12am-8am Non-Resident: Less than 75% of members living in SEAPARC service area	

ARENA SKATE SHOP FEES (Includes applicable tax)	
Skate Rental	\$ 3.75
Skate Rental – Family Rate (Maximum 5)	\$ 7.50
Skate Sharpening	\$ 5.50
Skate Sharpening 10x	\$ 49.50
SEAPARC ROOM RENTAL (Rates per hour; Subject to applicable tax)	
Boardroom	\$ 22.00
Boardroom – Local Non Profit	\$ 0.00
Multipurpose Room – Half Room	\$ 33.00
Multipurpose Room – Full Room	\$ 66.00
Parking Lot (daily rate per ¼ of parking lot)	\$ 74.00
Facility Rental for Commercial Film Rental	Negotiated
Fitness Instructor	\$ 52.00
Maintenance Staff	\$ 52.00
Table Rental (per booking)	\$ 3.00
Chair Rental (per booking)	\$ 1.00
SEAPARC STAN JONES FIELD (Subject to applicable tax)	
Adult Per Game	\$ 27.75
Youth Per Game	\$ 13.00
Commercial / Community Event	Negotiated
SUNRIVER SPORT BOX FACILITY (Rates per hour; Subject to applicable tax)	
Youth	\$ 15.75
Adult	\$ 31.50
Commercial	\$ 63.00
GOLF COURSE GREEN FEES AND RENTALS (Includes applicable tax)	
Adult	\$ 17.50
Adult 10x	\$ 157.50
Adult – season pass	\$ 525.00
Senior (60+)	\$ 15.75
Senior (60+) 10x	\$ 141.75
Youth (8-16)	\$ 11.00
Youth 10x	\$ 99.00
Youth – season pass	\$ 225.00
Family (Max 4 incl. 2 adults)	\$ 45.00
Extra Round	\$ 10.50
Pull Cart Rental	\$ 5.25
Club Rental	\$ 7.50
Golf Tournament Fee	Negotiated
FACILITY ADVERTISING (Subject to applicable tax)	
Rink Board (per year)	\$ 639.00
Zamboni Ad (per year)	\$ 1,065.00
Brochure Advertising	Negotiated

SCHEDULE “C”**SALT SPRING ISLAND PARKS AND RECREATION FEES AND CHARGES****Effective September 1, 2024**

RECREATION CENTRES (General Admission Fees; Subject to applicable tax)		
Adult (19yrs and older)	Single Admission	\$ 6.50
	10x*	\$ 58.50
	20x*	\$ 110.50
	1 month	\$ 65.10
	Annual Pass (12 months)*	\$ 443.90
Youth (13-18 yrs or valid student card)	Single Admission	\$ 4.90
	10x*	\$ 44.10
	20x*	\$ 83.30
	1 month	\$ 48.85
	Annual Pass (12 months)*	\$ 332.95
Child (5-12 yrs)	Single Admission	\$ 3.90
	10x*	\$ 35.10
	20x*	\$ 66.30
	1 month	\$ 39.05
	Annual Pass (12 months)*	\$ 266.35
Tot (4 yrs and under)		No charge
Family (Maximum 5)	Single Admission	\$13.00
	10x*	\$117.00
	20x*	\$ 221.00
	1 month	\$ 130.20
	Annual Pass (12 months)*	\$ 887.80
Aquatic Fitness	Single Admission	\$ 8.10
	10x*	\$ 72.90
	20x*	\$ 137.70
	1 month	\$ 73.40
	Annual Pass (12 months)*	\$ 622.55
* Punch and timed passes are currently not available for purchase or use at SIMS. - Single admission rates apply to each entry per day. - Showers and half price swim times are half price of single admission. - \$5.00 roller skate rental fee - \$25.00 Annual Staff Pass		
RAINBOW RECREATION POOL RENTAL (Rates per hour unless otherwise noted; Subject to applicable tax)		
Commercial	Per Lane	\$ 25.60
	Entire Facility*	\$ 153.70
Adult Non-Profit	Per Lane	\$ 19.20
	Entire Facility*	\$ 115.20
Youth Non-Profit	Per Lane	\$ 15.35
	Entire Facility*	\$ 92.20
Lifeguard/Instructor (additional staff)	Per Lane	\$ 33.70
* Lifeguard/Instructor is additional charge outside of regular operating hours or where additional staff is needed.		

FIELD AND COURT RENTAL (Rates per hour unless otherwise noted; Subject to applicable tax)		
Tennis Courts (per court)	Youth Non-Profit	No Charge
	Adult Non-Profit	No Charge
	Commercial	\$ 7.15
Tennis Courts (per tournament)	Youth Non-Profit	\$ 27.85
	Adult Non-Profit	\$ 27.85
	Commercial	See Park Use Fees
Multisport Court	Youth Non-Profit	\$ 7.30
	Adult Non-Profit	\$ 9.10
	Commercial	\$ 12.15
Ball Diamonds	Youth Non-Profit	\$ 5.00/day
	Adult Non-Profit	\$5.75/day
	Commercial	See Park Use Fees
Ball Diamonds (per tournament)	Youth Non-Profit	\$ 27.85
	Adult Non-Profit	\$ 27.85
	Commercial	See Park Use Fees
Main Field / Side Field – Portlock	Youth Non-Profit	\$ 5.00/day
	Adult Non-Profit	\$ 5.75/day
	Commercial	See Park Use Fees
Main or Side Field – Portlock (per tournament)	Youth Non-Profit	\$ 27.85
	Adult Non-Profit	\$ 27.85
	Commercial	See Park Use Fees
Jogging Track		No Charge
GYM RENTAL (Subject to applicable tax)		
Youth Non-Profit	Per Hour	\$ 51.45
	Per Day*	\$ 257.10
After School Group Adult Non-Profit	Per Hour	\$ 25.90
	Per Day*	\$ 321.40
Commercial	Per Hour	\$ 85.70
	Per Day*	\$ 428.50
* Day fee based on five hours of use.		
ROOM AND STORAGE RENTAL (Rates per month unless otherwise noted; Subject to applicable tax)		
Small Classroom	Youth Non-Profit	\$ 353.50
	Adult Non-Profit	\$ 441.85
	Commercial	\$ 589.15
Large Classroom	Youth Non-Profit	\$ 385.65
	Adult Non-Profit	\$ 482.05
	Commercial	\$ 642.75
Small Storage Room	Youth Non-Profit	\$ 48.02
	Adult Non-Profit	\$ 60.20
	Commercial	\$ 80.30
Large Storage Room	Youth Non-Profit	\$ 96.40
	Adult Non-Profit	\$ 120.50
	Commercial	\$ 160.70
Meeting Room / Classroom (per hour)	Youth Non-Profit	\$ 16.70
	Adult Non-Profit	\$ 20.90
	Commercial	\$ 27.85
Dance Room (per hour)	Youth Non-Profit	\$ 21.70
	Adult Non-Profit	\$ 27.15
	Commercial	\$ 36.20

PARK USE (Rates per day unless otherwise noted; Subject to applicable tax)		
Commercial Filming		\$ 336.10
Commercial Service or Activity		\$ 231.95
	Rate Per Week	\$ 579.75
Commercial Temporary One-Time Use	Rate Per Hour	\$ 115.90
Research Activity – such as specimen collection, surveys, inventories, monitoring plots		\$ 34.85
Special Event or Activity:		
Youth Non-Profit	Rate per Hour	\$ 10.00
	Rate per Day*	\$ 50.15
Adult Non-Profit	Rate per Hour	\$ 12.55
	Rate per Day*	\$ 62.70
Commercial	Rate per Hour	\$ 16.70
	Rate per Day*	\$ 83.60
Gazebo and Picnic Shelters:		
Youth Non-Profit	Rate per Hour	\$ 7.30
	Rate per Day*	\$ 36.95
Adult Non-Profit	Rate per Hour	\$ 9.10
	Rate per Day*	\$ 46.20
Commercial	Rate per Hour	\$ 12.15
	Rate per Day*	\$ 61.60
* Day fee based on five hours of use.		
MISCELLANEOUS FEES (Subject to applicable tax)		
Tent Rental (Plus staff time)		\$ 46.80
Road Sign at Portlock (Commercial)	Rate per Week	\$ 29.00
Clean Up Fee	Rate per Hour	\$ 43.75
Maintenance Staff	Rate per Hour	\$ 43.75
Table Rental (per table)	Rate per Day	\$ 11.95
Chair Rental (per chair)	Rate per Day	\$ 2.35
Refund Fee (No charge to leave credit on account)	(non-taxable)	\$ 5.20
NSF Cheque Fee/Declined Credit Card	(non-taxable)	\$ 20.70
Membership Card Replacement	(non-taxable)	\$ 5.20
Locker (Small/Medium)	(non-taxable)	\$ 0.25
Locker (Large)	(non-taxable)	\$ 0.50
Water/Wash Station	Rate per Season	\$ 50.30
Power	Rate per Season	\$ 36.40
Damage Deposit (Major Event/Tournament)		20% of Contract

SCHEDULE “D”**JUAN DE FUCA ELECTORAL AREA PARKS AND RECREATION
FEES AND CHARGES****Effective September 1, 2023****Special Events or Activities**

PARK USE PERMIT SPECIAL USE CATEGORIES	PERMIT FEE (Subject to applicable tax)
For events or activities such as a festival, tournament, competition, show or outdoor ceremony which attracts participants and spectators.	\$30.00/permit
Frequent Users:5 or more events/year	\$120.00/permit
For children’s parties.	\$30.00/permit
For private event such as weddings or birthdays with 10 or more participants.	\$100.00/permit

SCHEDULE “E”**PORT RENFREW COMMUNITY RECREATION CENTRE
FEES AND CHARGES****Effective September 1, 2023**

Dance Hall (Subject to applicable tax)	
Events up to 100 people	\$ 200.00 day/night
Events with greater than 100 people	Negotiated
Set-up Fee	\$ 50.00
Clean-up Fee (minimum 4 hours)	\$ 25.00/hr
Damage deposit – events up to 100 people	\$100.00
Damage deposit – events greater than 100 people	\$ 500.00
Meeting Room (Subject to applicable tax)	
Rate per hour (4 hour minimum)	\$ 25.00/hr
Fee for use of kitchen	\$ 50.00
Offices (Subject to applicable tax)	
Monthly lease	Negotiated



Making a difference...together

APPENDIX B

List of Revisions

Below is a summary of the changes to fees and charges for recreation services and facilities, starting September 1, 2024. The changes have been considered and recommended by the respective service's commission, and summarized as follows.

Panorama Recreation Centre: The primary consideration in the review of recreation fees and charges is to balance fiscal responsibility, equitable access to recreation services and the marketplace. Historically, the Peninsula Recreation Commission has determined that a ratio of 50% funding by users and 50% funding by requisition is the goal to meet and maintain. The ratio of user pay to tax requisition was impacted by the COVID-19 pandemic, and is gradually returning to the goal ratio (2020-31.3%, 2021- 37.1%, 2022- 43.5% and 2023, 46.5%).

Although attendance and revenues have nearly recovered to pre-pandemic levels, wages, operating costs and inflation impact the cost to operate facilities and to deliver programs and services. Staff have considered expected revenues, increasing costs, recreation fees across the region and previous rate increases and are recommending a 2 to 5% increase to most fees.

The recommended increase accounts for increases in wage, operating cost, inflation, and a return to a 50% user pay ratio, while supporting community health and wellness.

The increases establish Panorama Recreation rates in line with the regional average and align or work towards better alignment with subsidy levels outlined in the Peninsula Recreation Fees and Charges policy.

Proposed changes to fees and charges include:

1. *Increase to single admission, per visit and timed passes.*

- Single admission rates increase 3.5% for adults, children/youth and families, 2% for seniors and students and 5% for pottery.
- Timed passes increase 3.5% for adults.
- Adding the arena weekend family special rate. This rate has historically been part of the fee structure, but not accurately captured in the fees and charges bylaw.
- The child/youth pass rate is well below the regional average. Child and youth passes in the region range from \$175 to \$420 annually. The proposed 15% increase from \$85 to \$97.75 per year will account for increased staffing costs associated with higher youth weight room attendance and work towards alignment with the accepted subsidy level for child/youth admissions being 55% of the corresponding adult rate.

2. *Increase to facility rental rates.*

- Most facility rental rates, including arena, pool and room rentals increase 2% for youth, 3.5% for adult and 7% for commercial. Due to the continued high demand for these facilities, the market can tolerate the increase.
- Court rentals increase 0% to 2% to remain in line with comparable services in the region.
- New facility rental fees have been added for the Multi-Sport Box in Central Saanich in anticipation of the facility opening in 2025.
- Tennis off-season end date changed to August 31 to ensure fees charged in September are in alignment with fees and charges bylaw. Increase to youth pass rates.

3. *Increase to staffing rates.*

- The proposed 5% increase to most staff rates is to align the fees with the overall staffing cost related to the workers performing these duties.

4. *Changes to special events rates.*

- Fees have been revised to show the hourly rate for each service, rather than the rate per event. The increase to special event fees is 5% for community and non-profit groups and 7% for commercial groups.

SEAPARC: The primary consideration in the review of SEAPARC recreation fees and charges is to find a balance between fiscal accountability, access to recreation services, and the marketplace.

Wages, operating costs, and inflation impact the cost to operate facilities and deliver programs and services. While membership pass sales and admissions have increased over the past two years, they are expected to plateau through 2024-2025. Staff have considered the balance of expected revenues and escalating costs, recreation fees across the region, and previous rate increases and are recommending a 3% to 5% increase to most fees.

Proposed changes to fees and charges include:

1. *Increase to single admission, per visit and timed passes.*

The proposed increases establish SEAPARC Recreation rates in line with the regional average while recognizing the value included in the timed passes.

- Child and youth single admission rates increase 3%, student, adult and senior rates increase 4-5% and all timed passes increase 3-5%.
- The adult/senior/family annual pass rate is well below the estimated regional average due to the annual pass realignment in 2023 and therefore the proposed increase is 5%.
- The senior and student 3-month pass is reduced to ensure the fee accurately reflects the appropriate discounted rate

2. *Adjustment to facility and arena rental rates.*

- Ice and dry floor, pool and room rental fees – 3-5% increase.
- Including practice to ball field rental definition: Practice is added to the Stan Jones Ball Field rental fees. Charging a rate for practices has historically been part of the fee structure, but not accurately captured in the fees and charges bylaw.
- Regional averages and cash rounding considerations are factored into the proposed skate shop fee increases.

3. *Remove the \$25 administration fee for annual passes.*

Removing this fee will reduce the cost of annual passes purchased with a scheduled payment plan.

4. *Increase in golf fees.*

Given increased costs of materials, fuel and staff, an increase of 5% is proposed for most of the existing golf course green fees for the 2025 golf season, apart from an 11% increase for the season pass, which has not been increased for four seasons. In 2024, service levels were increased with golf course host staff onsite during all hours of operation. This provided a much-improved level of customer service and overall golf experience. The new season pass fee better reflects the value that the pass provides of unlimited seasonal golf and considers the increased operating costs.

Salt Spring Island Parks and Recreation: As part of the annual review of fees and charges, THE Salt Spring Island Local Community Commission conducts an analysis of, including but not limited to, market averages of like facilities and to establish base rates for admission and rental fees and applies formulas to allow for subsidies for local non-profit organizations and different age groups.

The main changes are:

1. *General rate increase.*

A 3-4% change in the admissions and rental rates is proposed for 2024/2025.

2. *New specific changes.*

- Removal of fes for the Saturday Market now operated by a not for profit.
- The addition of a roller skate rental fee.
- The addition of an annual staff pass.
- The addition of a daily booking fee for playing fields.

Juan De Fuca Electoral Area Parks and Recreation: has no fee changes.

Port Renfrew Community Recreation Centre: has no fee changes.



Making a difference...together

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 03, 2024**

SUBJECT Municipal Finance Authority 2024 Fall Issue - Capital Regional District Security Issuing Bylaws No. 4621, 4622 and 4623

ISSUE SUMMARY

Approval of the security issuing Bylaws No. 4621, 4622 and 4623 for borrowings by the Capital Regional District (CRD) and for borrowings by the City of Colwood and the Town of Sidney.

BACKGROUND

Under Sections 410 and 411 of the *Local Government Act*, the CRD must adopt a security issuing bylaw to provide for the issue of debt for all or any part of the debt authorized under loan authorization bylaws for its own borrowings and on behalf of municipalities requesting debt.

Debt issuance is undertaken twice annually by the Municipal Finance Authority (MFA). The process requires the CRD Board to adopt separate security issuing bylaws for each borrower. The approved bylaws are then submitted to the Ministry of Municipal Affairs for approval.

The CRD is requesting the issue of securities as follows in Table 1 below:

TABLE 1: Capital Regional District Financial Plan Borrowing – (\$ Millions)

Security Issuing Bylaw No.	Service	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4621	Land, Banking & Housing	3715	\$25.000	\$9.413	\$15.587	15	\$9.075	Capital projects and land acquisition
	Environmental Resource Management	4515	\$36.000	\$11.750	\$24.250	15	\$5.500	Solid waste capital projects
	Regional Parks	4506	\$25.000	\$0.000	\$25.000	15	\$5.000	Land acquisition
	Juan de Fuca Water Distribution	4379	\$14.800	\$6.000	\$8.800	15	\$1.500	Juan de Fuca capital projects
	TOTAL			\$100.800	\$27.163	\$73.637		\$21.075

Pursuant to Section 182 of the *Community Charter*, municipality borrowing under a loan authorization bylaw must be undertaken by the applicable regional district on behalf of the municipality. Pursuant to Section 410 of the *Local Government Act*, the regional district will finance the municipalities loan authorization bylaw approved under the *Community Charter*. For municipalities, the requisite loan authorization bylaws, provincial certificates of approval and municipal resolutions for the proposed security issuing bylaws are in place.

Municipal requests for the fall MFA issue have been submitted by the City of Colwood and the Town of Sidney. These requests are outlined in Table 2 and Table 3 below.

TABLE 2: Municipal Borrowings – City of Colwood – (\$ Millions)

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4622	City of Colwood	2015	\$4.656	\$0.000	\$4.656	30	\$4.656	Road Infrastructure Improvements
	TOTAL		\$4.656	\$0.000	\$4.656		\$4.656	

TABLE 3: Municipal Borrowings – Town of Sidney– (\$ Millions)

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4623	Town of Sidney	2262	\$1.300	\$0.000	\$1.300	20	\$1.300	Park land acquisition
	TOTAL		\$1.300	\$0.000	\$1.300		\$1.300	

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4621, Security Issuing Bylaw No. 2, 2024, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4621 be adopted.
3. That Bylaw No. 4622, Security Issuing Bylaw No. 3, 2024, be introduced and read a first, second, and third time; and
4. That Bylaw No. 4622 be adopted.
5. That Bylaw No. 4623, Security Issuing Bylaw No. 4, 2024, be introduced and read a first, second, and third time; and
6. That Bylaw No. 4623 be adopted.

Alternative 2

That adoption of Bylaw No. 4621, 4622 and 4623 be deferred back to staff for amendments.

IMPLICATIONS

Financial Implications

The CRD funds capital projects through various sources including long-term borrowing. Debt is one financing tool utilized to spread the cost of capital over time. Financial implications for borrowings are included within the approved financial plan bylaw for the respective years.

For Land Banking and Housing service 1.310, participation in the fall issue is planned for the following projects, with a total funding amounting to \$9.075 million:

- The Village on the Green project requires \$2 million to cover predevelopment costs and to pay off the existing mortgage of approximately \$1.5 million by October 2024.
- The Campus View project requires \$2 million for predevelopment costs, with an estimated expenditure of around \$1.7 million by the end of 2024.
- The Verdier/Brentwood project requires \$5.075 million for land acquisition.

The Environmental Resource Management service is borrowing funds for three new capital plan items, with a total funding amounting to \$5.5 million. The allocated amounts are as follows: \$3 million for the 24-05 Cell 5 Liner Construction, \$2 million for the 24-06 Cell 1, 2 and 3 Transition Liner and \$500,000 for the 22-02 Cell 4 Liner Installation.

The Regional Parks service is converting short-term borrowing, originally used to purchase the Royal Oak Golf Course in 2023, into long-term borrowing. At the time of purchase, interest rates favored short-term funding over using reserves. However, current conditions are now more advantageous for converting \$5 million of this borrowing into long-term debt, with the remaining balance to be funded from reserves.

