

## Meeting Minutes

### Capital Regional District Board

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Wednesday, October 10, 2018

1:35 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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**PRESENT:**

**DIRECTORS:** S. Price (Chair), D. Screech (Vice Chair), M. Alto, R. Atwell, D. Blackwell, S. Brice, J. Brownoff, B. Desjardins, A. Finall, C. Hamilton, L. Helps, M. Hicks, D. Howe, B. Isitt, N. Jensen (in at 2:04), W. McIntyre, D. Murdock (out at 2:41), C. Plant, B. Gramigna (for J. Ranns), L. Seaton, M. Tait (in at 1:44), K. Williams, R. Windsor, G. Young.

**STAFF:** R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; L. Hutcheson, General Manager, Environmental Sustainability; T. Robbins, General Manager, Integrated Water Services; K. Morley, General Manager, Corporate Services; E. Gorman, Deputy Corporate Officer; J. Cuthbert, Committee Clerk (Recorder)

**OTHERS PRESENT:** Dale Littlejohn, Executive Director of the Community Energy Association

The meeting was called to order at 1:40 p.m.

#### 1. APPROVAL OF THE AGENDA

**MOVED** by Director Alto, **SECONDED** by Director Brice,  
That the agenda be approved with the removal of item 5.5.  
**CARRIED**

#### 2. ADOPTION OF MINUTES

##### 2.1. [18-527](#) Adoption of Minutes

**MOVED** by Director Helps, **SECONDED** by Director Brice,  
That the minutes of September 5, 2018 and September 19, 2018 Special Meetings be approved as attached; and  
That the minutes of June 28, 2017 Special meeting be adopted as attached, revised to add section 90 (2)(b) to section 4.1 Motion to Close the meeting, and a rise and report.  
**CARRIED**

#### 3. REPORT OF THE CHAIR

The Chair acknowledged Alternate Directors and spoke to UBCM in September where he accepted an award, on behalf of the CRD, from the Community Energy Association, for the Zero Emissions Fleet initiatives. The Chair also acknowledged three directors who will not be running again in the upcoming election.

Mr. Littlejohn presented a Climate Action award to Chair Steve Price, CRD Board directors, and CAO Robert Lapham.

#### 4. PRESENTATIONS/DELEGATIONS

##### 4.1 Presentations

- 4.1.1. [18-489](#) Presentation of Award by Mr. Dale Littlejohn, Executive Director of the Community Energy Association

This item was combined with the Report of the Chair.

##### 4.2 Delegations

#### 5. REPORTS OF COMMITTEES

##### Core Area Liquid Waste Management Committee

- 5.1. [18-443](#) Core Area Wastewater Treatment Project Board Reports.

**MOVED by Director Helps, SECONDED by Director Brice,  
That the following Core Area Wastewater Treatment Project Board Reports  
be received for information:**

**WTP Monthly Report August 2018  
WTP Monthly Report July 2018  
WTP Quarterly Report April - June 2018  
WTP Monthly Report May 2018  
WTP Monthly Report April 2018**

**CARRIED  
OPPOSED: Director Atwell**

- 5.2. [18-520](#) Core Area Liquid Waste Management Plan - Annual Programs Report

**MOVED by Director Helps, SECONDED by Director Brice,  
That the following annual reports be approved:**

**a) Core Area Liquid Waste Management Plan - Annual Programs Report  
b) Macaulay and Clover Points Wastewater and Marine Environment Program  
- 2017 Annual Report  
c) Regional Source Control Program - 2017 Annual Report  
d) Esquimalt Lagoon Stewardship Initiative - 2017 Annual Report  
e) Gorge Waterway Initiative - 2017 Annual Report  
f) Core Area Stormwater Quality - 2017 Annual Report  
g) Trucked Liquid Waste Program - 2017 Annual Report; and**

