



Making a difference...together

**MINUTES OF A MEETING OF THE CAPITAL REGIONAL DISTRICT BOARD**  
**Held Wednesday, June 13, 2012, in the Board room, 625 Fisgard Street, Victoria, BC**

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**PRESENT: Directors:** G. Young (Chair), G. Hill (Vice Chair), D. Blackwell, A. Bryson, S. Brice, J. Brownoff, C. Coleman (for M. Alto), L. Cross, T. Daly, V. Derman, B. Desjardins, D. Fortin (1:43), C. Hamilton, D. Howe, M. Hicks, B. Isitt, N. Jensen, W. McIntyre, J. Mendum, D. Fortin, J. Ranns, V. Sanders (for F. Leonard) and L. Wergeland

**Staff:** K. Daniels, Chief Administrative Officer; J. Hull, General Manager, Integrated Water Services; L. Hutcheson, General Manager, Environmental Sustainability; L. Rushton, General Manager, Parks and Community Services; M. Misek-Evans, Senior Manager, Regional and Strategic Planning; A. Orr, Senior Manager, Corporate Communications; M. Rachwalski, Senior Manager, Health and Capital Planning Strategies; S. Santarossa, Corporate Officer; R. Sharma, Senior Manager, Finance Services; and S. Norton, Corporate Assistant, Legislative Services (Recorder)

**ABSENT: Director:** W. Milne

The Chair called the meeting to order at 1:39 pm.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Director Cross, **SECONDED** by Director Brownoff,  
That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES OF MAY 9, 2012**

**MOVED** by Director Blackwell, **SECONDED** by Director Hill,  
That the minutes of the meeting of May 9, 2012 be adopted.

**CARRIED**

**3. REPORT OF THE CHAIR**

Chair Young recognized:

- the bestowing of the Ann MacLean Award for outstanding service by a woman in municipal politics to former Victoria Councillor and CRD Director, Helen Hughes. He provided a brief background on this Federation of Canadian Municipalities' (FCM) award and on Helen Hughes.
- the partnership between the CRD and local governments and associations in the Morogoro region of Tanzania to help promote local economic development. Mr. Daniels spoke to this initiative which is funded by the Canadian International Development Association (CIDA) through FCM. Mrs. Hutcheson introduced the following members of the visiting Tanzanian team: Amos Migire, Mvemero District, Silvia Samson, Ulanga District and Anicetus Mramba, Morogoro District; and the CRD staff who are working with the Tanzanian team during their visit: Jennifer Barclay, Joshua Frederick and Sarah Hood.

Director Fortin entered the meeting at 1:43 pm.

#### 4. PRESENTATIONS/DELEGATIONS

##### 4.1 PRESENTATIONS

1. United Way Campaign Recognition and 75<sup>th</sup> Anniversary – Linda Hughes, Executive Director

Ms. Hughes thanked the CRD and the municipalities for their support and contributions over the past 75 years. She noted the importance of the many community partnerships which United Way supports across this region.

2. Ed MacGregor Memorial Bursary 2011 – Kaitlyn Temmel

Chair Young provided background on the bursary and on the 2011 recipient. He presented the bursary cheque to Kaitlyn Temmel, who thanked the Board.

3. Ed MacGregor Memorial Bursary 2012 – Rylee Etherington

Chair Young provided background on the 2012 recipient, and presented the bursary cheque to Rylee Etherington, who thanked the Board.

#### 5. REPORTS OF COMMITTEES

##### 5.1 ARTS COMMITTEE – May 9, 2012

###### 1. CRD Arts Service 2012-2014 Strategic Plan

As a member of the Arts Committee, Alternate Director Sanders highlighted the importance of the arts as a quality of life issue and as an economic driver in this region, pointed out the need for recognition of the arts service in the CRD strategic plan, and reviewed the grant programs. Discussion ensued on what the arts service funds and does not fund, and options for increased funding.

**MOVED** by Alternate Director Sanders, **SECONDED** by Director Hill,

- 1) That the CRD Arts Service 2012-2014 Strategic Plan be received for information;  
and
- 2) That that the Arts Development Mission and Vision Statements be endorsed.

**CARRIED**

**5.2 ELECTORAL AREA SERVICES COMMITTEE – May 16, 2012****1. Wilderness Mountain Water Treatment Plant – Juan de Fuca (JDF) Electoral Area**

**MOVED** by Director Hicks, **SECONDED** by Director Howe,  
That a contribution of \$30,000 from the JDF portion of the Community Works Fund (CWF) to the Wilderness Mountain Water Treatment Plant construction project be authorized.