The Juan de Fuca water distribution service is borrowing to fund the Asbestos Concrete Pipe Replacement Program project, with a total funding amounting to \$1.5 million.

The amounts owed to the MFA are the responsibility of the City of Colwood and the Town of Sidney. However, both the MFA liabilities and the amounts due to the CRD from the municipalities for debt servicing are reflected in the CRD's financial statements. There is no funding impact to the CRD. Once the CRD receives funds from invoices submitted to the municipalities, payments are sent to the MFA.

Borrowing Terms

Each borrowing request will be funded by the MFA as part of the fall issue, with proceeds expected to be received in the period between October to December. The amortization period for each loan is stipulated in the respective loan authorization bylaw, which is based on the period established during the public approval process. The rate and initial term will be determined by the MFA at the time of issuance. As of 2021, the period with which rates will be locked in will no longer follow the general 10-year initial term, with 5-year renewal terms thereafter. Depending on market conditions at the time of issuance, the MFA may use longer initial and renewal periods under certain market conditions.

The MFA provides current indicative market interest rates as an estimate of potential rates for the upcoming issue.

The indicative rates as of June 12, 2024, are:

Loan Amortization	MFABC – Indicative Rates
5 years	3.98%
10 years	4.32%
15 years	4.61%
20 years	4.64%
25 years	4.64%
30 years	4.64%

CONCLUSION

The CRD, through security issuing bylaws, is enabled to borrow from the MFA for both regional district and municipal borrowings. For municipalities, the requisite loan authorization bylaws, provincial certificates of approval and municipal resolutions for the proposed security issuing bylaws are in place. The borrowing costs are funded by the requesting CRD service or the Municipality. Approval of these bylaws is recommended to permit participation in the MFA Fall 2024 Debt Issuance.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4621, Security Issuing Bylaw No. 2, 2024, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4621 be adopted.
3. That Bylaw No. 4622, Security Issuing Bylaw No. 3, 2024, be introduced and read a first, second, and third time; and
4. That Bylaw No. 4622 be adopted.
5. That Bylaw No. 4623, Security Issuing Bylaw No. 4, 2024, be introduced and read a first, second, and third time; and
6. That Bylaw No. 4623 be adopted.

Submitted by:	Angela Linwood, CPA, CMA, Controller
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Bylaw No. 4621, Security Issuing Bylaw No. 2, 2024
Appendix B: Bylaw No. 4622, Security Issuing Bylaw No. 3, 2024
Appendix C: Bylaw No. 4623, Security Issuing Bylaw No. 4, 2024

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4621

**A BYLAW TO AUTHORIZE ENTERING INTO AN AGREEMENT RESPECTING FINANCING
BETWEEN THE CAPITAL REGIONAL DISTRICT AND THE
MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA**

WHEREAS:

- A. The Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;
- B. Under the provisions of section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;
- C. The table contained in this bylaw is to provide clarity and information for the purposes of this bylaw;
- D. The Board of the Capital Regional District (the "Regional District") hereby requests that such financing shall be undertaken through the Authority.

NOW THEREFORE the Board of the Regional District in open meeting assembled enacts as follows:

- 1. The Authority is hereby requested and authorized to finance from time to time the undertakings, as further described in the Loan Authorization Table below, at the sole cost and on behalf of the Regional District up to, but not exceeding Twenty One Million and Seventy Five Thousand Dollars (\$21,075,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$21,075,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

Security Issuing Bylaw No.	Service	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4621	Land, Banking & Housing	3715	\$25.000	\$9.413	\$15.587	15	\$9.075	Capital projects and land acquisition
	Environmental Resource Management	4515	\$36.000	\$11.750	\$24.250	15	\$5.500	Solid waste capital projects
	Regional Parks	4506	\$25.000	\$0.000	\$25.000	15	\$5.000	Land acquisition
	Juan de Fuca Water Distribution	4379	\$14.800	\$6.000	\$8.800	15	\$1.500	Juan de Fuca capital projects
	TOTAL			\$100.800	\$27.163	\$73.637		\$21.075

2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.

5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
7. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Regional District Loan Authorization Bylaw Nos. 3715, 4515, 4506 and 4379 if the anticipated revenues accruing to the Regional District from the operation of the "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010", "Solid Waste Disposal Local Service Establishment Bylaw No. 1, 1991", "Regional Parks Extended Service Establishment Bylaw No. 1, 1989" and "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997" services are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.
8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Board of the Regional District shall make due provision to discharge such liability.
9. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Security Issuing Bylaw No. 2, 2024".

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER

Schedule "A" to Bylaw # ____

CANADA

PROVINCE OF BRITISH COLUMBIA

AGREEMENT

Regional District of _____

The Regional District of _____ (the "Regional District") he promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of _____ DOLLARS (\$_____) in lawful money of Canada, together with interest thereon from the ____ day of _____ 20__, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ____ day of _____ 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20____.

IN TESTIMONY WHEREOF and under the authority of Bylaw # _____ cited as "_____",
this Agreement is sealed with the Corporate Seal of the Regional District of _____ and signed by the Chair and Treasurer thereof.

Chair

Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

Deputy Inspector of Municipalities of British Columbia

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4622

A BYLAW TO AUTHORIZE THE ENTERING INTO AN AGREEMENT RESPECTING
FINANCING BETWEEN THE CAPITAL REGIONAL DISTRICT AND THE
MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

WHEREAS

- A. The Municipal Finance Authority of British Columbia (the “Authority”) may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;
- B. The City of Colwood is a member municipality of the Capital Regional District (the “Regional District”);
- C. The Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;
- D. Under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;
- E. The tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;
- F. The Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority.

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

- 1. The Regional Board hereby consents to financing the debt of City of Colwood and further described in the Municipal Loan Authorization Bylaws table, in the amount of Four Million, Six Hundred and Fifty Six Thousand Dollars (\$4,656,000) in accordance with the following terms.

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4622	City of Colwood	2015	\$4.656	\$0.000	\$4.656	30	\$4.656	Road Infrastructure Improvements
	TOTAL		\$4.656	\$0.000	\$4.656		\$4.656	

2. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of the City of Colwood up to, but not exceeding Four Million, Six Hundred and Fifty Six Thousand Dollars (\$4,656,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed Four Million, Six Hundred and Fifty Six Thousand Dollars (\$4,656,000)) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.

4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.

Schedule "A" to Bylaw # ____

CANADA
PROVINCE OF BRITISH COLUMBIA
AGREEMENT

Regional District of _____

The Regional District of _____ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of _____ DOLLARS (\$_____) in lawful money of Canada, together with interest thereon from the ____ day of _____ 20__, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ____ day of _____ 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20____.

IN TESTIMONY WHEREOF and under the authority of Bylaw # _____ cited as "_____",
this Agreement is sealed with the Corporate Seal of the Regional District of _____ and signed by the Chair and Treasurer thereof.

Chair

Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

Deputy Inspector of Municipalities of British Columbia

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

CAPITAL REGIONAL DISTRICT
BYLAW NO. 4623

A BYLAW TO AUTHORIZE THE ENTERING INTO AN AGREEMENT RESPECTING
FINANCING BETWEEN THE CAPITAL REGIONAL DISTRICT AND THE
MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA

WHEREAS

- A. The Municipal Finance Authority of British Columbia (the “Authority”) may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;
- B. The Town of Sidney is a member municipality of the Capital Regional District (the “Regional District”);
- C. The Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;
- D. Under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;
- E. The tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;
- F. The Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority.

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

- 1. The Regional Board hereby consents to financing the debt of Town of Sidney and further described in the Municipal Loan Authorization Bylaws table, in the amount of One Million, Three Hundred Thousand Dollars (\$1,300,000) in accordance with the following terms.

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
4623	Town of Sidney	2262	\$1.300	\$0.000	\$1.300	20	\$1.300	Park land acquisition
	TOTAL		\$1.300	\$0.000	\$1.300		\$1.300	

2. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of the Town of Sidney up to, but not exceeding One Million, Three Hundred Thousand Dollars (\$1,300,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed One Million, Three Hundred Thousand Dollars (\$1,300,000)) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.

6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Town of Sidney Loan Authorization Bylaw # 2262 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as "Security Issuing Bylaw No. 4, 2024".

READ A FIRST TIME THIS _____th day of _____ 202__

READ A SECOND TIME THIS _____th day of _____ 202__

READ A THIRD TIME THIS _____th day of _____ 202__

ADOPTED THIS _____th day of _____ 202__

CHAIR

CORPORATE OFFICER

Schedule "A" to Bylaw # ____

CANADA
PROVINCE OF BRITISH COLUMBIA
AGREEMENT

Regional District of _____

The Regional District of _____ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of _____ DOLLARS (\$_____) in lawful money of Canada, together with interest thereon from the ____ day of _____ 20__, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the ____ day of _____ 20__, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ____ day of _____, 20____.

IN TESTIMONY WHEREOF and under the authority of Bylaw # _____ cited as "_____",
this Agreement is sealed with the Corporate Seal of the Regional District of _____ and signed by the Chair and Treasurer thereof.

Chair

Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

Deputy Inspector of Municipalities of British Columbia

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$



Making a difference...together

**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 03, 2024**

SUBJECT Bylaw No. 4619: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 2, 2024

ISSUE SUMMARY

The 2024 to 2028 Financial Plan was adopted on March 13, 2024, and amended on May 8, 2024. Amendments to the Plan are required to authorize revised operating and capital expenditures.

BACKGROUND

The Capital Regional District (CRD) Board approved Bylaw No. 4603, “2024 to 2028 Financial Plan Bylaw, 2024” on March 13, 2024, and subsequently approved Bylaw No. 4614, “2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 1, 2024” on May 8, 2024. Amendments are required in accordance with Section 374(2) of the *Local Government Act* (LGA), which states that the financial plan may be amended at any time by bylaw to incorporate changes in budget, for certainty. As new information becomes available, and pursuant with Section 374 of the LGA, the CRD Board may further revise the financial plan.

The impact of the proposed amendments to the 2024 budget of the five-year 2024 to 2028 Financial Plan is highlighted in the following table.

Service	Description	Budget	Funding	Net Impact	Committee / Commission Approval
Salt Spring Island Transportation	Advance BC Active Transportation Infrastructure project	Capital	Reserve Fund	\$130,000	Salt Spring Island Local Community Commission 29-May-2024
Salt Spring Island Liquid Waste Disposal	Evaluation of Alternatives to Liquid Waste Disposal	Capital	Reserve Fund	\$60,000	Salt Spring Island Local Community Commission 20-June-2024
Salt Spring Island Economic Development	Integrated Housing Strategy, Salt Spring Island	Operating	Reserve Fund	\$60,000	
Panorama Recreation	Greenglade parking lot surface replacement project	Capital	Reserve Fund	\$27,000	Peninsula Recreation Commission 25-April-2024

Service	Description	Budget	Funding	Net Impact	Committee / Commission Approval
Millstream Site Remediation	Millstream Meadows Remediation project	Capital	Capital Funds on Hand	\$620,000	Environmental Services Committee 19-June-2024
Magic Lake Estates Sewer	Pump Station and Treatment Plant Upgrades	Capital	Capital Funds on Hand	\$1,400,000	Project budget approved by Magic Lake Estates Water & Sewer Committee in October 2021. Change to project timing.
Highland Fernwood Water	Water Intake Screen Replacement	Capital	Capital Funds on Hand, Reserve Fund, Grants	\$222,500	Highland Fernwood Water Service Commission 13-June-2024
Regional Water Supply	Watershed Bridge and Culvert Replacement	Capital	Capital Funds on Hand	\$180,000	Regional Water Supply Commission 19-June-2024
	Reallocate funding from Leech River Watershed Restoration project	Capital	Capital Funds on Hand	\$(180,000)	
Juan de Fuca Water Distribution	Comprehensive Pump Station Upgrades	Capital	Capital Funds on Hand	\$1,100,000	Juan de Fuca Water Distribution Commission 7-May-2024
	Meter Reading Equipment	Capital	Capital Funds on Hand	\$80,000	
	Reassign funding from Highway 14 Watermain Relocation	Capital	Capital Funds on Hand	\$(1,180,000)	

The proposed Financial Plan amendment Bylaw No. 4619 incorporates these changes, and is attached as Appendix A, inclusive of an updated Schedule A and Schedule B.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4619, “2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 2, 2024”, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4619 be adopted.

Alternative 2

That Bylaw No. 4619 be deferred pending further analysis by Capital Regional District staff.

IMPLICATIONS

Financial Implications

Salt Spring Island Transportation

On May 29, 2024, the Salt Spring Island Local Community Commission reviewed the Salt Spring Island Community Transportation service capital plan and approved a motion to advance the BC Active Transportation Infrastructure project from 2026 to 2024. The \$130,000 project will prepare designs in support of the BC Active Transportation Grant application with a broader scope, that includes the Ganges Active Transportation Network Plan and pathways along Jackson and Drake roads.

Salt Spring Island Liquid Waste Disposal

On June 20, 2024, the Salt Spring Island Local Community Commission approved a motion to add \$60,000 capital reserve funded project to the 2024 capital plan for evaluating alternatives to liquid waste disposal at the Burgoyne Bay Facility. This project will enable further analysis of alternatives provided in a recently completed report and inform the selection of an alternative to the current process of dewatering solids and disposal of waste solids and liquids.

Salt Spring Island Economic Development

On June 20, 2024, the Salt Spring Island Local Community Commission approved \$60,000 of funding from operating reserve for the preparation of an Integrated Housing Strategy, with the intent to facilitate an increase in availability of housing for workers and promote business and economic development on the Island.

Panorama Recreation

On April 25, 2024, the Peninsula Recreation Commission approved additional funding for the Greenglade parking lot paving project. The existing project budget of \$115,000 has been spent and committed. An emergency subgrade replacement repair was required that was not included in the original project scope, requiring additional funding of \$27,000.

Millstream Site Remediation

On June 19, 2024, the Environmental Services Committee approved additional funding for the Millstream Meadows Remediation project. The project budget of \$14.7 million will be fully spent and committed by the end of August 2024. A budget increase of \$620,000 (to a total of \$15.3 million) is required to fund the remaining estimated costs which include groundwater monitoring well decommissioning. The requested \$620,000 budget increase will be fully funded from uncommitted capital on hand.

Magic Lake Estates Sewer

An amendment to the Pump Station and Treatment Plant Upgrades project is required to reflect work to be carried forward from 2023 into the 2024 capital plan, reducing the carry-forward from 2023 to \$5.9 million from \$4.5 million. Project timelines have been adjusted to reflect increased construction work in 2024 resulting from delays in 2023. Completion is planned for 2025 and is funded by existing capital funds on hand.

Highland Fernwood Water

The Highland Fernwood Intake Project is a multi-year project initiated in 2019 with an approved budget of \$200,000. An additional \$67,000 is required to complete the project due to revised construction costs. On June 13, 2024, the Highland Fernwood Water Service Commission approved a motion to increase the budget of the Highland Fernwood Water Intake Project with \$40,000 from Community Works Funding and \$27,000 from capital reserve. Additionally, a revision is required to include the actual carry forward from 2023 of \$155,500 capital funds on hand which will be spent in 2024. This results in a total of \$222,500 increased cost for the project.

Regional Water Supply

On June 19, 2024, the Regional Water Supply Commission approved additional funding for the Watershed Bridge and Culvert Replacement project. Additional funding of \$180,000 is required to facilitate the high priority replacement of a deteriorated major drainage structure. Current project schedule expectations align with reallocating this additional funding from the Leech River Watershed Restoration project.

Juan de Fuca Water Distribution

On May 7, 2024, the Juan de Fuca Distribution Commission approved an additional \$1.1 million of funding for the Comprehensive Pump Station Upgrades program. This has been facilitated through reallocation of funding from the Highway 14 Watermain Relocation project to address market cost escalation, align the capital plan with current schedule expectations and expand the scope to allow staff to deliver more work with the resources available.

At the same meeting as noted above, the Juan de Fuca Distribution Commission approved the addition of new project funding of \$80,000 for the purchase of meter reading equipment. Equipment failures have resulted in the need for replacement. Current project schedule expectations align with reallocating this funding from the Highway 14 Watermain Relocation project.

CONCLUSION

In compliance with the *Local Government Act*, the proposed amending Bylaw No. 4619 authorizes changes required to Bylaw No. 4603, “2024 to 2028 Financial Plan Bylaw, 2024,” which the CRD Board approved on March 13, 2024 and subsequently amended on May 8, 2024.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4619, “2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 2, 2024”, be introduced and read a first, second, and third time; and
2. That Bylaw No. 4619 be adopted.

Submitted by:	Angela Linwood, CPA, CMA, Controller
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Bylaw No. 4619, with Schedule A and Schedule B

CAPITAL REGIONAL DISTRICT

BYLAW NO. 4619

A BYLAW TO AMEND THE FIVE-YEAR FINANCIAL PLAN
FOR THE YEARS 2024 – 2028

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

- 1. Bylaw No. 4603, "2024 to 2028 Financial Plan Bylaw, 2024", is hereby amended by replacing Schedule A and Schedule B with the attached schedules hereto.
2. This Bylaw may be cited as "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 2, 2024".

READ A FIRST TIME THIS day of 20__
READ A SECOND TIME THIS day of 20__
READ A THIRD TIME THIS day of 20__
ADOPTED THIS day of 20__

CHAIR

CORPORATE OFFICER

Attachment: Schedule A and Schedule B



CAPITAL REGIONAL DISTRICT

CAPITAL EXPENDITURE PLAN SUMMARY - 2024 to 2028

EXPENDITURE / FUNDING SUMMARY (ALL SERVICES)	2024	2025	2026	2027	2028	TOTAL
EXPENDITURE						
Buildings	31,879,500	30,892,500	4,086,500	1,237,000	4,749,500	72,845,000
Equipment	35,237,860	10,947,405	11,057,859	4,352,920	3,795,636	65,391,680
Land	11,162,000	6,457,000	5,342,000	5,270,000	5,230,000	33,461,000
Engineered Structures	178,574,267	129,184,926	100,450,875	86,460,400	80,030,500	574,700,968
Vehicles	8,593,000	3,308,750	2,920,000	3,802,000	3,438,000	22,061,750
	265,446,627	180,790,581	123,857,234	101,122,320	97,243,636	768,460,398
SOURCE OF FUNDS						
Capital Funds on Hand	88,502,023	30,409,541	29,952,483	28,368,745	29,961,120	207,193,912
Debenture Debt	84,414,500	110,095,478	66,763,356	51,910,000	41,215,000	354,398,334
ERF	13,262,247	7,313,893	5,698,778	6,479,897	6,243,136	38,997,951
Grants (Federal, Provincial)	22,567,396	10,856,701	5,479,117	4,610,278	9,065,000	52,578,492
Reserve Fund	50,079,461	19,099,968	15,763,500	9,753,400	10,759,380	105,455,709
Other	6,621,000	3,015,000	200,000	-	-	9,836,000
	265,446,627	180,790,581	123,857,234	101,122,320	97,243,636	768,460,398