**That the annual reports fulfilling regulatory requirements be forwarded to the  
BC Ministry of Environment.**

**CARRIED**

- 5.3. [18-519](#) Core Area Inflow & Infiltration Program - Annual Report 2017

MOVED by Director Helps, SECONDED by Director Brice,  
That the Core Area Inflow & Infiltration Program - Annual Report 2017 be approved.  
CARRIED

### Electoral Area Services Committee

- 5.4. [18-522](#) Salt Spring Island Sheep Kill Compensation Claim - Long Harbour Road
- MOVED by Director McIntyre, SECONDED by Director Howe,  
That payment be approved to Mr. Brian Milne in the amount of \$4,500 which is 75% of the decrease in market value of the total losses.  
CARRIED
- 5.5. [18-530](#) Bylaw 1465 Amendment - Compensation for Livestock Killed by Dogs
- This item was removed at the approval of the agenda.
- 5.6. [18-484](#) Grants In Aid
- MOVED by Director Howe, SECONDED by Director McIntyre,  
That the following grant-in-aid applications be approved:  
Gulf Island Marine Rescue Society:&nbsp;\$3,376.13  
Otter Point and Shirley Residents and ratepayers Association:&nbsp;\$1,500  
Sooke and Juan de Fuca Health Foundation: \$500  
Wagon Wheel Housing Society: \$5,000  
Galiano Island Housing Society:\$9,000  
Pender Island Junior Sailing:\$3,300  
Salt Spring Island Farmland Trust: \$4,000  
CARRIED
- 5.7. [18-529](#) Amendment of Bylaw No. 1990 to Include One Property (2614 Chart Drive) into the Sewer service Area
- Moved by Director Howe SECONDED by Director McIntyre,  
That Bylaw No. 4238, "Outer Gulf Islands Magic Lake Estates Sewerage System Local Service Establishment Bylaw, 1990, Amendment Bylaw No.1, 2018" be introduced and given first and second reading;  
CARRIED
- Moved by Director Howe SECONDED by Director McIntyre,  
That Bylaw No. 4238, "Outer Gulf Islands Magic Lake Estates Sewerage System Local Service Establishment Bylaw, 1990, Amendment Bylaw No.1, 2018" be given third reading.  
CARRIED
- 5.8. [18-524](#) Motion with Notice: Full Inclusion of Galiano and Mayne Islands in the Connected Coast Broadband Project (Director Howe)
- MOVED by Director Howe, SECONDED by Director Helps,  
That the CRD pursue the full inclusion of Galiano and Mayne Islands in the Connected Coast Broadband project as a high priority; and

That the CRD collaborate with the Cowichan Valley Regional District and the Regional District of Nanaimo for the inclusion of Denman, Hornby and Gabriola Islands as appropriate.

**CARRIED**

### **Environmental Services Committee**

**5.9. [18-501](#) Industry Consultation on Recycling Market Changes**

**MOVED by Director Brownoff, SECONDED by Director Blackwell, That CRD Bylaw No. 3881 be maintained in its current form with staff continuing to consult with industry stakeholders regarding recycling markets and using the discretionary powers of the bylaw accordingly with regard to the disposal of unmarketable recyclable materials.**

**CARRIED**

**5.10. [18-500](#) Solid Waste Management Plan - Progress Update**

**MOVED by Director Brownoff, SECONDED by Director Blackwell, That the 2018 Existing Solid Waste Management System Report and Solid Waste Planning Process Overview be endorsed as presented.**

**CARRIED**

**5.11. [18-516](#) Solid Waste Management Plan - Stage 2 Update**

**MOVED by Director Brownoff, SECONDED by Director Blackwell, That the Guiding Principles, Objectives and Goals, and the Public Consultation Plan for the development of the Capital Regional District's Solid Waste Management Plan be approved.**

**CARRIED**

**5.12. [18-502](#) Environmental Resource Management - 2017 Annual Report**

**MOVED by Director Brownoff, SECONDED by Director Blackwell, That the following reports be approved:  
Environmental Resource Management 2017 Annual Report  
Hartland Landfill Operating & Environmental Monitoring 2017 Annual Report;  
and**