**CARRIED**

**2. Grants-In-Aid**

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,  
That the following grants-in-aid applications be approved for payment:  
Juan de Fuca Electoral Area Grants-in-Aid as approved by Director Hicks:

a. Juan de Fuca Rural Publication Society	\$2,000
b. Navy League of Canada	\$ 500
c. Sooke Canada Day Society	\$1,000
d. Sooke Fine Arts Society	\$2,000

**CARRIED**

**3. Amendments to the Southern Gulf Islands (SGI) Harbour Commission Regulation Bylaw No. 2844**

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That Bylaw No. 3814, cited as, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000", Amendment Bylaw No. 7, 2012", be introduced and read a first and second time.

**CARRIED**

**MOVED** by Director Howe, **SECONDED** by Director Hicks,  
That Bylaw No. 3814 be read a third time.

**CARRIED**

**4. Salt Spring Island Annual Operating Agreement**

**MOVED** by Director McIntyre, **SECONDED** by Director Hicks,  
That the 2012 to 2013 Annual Operating Agreement for SSI Transit service be approved as revised to incorporate an increase in fares as outlined in the SSI Transit Fare Analysis report.

**CARRIED**

**5.3 FINANCE & CORPORATE SERVICES COMMITTEE – June 13, 2012****1. Capital Regional District 2011 Audit Findings Report and Statement of Financial Information**

**MOVED** by Director Hill, **SECONDED** by Director Cross,

- 1) That the 2011 Audit Findings Report for the year ended December 31, 2011 be received for information; and
- 2) That the Capital Regional District 2011 Statements of Financial Information (SOFI) be approved.

**CARRIED**

**2. Budget Direction for the Year 2013**

**MOVED** by Director Hill, **SECONDED** by Director Cross,

That staff prepare and present the draft financial plan for 2013 on the following basis:

- a) Budget preparation process to be on a three year cycle that is linked to the strategic plan and shared service delivery identifying the financial requirements and alternative approaches to achieving Board priorities.
- b) Business plan preparation to be on the same three year cycle to align with the budget preparation with individual service plans presented to the appropriate committee.
- c) Review and recommendation for approval for all electoral area-only service budgets to be delegated to the Electoral Area Service Committee and supporting local service commissions.
- d) Review and recommendation to the Board of all municipally-shared service budgets be made by the Committee of the Whole.
- e) Budget reporting to be revised to segregate shared service budgets and electoral area-only budgets.

**CARRIED**

**5.4 JUAN DE FUCA LAND USE COMMITTEE – VOTING BLOCK A - May 15, 2012****1. Development Permit with Variance Application - DP-34-11 - Strata Lots 1, 2, 3 and 4, Section 16, Otter District, Plan VIS7097 (West Coast Super Storage – Sooke Business Park)**

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,

- 1) That the Commercial & Industrial Development Areas Development Permit (DP-34-11) for Strata Lots 1, 2, 3 and 4, Section 16, Otter District, Plan VIS7097, as shown and described in Appendices 2, 3, 4 and 5, be approved subject to the following conditions:
  - a. That the proposed construction comply with the Commercial & Industrial Development Areas Development Permit Guidelines outlined in the Otter Point Official Community Plan, Bylaw No. 3354; and
  - b. That the conditions of this development permit be verified as part of the building permit process.

- 2) That Juan de Fuca Land Use Bylaw No. 2040, Part 2, Section 27.08(d)(ii) be varied to reduce the rear yard setback of Strata Lot 2, Section 16, Otter District, Plan VIS7097, from 4.5 m to 0.7 m, as shown on the Curtis Paxton Miles Site Plan, dated April 16, 2012.

**CARRIED**

**2. Proposed Amendment of the East Sooke Official Community Plan Bylaw No. 3353 (Amendment Bylaw No. 3718)**

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,

- 1) That Bylaw No. 3718, "Official Community Plan for East Sooke Bylaw No. 1, 2012" be introduced and read a first and second time.
- 2) That in accordance with the provisions of Section 890 and 891 of the Local Government Act, the Director for the Juan de Fuca Electoral Area, or Alternative Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 3718, "Official Community Plan for East Sooke Bylaw No. 1, 2012".

**CARRIED**

**3. Proposed Bylaw No. 3831, Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 105, 2012**

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,

That Bylaw No. 3831, "Juan de Fuca Electoral Area Land Use Bylaw, 1992, Amendment Bylaw No. 111, 2012", be introduced and read a first time and second time.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,

That in accordance with the provisions of Section 890 and 891 of the Local Government Act, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 3831, "Juan de Fuca Electoral Area Land Use Bylaw, 1992, Amendment Bylaw No. 111, 2012".

**CARRIED**

**5.5 JUAN DE FUCA LAND USE COMMITTEE – VOTING BLOCK B - May 15, 2012**

**1. Subdivision Application – Proposed Road Closure – S-03-12 - Lot A, Section 43, Highland District, Plan VIP85011 (Lawrie - Mark Lane)**

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,

- 1) That the proposed closure of the unopened road right-of-way and provision of an alternate road right-of-way on Lot A, Section 43, Highland District, Plan VIP85011, as shown in Appendix 2, be approved; and
- 2) That staff be directed to prepare a letter to the Ministry of Transportation and Infrastructure indicating the Capital Regional Board decision.