2024 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
1.011	Board Expenditures	764,500					764,500			764,500				764,500
1.014	CAO / Corporate Services	14,796					14,796			14,796				14,796
1.015	Real Estate	1,500					1,500			1,500				1,500
1.016	Human Resources	6,576					6,576			6,576				6,576
1.017	Finance	506,549		850,000			1,356,549	525,000	-	81,549		750,000		1,356,549
1.018	Health & Capital Planning Strategies	1,500					1,500			1,500				1,500
1.022	Information Technology	5,702,552	170,000	50,000			5,922,552	5,875,952		46,600				5,922,552
1.024	GM - Planning & Protective Services	-					-			-				-
1.025	Corporate Emergency	8,000					8,000			8,000				8,000
1.027	First Nations Relations	1,644					1,644			1,644				1,644
1.105	Facilities Management	10,000	15,000				25,000			25,000				25,000
1.106	Facilities and Risk			1,090,000	25,000		1,115,000	825,000				290,000		1,115,000
1.107	Corporate Satellite Facilities			25,000			25,000					25,000		25,000
1.109	JDF Admin. Expenditures	2,000					2,000			2,000				2,000
1.110	SGL Admin. Expenditures	6,600					6,600			6,600				6,600
1.111	SSI Admin. Expenditures	46,100	-				46,100			46,100				46,100
1.118	Corporate Communications	453,288					453,288			3,288		450,000		453,288
1.123	Family Court Building			1,352,500			1,352,500	47,500				700,000	605,000	1,352,500
1.137	Galiano Island Community Use Building			12,000			12,000						12,000	12,000
1.141	SSI Public Library			90,000			90,000				70,000		20,000	90,000
1.226	Health Facilities - VIHA	440,000		3,155,000			3,595,000	615,000				375,000	2,605,000	3,595,000
1.235	SGL Small Craft Harbour Facilities				482,000		482,000	247,000				20,000	215,000	482,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				70,000		70,000						70,000	70,000
1.238A	Community Transit (SSI)				110,000		110,000	50,000			60,000			110,000
1.238B	Community Transportation (SSI)	55,000			420,000		475,000	45,000			210,000		220,000	475,000
1.280	Regional Parks	445,200	1,772,000	145,000	6,197,657	5,000,000	13,559,857	843,172	6,300,000	1,516,200	1,954,485	76,000	2,870,000	13,559,857
1.290	Royal Theatre	-		867,000			867,000					350,000	517,000	867,000
1.295	McPherson Theatre	57,000		275,000			332,000						332,000	332,000
1.297	Arts Grants and Development	2,100					2,100			2,100				2,100
1.309	Climate Action and Adaptation	792,961					792,961	211,483			581,478			792,961
1.310	Land Banking and Housing	10,000		9,400,000		700,000	10,110,000		9,400,000	10,000	700,000			10,110,000
1.313	Animal Care Services	40,000	42,000	185,000	65,000		332,000	302,000		30,000				332,000
1.318	Building Inspection	60,500	125,000				185,500			185,500				185,500
1.323	ByLaw Services	2,500	100,000				102,500			102,500				102,500
1.324	Regional Planning Services	44,000					44,000			44,000				44,000
1.325	Community Planning	49,355			325,000		374,355			49,355	325,000			374,355
1.335	Geo-Spatial Referencing	190,000					190,000			190,000				190,000
1.350	Willis Point Fire	155,500		15,000			170,500			11,500	108,000		51,000	170,500
1.352	South Galiano Fire	29,000	420,000				449,000			429,000			20,000	449,000
1.353	Otter Point Fire	15,000	-	40,000			55,000			15,000			40,000	55,000
1.356	Pender Island Fire	60,000	-	18,000			78,000			60,000			18,000	78,000
1.357	East Sooke Fire	51,551	300,000				351,551			324,551			27,000	351,551
1.358	Port Renfrew Fire	51,000		30,000	5,000		86,000			51,000			35,000	86,000
1.359	North Galiano Fire	-					-			-				-
1.360	Shirley Fire Department	10,000					10,000			10,000				10,000
1.371	SSI Emergency Program	20,000					20,000					20,000		20,000
1.372	Emergency Planning Coordination	2,500	-				2,500			2,500				2,500
1.373	SGL Emergency Program	25,000					25,000					25,000		25,000
1.375	Hazardous Material Incident Response	75,000	-				75,000			75,000				75,000
1.377	JDF Search and Rescue	92,000					92,000			92,000				92,000
1.405	JDF EA Community Parks & Recreation		100,000		589,000	50,000	739,000	379,000		100,000	260,000			739,000



2024 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING						TOTAL
		Equipment	Vehicles	Buildings	Engineered	Land		Capital	Debt	Equipment	Grants	Other	Capital	
					Structures								Funds on Hand	
1.40X	SEAPARC	429,000		295,500	1,122,000	-	1,846,500	69,300	-	234,700	778,000		764,500	1,846,500
1.44x	Panorama Recreation	869,072	57,000	3,836,500	4,828,408		9,590,980	390,000	5,201,500	776,072	2,104,408		1,119,000	9,590,980
1.455	SSI Community Parks	15,000	90,000		420,000		525,000	40,000		45,000	440,000		-	525,000
1.458	SSI Community Recreation	40,000			202,500		242,500			5,000	100,000		137,500	242,500
1.459	SSI Park Land & Rec Programs	103,200	30,000	895,000	450,000	15,000	1,493,200		-	51,300	826,900	450,000	165,000	1,493,200
1.465	Saturna Island Community Parks				38,000		38,000	5,000					33,000	38,000
1.475	Mayne Island Community Parks	15,000		53,000	9,000		77,000	20,000			30,000		27,000	77,000
1.485	Pender Island Community Parks	45,000			1,157,752	30,000	1,232,752	33,808			700,000	200,000	298,944	1,232,752
1.495	Galiano Community Parks	2,616			43,922		46,538	25,808		2,616			18,114	46,538
1.521	Environmental Resource Management	603,000		350,000	53,656,000		54,609,000	15,600,000	14,213,000	1,103,000			23,693,000	54,609,000
1.523	Port Renfrew Refuse Disposal				304,500		304,500				292,500		12,000	304,500
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	105,000				145,000			145,000				145,000
1.577	IW - Environmental Operations	125,000	1,614,000				1,739,000			1,739,000				1,739,000
1.578	Environmental Protection	514,600	220,000				734,600	380,000		354,600				734,600
1.911	911 Call Answer	-					-							-
2.610	Saanich Peninsula Water Supply	850,000			11,013,028		11,863,028		6,000,000	200,000			5,663,028	11,863,028
2.620	Highland Water (SSI)				20,000		20,000	20,000						20,000
2.621	Highland & Fernwood Water (SSI)				1,251,000		1,251,000	155,500	913,000		40,000		142,500	1,251,000
2.622	Cedars of Tuam Water (SSI)				55,000		55,000	5,000			42,000		8,000	55,000
2.624	Beddis Water (SSI)				428,000		428,000		340,000				88,000	428,000
2.626	Fulford Water (SSI)	103,000			302,000		405,000	7,000	220,000		90,000		88,000	405,000
2.628	Cedar Lane Water (SSI)				468,000		468,000		448,000				20,000	468,000
2.630	Magic Lake Estates Water (Pender)	15,000			145,000		160,000	15,000					145,000	160,000
2.640	Lyll Harbour Boot Cove Water (Saturna)	66,000			335,000		401,000	268,000	88,000		30,000		15,000	401,000
2.642	Skana Water (Mayne)	10,000			50,000		60,000	30,000					30,000	60,000
2.650	Port Renfrew Water	20,000			275,000		295,000				275,000		20,000	295,000
2.665	Sticks Allison Water (Galiano)				5,000		5,000						5,000	5,000
2.667	Surfside Park Estates (Mayne)				15,000		15,000						15,000	15,000
2.670	Regional Water Supply	18,697,750	1,991,000	8,740,000	27,760,000	4,330,000	61,518,750	42,407,750	7,300,000	1,361,000	6,000,000	4,450,000		61,518,750
2.680	JDF Water Distribution	578,750	1,365,000	80,000	20,720,000		22,743,750	16,058,750	4,500,000	1,165,000			1,020,000	22,743,750
2.682	Seagirt Water System				2,250,000		2,250,000	250,000	2,000,000					2,250,000
2.691	Wilderness Mountain Water Service				50,000		50,000				45,000		5,000	50,000
3.701	Millstream Site Remediation					1,037,000	1,037,000	920,000			117,000			1,037,000
3.705	SSI Septage / Composting			30,000	250,000		280,000	20,000	120,000				140,000	280,000
3.718	Saanich Peninsula Wastewater	570,000			2,245,000		2,815,000			905,000			1,910,000	2,815,000
3.798C	Debt - Core Area Wastewater Treatment Program	550,000			32,219,000		32,769,000	375,000	27,271,000	855,000	450,000		3,818,000	32,769,000
3.810	Ganges Sewer Utility (SSI)	575,000	77,000		332,500		984,500				712,625		271,875	984,500
3.820	Maliview Sewer Utility (SSI)				1,050,000		1,050,000		100,000		850,000		100,000	1,050,000
3.830	Magic Lake Sewer Utility (Pender)	60,000			5,600,000		5,660,000	1,400,000			4,200,000		60,000	5,660,000
3.850	Port Renfrew Sewer				215,000		215,000	40,000			175,000			215,000
1.579	Environmental Water Quality	30,000					30,000						30,000	30,000
3.750	L.W.M.P. - Core and West Shore				1,000,000		1,000,000						1,000,000	1,000,000
1.370	JDF Emergency Program	4,100					4,100			4,100				4,100
Total		35,237,860	8,593,000	31,879,500	178,574,267	11,162,000	265,446,627	88,502,023	84,414,500	13,262,247	22,567,396	6,621,000	50,079,461	265,446,627



2025 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
1.011	Board Expenditures	91,500					91,500			91,500				91,500
1.014	CAO / Corporate Services	3,288					3,288			3,288				3,288
1.015	Real Estate	-					-			-				-
1.016	Human Resources	6,765					6,765			6,765				6,765
1.017	Finance	228,994		4,250,000			4,478,994	200,000	3,000,000	28,994		1,250,000		4,478,994
1.018	Health & Capital Planning Strategies	-					-			-				-
1.022	Information Technology	1,876,551	100,000				1,976,551	1,824,551		152,000				1,976,551
1.024	GM - Planning & Protective Services	-					-			-				-
1.025	Corporate Emergency	6,000					6,000			6,000				6,000
1.027	First Nations Relations	-					-			-				-
1.105	Facilities Management	10,000	150,000				160,000			160,000				160,000
1.106	Facilities and Risk			265,000			265,000					265,000		265,000
1.107	Corporate Satellite Facilities						-							-
1.109	JDF Admin. Expenditures	-					-			-				-
1.110	SJI Admin. Expenditures	-					-			-				-
1.111	SSI Admin. Expenditures	4,900	65,000				69,900			69,900				69,900
1.118	Corporate Communications	4,932					4,932			4,932				4,932
1.123	Family Court Building			10,000			10,000						10,000	10,000
1.137	Galiano Island Community Use Building						-							-
1.141	SSI Public Library						-							-
1.226	Health Facilities - VIHA			955,000	75,000		1,030,000					660,000	370,000	1,030,000
1.235	SJI Small Craft Harbour Facilities				304,000		304,000	179,000					125,000	304,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				130,000		130,000				75,000		55,000	130,000
1.238A	Community Transit (SSI)				60,000		60,000				50,000		10,000	60,000
1.238B	Community Transportation (SSI)				1,327,000		1,327,000		320,000		840,000		167,000	1,327,000
1.280	Regional Parks	68,400	350,000	585,000	10,720,015	5,000,000	16,723,415		13,067,515	418,400	270,000		2,967,500	16,723,415
1.290	Royal Theatre	462,000		2,337,000			2,799,000	112,000			680,000	1,055,000	952,000	2,799,000
1.295	McPherson Theatre	15,000		300,000			315,000						315,000	315,000
1.297	Arts Grants and Development	-					-			-				-
1.309	Climate Action and Adaptation	792,961					792,961	211,483			581,478			792,961
1.310	Land Banking and Housing	5,000		16,100,000			16,105,000		16,100,000	5,000				16,105,000
1.313	Animal Care Services	5,000	25,000				30,000			30,000				30,000
1.318	Building Inspection	4,500					4,500			4,500				4,500
1.323	ByLaw Services	2,500	25,000				27,500			27,500				27,500
1.324	Regional Planning Services	4,000					4,000			4,000				4,000
1.325	Community Planning	3,290					3,290			3,290				3,290
1.335	Geo-Spatial Referencing	60,000					60,000			60,000				60,000
1.350	Willis Point Fire	44,750					44,750	12,280		7,500			24,970	44,750
1.352	South Galiano Fire	45,200	85,000				130,200			95,200			35,000	130,200
1.353	Otter Point Fire	15,000		40,000			55,000			15,000			40,000	55,000
1.356	Pender Island Fire	5,000					5,000			5,000				5,000
1.357	East Sooke Fire	19,512					19,512			19,512				19,512
1.358	Port Renfrew Fire	16,000		10,000			26,000			16,000			10,000	26,000
1.359	North Galiano Fire	150,000					150,000			150,000				150,000
1.360	Shirley Fire Department	-					-			-				-
1.371	SSI Emergency Program	-					-			-				-
1.372	Emergency Planning Coordination	-					-			-				-
1.373	SJI Emergency Program	-					-			-				-
1.375	Hazardous Material Incident Response	-					-			-				-
1.377	JDF Search and Rescue	-					-			-				-
1.405	JDF EA Community Parks & Recreation					100,000	100,000				100,000			100,000
1.40X	SEAPARC	417,150		710,500		500,000	1,627,650		700,000	171,650			756,000	1,627,650
1.44x	Panorama Recreation	486,612		400,000	70,000		956,612			411,612			545,000	956,612
1.455	SSI Community Parks	60,000			70,000		130,000			30,000	40,000		60,000	130,000



2025 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000	-	7,500	12,500	
1.459	SSI Park Land & Rec Programs	40,000	-	1,500,000	45,000	50,000	1,635,000		1,500,000	30,000	-	105,000	1,635,000	
1.465	Saturna Island Community Parks				35,225		35,225	727				34,498	35,225	
1.475	Mayne Island Community Parks	-		-	25,000		25,000	-			-	25,000	25,000	
1.485	Pender Island Community Parks	20,000			1,092,500	-	1,112,500	12,500			625,000	300,000	1,112,500	
1.495	Galiano Community Parks	1,000			11,000		12,000	-		1,000		11,000	12,000	
1.521	Environmental Resource Management	355,000		-	14,475,000		14,830,000	225,000	7,650,000	355,000		6,600,000	14,830,000	
1.523	Port Renfrew Refuse Disposal				30,000		30,000				-	30,000	30,000	
1.575	Environmental Administration Services	6,000					6,000			6,000			6,000	
1.576	Environmental Engineering Services	40,000	55,000				95,000			95,000			95,000	
1.577	IW - Environmental Operations	125,000	683,500				808,500			808,500	-		808,500	
1.578	Environmental Protection	145,600	180,000				325,600	-		325,600			325,600	
1.911	911 Call Answer	1,000,000					1,000,000			1,000,000			1,000,000	
2.610	Saanich Peninsula Water Supply	300,000			4,404,000		4,704,000		3,000,000	200,000		1,504,000	4,704,000	
2.620	Highland Water (SSI)				-		-	-					-	
2.621	Highland & Fernwood Water (SSI)				1,981,500		1,981,500	-	1,895,000		-	86,500	1,981,500	
2.622	Cedars of Tuam Water (SSI)				885,000		885,000	-	870,000		-	15,000	885,000	
2.624	Beddis Water (SSI)				1,674,000		1,674,000	-	1,582,000		-	92,000	1,674,000	
2.626	Fulford Water (SSI)	-			1,320,000		1,320,000	-	1,295,000		-	25,000	1,320,000	
2.628	Cedar Lane Water (SSI)				274,000		274,000		274,000			-	274,000	
2.630	Magic Lake Estates Water (Pender)	-			22,000		22,000	-				22,000	22,000	
2.640	Lyllall Harbour Boot Cove Water (Saturna)	-			580,000		580,000	-	580,000		-	-	580,000	
2.642	Skana Water (Mayne)	115,000			50,000		165,000	-	150,000		-	15,000	165,000	
2.650	Port Renfrew Water	260,000			1,915,000		2,175,000		916,667		1,233,333	25,000	2,175,000	
2.665	Sticks Allison Water (Galiano)				-		-					-	-	
2.667	Surfside Park Estates (Mayne)	20,000			500,000		520,000		500,000			20,000	520,000	
2.670	Regional Water Supply	2,312,500	685,250	3,390,000	32,050,000	807,000	39,244,750	19,359,500	16,700,000	685,250	1,500,000	1,000,000	39,244,750	
2.680	JDF Water Distribution	232,500	905,000	40,000	12,520,000		13,697,500	8,172,500	3,700,000	905,000		920,000	13,697,500	
2.682	Seagirt Water System	-			-		-	-	-				-	
2.691	Wilderness Mountain Water Service				410,000		410,000		200,000		200,000	10,000	410,000	
3.701	Millstream Site Remediation						-	-					-	
3.705	SSI Septage / Composting			-	2,280,000		2,280,000	-	2,280,000		-	-	2,280,000	
3.718	Saanich Peninsula Wastewater	1,050,000			2,850,000		3,900,000		3,600,000	200,000		100,000	3,900,000	
3.798C	Debt - Core Area Wastewater Treatment Program	-			19,790,000		19,790,000	-	18,090,000	700,000		1,000,000	19,790,000	
3.810	Ganges Sewer Utility (SSI)	-	-		6,217,186		6,217,186		2,624,296		3,322,890	270,000	6,217,186	
3.820	Maliview Sewer Utility (SSI)				1,675,000		1,675,000		501,000		1,139,000	35,000	1,675,000	
3.830	Magic Lake Sewer Utility (Pender)	-			300,000		300,000	100,000	-		200,000	-	300,000	
3.850	Port Renfrew Sewer				15,000		15,000	-			-	15,000	15,000	
1.579	Environmental Water Quality	-					-					-	-	
3.750	L.W.M.P. - Core and West Shore				9,000,000		9,000,000		9,000,000			-	9,000,000	
1.370	JDF Emergency Program	-					-						-	
Total		10,947,405	3,308,750	30,892,500	129,184,926	6,457,000	180,790,581	30,409,541	110,095,478	7,313,893	10,856,701	3,015,000	19,099,968	180,790,581



2026 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
1.011	Board Expenditures	55,000					55,000			55,000				55,000
1.014	CAO / Corporate Services	20,133					20,133			20,133				20,133
1.015	Real Estate	1,500					1,500			1,500				1,500
1.016	Human Resources	353,288					353,288			3,288		350,000		353,288
1.017	Finance	58,043					58,043			58,043				58,043
1.018	Health & Capital Planning Strategies	3,000					3,000			3,000				3,000
1.022	Information Technology	1,645,650					1,645,650	1,584,000		61,650				1,645,650
1.024	GM - Planning & Protective Services	2,049					2,049			2,049				2,049
1.025	Corporate Emergency	7,000					7,000			7,000				7,000
1.027	First Nations Relations	3,693					3,693			3,693				3,693
1.105	Facilities Management	10,000	75,000				85,000			85,000				85,000
1.106	Facilities and Risk			140,000			140,000					140,000		140,000
1.107	Corporate Satellite Facilities													
1.109	JDF Admin. Expenditures	2,000					2,000			2,000				2,000
1.110	SGI Admin. Expenditures	2,800					2,800			2,800				2,800
1.111	SSI Admin. Expenditures	15,900					15,900			15,900				15,900
1.118	Corporate Communications	7,464					7,464			7,464				7,464
1.123	Family Court Building													
1.137	Galiano Island Community Use Building													
1.141	SSI Public Library													
1.226	Health Facilities - VIHA			937,500			937,500				200,000	737,500		937,500
1.235	SGI Small Craft Harbour Facilities				50,000		50,000					50,000		50,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				60,000		60,000					60,000		60,000
1.238A	Community Transit (SSI)				60,000		60,000			50,000		10,000		60,000
1.238B	Community Transportation (SSI)				848,000		848,000		220,000	460,000		168,000		848,000
1.280	Regional Parks	107,700	325,000		13,420,000	5,000,000	18,852,700		15,000,000	432,700		3,420,000		18,852,700
1.290	Royal Theatre	44,000		93,000			137,000					137,000		137,000
1.295	McPherson Theatre	55,000		238,000			293,000					293,000		293,000
1.297	Arts Grants and Development	3,800					3,800			3,800				3,800
1.309	Climate Action and Adaptation	792,961					792,961	211,483		581,478				792,961
1.310	Land Banking and Housing	10,000					10,000			10,000				10,000
1.313	Animal Care Services	5,000	25,000				30,000			30,000				30,000
1.318	Building Inspection	6,000	60,000				66,000			66,000				66,000
1.323	ByLaw Services	2,500	25,000				27,500			27,500				27,500
1.324	Regional Planning Services	8,000					8,000			8,000				8,000
1.325	Community Planning													
1.335	Geo-Spatial Referencing	10,000					10,000			10,000				10,000
1.350	Willis Point Fire	7,500					7,500			7,500				7,500
1.352	South Galiano Fire	10,800	85,000				95,800			10,800		85,000		95,800
1.353	Otter Point Fire	20,000		40,000			60,000			20,000		40,000		60,000
1.356	Pender Island Fire	60,000	28,000				88,000			88,000				88,000
1.357	East Sooke Fire	51,578					51,578			51,578				51,578
1.358	Port Renfrew Fire	16,000					16,000			16,000				16,000
1.359	North Galiano Fire													
1.360	Shirley Fire Department													
1.371	SSI Emergency Program													
1.372	Emergency Planning Coordination	2,500					2,500			2,500				2,500
1.373	SGI Emergency Program													
1.375	Hazardous Material Incident Response													
1.377	JDF Search and Rescue													
1.405	JDF EA Community Parks & Recreation													
1.40X	SEAPARC	1,671,500		2,223,000			3,894,500		1,850,000	166,500	1,400,000	478,000		3,894,500
1.44x	Panorama Recreation	383,380	15,000	310,000			708,380			398,380		310,000		708,380