**That the annual report fulfilling regulatory requirements be forwarded to the BC Ministry of Environment.**

**CARRIED**

**5.13. [18-515](#) Award of Contract 18-1965 - Curbside Residential Recycling Collection**

A discussion ensued regarding the following:  
- servicing being considered to be done in house  
- RFP structure and bidding

**MOVED by Director Brownoff, SECONDED by Director Blackwell, That Contract 18-1965, Curbside Collection of Residential Packaging and Paper Products, be awarded to Halton Recycling Limited dba. Emterra Environmental from May 1, 2019 to December 31, 2023, at the rate of \$42.56 per household and an estimated cost of \$5,261,650 per year.**

**CARRIED**

**OPPOSED: Director Isitt**

**5.14. [18-503](#) Electric Vehicle and Electric Bicycle Project Update**

A discussion ensued regarding the following:

- considering creating a model bylaw as to how jurisdictions may wish to acquire infrastructure.

MOVED by Director McIntyre, SECONDED by Director Plant,  
That the motion be amended from "municipal councils" to say "local governments"

**CARRIED**

**MOVED by Director Brownoff, SECONDED by Director Blackwell,  
That this report be received for information as amended.  
CARRIED**

**5.15. [18-518](#) Board Approval - Partners for Climate Protection Membership and National Disaster Mitigation Program Grant Approval**

**MOVED by Director Brownoff, SECONDED by Director Blackwell,  
That the Capital Regional District Board endorse the Government of Canada's  
commitment to the Paris Agreement to limit global temperature increase to  
below two degrees Celsius and to pursue efforts to limit the global  
temperature increase to 1.5 degrees Celsius;**

**That the Capital Regional District approve participation in the FCM Partners  
for Climate Protection program and its commitment to achieving the  
milestones set out in the PCP five-milestone framework;**

**That the Capital Regional District appoint the following contacts to oversee  
implementation of the PCP milestones:**

**a) Corporate staff person: CRD Climate Action Program Coordinator**

**Elected official: CRD Environmental Services Committee Chair  
(to be determined once the Environmental Services Committee Chair is  
appointed by the next CRD Board Chair in December 2018); and**

**That the National Disaster Mitigation Program grant application for sea-level  
rise and tsunami run up mapping be approved.**

**CARRIED**

**5.16. [18-509](#) Board Support for Partnership for Water Sustainability in BC Grant Applications**

**MOVED by Director Brownoff, SECONDED by Director Blackwell,  
That the Board Chair write a letter in support of the Partnership for Water  
Sustainability in BC funding request to the Federation of Canadian  
Municipalities and the Union of BC Municipalities endorsing the Capital  
Regional District's participation.**

**CARRIED**

**Juan De Fuca Land Use Committee**

- 5.17. [18-445](#) Development Permit with Variance for Lot 12, Section 43, Highland District, Plan 14620 - 6778 Mark Lane

**MOVED by Director Hicks, SECONDED by Director Tait,  
That Development Permit with Variance DV000055, as amended to replace the Survey Plan prepared by Kenneth Ng, BCLS, of Explorer Land Surveying, dated March 27, 2018, with the Site Plan prepared by Peter Knowles Design and Visualization, dated July 6, 2018, for Lot 12, Section 43, Highland District, Plan 14620 for the purpose of constructing a single-family dwelling and making improvements to the driveway and septic system, be approved.  
CARRIED**

- 5.18. [18-447](#) Development Variance Permit For Strata Lot 10, Section 76, Renfrew District, Plan VIS4766

**MOVED by Director Hicks, SECONDED by Director Tait,  
That Development Variance Permit VA000146 for Strata Lot 10, Section 76, Renfrew District, Plan VIS4766, to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 2, Section 3.07, by reducing the side yard setback of the Forestry (AF) zone from 15 m to 9.5 m for the purpose of constructing an addition to a single-family dwelling, be approved.  
CARRIED**

**6. ADMINISTRATION REPORTS**

- 6.1. [18-531](#) Final Report on the Special Task Force on First Nations Relations

Director Alto spoke to the report.