**CARRIED**

**5.6 PLANNING, TRANSPORTATION AND PROTECTIVE SERVICES COMMITTEE – May 23, 2012**

**1. Regional Context Statement for the City of Victoria**

**MOVED** by Director Ranns, **SECONDED** by Director Hill,  
That the Regional Context Statement for the City of Victoria, “Official Community Plan (OCP), OCP Bylaw No. 12-013”, (Section 4.1), be accepted.

**CARRIED**

**2. Fire Dispatch Services for CRD Electoral Areas, Metchosin, Sooke, Highlands and Langford**

**MOVED** by Director Ranns, **SECONDED** by Director Derman,  
That the existing contract with the City of Langford for Enhanced 911 Call Relay Services be continued on a month to month basis for the remainder of 2012 until a new service agreement is finalized between the CRD and remaining participants for Fire Dispatch Service.

**CARRIED**

**5.7 REGIONAL PARKS COMMITTEE – May 16, 2012**

**1. 2012-2020 Regional Parks Strategic Plan and Financial Program**

As Chair of the Regional Parks Committee, Director Brice commented on the consultation process and iterations of the plan since the initiation of its development was first approved in 2009. There was discussion on how the regional trails are included as part of major transportation corridor planning.

**MOVED** by Director Brice, **SECONDED** by Director Mendum,  
That the Regional Parks Strategic Plan be approved and that the associated Financial Program be received for information.

**CARRIED**

**2. Appointments Under Capital Regional District Bylaw No. 3682**

**MOVED** by Director Brice, **SECONDED** by Director Jensen,  
That the following CRD Regional Parks Assistant Park Technician staff be appointed as “park officers” as indicated under Capital Regional District Parks Bylaw Regulation Bylaw No.1, 2010: Steven Reichert and Crystal Oberg.

**CARRIED**

**6. ADMINISTRATION REPORTS****6.1 Request to Withdraw Property from the Beddis Water Service Area**

**MOVED** by Director McIntyre, **SECONDED** by Director Hicks,  
That Bylaw No. 3835, "Beddis Water Service Establishment Bylaw No. 1, 2004,  
Amendment Bylaw No. 1, 2012", be introduced and read a first and second time.

**CARRIED**

**MOVED** by Director McIntyre, **SECONDED** by Director Hicks,  
That Bylaw No. 3835 be read a third time.

**CARRIED**

**7. BYLAWS****7.1 Bylaw No. 3717, "Official Community Plan for Shirley/Jordan River Bylaw No. 1, 2010"**

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,  
That Bylaw No. 3717 be adopted.

**CARRIED**

**7.2 Bylaw No. 3719, "Official Community Plan for Otter Point Bylaw No. 1, 2010"**

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,  
That Bylaw No. 3719 be adopted.

**CARRIED**

**8. NEW BUSINESS****9. MOTION TO CLOSE THE MEETING**

**MOVED** by Director Hill, **SECONDED** by Director Mendum,  
That the Board close the meeting in accordance with the Community Charter, Part 4,  
Division 3, 90(1) (e) the acquisition, disposition or expropriation of land or improvements  
(Item 3.1); (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 (Items 4.1-4.5, 6.2); and (g) litigation or potential  
litigation affecting the regional district (Item 6.1).

**CARRIED**

The Board closed the meeting at 2:26 pm and rose and reported at 2:37 pm.

**10. RISE AND REPORT**

The Board reported on the following appointments.

**Appointments to Salt Spring Island Liquid Waste Disposal Local Service Commission**

Sharon Bywater (Highland Water & Sewer) was appointed for a term to expire December 31, 2014.

**Appointments to Juan de Fuca Land Use Committee**

Roy McIntyre (Port Renfrew Sub-Region) was appointed for a term to expire December 31, 2014.

**Appointments to Skana Water Service Committee**

Jon Sanders and Brian Bovet were appointed for a term to expire June 30, 2014.

**Appointments to Surfside Park Estates Water Service Committee**

Wesley Mulvin and Bernard Rochet were appointed for a term to expire June 30, 2014.

**Appointments to Southern Gulf Islands Library Commission**

David Miller and Ilka Olsen were appointed for a term to expire December 31, 2012; and Dianne Johnston, Heather Rumble, Ann Herbert, Enid Houghland, Gitte Nelson, Liz Harmer, Sheila Borman, Judi Walker and Sheila Dunnachie were appointed for a term to expire December 31, 2013.

**11. ADJOURNMENT**

**MOVED** by Director Mendum, **SECONDED** by Director Desjardins,  
That the meeting be adjourned at 2:37 pm.

**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**