2026 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
1.455	SSI Community Parks	15,000	-		10,000		25,000	-		15,000	-		10,000	25,000
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000	-		7,500	12,500
1.459	SSI Park Land & Rec Programs	40,000	-	25,000	-	50,000	115,000		-	40,000	-	-	75,000	115,000
1.465	Saturna Island Community Parks				-		-						-	-
1.475	Mayne Island Community Parks	4,000		-	-		4,000				-		4,000	4,000
1.485	Pender Island Community Parks	-			15,000	-	15,000				-	-	15,000	15,000
1.495	Galiano Community Parks	1,000			3,000		4,000			1,000			3,000	4,000
1.521	Environmental Resource Management	385,000		-	9,600,000		9,985,000	200,000	2,000,000	385,000			7,400,000	9,985,000
1.523	Port Renfrew Refuse Disposal				27,500		27,500				-		27,500	27,500
1.575	Environmental Administration Services	6,000					6,000			6,000				6,000
1.576	Environmental Engineering Services	40,000	55,000				95,000			95,000				95,000
1.577	IW - Environmental Operations	125,000	630,000				755,000			755,000	-			755,000
1.578	Environmental Protection	122,000	50,000				172,000			172,000				172,000
1.911	911 Call Answer	-					-			-				-
2.610	Saanich Peninsula Water Supply	300,000			3,400,000		3,700,000		3,000,000	200,000			500,000	3,700,000
2.620	Highland Water (SSI)				-		-							-
2.621	Highland & Fernwood Water (SSI)				3,750,000		3,750,000		3,750,000		-		-	3,750,000
2.622	Cedars of Tuam Water (SSI)				465,000		465,000		465,000		-		-	465,000
2.624	Beddis Water (SSI)				443,000		443,000		305,000		-		138,000	443,000
2.626	Fulford Water (SSI)	-			1,125,000		1,125,000		1,125,000		-		-	1,125,000
2.628	Cedar Lane Water (SSI)				105,000		105,000		95,000				10,000	105,000
2.630	Magic Lake Estates Water (Pender)	-			145,000		145,000						145,000	145,000
2.640	Lyllall Harbour Boot Cove Water (Saturna)	-			-		-				-		-	-
2.642	Skana Water (Mayne)	674,120			-		674,120		127,262		546,858		-	674,120
2.650	Port Renfrew Water	10,000			200,000		210,000		200,000		-		10,000	210,000
2.665	Sticks Allison Water (Galiano)				-		-						-	-
2.667	Surfside Park Estates (Mayne)	-			1,500,000		1,500,000		1,500,000				-	1,500,000
2.670	Regional Water Supply	2,425,000	773,000	40,000	47,385,000	292,000	50,915,000	19,742,000	28,400,000	773,000	2,000,000	-		50,915,000
2.680	JDF Water Distribution	175,000	774,000	40,000	9,120,000		10,109,000	8,215,000	1,100,000	774,000			20,000	10,109,000
2.682	Seagirt Water System	-			-		-		-					-
2.691	Wilderness Mountain Water Service				-		-		-				-	-
3.701	Millstream Site Remediation						-							-
3.705	SSI Septage / Composting			-	132,500		132,500		82,500		40,000		10,000	132,500
3.718	Saanich Peninsula Wastewater	1,270,000			350,000		1,620,000		1,120,000	400,000			100,000	1,620,000
3.798C	Debt - Core Area Wastewater Treatment Program	-			7,475,000		7,475,000		6,075,000	400,000			1,000,000	7,475,000
3.810	Ganges Sewer Utility (SSI)	-	-		474,375		474,375		118,594		355,781		-	474,375
3.820	Malview Sewer Utility (SSI)				285,000		285,000		230,000		45,000		10,000	285,000
3.830	Magic Lake Sewer Utility (Pender)	-			-		-		-				-	-
3.850	Port Renfrew Sewer	-			-		-		-				-	-
1.579	Environmental Water Quality	-			-		-		-				-	-
3.750	L.W.M.P. - Core and West Shore				-		-		-				-	-
1.370	JDF Emergency Program	-			-		-		-				-	-
Total		11,057,859	2,920,000	4,086,500	100,450,875	5,342,000	123,857,234	29,952,483	66,763,356	5,698,778	5,479,117	200,000	15,763,500	123,857,234

2027 - CAPITAL EXPENDITURE PLAN

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.011	Board Expenditures	-					-							-
1.014	CAO / Corporate Services	20,133					20,133			20,133				20,133
1.015	Real Estate	-					-			-				-
1.016	Human Resources	354,932					354,932			4,932		350,000		354,932
1.017	Finance	12,994		-			12,994	-	-	12,994		-		12,994
1.018	Health & Capital Planning Strategies	1,500					1,500			1,500				1,500
1.022	Information Technology	180,000	-	-			180,000	130,000		50,000				180,000
1.024	GM - Planning & Protective Services	2,318					2,318			2,318				2,318
1.025	Corporate Emergency	-					-			-				-
1.027	First Nations Relations	4,932					4,932			4,932				4,932
1.105	Facilities Management	10,000	75,000				85,000			85,000				85,000
1.106	Facilities and Risk			140,000	-		140,000	-				140,000		140,000
1.107	Corporate Satellite Facilities						-					-		-
1.109	JDF Admin. Expenditures	-					-			-				-
1.110	SJI Admin. Expenditures	-					-			-				-
1.111	SSI Admin. Expenditures	10,900	-				10,900			10,900				10,900
1.118	Corporate Communications	3,288					3,288			3,288				3,288
1.123	Family Court Building						-	-				-		-
1.137	Galiano Island Community Use Building						-					-		-
1.141	SSI Public Library						-					-		-
1.226	Health Facilities - VIHA	-					-	-				-		-
1.235	SJI Small Craft Harbour Facilities				50,000		50,000					50,000		50,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				10,000		10,000					10,000		10,000
1.238A	Community Transit (SSI)				60,000		60,000				50,000	10,000		60,000
1.238B	Community Transportation (SSI)	-			1,100,000		1,100,000	-	315,000		700,000	85,000		1,100,000
1.280	Regional Parks	62,800	485,000	545,000	14,385,000	5,000,000	20,477,800	-	15,000,000	547,800	-	-	4,930,000	20,477,800
1.290	Royal Theatre	-					-							-
1.295	McPherson Theatre	-		190,000			190,000					190,000		190,000
1.297	Arts Grants and Development	-					-							-
1.309	Climate Action and Adaptation	164,023					164,023	43,745			120,278			164,023
1.310	Land Banking and Housing	-					-							-
1.313	Animal Care Services	5,000	25,000				30,000			30,000				30,000
1.318	Building Inspection	6,000	60,000				66,000			66,000				66,000
1.323	ByLaw Services	2,500	25,000				27,500			27,500				27,500
1.324	Regional Planning Services	3,000					3,000			3,000				3,000
1.325	Community Planning	2,700					2,700			2,700				2,700
1.335	Geo-Spatial Referencing	10,000					10,000			10,000				10,000
1.350	Willis Point Fire	13,500					13,500			13,500				13,500
1.352	South Galiano Fire	9,700					9,700			9,700				9,700
1.353	Otter Point Fire	20,000		40,000			60,000			20,000		40,000		60,000
1.356	Pender Island Fire	98,000		10,000			108,000	5,000		98,000		5,000		108,000
1.357	East Sooke Fire	18,850	582,000				600,850			600,850				600,850
1.358	Port Renfrew Fire	16,000					16,000			16,000				16,000
1.359	North Galiano Fire	-					-							-
1.360	Shirley Fire Department	-					-							-
1.371	SSI Emergency Program	-					-							-
1.372	Emergency Planning Coordination	-	70,000				70,000			70,000				70,000
1.373	SJI Emergency Program	-					-							-
1.375	Hazardous Material Incident Response	-	300,000				300,000			300,000				300,000
1.377	JDF Search and Rescue	-					-							-
1.405	JDF EA Community Parks & Recreation						-							-
1.40X	SEAPARC	139,850		232,000	27,000		398,850			118,850		280,000		398,850
1.44x	Panorama Recreation	304,000			385,000		689,000			304,000		385,000		689,000



2027 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
1.455	SSI Community Parks	15,000	-		10,000		25,000	-		15,000	-		10,000	25,000
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000	-		7,500	12,500
1.459	SSI Park Land & Rec Programs	40,000	-	-	-	50,000	90,000		-	40,000	-	-	50,000	90,000
1.465	Saturna Island Community Parks				-		-		-				-	-
1.475	Mayne Island Community Parks	-		-	-		-				-		-	-
1.485	Pender Island Community Parks	-			25,000	-	25,000				-	-	25,000	25,000
1.495	Galiano Community Parks	-			5,900		5,900				-		5,900	5,900
1.521	Environmental Resource Management	385,000		-	1,600,000		1,985,000		350,000	385,000			1,250,000	1,985,000
1.523	Port Renfrew Refuse Disposal				-		-					-		-
1.575	Environmental Administration Services	9,000					9,000			9,000				9,000
1.576	Environmental Engineering Services	40,000	-				40,000			40,000				40,000
1.577	IW - Environmental Operations	125,000	615,000				740,000			740,000				740,000
1.578	Environmental Protection	97,000	-				97,000			97,000				97,000
1.911	911 Call Answer	-					-							-
2.610	Saanich Peninsula Water Supply	100,000			1,000,000		1,100,000		600,000	200,000			300,000	1,100,000
2.620	Highland Water (SSI)				-		-							-
2.621	Highland & Fernwood Water (SSI)				2,750,000		2,750,000		2,665,000		40,000		45,000	2,750,000
2.622	Cedars of Tuam Water (SSI)				460,000		460,000		435,000		20,000		5,000	460,000
2.624	Beddis Water (SSI)				3,170,000		3,170,000		3,120,000		40,000		10,000	3,170,000
2.626	Fulford Water (SSI)	-			1,175,000		1,175,000		1,125,000		40,000		10,000	1,175,000
2.628	Cedar Lane Water (SSI)				680,000		680,000		675,000				5,000	680,000
2.630	Magic Lake Estates Water (Pender)				75,000		75,000						75,000	75,000
2.640	Lyall Harbour Boot Cove Water (Saturna)	-			-		-		-				-	-
2.642	Skana Water (Mayne)	-			-		-		-				-	-
2.650	Port Renfrew Water	10,000			200,000		210,000		200,000				10,000	210,000
2.665	Sticks Allison Water (Galiano)				-		-						-	-
2.667	Surfside Park Estates (Mayne)	-			-		-						-	-
2.670	Regional Water Supply	1,612,500	855,000	40,000	39,690,000	220,000	42,417,500	21,212,500	16,750,000	855,000	3,600,000			42,417,500
2.680	JDF Water Distribution	182,500	710,000	40,000	6,775,000		7,707,500	6,977,500		710,000			20,000	7,707,500
2.682	Seagirt Water System	-			-		-							-
2.691	Wilderness Mountain Water Service				-		-							-
3.701	Millstream Site Remediation						-							-
3.705	SSI Septage / Composting				-		-							-
3.718	Saanich Peninsula Wastewater	250,000			800,000		1,050,000		400,000	200,000			450,000	1,050,000
3.798C	Debt - Core Area Wastewater Treatment Program	-			12,025,000		12,025,000		10,275,000	750,000			1,000,000	12,025,000
3.810	Ganges Sewer Utility (SSI)	-	-		-		-							-
3.820	Maliview Sewer Utility (SSI)				-		-							-
3.830	Magic Lake Sewer Utility (Pender)	-			-		-							-
3.850	Port Renfrew Sewer				-		-							-
1.579	Environmental Water Quality	-					-							-
3.750	L.W.M.P. - Core and West Shore				-		-							-
1.370	JDF Emergency Program	-					-							-
Total		4,352,920	3,802,000	1,237,000	86,460,400	5,270,000	101,122,320	28,368,745	51,910,000	6,479,897	4,610,278	-	9,753,400	101,122,320



2028 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE					TOTAL	SOURCE OF FUNDING					TOTAL	
		Equipment	Vehicles	Buildings	Engineered Structures	Land		Capital Funds on Hand	Debenture Debt	Equipment Repl Fund	Grants	Other		Capital Reserves
1.011	Board Expenditures	-					-							-
1.014	CAO / Corporate Services	14,796					14,796			14,796				14,796
1.015	Real Estate	1,500					1,500			1,500				1,500
1.016	Human Resources	6,576					6,576			6,576			-	6,576
1.017	Finance	38,549		-			38,549		-		38,549		-	38,549
1.018	Health & Capital Planning Strategies	1,500					1,500			1,500				1,500
1.022	Information Technology	94,000	-	-			94,000	45,000		49,000				94,000
1.024	GM - Planning & Protective Services	1,644					1,644			1,644				1,644
1.025	Corporate Emergency	5,000					5,000			5,000				5,000
1.027	First Nations Relations	1,644					1,644			1,644				1,644
1.105	Facilities Management	10,000	-				10,000			10,000				10,000
1.106	Facilities and Risk			140,000	-		140,000						140,000	140,000
1.107	Corporate Satellite Facilities			-			-						-	-
1.109	JDF Admin. Expenditures	-					-							-
1.110	Sgi Admin. Expenditures	5,000					5,000			5,000				5,000
1.111	SSI Admin. Expenditures	6,100	-				6,100			6,100				6,100
1.118	Corporate Communications	3,288					3,288			3,288			-	3,288
1.123	Family Court Building			-			-					-	-	-
1.137	Galiano Island Community Use Building			-			-						-	-
1.141	SSI Public Library			15,000			15,000						15,000	15,000
1.226	Health Facilities - VIHA	-		-			-						-	-
1.235	Sgi Small Craft Harbour Facilities				50,000		50,000						50,000	50,000
1.236	SSI Small Craft Harbour (Fernwood Dock)				10,000		10,000						10,000	10,000
1.238A	Community Transit (SSI)				60,000		60,000				50,000		10,000	60,000
1.238B	Community Transportation (SSI)				1,570,000		1,570,000		410,000		1,015,000		145,000	1,570,000
1.280	Regional Parks	74,400	938,000	750,000	14,185,000	5,000,000	20,947,400		15,000,000	787,400	2,000,000		3,160,000	20,947,400
1.290	Royal Theatre	16,500					16,500							16,500
1.295	McPherson Theatre	16,500					16,500							16,500
1.297	Arts Grants and Development													
1.309	Climate Action and Adaptation													
1.310	Land Banking and Housing													
1.313	Animal Care Services	5,000	25,000				30,000			30,000				30,000
1.318	Building Inspection													
1.323	ByLaw Services	2,500	25,000				27,500			27,500				27,500
1.324	Regional Planning Services	10,000					10,000			10,000				10,000
1.325	Community Planning													
1.335	Geo-Spatial Referencing	10,000					10,000			10,000				10,000
1.350	Willis Point Fire	11,500					11,500			11,500				11,500
1.352	South Galiano Fire	10,000					10,000			10,000				10,000
1.353	Otter Point Fire	20,000	800,000				820,000			820,000				820,000
1.356	Pender Island Fire			15,000			15,000	120					14,880	15,000
1.357	East Sooke Fire	14,000					14,000			14,000				14,000
1.358	Port Renfrew Fire	16,000					16,000			16,000				16,000
1.359	North Galiano Fire													
1.360	Shirley Fire Department													
1.371	SSI Emergency Program													
1.372	Emergency Planning Coordination													
1.373	Sgi Emergency Program													
1.375	Hazardous Material Incident Response													
1.377	JDF Search and Rescue													
1.405	JDF EA Community Parks & Recreation													
1.40X	SEAPARC	176,300		189,500			365,800			109,800			256,000	365,800
1.44x	Panorama Recreation	520,239		3,560,000			4,080,239			520,239			3,560,000	4,080,239



2028 - CAPITAL EXPENDITURE PLAN

Schedule B

Service #	Service Name	CAPITAL EXPENDITURE						SOURCE OF FUNDING						
		Equipment	Vehicles	Buildings	Engineered Structures	Land	TOTAL	Capital Funds on Hand	Debt	Equipment Repl Fund	Grants	Other	Capital Reserves	TOTAL
1.455	SSI Community Parks	15,000	-		10,000		25,000	-		15,000	-	10,000	25,000	
1.458	SSI Community Recreation	10,000			2,500		12,500			5,000	-	7,500	12,500	
1.459	SSI Park Land & Rec Programs	40,000	-	-	-	50,000	90,000		-	40,000	-	50,000	90,000	
1.465	Saturna Island Community Parks				-		-					-	-	
1.475	Mayne Island Community Parks	-		-	-		-				-	-	-	
1.485	Pender Island Community Parks	-			25,000	-	25,000				-	25,000	25,000	
1.495	Galiano Community Parks	-			33,000		33,000			-		33,000	33,000	
1.521	Environmental Resource Management	385,000		-	1,250,000		1,635,000		-	385,000		1,250,000	1,635,000	
1.523	Port Renfrew Refuse Disposal				-		-					-	-	
1.575	Environmental Administration Services	6,000					6,000			6,000			6,000	
1.576	Environmental Engineering Services	40,000	65,000				105,000			105,000			105,000	
1.577	IW - Environmental Operations	500,000	340,000				840,000			840,000			840,000	
1.578	Environmental Protection	111,100	-				111,100			111,100			111,100	
1.911	911 Call Answer	-					-						-	
2.610	Saanich Peninsula Water Supply	-			850,000		850,000		300,000	200,000		350,000	850,000	
2.620	Highland Water (SSI)				-		-						-	
2.621	Highland & Fernwood Water (SSI)				2,665,000		2,665,000		2,665,000				2,665,000	
2.622	Cedars of Tuam Water (SSI)				-		-						-	
2.624	Beddis Water (SSI)				2,780,000		2,780,000		2,780,000				2,780,000	
2.626	Fulford Water (SSI)	-			1,125,000		1,125,000		1,125,000				1,125,000	
2.628	Cedar Lane Water (SSI)				645,000		645,000		645,000				645,000	
2.630	Magic Lake Estates Water (Pender)	-			60,000		60,000					60,000	60,000	
2.640	Lyll Harbour Boot Cove Water (Saturna)	-			-		-						-	
2.642	Skana Water (Mayne)	-			-		-						-	
2.650	Port Renfrew Water	-			-		-						-	
2.665	Sticks Allison Water (Galiano)				-		-						-	
2.667	Surfside Park Estates (Mayne)	-			-		-						-	
2.670	Regional Water Supply	1,033,000	495,000	40,000	32,635,000	180,000	34,383,000	22,988,000	4,900,000	495,000	6,000,000	-	34,383,000	
2.680	JDF Water Distribution	133,000	750,000	40,000	6,920,000		7,843,000	6,928,000		750,000		165,000	7,843,000	
2.682	Seagirt Water System	-			-		-						-	
2.691	Wilderness Mountain Water Service				-		-						-	
3.701	Millstream Site Remediation				-		-						-	
3.705	SSI Septage / Composting			-	-		-						-	
3.718	Saanich Peninsula Wastewater	430,000			2,800,000		3,230,000		2,600,000	380,000		250,000	3,230,000	
3.798C	Debt - Core Area Wastewater Treatment Program	-			12,150,000		12,150,000		10,750,000	400,000		1,000,000	12,150,000	
3.810	Ganges Sewer Utility (SSI)	-	-		-		-						-	
3.820	Maliview Sewer Utility (SSI)				-		-						-	
3.830	Magic Lake Sewer Utility (Pender)	-			205,000		205,000		40,000			165,000	205,000	
3.850	Port Renfrew Sewer				-		-						-	
1.579	Environmental Water Quality				-		-						-	
3.750	L.W.M.P. - Core and West Shore				-		-						-	
1.370	JDF Emergency Program	-			-		-						-	
Total		3,795,636	3,438,000	4,749,500	80,030,500	5,230,000	97,243,636	29,961,120	41,215,000	6,243,136	9,065,000	-	10,759,380	97,243,636



Making a difference...together

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 03, 2024**

SUBJECT **Capital Regional District External Grants Update**

ISSUE SUMMARY

To provide the Finance Committee and the Capital Regional District (CRD) Board a bimonthly update on external grants activity for the period between April 16, 2024 and June 17, 2024.

BACKGROUND

This report summarizes activities and outcomes since the CRD External Grants Update was last presented in May 2024. The External Grants Dashboard (Appendix A) details applications submitted, updated, awarded and declined as of 2024. Appendix B provides a summary of grant alerts for 2024 referencing CRD grant applications approved, pending and declined.

IMPLICATIONS

Financial Implications

Grants/Contributions Awarded

1. \$1,710,037 (CRD portion of \$6.4M) through the Investing in Canada Infrastructure Program's Green Infrastructure Stream to fund the CRD's Public Electric Vehicle (EV) Charging Network Project, which in partnership with the City of Victoria, will install approximately 596 EV chargers at 80 locations across the region. This has an estimated total project cost of \$8,700,000.
2. \$369,429 through the Province of BC's Local Government Climate Action Fund to support a range of climate action projects that align with the CleanBC Roadmap, from 2024 until 2026 across the Capital Region. Projects include building and transportation initiatives, as well as investments to infrastructure.
3. \$100,000 through the Salt Spring Island Foundation's Bloom Fund to support the Maxwell Park Preservation and Improvement Project. New trails and signage will be added to the park. This has an estimated total project cost of \$115,000.
4. \$25,000 through Employment and Social Development Canada's New Horizons for Seniors Program to fund equipment and programming at Dinner Bay Park on Mayne Island.
5. \$5,000 through the Salt Spring Island Foundation's Community Grant to purchase full height mirrors and barres for the Salt Spring Island Multi Space facility on Salt Spring Island, to facilitate ballet classes. This has an estimated total project cost of \$10,000.

There is one grant under news embargo.

Applications Submitted

Eight CRD applications were submitted:

1. \$350,000 through the Union of BC Municipalities’ Community Resiliency Investment Program to support a FireSmart education campaign, along side other smaller initiatives to reduce wildfire risk.
2. \$149,995 through the Canadian Mortgage and Housing Corporation’s (CMHC) Seed Funding Program to support early development activities for the 186-unit 1800 McKenzie Phase 1 project.
3. \$149,995 through the CMHC’s Seed Funding Program to support early development activities for the 215-unit Cloverhurst-Amberlea project.
4. \$149,995 through the CMHC’s Seed Funding Program to support early development activities for the 162-unit Grey Oak Square project.
5. \$149,995 through the CMHC’s Seed Funding Program to support early development activities for the 97-unit Swanlea project.
6. \$149,995 through the CMHC’s Seed Funding Program to support early development activities for the 110-unit Verdier project.
7. \$28,000 through Heritage BC’s Heritage Legacy Fund to remove significant and damaging graffiti from the historic Goldstream Powerhouse and perform restorative work. - estimated total project cost \$56,000.
8. \$3,942 through Outdoor Recreation Council of BC’s Outdoor Recreation Fund to create a new information kiosk for Henderson Park on Mayne Island. - estimated total project cost \$8,000.

Service Delivery Implications

New Grant Opportunities

Twelve grant calls (including programs with multiple streams) were issued during the reporting period and are summarized in Table 1. Appendix B details relevant active grants (as of June 17, 2024) and lists recently closed grants for 2024. Appendix B also references CRD grant applications approved, pending and declined/withdrawn.

Table 1: Grant Calls Issued

Grant	Deadline	Information
AgriSpirit Fund – Farm Credit Canada	15-May-24	Funding for food waste reduction, supporting agriculture and food, reducing the environmental footprint and accessibility projects
Environmental Damages Fund – Environment and Climate Change Canada	30-May-24	Opportunities for restoration, environmental quality improvement, research and education projects
Hosting BC – ViaSport BC	31-May-24	Support for hosting sporting events that encourage economic and community development
Community Park Enhancement Fund – BC Parks	31-May-24	Funding for conservation or recreation projects in community parks

Grant	Deadline	Information
Watershed Grants – Watershed Security Fund	26-Jun-24	Supports projects and initiatives that advance resiliency in BC watersheds
PlanH Healthy Communities Grant – BC Healthy Communities	04-Jul-24	Funding to support local governments to advance policies, programs and strategies aimed at improving health equity and well-being
Growing Canada’s Community Canopies Initiative – Green Municipal Fund	12-Jul-24	Funding for tree planning initiatives
Community Development Grants – Jumpstart Foundation	12-Jul-24	Support for delivering sport and recreation programming to children
Enabling Accessibility Fund – Employment and Social Development Canada	23-Jul-24	Supports infrastructure projects that improve accessibility and safety for persons with disabilities
ChildCareBC New Spaces Fund – Province of BC	02-Aug-24	Funding to create new childcare spaces
Capacity Development Partner Grant – Green Municipal Fund	07-Aug-24	Funding for basic and in-depth technical training to advance climate adaptation knowledge and skills
Local Leadership for Climate Adaptation – Green Municipal Fund	14-Aug-24	Support for equity-information climate adaptation projects incorporating low-carbon and nature-positive community benefits

CONCLUSION

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

RECOMMENDATION

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services and Corporate Grants
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer




ATTACHMENTS

- Appendix A: 2024 External Grants Dashboard
- Appendix B: 2024 Grant Alerts

APPENDIX A

2024 EXTERNAL GRANTS DASHBOARD

(updated 17-Jun-24)

 Approved	 Pending	 Declined
19	16	11
\$14,449,816	\$7,642,082	\$64,242,122

2024 Approved Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services	Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program	Schooner Way-School Trail - Pender Island	500,000	2023
	Economic Diversification Stream – Rural Economic Diversification and Infrastructure Program	Last-mile Connectivity and Economic Diversification for the Southern Gulf Islands	495,000	2023
	Community REGreening Program – BC Hydro	Dinner Bay Park Fitness Circuit Beautification - Mayne Island	4,600	2024

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services (Con't)	New Horizons for Seniors Program – Employment and Social Development Canada *New	Dinner Bay Seniors Fitness Circuit - Mayne Island	25,000	2024
Executive Services	Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program	Merchant Mews Pathway Project – Salt Spring Island	112,000	2023
	Bloom Fund – Salt Spring Island Foundation *New	Mount Maxwell Community Park Preservation and Improvement	100,000	2023
	Community Grants Fund – Salt Spring Island Foundation *New	Dance Studio Mirrors and Barres	5,000	2024
Parks & Environmental Services	CleanBC – BC Hydro Custom Incentive Program	Panorama Recreation Arena Dehumidifier Electrification	7,514	2023
	Energy Audit Program – BC Hydro	Saanich Peninsula Wastewater Treatment System Energy Study	25,000	2023
	Family Day Grant Program – BC Recreation and Parks Association	SEAPARC Family Day Activities	1,000	2024
	Active Transportation Infrastructure Stream – BC Active Transportation Infrastructure Grants Program	Regional Trestles Renewal, Trails Widening and Lighting Project	500,000	2023
	Sustainable Communities Program – BC Hydro	Capital Region Covered Buildings List	16,000	N/A

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Parks & Environmental Services (Con't)	CleanBC Communities Fund – Climate Change Mitigation – Green Infrastructure Stream – Investing in Canada Infrastructure Program <i>*New</i>	Capital Regional District Public Electric Vehicle Charging Network Project (Total Grant Award of \$6.4M including City of Victoria portion as partnership)	1,710,037	2022
	Local Government Climate Action Program – Province of BC <i>*New</i>	2024-26 Local Government Climate Action program	369,429	N/A
Planning & Protective Services	Rapid Housing Initiative – Canada Mortgage and Housing Corporation	1502 Admirals Road Housing Project	9,922,687	2022
	Community Resiliency Initiative Grant – 2023 FireSmart Community Funding and Supports – Union of BC Municipalities (UBCM)	Capital Regional District FireSmart Project – 2023	344,057	2022
	Local Government Housing Initiative – Province of BC	For projects such as: Official Development Plan updates, Housing Needs Reports and other activities	252,492	N/A
	Active Transportation Network Planning Stream – BC Active Transportation Infrastructure Grants Program	Juan de Fuca Electoral Area - Active Transportation Network Plan	30,000	2023
	Community Emergency Preparedness Fund – UBCM	Emergency Support Services Equipment and Training	30,000	2024
Total			14,449,816	

APPENDIX A

 **2024 Pending Grants**

Department	Grant Program	Project	Amount (\$)	Year Submitted
Corporate Services	Capital and Innovation Program – Island Coastal Economic Trust	Schooner Way-School Trail - Pender Island	100,000	2024
	Community Emergency Preparedness Fund – UBCM	Climate Risk Assessment and Water Conservation Signage	180,000	2024
	Outdoor Recreation Fund of BC – Outdoor Recreation Council of BC *New	Henderson Park Information Kiosk	3,942	2024
Executive Services	Community Grants Fund – Salt Spring Island Foundation	Portlock Park Bleachers	9,000	2023
	Community Grants Fund – Salt Spring Island Foundation	Inclusive Recreation Gym and Swim	10,000	2023
	Community Grants Fund – Salt Spring Island Foundation	Rollerskating for Youth Drop-in	4,900	2023

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
Executive Services (Con't)	Community Grants Fund – Salt Spring Island Foundation	Portlock Park Well Revitalization Project	10,000	2024
Integrated Water Services	Heritage Legacy Fund – HeritageBC *New	Graffiti Removal - Goldstream Powerhouse	28,000	2024
Planning & Protective Services	Active Transportation Fund – Infrastructure Canada	Galloping Goose Regional Trail and Selkirk Trestle Enhancement Project (Submitted by Ministry of Transportation and Infrastructure, in partnership with Regional Parks)	5,848,328	2022
	Community Grant Program – Tire Stewardship BC	Greenglade Community Centre Playground	18,472	2023
	Active Community Grant Program – BC Alliance For Healthy Living	Moving on With Your Life (after brain injury) and Beyond Breast Cancer – SEAPARC Programming	50,000	2024
	Natural Climate Solutions Grant – Paul G. Allen Foundation	Building Climate Resilience and Community Connections through Tree Planting in the Capital Region	500,000	2024

APPENDIX A

Department	Grant Program	Project	Amount (\$)	Year Submitted
	Sustainable Affordable Housing Study Grant – Green Municipal Fund – Federation of Canadian Municipalities	Campus View Redevelopment Project	175,000	2023
	Community Emergency Preparedness Fund – UBCM	Capital Regional District Fire Department Training and Equipment Project 2024	179,440	2023
	Sustainable Affordable Housing Study Grant – Green Municipal Fund – Federation of Canadian Municipalities	Village on the Green Affordable Housing Redevelopment Study	175,000	2023
	Community Resiliency Investment Program – UBCM *New	2024 FireSmart Community Funding and Supports	350,000	2024
Total			7,642,082	

APPENDIX A




X 2024 Declined Grants

Department	Grant Program	Project	Amount (\$)	Year Submitted
Executive Services	Economic Diversification Stream – Rural Economic Diversification and Infrastructure Program	Ganges Harbourwalk Revitalization Project - Detailed Designs	100,000	2023
Integrated Water Services	Disaster Mitigation and Adaptation Fund – Infrastructure Canada	Capital Regional District – Regional Water System Upgrades – Disaster Mitigation and Adaptation Improvement Project	63,150,000	2023
Parks & Environmental Services	CleanBC – BC Hydro Commercial Custom Program	Panorama Energy Recovery Project	200,000	2020
	Grant Program for Specialized Equipment and Training for Police and Related Agencies – Civil Forfeiture Office	Park Ranger Equipment	4,462	2023
	Community Development Grants – Canadian Tire Jumpstart	Serve’s Up! Tennis for Saanich Peninsula Schools – Panorama Programming	5,485	2024
	Active Community Grant Program – BC Alliance For Healthy Living	Serve’s Up! Tennis for Saanich Peninsula Schools – Panorama Programming	32,200	2024
Planning & Protective Services	Seed Funding – CMHC	1800 McKenzie Phase 1	149,995	2024
	Seed Funding – CMHC	Cloverhurst-Amberlea	149,995	2024
	Seed Funding – CMHC	Grey Oak Square	149,995	2024
	Seed Funding – CMHC	Swanlea	149,995	2024
	Seed Funding – CMHC	Verdier	149,995	2024
Total			64,242,122	




APPENDIX B

2024 GRANT ALERTS



Open Grants as of 17-Jun-24 (Including CRD Applications Approved, Pending and Declined)

Approved 		Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION	
26-Jun-24	Watershed Grants – Watershed Security Fund [LINK]	Supports projects and initiatives that advance resiliency in British Columbia (BC) watersheds	
04-Jul-24	PlanH Healthy Communities Grant – BC Healthy Communities [LINK]	Funding to support local governments to advance policies, programs and strategies aimed at improving health equity and well-being	
12-Jul-24	Growing Canada’s Community Canopies– Green Municipal Fund [LINK]	Funding for tree planning initiatives	
12-Jul-24	Community Development Grants – Canadian Tire Jumpstart [LINK]	Two funding streams: <ol style="list-style-type: none"> 1. Programming Support – develop or sustain the delivery of sport or physical-based activities 2. Operational Support – to build inclusive, equitable, safe sport participation experiences <ul style="list-style-type: none"> • <i>Parks and Environment Services, Serve’s Up! Tennis for Saanich Peninsula schools – Panorama Programming</i> 	
15-Jul-24	TD Friends of the Environment Foundation Grant – TD Bank Group [LINK]	Funds to support environmental initiatives including green space programs such as park revitalization, community gardens and park programming	
23-Jul-24	Enabling Accessibility Fund – Employment and Social Development Canada [LINK]	Supports infrastructure projects that improve accessibility and safety for persons with disabilities	




APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE		PROGRAM		DESCRIPTION				
02-Aug-24		ChildCareBC New Spaces Fund – Province of BC [LINK]		Funding to create new childcare spaces				
07-Aug-24		Capacity Development Partner Grants – Green Municipal Fund [LINK]		Funding for basic and in-depth technical training to advance climate adaptation knowledge and skills				
14-Aug-24		Local Leadership for Climate Adaptation – Green Municipal Fund [LINK]		Support for equity-information climate adaptation projects incorporating low-carbon and nature-positive community benefits				
06-Sep-24 06-Dec-24		Community to Community Program (C2C) – Union of BC Municipalities (UBCM) [LINK]		To support C2C forums and expanding to include First Nation-local government reconciliation and relationship building through agreements, joint plans and/or strategies for reviewing by-laws and/or policies				
27-Sep-24		Asset Management Planning – UBCM [LINK]		To support planning grants, training subsidies, and the development of asset management resources				
30-Sep-24 31-Dec-24		FireSmart Community Funding and Supports – UBCM [LINK]		Funding to increase community resiliency by undertaking community-based planning and activities that reduce the community’s risk from wildfire <ul style="list-style-type: none"> • <i>Planning and Protective Services</i> 2024 FireSmart Community Funding and Supports *New 				
04-Oct-24 28-Mar-25		Disaster Risk Reduction-Climate Adaption (2024/25) – UBCM [LINK]		Funding to reduce risks from future disasters due to natural hazards and climate-related risks through three streams: <ol style="list-style-type: none"> 1. Foundational activities including risk mapping, risk assessments and planning. 2. Non-structural projects including land use planning and education and temporary mitigation equipment 3. Small Scale Structural Projects 				




APPENDIX B

Approved 		Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION	
15-Oct-24	Canada Arts Presentation Fund –Canadian Heritage [LINK]	Funds for organizations that offer support to arts presenters	
15-Oct-24	Community Salmon Program – Pacific Salmon Foundation [LINK]	To provide resources to enable the public to participate in Fisheries and Oceans Canada’s Salmon Enhancement Program	
18-Oct-24	Volunteer and Composite Fire Departments Equipment and Training (2024) – UBCM [LINK]	Funding to fire departments for preparation and response to emergencies	
18-Oct-24	Capital and Innovation Program – Island Coastal Economic Trust [LINK]	Funding to support regional and community-based infrastructure including strategic tourism infrastructure and destination trails	
01-Nov-24	Indigenous Cultural Safety and Cultural Humility Training (2024) – UBCM [LINK]	To enhance cultural safety and humility in the delivery of local emergency management programs and services	
02-Dec-24	Plastics Action Fund – Alacrity Canada [LINK]	To support new projects and project financing in the Regional Plastics Innovation Category in communities with a population of less than 25,000	
31-Jan-25	Emergency Support Services Equipment and Training – UBCM [LINK]	Funding to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention and training	
28-Feb-25	Emergency Operations Centres Equipment and Training (2025) – UBCM [LINK]	Funding to support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises	




APPENDIX B

Approved 	Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION
31-Mar-27	Codes Acceleration Fund – Natural Resources Canada [LINK]	To accelerate the adoption of the highest feasible energy performance such as net-zero emissions codes, promote compliance and build capacity in two streams: <ol style="list-style-type: none"> 1. Regional and municipal governments that have the authority to adopt energy by-laws and codes 2. Regional and municipal governments that do not have authority to adopt building energy by-laws and codes
Continuous (limited funds)	The Living Cities Canada Fund (2024) – Green Communities Canada [LINK]	For small-scale green infrastructure projects
Continuous (limited funds)	Go Electric – CleanBC [LINK]	Funding to support fleet transition to electric vehicles
Continuous (limited fund)	Rural Transit Solutions Fund Planning and Design Stream – Infrastructure Canada [LINK]	Planning and design project funding to support the development and expansion of locally driven transit solutions
Continuous through 2025	Next Generation 911 – UBCM [LINK]	Funding to eligible recipients to support the transition and operational readiness of existing 911 services to NG911
Continuous through Mar 26	Local Community Accessibility Grant Program – Social Planning and Research Council of BC (SPARC BC) [LINK]	Funding to identify and remove barriers to improve accessibility and inclusion
Continuous	CleanBC Custom Program – BC Hydro [LINK]	Energy study funding and capital incentives for fuel switching and electrification measures <ul style="list-style-type: none"> • <i>Parks and Environmental Services, Panorama Recreation Arena Dehumidifier Electrification</i>




APPENDIX B

Approved 		Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION	
Continuous	Integrated Energy Audit – BC Hydro [LINK]	An integrated energy audit to Improve efficiency and managing energy costs <ul style="list-style-type: none"> <i>Parks and Environmental Services, Saanich Peninsula Wastewater Treatment System Energy Study</i> 	
Continuous	Legacy Fund – Building Communities through Arts and Heritage – Canadian Heritage [LINK]	Funds to celebrate community, increase opportunities for local artists, artisans, heritage performers or specialists and First Nations, Inuit and Metis cultural carriers to be involved in their community with citizen involvement and local partners	
Continuous (limited funds)	Community Buildings Retrofit Initiative – Green Municipal Fund [LINK]	Retrofit existing community buildings to lower green house gas (GHG) emissions and extend their life cycle	
Continuous	Clean Energy for Rural and Remote Communities Program – Natural Resources Canada [LINK]	Provides funding for renewable energy and capacity building projects in rural and remote communities. Accepting application for only two steams: <ol style="list-style-type: none"> Biomass heating, district heating, combined heat and power systems research, development, and demonstration projects 	
Continuous	Multiculturalism and Anti-Racism Program – Events Component – Canadian Heritage [LINK]	Funding for community-based events that promote intercultural or interfaith understanding or celebrate a community’s history and culture	
Continuous	Connecting British Columbia Program – Phase Two: Connectivity Infrastructure Strategy [LINK]	To support the development of regional connectivity infrastructure strategies that ensure that infrastructure strategies achieve objectives for the region	
Continuous	Compensation for Employers of Reservists Program – Employment and Social Development Canada [LINK]	Employers are compensated for operational losses when reservists take time away from work to serve on military operations	




APPENDIX B

Approved 		Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION	
Continuous	Community Economic Development and Diversification in British Columbia – Pacific Economic Development Canada [LINK]	Funds to respond to economic development opportunities or adjust to changing and challenging economic circumstances	
Continuous	Rental Protection Fund – Ministry of Housing [LINK]	Provides funding for affordable housing projects	
Continuous	National Institute of Disability Management and Research (NIDMAR) Disability Management Program Assessment – NIDMAR – BC Workforce Development Agreement [LINK]	Provides BC workplaces with two levels of opportunity: <ol style="list-style-type: none"> 1. Free assessment of current Disability Management and Return to Work workplace structures 2. Potential subsidy of up to \$7,500 to address issues identified in the assessment 	
Continuous	Supporting Rural Destinations – Discover West Tourism [LINK]	Funding for tourism events in rural communities	
Continuous	Capital project: Retrofit of existing municipal buildings – Federation of Canadian Municipalities [LINK]	Retrofit a municipal building or portfolio of municipal buildings for higher energy performance and significant GHG emissions reduction	
Continuous	Homelessness Community Action Grants Program – SPARC [LINK]	One-time funding for local planning and collaborative initiatives to respond to the needs of those who are homeless or at risk of becoming homeless	
Continuous	Canada Cultural Spaces Fund – Canadian Heritage [LINK]	Funding for improvement of physical conditions for heritage, culture and creative innovation including renovation and construction projects	
Continuous	Retrofit or New Construction of Sustainable Affordable Housing – Green Municipal Fund [LINK]	Funding to evaluate solutions for integrating deep energy efficiency measures and onsite renewable energy generation in existing affordable housing retrofit and new build projects	

APPENDIX B




Approved 	Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION
Continuous	GHG Impact Retrofit – Federation of Canadian Municipalities [LINK]	Funding to retrofit a local recreational or cultural facility to reduce GHG emissions
Continuous	Commemorate Canada – Canadian Heritage [LINK]	Funding for initiatives that commemorate and celebrate historical figures, places, events and accomplishments of national significance
Continuous	GHG Reduction Pathway Feasibility – Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funding to assess feasibility for projects that reduce energy and GHGs for recreational and cultural facilities
Continuous	McConnell Foundation Fund [LINK]	Funding to support projects through three streams: <ol style="list-style-type: none"> 1. Climate 2. Reconciliation 3. Communities
Continuous	Medium and Heavy Duty Zero Emission Vehicles Program – Transport Canada [LINK]	Funding to encourage adoption of medium and heavy-duty zero emissions vehicles
Continuous	Planning Stream: Early Support Grant for Sustainable Affordable Housing Projects– Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funds for deliverables required in applications for additional funding of energy efficient affordable housing <ul style="list-style-type: none"> • <i>Planning and Protective Services, Campus View Redevelopment Project</i> • <i>Planning and Protective Services, Village on the Green Affordable Housing Redevelopment Study</i>

APPENDIX B




Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
Continuous	Capital project: Municipal Fleet Electrification – Green Municipal Fund – Federation of Canadian Municipalities [LINK]	Funding for feasibility studies for projects that reduce or avoid fossil fuel use in any vehicle that delivers municipal services						
Continuous	Regional Innovation Ecosystems in BC– Pacific Economic Development Canada [LINK]	Funding to create, grow and nurture inclusive ecosystems that support business needs						
Continuous	Smart Renewables and Electrification Pathways Program – Natural Resources Canada [LINK]	Four funding streams: <ol style="list-style-type: none"> 1. Established Renewables 2. Emerging Technologies 3. Grid Modernization (the only eligible Applicants are Utilities and System Operators) 4. Strategic Dialogue Linked Projects 						
Continuous	Zero Emission Transit Fund – Infrastructure Canada [LINK]	Funding through two components to support public transit and school bus operators to electrify their fleets: <ol style="list-style-type: none"> 1. Planning projects 2. Capital projects 						
Continuous	ECO Employment Programs – Environmental Careers Organization of Canada [LINK]	Funding for training and employment to support job seekers looking to enter or advance their careers in the clean economy.						

APPENDIX B




Closed Grants

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
08-Jan-24	National Anti-Racism Fund (NARF)'s Projects Grants – Canadian Race Relations Foundation [LINK]	The fund supports communities fighting against racism and discrimination with a theme of addressing systemic racism in the delivery of public services, employment and public life						
10-Jan-24	Canada Summer Jobs Wage Subsidy (2024)– Employment and Social Development Canada [LINK]	Funding for quality summer work experiences for young people (15-30 yrs.) and respond to national and local priorities as provide opportunity for those who face barriers including youth in rural areas and remote communities						
10-Jan-24	Infrastructure Planning Grant Program – Ministry of Municipal Affairs [LINK]	Funds to support projects related to the development of sustainable community infrastructure						
12-Jan-24	Complete Communities Program – UBCM [LINK]	Funding to undertake assessments to inform land use decision-making; considering housing need, supply and location; providing transportation options; and connecting to infrastructure investment and service decisions						
12-Jan-24	Low Carbon Economy Challenge (The Challenge Fund) –Environment and Climate Change Canada [LINK]	Funding to support the implementation of projects that deploy proven, low-carbon technologies resulting in material GHG emissions reductions						
12-Jan-24	Sustainable Development Goals Program – Employment and Social Development Canada [LINK]	Funds to increase public awareness and enhance the United Nations’ 2030 Agenda for Sustainable Development and it’s 17 Sustainable Development Goals which includes sustainable cities and communities						
15-Jan-24	BC Vision Zero in Road Safety – Government of British Columbia [LINK]	Funds for projects aimed at improving vulnerable road user safety in local communities						




APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
15-Jan-24	TD Friends of the Environment Foundation Grant – TD Bank [LINK]	Funds to support environmental initiatives including green space programs such as park revitalization, community gardens and park programming						
15-Feb-24	Community Salmon Program – Pacific Salmon Foundation [LINK]	To provide resources to enable the public to participate in Fisheries and Oceans Canada’s Salmon Enhancement Program						
24-Jan-24	Search and Rescue (SAR) New Initiatives Fund – Public Safety Canada [LINK]	Annual funding for projects that improve search and rescue in Canada, enhance SAR responses and promote sharing and prevention best practices						
26-Jan-24	Community Emergency Preparedness Fund – UBCM [LINK]	Funding to support eligible applicants to build local capacity to provide emergency support services through volunteer recruitment, retention, and training						
		<ul style="list-style-type: none"> • <i>Planning and Protective Services, Emergency Support Services Equipment and Training</i> • <i>Corporate Services, Climate Risk Assessment and Water Conservation Signage</i> 						
26-Jan-24	Energy Innovation Program – National Energy Systems Modelling Call – Public Health Agency of Canada [LINK]	Projects that quantitatively model innovative emissions reduction technologies for the energy sector and its role in achieving a net-zero emissions economy						
31-Jan-24	Community ReGreening Program – BC Hydro [LINK]	Funding to support community planting projects and vegetation that enhance ecological networks and ensure the right trees are planted around power lines						
		<ul style="list-style-type: none"> • <i>Parks and Environmental Services, Dinner Bay Park Fitness Circuit Beautification</i> *New 						




APPENDIX B

Approved 	Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION
31-Jan-24	WildFire Community Preparedness Day Award – FireSmart Canada [LINK]	Funding to support community events that raise awareness of wildfire risk and increase community resilience
01-Feb-24	Fighting and Managing Wildfires in a Changing Climate Program: Training Fund – Natural Resources Canada [Link]	Funds to support wildfire training projects that increase firefighting capacity and build community capacity to respond to wildfires
01-Feb-24	2024 Family Day Event Grant – BC Recreation and Parks Association [LINK]	Funds to support community recreational and cultural activities that will be free of charge over the Family Day weekend <ul style="list-style-type: none"> <i>Parks and Environmental Services, Family Day Event at SEAPARK Recreation</i>
05-Feb-24	Active Communities Grant Program – BC Alliance for Healthy Living [LINK]	Create or expand accessible physical activity opportunities by reducing financial and transportation barriers <ul style="list-style-type: none"> <i>Parks and Environmental Services, Serve’s Up! Tennis for Saanich Peninsula Schools – Panorama Programming</i> <i>Parks and Environmental Services, Moving on With Your Life (after brain injury) and Beyond Breast Cancer – SEAPARC Recreation</i>
05-Feb-24	Active Communities Grant Program – BC Alliance for Healthy Living [LINK]	Funding for community level changes to increase and support physical activity planning, infrastructure and participation
07-Feb-24	Our Priorities Fund – Real Estate Foundation of BC [LINK]	Funds to support law and policy reform around land use, fresh water, built environments, food sovereignty, and the real estate profession




APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
07-Feb-24	Real Estate Foundation BC (REFBC) General Grants – REFBC [LINK]	Prioritized funding projects that advance justice, equity, diversity, and inclusion for racialized and other communities historically and systemically excluded from land use decision-making						
08-Feb-24	Low Carbon Economy Challenge – Environment and Climate Change Canada [LINK]	Funds to reduce Canada’s GHG emissions and build resilient communities through the Challenge Fund which supports the deployment of proven, low-carbon technologies						
09-Feb-24	Research and Knowledge Initiative – Infrastructure Canada [LINK]	Funds projects focused on key Government of Canada research and data priorities related to housing, infrastructure and communities						
09-Feb-24	Active Transportation Planning Program – UBCM [LINK]	Funding to support active transportation components of formal planning documents including research, consultation, and policy development						
13-Feb-24	ParticipACTION Community Challenge – ParticipACTION Canada [LINK]	To help promote and deliver sport and physical activity opportunities to equity-denied populations						
15-Feb-24	Community Salmon Program – Pacific Salmon Foundation [LINK]	To provide resources to enable the public to participate in Fisheries and Oceans Canada’s Salmon Enhancement Program						




APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
16-Feb-24	Green Jobs Initiative – Canadian Parks and Recreation Association – [LINK]	Provide learning experiences for youth to become successful in the workplace and potentially pursue careers in the green jobs sector						
16-Feb-24	Capital and Innovation Program – Island Coastal Economic Trust [LINK]	Funding to support regional and community-based infrastructure including strategic tourism infrastructure and destination trails <ul style="list-style-type: none"> • <i>Corporate Services, Schooner Way – School Trail, Pender Island</i> 						
20-Feb-24	Canadian Tourism and Growth Program – Pacific Economic Development Canada [LINK]	Funding for local communities to grow and develop tourism products and experiences						
22-Feb-24	Multiculturalism and Anti-Racism Program – Organizational Capacity Building Component – Canadian Heritage [LINK]	Provide funding to build an organization’s internal capacity to meet the objectives of the Multiculturalism and Anti-Racism Program						
22-Feb-24	Canada’s Charged for Change Program – Aviva [LINK]	Funding for electric vehicle charging stations and electric vehicle infrastructure in public places, workplaces and multi-unit residential buildings in underserved communities of less than 100,000						




APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
23-Feb-24	Energy Innovation Program – Utilization Focus Area – Natural Resources Canada [LINK]	Supports research, development and CO ² utilization technologies that reduce costs, energy and permanent carbon sequestration						
23-Feb 24	Emergency Operations Centres Equipment and Training (2024) – UBCM [LINK]	Funding to support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises						
25-Feb-24	Fairs, Festivals and Event Funds – Ministry of Tourism, Arts, Culture and Sport [LINK]	Funds to help community event organizers recover from cost increases, reduced sponsorship, and severe weather events						
28-Feb-24	Rural Transit Solutions Fund: Capital Projects Stream — Infrastructure Canada [LINK]	Funding for rural and remote community capital projects to support both traditional and non-traditional transport modes and transportation systems						
01-Mar-24	Canada Post Community Foundation Grants – Canada Post [LINK]	Funding for projects that create or expand services such as purchasing new equipment or launching new programs						




APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
08-Mar-24	Local Government Development Approvals Program – UBCM [LINK]	To improve development approval processes while meeting local government planning and policy objectives						
14-Mar-24	Connecting Communities – Government of BC [LINK]	Funds for Broadband Infrastructure for underserved households in areas that lack internet service						
31-Mar-24	Community Grants Fund – Salt Spring Island Foundation [LINK]	Provides funding to a wide range of community projects on Salt Spring Island						
		<ul style="list-style-type: none"> Executive Services, Dance Studio Mirrors and Barres *New Executive Services, Portlock Park Well Revitalization Project 						
31-Mar-24	Community Safety Support Fund – Fierte Canada Pride (FCP)	Provides funding to both FCP members and non-members for Pride Festivals and Events between June 1, 2023 and March 31, 2024						
31-Mar-24	Jobs and Growth Fund In British Columbia – Pacific Economic Development Canada [LINK]	Funding for four streams: <ol style="list-style-type: none"> Activities that support the transition to a green economy Activities that foster an inclusive recovery Activities that advance Canada’s competitiveness and grow small and medium-sized enterprises through digital adoption Activities that strengthen capacity in sectors critical to Canada’s recovery 						

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
31-Mar-24	B.C. Employer Training Grant – WorkBC [LINK]	To support skills training for new hires to increase job security or a move into better jobs for employees						
31-Mar-24	Rapid Housing Initiative – Canada Mortgage and Housing Corporation (CMHC) [LINK]	Funds for 4,500 new units of permanent affordable housing for vulnerable and targeted populations with 25% towards women-focused projects <ul style="list-style-type: none"> • <i>Planning and Protective Services, 1502 Admirals Road Housing Project</i> 						
02-Apr-24	Arts Impact Grant – British Columbia Arts Council – [LINK]	Funding for arts and cultural organization’s foundational, community, or artistic and cultural impact						
12-Apr-24	Community Wellness Grant Program – Island Health [LINK]	For community led wellness projects that reduce barriers and increase supports						
12-Apr-24	Natural Climate Solutions Grant – Paul G. Allen Foundation [LINK]	Funding to support rigorous, place-based and inclusive natural climate solutions. <ul style="list-style-type: none"> • <i>Parks and Environment Services, Building Climate Resilience and Community Connections through tree planting in the Capital Region</i> 						
17-Apr-24	Energy Innovation Program – Natural Resources Canada [LINK]	Funding for methane measurement, reporting, verification, and emissions mitigation						

APPENDIX B

Approved 	Pending 	Declined 
DEADLINE	PROGRAM	DESCRIPTION
22-Apr-24	Foam Recycling Coalition Grant Program – Foodservice Packaging Institute [LINK]	Improve the collection and recycling of polystyrene foam
26-Apr-24	Heritage Legacy Fund – HeritageBC [LINK]	Supports community initiatives that conserve and increase appreciation of heritage resources <ul style="list-style-type: none"> • <i>Integrated Water Services, Graffiti Removal - Goldstream Powerhouse</i> *New
26-Apr-24	Public Notification and Evacuation Route Planning – UBCM [LINK]	Funding programs to enhance the resiliency of local governments, First Nations, and communities in responding to emergencies
30-Apr-24	Biodiversity Conservation Grant – Fraser Basin Council [LINK]	Opportunities for conservation tools and incentives on private lands
30-Apr-24	Community Anniversaries- Building Communities through Arts and Heritage –Canadian Heritage [LINK]	Funding for one-time events/capital projects that celebrate the 100th (or 125th/150th /175th, etc.) anniversary of a significant historical event/personality
30-Apr-24	Outdoor Recreation Fund – Outdoor Recreation Council of BC [LINK]	Funding for trail enhancement, stewardship and education and inclusive participation measures <ul style="list-style-type: none"> • <i>Corporate Services, Henderson Park Information Kiosk</i> *New
30-Apr-24	Indigenous Housing Fund – Request for Proposals – BC Housing [LINK]	Funds for non-profit housing providers who wish to partner with indigenous housing providers providing housing on and off reserve for Indigenous people in our province

APPENDIX B

Approved 			Pending 			Declined 		
DEADLINE	PROGRAM	DESCRIPTION						
14-May-24	Build and Mobilize Foundational Wildland Fire Knowledge Program – Natural Resources Canada [LINK]	Funding for wildfire risk assessment, risk mitigation, and adaptation forestry practices						
15-May-24	AgriSpirit Fund – Farm Credit Canada [LINK]	Funding for food waste reduction, supporting agriculture and food, reducing the environmental footprint and accessibility projects						
17-May-24	Go Electric Public Charger Program – CleanBC [LINK]	To increase the numbers of public DC fast charger stations						
24-May-24	Capital and Innovation Program – Island Coastal Economic Trust [LINK]	Funding to support regional and community-based infrastructure including strategic tourism infrastructure and destination trails						
30-May-24	Environmental Damages Fund – Environment and Climate Change Canada [LINK]	Opportunities for restoration, environmental quality improvement, research and education projects						
31-May-24	Hosting BC – ViaSport BC [LINK]	Support for hosting sporting events that encourage economic and community development.						
31-May-24	Community Park Enhancement Fund – BC Parks [LINK]	Funding for conservation or recreation projects in community parks						
12-Jun-24	Infrastructure Planning Grant Program – Ministry of Municipal Affairs [LINK]	Funding for infrastructure and asset planning						



Making a difference...together

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, JULY 03, 2024**

SUBJECT **Guiding Principle for Distribution of Non-Application-Based Grants**

ISSUE SUMMARY

To establish a guiding principle and approach for distribution of non-application-based grants received by the Capital Regional District (CRD).

BACKGROUND

Non-application-based grants are direct awards to the CRD. The amount awarded is determined by the grantor typically using a formula based on a local government metric such as population. These non-application-based grant awards have not yet been allocated to specific CRD services and/or CRD projects compared to application-based grants. To administer non-application-based grants, internal assessments and prioritization of initiatives through planning is required to allocate funds within various parameters.

In recent years, the number of non-application-based grants to local governments such as the COVID Safe Restart and Growing Community Funds (GCF), have increased. The expectation is this trend will continue, as such, establishing a guiding principle to address distribution is recommended.

On April 12, 2023, upon the request of the Electoral Areas Committee (EAC), the EAC and Board received an information report summarizing how the CRD received and distributed non-application-based external grants (Appendix A). Staff have also brought forward program specific reports, referenced below with the corresponding program.

ALTERNATIVES

Alternative 1

The Finance Committee recommends to the Capital Regional District Board:

The guiding principle that the distribution of non-application-based-grants be in alignment with the grantor's funding formulae and program requirements be approved.

Alternative 2

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

IMPLICATIONS

Distribution of grant funds to CRD services and specific projects have a direct impact on service area residents receiving funding. By allocating funds according to how they are received, the CRD would be in a better position to align with the funding program's intended outcome.

Financial Implications

The CRD has received several notable non-application-based grants in recent years. Below is a summary detailing funds received, the program formula and the CRD's distribution method.

Community Works Fund - \$1.2M (Annual) – 2014-2024

The Community Works Fund (CWF) is from the federal government administered by Union of British Columbia Municipalities (UBCM) on behalf of the province through a trilateral 10-year (2014-2024) agreement to provide direct funding to local governments to assist with infrastructure and capacity-building projects. Funding was directly allocated to the CRD on a per capita rate using unincorporated populations with an indexed base funding amount. The CRD Board resolved (August 2014, Appendix B) to follow the program's allocation formulae to distribute CWF funds to the three EAs on a per capita basis, in alignment with the CRD allocation formulae. Once the funds are reallocated to EAs, staff administer the CWF through an ongoing application process to distribute the funds to specific projects against the funding availability to each EA account.

Safe Restart - \$2M - 2020-2021

Safe Restart was a liquidity injection (\$425M) across the province to assist local governments with response and recovery costs of service delivery through the COVID-19 pandemic. Funding was directly allocated to the CRD on two different per capita rates for regional and unincorporated population. The CRD Board resolved (December 2020 and April 2021, Appendix C) to follow the program's allocation formulae to distribute the funding to regional service area (by regional population) and EA local service areas (by unincorporated population).

Growing Communities Fund - \$11.6M – 2023

The GCF was one-time funding (\$1B) across the province to support local governments to address infrastructure and amenity demands related to community growth. Funding was directly allocated to the CRD on two different per capita rates for regional and unincorporated populations and a funding amount based on growth for the unincorporated population only. The CRD Board selected eight specific projects (September 2023, Appendix D) out of seventeen, which were applied for through an internal intake open to all CRD services.

Local Government Housing Initiative \$252K – 2024

Local Government Housing Initiative (LGHI) is one-time funding (\$51M) across the province to support the local governments for the implementation of legislative changes to advance housing initiatives (Appendix E). Funding was directly allocated to the CRD on a per capita rate using unincorporated population only. The CRD hasn't distributed the funding to CRD services and specific projects.

Service Delivery Implications

By establishing a guiding principle on a recommended distribution methodology, staff will a baseline to identify and allocate funding to eligible projects and service areas. Staff will develop and design necessary internal processes in evaluation, prioritization and allocation to projects in consideration of existing plans; strategic, corporate, service & financial and asset management. This will improve overall efficiency and effectiveness of funding and reduce delays in allocation to services and eligible projects.

CONCLUSION

The CRD often receives non-application-based grants with program guidelines, conditions and allocation formulae from funders. The CRD is responsible for administration and allocation of funds to services and projects. By establishing a guiding principle to distribute funding in the same way they are received, projects can be advanced more efficiently and benefit the areas in alignment with the program’s intention.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
The guiding principle that the distribution of non-application-based grants be in alignment with the grantor’s funding formulae and program requirements be approved.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services and Corporate Grants
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Staff Report from April 12, 2023: Basis of Apportionment of Non-Application Based Grants and Services
- Appendix B: Staff Report from July 16, 2014: Renewed Federal Gas Tax Agreement 2014-2024
- Appendix C: Staff Reports from 2020 and 2021: COVID-19 Safe Restart Grants for Local Governments
- Appendix D: Staff Report from September 13, 2023: Growing Communities Fund Allocation and Project Approvals
- Appendix E: Local Government Housing Initiative Letter and Program Guide



Making a difference...together

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, APRIL 12, 2023**

SUBJECT **Basis of Apportionment of Non-Application Based Grants and Services**

ISSUE SUMMARY

The Electoral Areas Committee (EAC) requested information associated with regional and sub-regional cost apportionment of services in addition to the benefit apportionment of external grants.

BACKGROUND

At the March 8, 2023 meeting of the EAC, the following motion was passed:

That staff prepare a report as to the formulas and principles used in apportioning regional and sub-regional costs and service benefits and for apportioning benefits and external grants (e.g., Community Works Fund, COVID recovery, etc.)

The report is structured into two parts:

1. Detailing non-application based external grants, including funds received, program allocation methodology and the distribution of grants at the Capital Regional District (CRD). The analysis excludes housing and application-based grants, as these are restricted funds, and outside the intended motion approved by committee. The following grants are summarized:
 - Regional District Grant
 - Community Works Fund – Canada Community-Building Fund (CWF)
 - COVID-19 Safe Restart Grant for Local Governments (Safe Restart)
 - Local Government Climate Action Program Grant (LGCAP)
 - Growing Communities Fund (GCF)

2. Environmental scan detailing apportioning service costs as defined in Establishment Bylaws, Letters Patent and Supplementary Letters Patent. The CRD services that are subject to cost apportionment include regional, sub-regional, and joint Electoral Areas (EA) services.

IMPLICATIONS

Financial Implications

Non-Application Based Grant Programs

The CRD receives provincial and federal funding through non-application based grants. This section provides an overview of each of the following grants: Regional District Grant, CWF, Safe Restart, LGCAP and GCF.

- Regional District Grant: An annual unconditional grant from the province to assist local governments with administrative costs.
- CWF: One of three program streams under Canada Community-Building Fund (CCBF). Funding is from the federal government where Union of British Columbia Municipalities (UBCM) administers the program on behalf of the province through a trilateral 10-year (2014-2024) agreement. CWF provides direct funding to local governments to assist with infrastructure and capacity-building projects.
- Safe Restart: A liquidity injection to local governments to assist with response and recovery costs of service delivery through the COVID-19 pandemic.
- LGCAP: A three-year (2022-2025) provincial program announced in 2022 to replace the Climate Action Revenue Incentive Program (CARIP) which ended in 2021. Funding will help local governments achieve their goals that align with the CleanBC Roadmap, the BC Climate Preparedness and Adaptation Strategy and local climate action priorities.
- Growing Communities Fund: One-time funding to local governments to address infrastructure projects and amenity demands related to community growth.

Funding

Table 1 outlines funding received for non-application grant programs between 2020 through 2023. Appendix A further details the programs, funding and reporting.

Table 1: Amount of Funding Received

Program	Amount Received (\$)	Program Year
Regional District Grant ¹	76,000	2022
CWF	1,175,476	2022
Safe Restart	1,996,000	2020-2021
LGCAP	126,082	2022
Growing Communities Fund	11,559,000	2023

¹In 2022, the CRD received a one-time higher payment amount. The historic grant value has consistently been \$60,000.

Program Allocation Methodology

Program funders do not use a consistent formulae or variables to determine allocation; varying from population/per capita, lump sum base amounts, sliding scale multipliers, etc.

For the five non-application-based grants reviewed:

- Regional District Grant: Based on regional and rural populations.
- CWF: Funding is received first by UBCM as the program administrator and is then distributed to local governments on a per capita basis using unincorporated populations and an indexed base funding amount. Refer to Appendix B for CRD-UBCM 2014-2024 Agreement.
- Safe Restart: There were two payments made to regional districts. The first disbursement used a flat rate and two per capita formulas, one for the Regional Districts (with a funding ceiling), and one for rural (unincorporated) areas. The second grant allocation followed a prorata calculation with a larger percentage for rural population. Appendix C details the two allocations of Safe Restart Funding.
- LGCAP: Previous CARIP disbursements, base funding amounts, and per capita allocations. Appendix D details the funding program announcement for LGCAP.

- Growing Communities Fund: Flat rate, two per capita rates for regional and rural populations and a funding amount based on growth from 2016-2021 for the rural population. Appendix E provides details the province's announcement and allocation for the CRD.

CRD Distribution of Funding

In principle, the CRD aims to follow the principles and distribution model the program funder provides to determine allocation.

- Regional District Grant: As the purpose of this grant is to assist local governments with administrative costs, this fund is allocated to the legislative and general government service of the CRD and used to offset staffing the grant coordinator position.
- CWF: The CRD Board resolved (August 2014) to reallocate CWF funds to the three EAs on a per capita basis. Staff manage CWF through an ongoing application process.
- Safe Restart: The CRD Board resolved (at the December 2020 and April 2021 meetings) to follow the funding program's methodology to allocate each disbursement. A portion was allocated to the Regional Corporate Emergency Management Service with the balance being allocated to Local Area Services within each EA including grants-in-aid.
- LGCAP: The CRD Board resolved (October 2022) to allocate a portion of the funding to Climate Action Program Service (approximately equal to past CARIP funding amounts), and the remaining on a per capita basis to EAs.
- Growing Communities Fund: Distribution method to be determined. Funds must be allocated to specific services to fund eligible projects by December 31, 2023.

Cost Apportionment for CRD Services

All costs incurred by a Regional District in relation to a service, including costs of administration attributable to the service, are part of the costs of that service. A Regional District may recover the service costs by taxation, fees and charges, other revenues raised and received by way of agreement, donations and grants etc. The method for apportioning service costs among the participants are defined in Service Establishment Bylaws (SEB), Letters Patent (LP) and Supplementary Letters Patent (SLP). If the method of apportionment is not set by SEB, LP, and SLP, the service costs must be apportioned on the basis of the converted assessment as default per *Local Government Act* Section 380 (2). The principle of apportionment methodology is such that the basis can be determined and sufficiently certain from year to year. As such, nearly 80% of all services are apportioned on the basis of assessments, population, or a combination of both. The remaining 20% are apportioned through various methods including call volume, discharge volume, etc.

CONCLUSION

The CRD receives funding through application and non-application based grants. This report detailed non-application based grants and cost apportionment for CRD Services. In principle, the CRD follows the program funder's methodology for allocating funds in alignment with eligible grant program criteria. The methodology for cost-apportionment for CRD services is defined by one of the following: Service Establishment Bylaw, Letters Patent and Supplementary Letters Patent. CRD services subject to cost apportionment include regional services, sub-regional services and joint EA services.

RECOMMENDATION

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

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Detailed Summary of Grant Programs
- Appendix B: Community Works Fund Agreement 2014-2024
- Appendix C: Ministry of Municipal Affairs and Housing – Safe Restart 2021 and 2020 Letters
- Appendix D: Ministry of Environment and Climate Change – Capital Regional District: Local Government Climate Action Program Funding Announcement
- Appendix E: Ministry of Municipal Affairs – Growing Communities Fund 2023 Letters



Making a difference...together

**REPORT TO ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, JULY 16, 2014**

SUBJECT RENEWED FEDERAL GAS TAX AGREEMENT 2014-2024

ISSUE

To provide an update on the renewed Federal Gas Tax Agreement (GT Agreement), and the Community Works Fund Agreement (CWF Agreement) which falls under the GT Agreement.

BACKGROUND

On May 22, 2014, the Union of BC Municipalities (UBCM) released the renewed GT Agreement. In early June, the Capital Regional District (CRD) received for signature, subject to CRD Board resolution, the CRD-UBCM CWF Agreement.

Effective April 1, 2014 to March 31, 2024, GT Agreement features:

1. Funding of \$1.3 billion for BC delivered over the first 5 years through three funding streams: the CWF (allocated on a per capita basis), the Greater Vancouver Regional Fund (GVRF), and the Strategic Priorities Fund (SPF – distributed through an application process):

AREA OF BC	FUNDING BY PROGRAM (Millions)			TOTAL
	CWF	GVRF	SPF	
GVRD and its municipalities	\$ 34.3	\$652.4	N/A	\$ 686.7
All other Local Governments	\$485.0	N/A	\$145.2	\$ 630.2
TOTAL	\$519.3	\$652.4	\$145.2	\$1,316.9

2. Expansion of eligible project categories (see Schedule A: Eligible Project Categories);
3. Authority to spend CWF from the previous CWF Agreement according to the renewed CWF Agreement as of the GT Agreement effective date of April 1, 2014;
4. Broadened definition of eligible recipients, referred to as "Ultimate Recipients", to include non-municipal entities, including for-profit, non-governmental and not-for-profit organizations on the condition that the project is supported through a Council/Board resolution; however, in the CWF Agreement, "ultimate recipients" mean Local Government,
5. Broadened definition of "Infrastructure" to include municipal or regional, publicly or privately-owned tangible capital assets in BC primarily for public use or benefit; the same definition is included in the CWF Agreement.
6. Provisions to support local governments in building and strengthening Asset Management.

IMPLICATIONS

The CRD and its member municipalities will receive an estimated \$78.8 million in CWF over 2014-2019 (Schedule B – CWF Allocations: CRD Region); of this, the CRD will receive approximately \$5.43 million, a 20% increase over the former agreement. Given the higher proportion of gas tax funding delivered through CWF, the former Regionally Significant Projects (RSP) funding stream¹

¹ The former agreement included the RSP funding stream which was established for 8 regional districts including the CRD (referred to as "Tier 2") whereby their per capital allocation was distributed as follows: 50% CWF, 25% SPF, and 25% for RSP to be invested in regionally significant projects as determined by the regional districts.

through which the CRD received \$29.8 million for initiatives such the E & N Rail Trail, the Regional Sustainability Strategy, and the Pedestrian and Cycling Master Plan, has now been eliminated. The CRD may be able to re-capture some of this funding by being successful with its application(s) to the SPF; proposal call details are anticipated later in 2014.

During the term of the former UBCM-CRD CWF Agreement, the CRD re-allocated its CWF to the Electoral Areas on a population basis given that municipalities receive their own share CWF. The funding was then assigned to Board-approved projects (see Schedule C – Community Works Funds by Electoral Area).

Given the increased flexibility of the Agreement as well as the new methodology (yet to be released) for determining whether gas tax investments meet the requirement of being “incremental spending”, it is timely for the CRD to review and update its gas tax administration procedure (see Schedule D). Additionally, the CRD may want to develop a strategy for optimizing its chances of success in securing SPF for regionally significant initiatives.

CONCLUSION

The renewed GT Agreement has now been established, under which the UBCM and CRD can now enter into the CWF Agreement. During the first five years of GT Agreement, BC will receive \$1.3 billion; of this, the CRD and its member municipalities will receive approximately \$78.8 million through the CWF. Additionally, the CRD will have the opportunity to apply for SPF resources through a forthcoming application process.

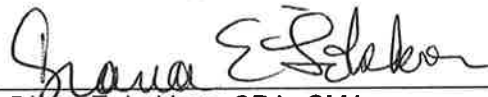
RECOMMENDATIONS

The Electoral Area Services Committee recommends that the Capital Regional District Board:


1. Resolve to enter into the 2014-2024 Community Works Fund Agreement (CWF Agreement) with the Union of BC Municipalities;
2. Allocate the funds received through the CWF Agreement to the Electoral Areas on a population basis using the most recent census data;
3. Direct CRD Staff to prepare, in collaboration with Electoral Area Directors, a framework for updating the CRD gas tax funding administration procedure; and that the procedure be recommended to the Board for approval at the October 8, 2014 Board meeting; and
4. Suspend review and approval of CWF grant requests pending adoption of the CRD gas tax funding administration procedure.



Rajat Sharma, MBA, CMA
Senior Manager, Financial Services



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



Fdr Robert Lapham, MCIP, RPP *TED ROBBINS*
Chief Administrative Officer
Concurrence

Attachments Schedule A – Eligible Project Categories
Schedule B – CWF Allocations by Year in the CRD Region
Schedule C – Community Works Funds by Electoral Area
Schedule D – Community Works Funds Administration Process
Schedule E – May 2013 EASC Meeting Minutes for Agenda Item 9



Making a difference...together

**REPORT TO GOVERNANCE AND FINANCE COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 02, 2020**

SUBJECT COVID-19 Safe Restart Grants for Local Governments

ISSUE SUMMARY

To provide recommendations on the allocation of the grant received by the Capital Regional District (CRD) from the COVID-19 Safe Restart Grants for Local Governments.

BACKGROUND

In September 2020, the Province announced joint Provincial and Federal funding to support local government operations as part of BC's Economic Recovery Plan. This plan identified a number of initiatives to help support communities and local governments in responding to COVID-19, including \$540 million summarized below.

The Safe Restart Funding for Local Governments includes:

1. Development Services: \$15 million
 - i. for work identified through Development Approvals Process Review
 - ii. application based
 - iii. details expected to be released before year end
2. Strengthening Communities: \$100 million
 - i. addressing the needs of vulnerable populations
 - ii. application based
 - iii. details expected to be released before year end
3. COVID-19 Safe Restart Grants for Local Governments: \$425 million
 - i. for local government operations impacted by COVID-19

This staff report details the CRD's portion of the \$425 million COVID-19 Safe Restart Grants for Local Governments, which totals \$1.4 million. The allocation letter from the Ministry of Municipal Affairs and Housing is provided in Appendix A, which further outlines the Province's formula, eligible expenses, and reporting requirements. The funding is unconditional and was received on November 19, 2020. Appendix B details grant allocations for other Regional Districts (RD) and Municipalities across the Province.

Eligible Expenses

The Province provided the following eligible expense categories for the COVID-19 Safe Restart Grant:

1. Addressing revenue shortfalls;
2. Facility reopening and operating costs;
3. Emergency planning and response costs;
4. Bylaw enforcement and protective services like fire protection and police;
5. Computer and other electronic technology costs (to improve interconnectivity and virtual communications);

6. Services for vulnerable persons (i.e., persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
7. Other related costs.

Program Stipulations

The funding must be fully allocated (not expensed) to services by December 31, 2021. Funding can be used for expenses in 2020 and beyond; there is no deadline by which the funds must be spent. The CRD is required to track and report use of funds. The Province has provided two reporting requirements:

1. Include how the funds were allocated as part of the audited financial statements.
2. Complete an annual report (as a schedule of the audited financial statements), to include funding received, how the funds were used, and balance of any unspent funds. The CRD will continue to provide annual reporting until funds are fully expended.

Province Funding Allocation Formulae for Regional Districts

The Ministry of Municipal Affairs and Housing sets the amount of the grant to each local government using various formulae. The grant for Regional Districts is based on three components: a flat rate of \$300,000, plus two per capita formulae; \$3.10 per capita for total RD population (with a cap of \$900,000) and \$8.13 per capita for total Unincorporated Areas (UA) within the RD. Table 1 summarizes the CRD calculations.

Table 1 – CRD Grant Funding Calculation per Provincial Formulae

Basis of Formula	Population	\$ Per Capita	Funding Formula	Funding Ceiling	Grant
Flat Rate					\$300,000
RD Population	412,220	\$3.10 ²	\$1,277,000	\$900,000	\$900,000
UA Population	27,211 ¹	\$8.13	\$221,000		\$221,000
Total Funding					\$1,421,000

¹ UA population includes JDF, SSI, SGI, and First Nation Reserves.

² Funding ceiling results in an effective per capita rate of \$2.18 for the RD population.

Population was derived through BC Stats and Statistics Canada data from 2018. Appendix C details population for each municipality and unincorporated area within the CRD from the same source data. Following the Provincial formulae, Table 2 summarizes the per capita funding to each unincorporated area.

Table 2 – Unincorporated Area (UA) Grant Funding per Provincial Formula

\$8.13 Per Capita	%	Population	Grant
Juan de Fuca (JDF)	19.5%	5,309	\$43,000
Salt Spring Island (SSI)	41.8%	11,374	\$92,000
Southern Gulf Islands (SGI)	17.9%	4,865	\$40,000
First Nation Reserves	20.8%	5,663	\$46,000
Total UA Funding	100.0%	27,211	\$221,000

Refer to Appendix D for the summary of the grant funding distribution to both Regional Services and Local Area Services.

ALTERNATIVES

Alternative 1

The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That staff allocate the \$1.4 million CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix D;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage EA Directors to determine allocation to specific services.

Alternative 2

The COVID-19 Safe Restart Grants for Local Governments report be referred back to staff with specific amendments.

IMPLICATIONS

Financial Implications – Alternative 1

On March 18, 2020, Emergency Management BC (EMBC) issued an event task number for the COVID-19 pandemic and confirmed funding would be available to local governments for eligible emergency response expenses. Eligible expenditures incurred by the CRD have and will be claimed through EMBC. Reimbursement claims are based on a comprehensive set of guidelines with detailed eligibility requirements. Due to the overwhelming quantity of claims EMBC is processing, it is unknown to what extent or when funds will be reimbursed. The estimated total EMBC claim for the CRD is approximately \$300,000 for 2020 expenses.

Based on initial review and in alignment with eligible categories of the COVID-19 Safe Restart Grant, staff recommends Regional Funds be allocated to support CRD’s regional emergency management service and the Emergency Operations Center (EOC, which includes support of Electoral Areas). Table 3 below summarizes the estimated 2020 expenses and grant balance to be carried forward into future years.

Table 3 – Grant Allocation for Regional and Sub-Regional Services

Service	Eligibility Category	2020 Estimated Net Impact¹
1.025 Corporate Emergency	Corporate EOC costs	\$302,200
Balance Remaining for Future Years		\$943,800

¹ Excludes EMBC claims of approximately \$300,000.

The 2020 estimated impact is driven by incremental EOC operations and COVID-19 related costs including labour, vehicle and equipment rentals, operating supplies, computer and other

technology costs to enhance interconnectivity and virtual communication, protective equipment and facilities management. Staff will continue to consult with Electoral Area directors on impacts and allocation to specific Local Area services.

CONCLUSION

As part of BC's Economic Recovery Plan, the Province has made a commitment to help local governments and their recovery from the impacts of COVID-19. The CRD is receiving an unconditional grant of \$1.4 million through the COVID-19 Safe Restart Grant for Local Governments. The allocation is based on per capita, with differing amounts for the total CRD population and unincorporated population. The allocation of the grant to the specific service is at the discretion of the Board within the eligible parameters set by the province.

RECOMMENDATION

The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That staff allocate the \$1.4 million CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix D;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage EA Directors to determine allocation to specific services.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Ministry of Municipal Affairs and Housing Allocation Letter for Safe Restart Funding
Appendix B: Regional and Municipal Allocations for Safe Restart Funding
Appendix C: Demographics, Population Estimates, July 1 Capital Region
Appendix D: Summary of the Grant Allocation



Making a difference...together

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, APRIL 14, 2021**

SUBJECT Additional COVID-19 Safe Restart Grants for Local Governments

ISSUE SUMMARY

To provide recommendations on the additional grant provided to the Capital Regional District (CRD) from the COVID-19 Safe Restart Grants for Local Governments program.

BACKGROUND

In November 2020, the province of BC distributed \$415 million of the \$425 million of the Safe Restart Grants for Local Governments. The program was intended to assist local government operations that had been impacted by COVID-19. In March 2021, the province announced the remaining \$10 million would be allocated to Regional Districts (RD). This \$10 million has been provided to RDs specifically to recognize that while RDs were kept whole due to tax requisitions in 2020, they faced other significant hardships and financial shortfalls.

The CRD has been allocated \$575,000 of the final \$10 million. Previously, the CRD received \$1.4 million in November 2020 for a grand total of \$1.9 million through this program. Included in Appendix A is the letter received from the Ministry of Municipal Affairs and Housing detailing the additional grant allocation. Eligible expenses under the Safe Restart program are detailed in Appendix B, and all grants have been received as of March 2021. All reporting requirements remain unchanged, including allocation of total funding to services must be completed by December 31, 2021.

Provincial Funding Allocation for Regional Districts

The Ministry of Municipal Affairs and Housing determines the amount of Safe Restart funding to each local government. For March 2021, the Province’s allocation to RDs followed a different methodology from the November 2020 grant, which was originally based on differing per capita values and a funding ceiling (Appendix C). For March 2021, the Province followed a proration calculation; 20 percent for regional population and 80 percent for the rural population (Appendix D). The provincial calculation is also based on % population against the total Province. The higher allocation to rural areas recognizes the impact of COVID-19 in delivering services in rural areas.

Following the Province’s formulae in Appendix D, Table 1 summarizes CRD’s \$575,000 allocation.

Table 1 – Grant Funding Calculation for March 2021

Area	Total Capital Population	Total BC Population ¹	CRD % of Total BC Population	Holdback	Total CRD allocation
Regional ²	412,220	4,995,275	8.25%	\$2,000,000	\$165,000
Rural	27,211 ³	531,547	5.12%	\$8,000,000	\$410,000
Total				\$10,000,000	\$575,000

¹ The province used BC Stats 2018 Population Estimates as of Oct. 2020 for source data.

² Regional includes rural and urban populations.

³ This population numbers refers to Unincorporated Areas (UA) in the CRD, which includes JDF, SSI, SGI, and First Nation Reserves.

Table 2 summarizes the funding to each UA in the CRD based on population. Appendix E summarizes the total grant funding distribution.

Table 2 – UA Grant Funding per New Allocation

UA	%	Population¹	Grant
Juan de Fuca (JDF)	19.5%	5,309	\$80,000
Salt Spring Island (SSI)	41.8%	11,374	\$172,000
Southern Gulf Islands (SGI)	17.9%	4,865	\$73,000
First Nation Reserves	20.8%	5,663	\$85,000
Total UA Funding	100.0%	27,211	\$410,000

¹Population was derived through BC Stats and Statistics Canada data from 2018. Appendix F details population for each municipality and UA within the CRD from the same source data.

ALTERNATIVES

Alternative 1

1. That staff allocate the additional \$575,000 COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix E;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget; and
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage Electoral Area Directors to determine allocation to specific services.

Alternative 2

The Additional Allocation of COVID-19 Safe Restart Grants for Local Governments report be referred back to staff with specific amendments.

IMPLICATIONS

Financial Implications

At the December 9, 2020, CRD Board meeting, it was resolved that the grant would be allocated to services in alignment with the provincial formulae. The regional and First Nations portion was allocated to the Regional Corporate Emergency Service’s budget while the Electoral Area (EA) portions was allocated to specific local area services following engagement with EA Directors.

In alignment with the Board resolution of December 9, 2020, staff recommend the Provincial funding formulae continue to be followed in determining grant allocation between regional and EA services. The regional portion would continue to support the Corporate Emergency Service’s budget, which includes the Emergency Operations Centre (EOC). Staff will continue to engage with EA Directors to determine allocation to specific services for the rural portion. When an allocation is approved, staff will prepare Financial Plan amendments to incorporate the grant revenue and eligible expenditures into each service’s 2021 budget.

CONCLUSION

As part of BC’s Economic Recovery Plan, the Province has made a commitment to assist local governments and their recovery from the impacts of COVID-19. The CRD is receiving a grant of \$1.9 million through the COVID-19 Safe Restart Grant for Local Governments. The grant was received through two allocations — March 2021 and November 2020 — using two different methodologies for each allocation. The allocation of the grant to the specific service is at the discretion of the Board within the eligible parameters set by the Province.

RECOMMENDATION

1. That staff allocate the \$575,000 CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix E;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage Electoral Area Directors to determine allocation to specific services.

Submitted by:	Lia Xu, MSc., CPA, CGA, Finance Manager, Local Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT(S)

- Appendix A: Ministry of Municipal Affairs and Housing Allocation Letter for Safe Restart Funding
- Appendix B: Safe Restart Grant Eligible Expenses
- Appendix C: Provincial Grant Calculation for November 2020
- Appendix D: Provincial Grant Calculation of the \$10 million Holdback
- Appendix E: CRD Safe Restart Summary of Grant Funding Allocation
- Appendix F: Demographics, Population Estimates, July 1 Capital Region



Making a difference...together

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, SEPTEMBER 13, 2023**

SUBJECT Growing Communities Fund Allocation and Project Approvals

ISSUE SUMMARY

This report provides options to the Capital Regional District (CRD) Board on allocating the Growing Communities Fund (GCF) grant to regional infrastructure projects.

BACKGROUND

In March 2023, the CRD received \$11.56 million in funding under the province's GCF program. This funding is part of the province's \$1 billion commitment to help local governments prioritize infrastructure projects and amenities that will enable service expansion and accommodate community growth. For Regional Districts, the funding must be allocated to services by December 31, 2023 and fully expended within five years of receipt (March 2028). The funding is conditional, and reporting is required until funds are fully spent or expired.

At the April 12, 2023 meeting of the CRD Board (Appendix A), the following two motions were passed:

1. That staff plan to use the total \$11.56 million CRD GCF in alignment with the provincial program guidelines to address regional infrastructure priorities.
2. That staff bring back recommendations on prioritized regional infrastructure projects in alignment with program eligibility *and equitable treatment of projects within electoral areas* (Amended).

Following the April Board meeting, staff developed funding guidelines, intake application forms, evaluation tools and business processes to administer an internal program. Projects across all CRD services were considered provided projects aligned with grant eligibility and requirements. Consistent with other existing grant programs, services were required to cost share; regional/sub-regional services were required to commit 50%, and services within the Electoral Areas were set at 25%. The cost-share approach allows more projects to receive support.

Applications were received for projects in the categories of affordable housing, parks and recreation, first nations, water and wastewater infrastructure, solid waste, studies and plans. Staff evaluated applications using five equally weighted quantitative indicators: strategic, financial, environmental, social and risk, and considered any additional benefits the project provided including alignment with provincial priorities. The Executive Leadership Team (ELT) included a sixth qualitative criteria to provide an equality lens to services within the Electoral Areas. A summary of the multi-decision criteria model is included in Appendix B.

Staff received 17 applications for funding (projects summarized in Appendix C) totaling \$36.7 million. Table 1 summarizes applications received from regional, sub-regional and Electoral Areas services.

Table 1: Summary of GCF Requests

Funding	Amount (\$)	# of Applications
GCF Funding Requests Total	36,762,505	17
Total Regional/Sub-regional Services Requests	23,265,000	5
Total Local Area Services Requests	13,497,505	12
Juan de Fuca	2,260,500	5
Salt Spring Island	6,683,255	2
Southern Gulf Islands	4,553,750	5
Available Funding	11,559,000	
Request Exceeds Available Funding	+25,203,505	
Rate of Oversubscription	3x	

ALTERNATIVES

Alternative 1

That the recommendations provided to the CRD Board in Appendix D Option 1 be endorsed.

Alternative 2

That the recommendations provided to the CRD Board in Appendix D Option 2 be endorsed.

Alternative 3

That the recommendations provided to the CRD Board in Appendix D Option 3 be endorsed.

Alternative 4

That the CRD Board provide specific directions on amendments to the proposed options.

IMPLICATIONS

Financial Implications

To align with the April 2023 Board motion, staff assessed applications using a multi-criteria decision-making tool and ELT applied an executive review lens. Staff prepared three options (Appendix D) for the Board to consider, and ELT is recommending Option 1 for endorsement.

The oversubscription rate to the program highlights the ongoing need for critical infrastructure funding. Appendix E highlights alignment of GCF Requests against grant program criteria and CRD’s 2023-2026 Corporate Plan, including Board Priorities and Community Needs. Many of the projects have identified borrowing as their cost-share. By providing GCF to these projects, this reduces the amount of debt and interest costs lowering the overall cost burden on taxpayers.

Alternative 1

Alternative 1 would provide funding to eight projects. Recommended regional projects include initial start-up funds to the Regional Trails Widening and Lighting project and the Village on the Green housing initiative. Funding Village on the Green closes the equity gap required for the project to proceed to construction.

Recommended electoral area projects include \$2.75 million to the Southern Gulf Island's (SGI) acquisition of Galiano Green. It is notable the Galiano Green project has been in the concept stage for approximately 15 years. Staff also recommend requiring the balance for the Galiano Green project (\$8.2 million) must be secured by the end of 2025 to ensure GCF funds are expended in alignment with the program requirements. If the balance is not secured, staff will work with the province with the goal of rescinding the \$2.75 million contribution and re-allocating to another eligible project.

Additional electoral area projects include funding up to Phase 4 and partial funding of Phase 5 of Salt Spring Island's (SSI) Ganges Sewer System Infrastructure Upgrades and fully funding the SSI Parks Maintenance Facility project. In the Juan de Fuca (JDF), Alternative 1 advances three projects in public safety, solid waste and a master plan project for water and sewer.

Alternative 1 allocates nearly 50% of the GCF to Electoral Areas compared to the Provincial formula that was used to calculate the grant which was approximately 25% of the total transfer to the CRD.

Alternative 2

Alternative 2 provides funding to nine projects. Recommended regional projects include; Village on the Green and partial funding to Campus View. Both affordable housing projects are on hold until funding is secured to proceed to construction. Partial funding is recommended for the Regional Trails Widening and Lighting project with similar rationale as noted in Alternative 1.

For the Electoral Areas, staff recommend funding six projects that help accelerate housing and community amenities associated with growth. In SGI, the recommendation includes funding the land purchase of Galiano Green (\$750 thousand). Similar to Alternative 1, staff also recommend requiring the balance of this project be funded by the end of 2025. On SSI, staff recommend funding up to Phase 4 for the Ganges Sewer System Infrastructure Upgrades and fully funding the SSI Parks Maintenance Facility project. This alternative would not impact the initial recommendation to JDF for funding three projects.

This alternative aligns to the Provincial GCF grant award developed by the province for Regional and Electoral Areas.

Alternative 3

Alternative 3 provides funding to five projects focusing only on initiatives directly related to housing and housing amenities (water and wastewater services), which is the core intent of the GCF program. Under this option, Regional Trails would not receive funding, the equity gap for Village on the Green would be fully funded, and Campus View would receive partial funding. For the Electoral Areas, the JDF Master Plan that references future growth-related planning for Port Renfrew Water and Wastewater would be funded. On SSI, the Ganges Sewer System Infrastructure Upgrades would be funded (up to Phase 5). This option would include funding the land acquisition SGI's Galiano Green project.

CONCLUSION

GCF is a conditional grant with set criteria and reporting standards. Regional Districts are required to allocate funds by the end of 2023. Staff developed and administered an internal grant program to allocate the funds using a multi-criteria decision-making framework. Based on the assessment, staff are recommending funding eight projects as detailed in the appendices.

RECOMMENDATION

That the recommendations provided to the Capital Regional District Board in Appendix D Option 1 be endorsed.

Submitted by:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: April 12, 2023 CRD Board Report and Appendices – Growing Communities Fund
- Appendix B: Growing Communities Fund Internal Program Scorecard
- Appendix C: Growing Communities Fund Application Summary
- Appendix D: Options for Allocation of Growing Communities Fund Funding
- Appendix E: Growing Communities Fund Grant Requests Alignment with Grant Program and CRD 2023-2026 Corporate Plan



VIA EMAIL

Ref: 63760

December 21, 2023

Ted Robbins
Chief Administrative Officer
Capital Regional District
Email: trobbins@crd.bc.ca

Dear Ted Robbins:

I am writing to notify you of the funding allocation for the Capital Regional District from the \$51 million capacity funding for local government implementation of the legislative changes to support housing initiatives, including small-scale multi-unit housing and proactive planning, development finance, and transit-oriented development.

The Capital Regional District will receive \$252,492 by the end of January 2024.

The funding formula reflects the different legislative requirements for municipalities and regional districts, and that smaller communities may need more financial assistance because they have fewer resources.

The funding formula includes a base amount and a per-capita amount (based on BC Stats 2023 estimates).

- For municipalities, the base amount is \$150,000, and the per-capita amount is \$4.39.
- For regional districts, the base amount is \$80,000 and the per capita amount is \$5.80.

This funding is intended to support activities or projects local governments must undertake to meet the new legislative requirements. Examples include updates to an existing zoning bylaw, parking bylaw, Official Community Plan (OCP), Official Development Plan (ODP), Development Cost Charge (DCC) bylaw, Development Cost Levy (DCL) or

.../2

Housing Needs Report (HNR), as well as the development of a new zoning bylaw, OCP, ODP, DCC, DCL or new amenity cost charge (ACC) bylaw. This funding can also be used to hire staff and/or consultants in support of these activities. More specific information on eligible projects, eligible project costs as well as the reporting requirements will be provided in the funding guidelines when the funding is distributed.

If you have any questions regarding the legislative changes or funding program, please contact Ministry of Housing staff at PLUM@gov.bc.ca or 250-387-3394.

Yours truly,



Bindi Sawchuk
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing

pc: Teri Collins, Deputy Minister, Ministry of Housing
Tracy Campbell, Executive Financial Officer, Ministry of Housing
Kaye Krishna, Deputy Minister, Ministry of Transportation and Infrastructure
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs
Kevin Volk, Assistant Deputy Minister, Ministry of Transportation and Infrastructure
Jessica Brooks, Executive Director, Ministry of Housing
Rebecca Penz, Director, Ministry of Housing



Capacity Funding for Local Government Housing Initiatives

Program Scope and Guidelines

Update: May 2024

1. Introduction

The Government of British Columbia has provided \$51 million in grant-based funding to help facilitate implementation and support local governments to meet new legislative requirements of Bill 44 Housing Statutes (Residential Development) Amendment Act and Bill 47 Housing Statutes (Transit-Oriented Areas) Amendment Act, and to adopt new authorities under Bill 46 Housing Statutes (Development Financing) Amendment Act and Bill 16 Housing Statutes Amendment Act.

Grants have been distributed to 160 municipalities, 27 regional districts and the Islands Trust. The grant amounts are based on a formula with two components: a flat funding amount and a per-capita amount. For municipalities, the flat amount is \$150,000 and the per-capita amount is \$4.39. For regional districts, the flat amount is \$80,000 and the per-capita amount is \$5.80.

2. Eligible Projects

The grant funding will support local government planning capacity to adopt Local Government Housing Initiative requirements for small-scale multi-unit housing, pro-active planning tools or bylaws for inclusionary zoning, density bonus or tenant protection.

Funding can be spent on any planning and implementation activities local governments will need to undertake to successfully meet the legislative requirements of Bill 44 Housing Statutes (Residential Development) Amendment Act and Bill 47 Housing Statutes (Transit-Oriented Areas) Amendment Act, and to update or adopt tools from Bill 46 Housing Statutes (Development Financing) Amendment Act and Bill 16 Housing Statutes Amendment Act.

Any funds provided by the Province to the Recipient that cannot be committed to an eligible project must be returned to the Province upon written request.



Examples of eligible projects include a new project or update to an existing plan or bylaw:

- housing needs report (HNR)
- official community plan (OCP)
- zoning bylaw
- development cost charge (DCC) bylaw
- amenity cost charge (ACC) bylaw
- transit oriented density bylaw
- transportation, parks or neighbourhood plan
- procedures bylaw
- works and services bylaw
- parking bylaw
- inclusionary zoning bylaw
- affordable and special needs housing zoning bylaw
- density benefits zoning bylaw
- tenant protection bylaw
- infrastructure master plans
- asset management plans or strategies
- long-term financial plan
- capacity modelling/analysis
- condition and risk assessments
- demand management strategies
- stormwater surcharge or rainwater recharge studies

Eligible projects must:

- Meet the requirements of the updated *Local Government Act* or *Vancouver Charter*.
- Be scheduled for completion by the date specified in the new legislation or have an approved extension.
- Once completed, be received by the local government Council, Board or Local Trust Committee in a meeting open to the public. In the case of regional projects, the report must be received by the Council, Board or Local Trust Committee responsible for each planning area that is included in the project.
- Once completed, be published online for free public access.

3. Eligible Use of Funds

Eligible Costs and Activities:

Eligible costs are direct costs that are approved for funding, properly and reasonably incurred, and paid by the local government to carry out eligible activities.

Funding can be used for regional projects that cover two or more planning areas (i.e., municipalities, electoral areas, local trust areas). A municipality may contribute from its



funding to a regional project if that municipality is a participant and the funding is dedicated for planning purposes.

Examples of eligible activities include:

- Project management and co-ordination.
- Data collection (from public agencies and/or other data sources), compilation and analysis, not including the collection and compilation of data made available at no cost via the Province for the purpose of eligible projects.
- Research specific to eligible projects.
- Community engagement activities (i.e., online and physical promotion and advertising materials, community surveys, events and engagement activities, collaboration with neighbouring local governments, Indigenous governments and communities, and partner organizations).
- Publication of eligible projects (i.e., editing, proofing, graphic design, online material distribution).
- Presentation of eligible projects to Council, Board or Local Trust Committee.

The following costs are also eligible, provided they relate directly to the eligible activities identified above:

- Incremental staff and administration costs (i.e., creating a new position or adding new responsibilities to an existing position).
- Software and digital costs to support eligible activities (i.e., survey platform fees, subscription fees for digital engagement, web and IT services related to online materials and engagement).
- Consultant or other third-party contract costs relating to eligible projects.
- Public information, consultation and engagement costs.
- Training and capacity building for local government staff specific to eligible projects.

Ineligible Costs and Activities:

Ineligible costs and activities include:



- Collection of data similar to that made available at no cost via the Province for housing needs reports (HNRs), official community plans (OCPs), zoning bylaws, or other purposes.
- Routine or ongoing operating and/or planning costs or activities that are not instrumental or necessary to successfully complete the project (e.g., tracking and reporting of development and building permits).
- Capital costs (including computer hardware).
- Other costs unrelated to eligible projects (i.e., costs associated with onboarding/training new staff, purchase of software, licenses, service subscription and membership fees for unrelated projects).

Freedom of Information and Protection of Privacy Act:

Activities must comply with all applicable privacy legislation under the *Freedom of Information and Protection of Privacy Act* in relation to the collection, use or disclosure of personal information while conducting funded activities. Personal information is any recorded information about an identifiable individual other than their business contact information. This includes information that can be used to identify an individual through association or inference.

4. Grant Management

Grant recipients are responsible for completion of the project(s) and for meeting reporting and legislative requirements.

Recipients are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. Ministry of Housing reserves the right to review project documents and costs. Recipients must retain records until December 31, 2026.

The Province expects local governments to use this funding prior to December 31, 2025, by which time they will be required to meet the new legislative requirements.



5. Reporting Requirements

Each recipient must report annually for each calendar year (i.e., January 1 to December 31).

The report form will be provided and will require the recipient to summarize the following information:

- The total amount of funding expended during the reporting period and the balance of the funding remaining at the end of the reporting period.
- Total project(s) budget and expenditures on each project during the reporting period.
- A brief description of the project(s) the funding was used to support.
- How the project(s) aids in meeting the new legislated requirements (e.g., update of zoning bylaw to accommodate small-scale, multi-unit housing, adoption of transit-oriented development area bylaw, development of an amenity cost charge (ACC) bylaw, development of a transportation plan to support proactive-zoning and area planning).
- Progress achieved on the project in the reporting period (e.g., updated parking bylaw passed second reading, updated zoning, designation of transit-oriented development areas completed).
- The date by when the recipient has met a legislative requirement (e.g., approval of updated parking bylaw so it is now consistent with transit-oriented development legislation). The Ministry will be documenting this information to monitor progress across the province in meeting the new requirements.

The annual reporting must be completed until such time as the grant funding is entirely expended or the legislated requirements applicable to the reporting recipient are met (whichever occurs last).

Recipients must provide a separate report (schedule) to their annual audited financial statements. (as required under s.167 of the *Community Charter* and s. 377(1)(a) of the *Local Government Act*) until the Local Government Housing Initiatives funding is fully expended (drawn down to zero). The form of the schedule to the annual audited financial statements will be left to the discretion of the local government. The Ministry retains the right to request additional information from local governments as required. This report does not need to be audited.



Submission of Reports

Electronic copies of the completed reporting forms are required to be submitted within 45 days of the end of the reporting period.

Report forms should be submitted as PDF files. Total file size for email attachments cannot exceed 20 MB.

All final documents should be submitted to:

Planning and Land Use Management Branch, Ministry of Housing

E-mail: PLUM@gov.bc.ca

6. Additional Information

For enquiries about the program, please contact:

Ministry of Housing

800 Johnson Street

Victoria, B.C., V8W 1N3

Email: PLUM@gov.bc.ca

Phone: (250) 387-3394

For more on the new legislative requirements, supporting data and guidance, please visit the webpage where Ministry of Housing will provide updates on local government housing initiatives: [Local government housing initiatives - Province of British Columbia](#).