Ms. Morley spoke to the report.

A discussion ensued regarding the following:

- report would come back to new first nations committee, if implemented by the new Chair.
- consequences or ramifications for remuneration for first nations serving on committees and commissions.
- clarity on cost impact
- how RGS would fit with proposed initiative for governance

**MOVED by Director Finall, SECONDED by Director Blackwell,  
That the CRD Board receive this report for information and refer consideration of the recommendations to the new Board strategic planning process.**

**On point of clarification from Director Alto, Chair ruled that staff recommendation1 was intended to be moved.**

**Point of order raised by Director Plant that Chair's ruling to allow subsequent motion by Director Alto, as Director Finall's motion was moved and seconded.**

**Director Windsor objected to consideration of the question.**

**CARRIED**

**OPPOSED: Director Finall**

**MOVED** by Director Isitt,  
That the motion on the floor be postponed.  
**FAILED** due to lack of a seconder.

The Chair called the question on the motion to approve Alternative 2.

**DEFEATED**

In favour: Director Finall

**MOVED** by Director Alto, **SECONDED** by Director Screech,  
That the Capital Regional District Board:

1. Receive the First Nations Task Force Final Report as set out in Appendix A;
2. Adopt the Statement of Reconciliation as included as Appendix A in the First Nations Task Force Final Report (Appendix B of this staff report);
3. Recommend to the incoming Chair, the establishment of a First Nations Relations Committee as a Standing Committee of the Board;
4. Direct staff to work with the Province and First Nations to establish and participate on an Inter-governmental Working Group;
5. Direct staff to bring forward proposed amendments to the First Nations Relations Division 2019 Service Plan to accommodate work on the approved Task Force recommendations including the following:
  - (a) Ongoing new resources to host, organize and support an annual Forum of All Councils;
  - (b) Ongoing new resources to administer and support a new First Nations Relations Standing Committee;
  - (c) Ongoing new staffing for coordination and administration of First Nations engagement and to support the work of the First Nation Relations Division and Intergovernmental Working Group;
  - (d) One time resources to produce a report on barriers to equity and diversity hiring;
  - (e) One time resources to develop a First Nations remuneration policy;
  - (f) One time resources to produce an Indigenous Economic Development Partnership Feasibility Study.
6. That staff be directed to bring forward proposed amendments to the CRD Financial Plan to provide for the staffing and funding requirements to implement the Task Force recommendations for consideration as part of the final 2019 budget review and approval.

**CARRIED**

**OPPOSED: Director Finall**

**6.2.**     [18-480](#)     CRD External Grants Update

Mr. Chan spoke to the report.

**MOVED** by Director Plant, **SECONDED** by Director Helps,  
That the Capital Regional District Board receive the CRD External Grants Update report for information.

**CARRIED**

**6.3.**     [18-481](#)     Bylaw 4263: Electoral Area Permissive Tax Exemptions

**MOVED** by Director Hicks, **SECONDED** by Director Howe,  
That Bylaw No. 4263, "Tax Exemption (Permissive) Bylaw, 2018" be introduced  
and read a first and second time.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Howe,  
That Bylaw No. 4263 be read a third time.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Howe,  
That Bylaw No. 4263 be adopted.

**CARRIED**

**6.4.**     [18-517](#)     Related Third Party Transaction Disclosure [CRD]

Mr. Chan spoke to the report.

**MOVED** by Director Brice, **SECONDED** by Director Brownoff,  
That this report along with the Declaration of Related Party Transactions Form  
involving Directors, Management and Board be received for information.

**CARRIED**

**6.5.**     [18-534](#)     Water Supply to Neighbours of Hartland Landfill - Follow Up

A discussion ensued regarding whether there is any evidence of contamination  
at this point.

**MOVED** by Director Hicks, **SECONDED** by Director Windsor,  
That the Capital Regional District Board adopt the Hartland Landfill Good  
Neighbour Practices policy as attached in Appendix A.

**CARRIED**

**OPPOSED:** Director Isitt

## **7. BYLAWS**

**7.1.**     [18-544](#)     Adoption by Bylaw 4262, Capital Regional District Board Procedures  
Bylaw, 2012, Amendment Bylaw No. 7, 2018.

**MOVED** by Director Tait, **SECONDED** by Director Screech,  
That Bylaw 4262, Capital Regional District Board Procedures Bylaw, 2012,  
Amendment Bylaw No. 7, 2018, be adopted.

**CARRIED**

## **8. NEW BUSINESS**

**MOVED** by Director Plant/**SECONDED** by Director Windsor,  
To thank all Chairs and Vice Chairs who served on each committee and  
commission.

**CARRIED**

## **9. MOTION TO CLOSE THE MEETING**

**9.1.**     **18-545**     Motion to Close the Meeting



MOVED by Director Screech, SECONDED by Director Plant,  
That the meeting be closed in accordance with the Community Charter, section 90 (2) (e) a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the Auditor General for Local Government Act [1 item]; 90 (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public [1 item]; 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality [1 item]; 90 (1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality [2 items].  
CARRIED

## RISE AND REPORT

The Board moved to the closed session at 2:58 p.m.  
The Board rose from the closed session at 3:16 p.m. and reported on the following items:

**3.5 Approval of Local Service Area Committee Appointments:**  
Approve the following persons as representatives to the Lyaal Harbour Boot Cove Water Local Service Committee:

Jill Sabre-Makofka, for a term ending December 31, 2019  
Ian Rowe, for a term ending December 31, 2020

Approve the following persons as representatives to the Magic Lake Estates Water and Sewer Committee for a term ending October 31, 2020:

Joseph Gill  
Kathy Heslop  
David Reed

Approve the following persons as representatives to the Sticks Allison Water Local Service Committee for a term ending October 31, 2020:

Patrick Ramsay  
Douglas Knight

**3.6 Appointments to CRD Committees and Commissions:**

**BE IT RESOLVED:**

In accordance with Bylaw No. 1875, that the following persons be appointed to the Lyaal Harbour Boot Cove Water Local Service Committee:

For a term to expire December 31, 2020  
Ian Rowe 120 East Point Rd, Saturna Island, BC V0N 2Y0  
Jill Sabre-Makofka 124 Boot Cove Rd, Saturna Island, BC V0N 2Y0

In accordance with Bylaw No. 2339, that the following persons be appointed to the Magic Lake Estates Water and Sewer Committee:

For a term to expire December 31, 2020  
Joseph Gill  
Kathy Heslop  
David Reed

In accordance with Bylaw No. 2558, that the following persons be appointed to the Sticks Allison Water Local Service Committee:

For a term to expire December 31, 2020

Patrick Ramsay

Douglas Knight

In accordance with Bylaw No. 3488, that the following persons be appointed to the Mayne Island Parks and Recreation:

For a term to expire December 31, 2020

Kristine Sigurdson

In accordance with Bylaw No. 3450, that the following persons be appointed to the Salt Spring Island Transportation Committee:

For a term to expire December 31, 2018

Myna Lee Johnstone

In accordance with Bylaw No. 3, that the following persons be appointed to the Salt Spring Island Community Economic Development Commission:

For a term to expire December 31, 2018

Jason Griffin

## 10. ADJOURNMENT

**MOVED** by Director Screech, **SECONDED** by Director Windsor,

That the meeting be adjourned at 3:16 pm.

**CARRIED**

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER