



Making a difference...together

**Minutes of a Meeting of the Capital Regional District Board  
held Wednesday, November 12, 2014 in the Board Room, 625 Fisgard Street, Victoria, BC**

- PRESENT: Directors:** A. Bryson (Chair), D. Blackwell (Vice Chair), M. Alto (1:38), S. Brice, J. Cullington (for C. Hamilton), T. Daly, B. Desjardins, J. Herbert (for N. Jensen), M. Hicks, G. Hill, D. Howe, B. Isitt, F. Leonard (1:57), M. Loveless (for L. Cross), W. McIntyre, J. Mendum (1:39), W. Milne, J. Ranns, L. Seaton, and G. Young  
**Staff:** R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; T. Robbins, General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; S. Hallatt, Manager, Aboriginal Initiatives; A. Orr, Senior Manager, Corporate Communications; M. Rachwalski, Senior Manager, Health and Capital Planning Strategies; S. Santarossa, Corporate Officer, and S. Norton, Deputy Corporate Officer (Recorder)
- ABSENT: Director:** J. Brownoff, V. Derman, D. Fortin, L. Wergeland

The Chair called the meeting to order at 1:32 pm.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Director Desjardins **SECONDED** by Alternate Director Loveless,  
That the agenda and supplementary agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES OF OCTOBER 8, 2014**

**MOVED** by Director Blackwell, **SECONDED** by Director Seaton,  
That the minutes of the meeting of October 8, 2014 be adopted.

**CARRIED**

**3. REPORT OF THE CHAIR**

Director Alto entered the meeting at 1:38 pm.  
Director Mendum entered the meeting at 1:39 pm.

**1. Presentation of Archie Galbraith Memorial Scholarship 2014**

Chair Bryson provided background on the scholarship and presented the Archie Galbraith Memorial Scholarship to Tessa Owens. The 2014 winner, Tessa Owens, was invited to say a few words.

Ms. Owens thanked the Board for the scholarship, provided her positive perspective of the CRD, and spoke to the need for a compassionate outlook with respect to regional cooperation. A copy of her presentation is on file in Legislative and Information Services.

**2. Outgoing Chair's Remarks**

Chair Bryson thanked the Board and staff for their support over the last two years, spoke about his experience as Board Chair, and recognized the challenges faced by the CRD.

On behalf of the Board, Vice Chair Blackwell thanked Chair Bryson for serving as Board Chair and presented him with a framed photograph of a regional parks' nature scene.

**4. PRESENTATIONS/DELEGATIONS**

**5. REPORTS OF COMMITTEES**

**5.1 CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE – November 12, 2014**

**1. Westside Wastewater Treatment and Resource Recovery Select Committee Terms of Reference**

**MOVED** by Director Young, **SECONDED** by Director Blackwell,  
That the Terms of Reference for the Westside Wastewater Treatment and Resource Recovery Select Committee be adopted, as presented in Attachment 1.

**CARRIED**

**2. Seaterra Program and Budget Update No. 17**

The item was postponed at the Committee meeting and therefore it was not forwarded to the Board.

**3. Motions with Notice**

- a) Options for Wastewater Treatment: Director Hamilton**
- b) Implementing a Process for Investigating Best Practices: Director Derman**

These items were postponed at the Committee meeting and therefore were not forwarded to the Board.

**5.2 COMMITTEE OF THE WHOLE – October 15, 2014**

**1. 2015 Financial Plan Preliminary Approval**

The following Directors left the meeting at 1:54 pm stating a possible conflict of interest with the next item as members or an employee of the Greater Victoria Labour Relations Board: Daly, Desjardins, Ranns, Young.

**MOVED** by Director Milne, **SECONDED** by Director Blackwell,  
That the financial plan for budget agenda item 2.3 Human Resources be given preliminary approval as presented.

**CARRIED**

Directors Daly, Desjardins, Ranns and Young returned to the meeting at 1:55 pm.

The following Directors left the meeting at 1:55 pm stating a possible conflict of interest with the next item as members of the CREST Board: Bryson, Young.

Vice Chair Blackwell assumed the Chair.

**MOVED** by Director Brice, **SECONDED** by Alternate Director Cullington,  
That the financial plan for budget agenda item 6.8.6 Regional CREST Contribution be  
given preliminary approval as presented.

**CARRIED**

Directors Bryson and Young returned to the meeting at 1:56 pm.

Chair Bryson resumed the Chair.

**5.3 ELECTORAL AREA SERVICES COMMITTEE – October 15, 2014**

**1. UBCM Grant: Age-Friendly Community Project for Mayne Island Seniors**

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That an application to the UBCM 2015 Age-Friendly Community Grant program for a new  
community project, whereby the Mayne Island Assisted Living Society will organize  
recreational outings for groups of seniors using the local community bus, be endorsed.

**CARRIED**

Director Leonard entered the meeting at 1:57 pm.

**2. Community Works Fund (CWF) Allocation: Installation of Fire Suppression  
Infrastructure for the Shirley Fire Protection and Emergency Response Service**

**MOVED** by Director Hicks, **SECONDED** by Director Howe,  
That a contribution of \$15,000 to the Shirley Fire Protection and Emergency Response  
Service from the Juan de Fuca Electoral Area portion of the Capital Regional District's  
Federal Gas Tax Community Works Fund (CWF) be authorized for installation of fire  
suppression infrastructure.

**CARRIED**

**3. Community Works Fund (CWF) Allocation: Mayne Island Regional Trail  
Demonstration Project**

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That a contribution of \$60,000 from the Southern Gulf Islands Electoral Area portion of the  
Capital Regional District's Federal Gas Tax Community Works Fund (CWF) be authorized  
for the Mayne Island Regional Trail Demonstration capital project.

**CARRIED**

**4. Bylaw No. 3994: Pender Islands Fire Protection and Emergency Response Services  
Establishment Bylaw Amendment to Increase the Maximum Allowable Requisition**

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That Bylaw No. 3994, cited as, "Pender Islands Fire Protection and Emergency Response  
Services Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 4, 2014", be introduced  
and read a first and second time.

**CARRIED**

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That Bylaw No. 3994 be read a third time.

**CARRIED**

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That Bylaw No. 3994 be adopted.

**CARRIED**

#### 5. Grants-In-Aid

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That the following grants-in-aid applications be approved for payment:  
Southern Gulf Islands Electoral Area Grants-in-Aid as approved by Director Howe

- Heartwood Folk School Society \$2,000

**CARRIED**

#### 6. Community Works Fund (CWF) Allocation: Lyall Harbour Boot Cove Water System – Capital Works

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That a contribution of 50 percent of the project costs to a maximum contribution of \$112,000 from the Southern Gulf Islands Electoral Area portion of the Capital Regional District's Federal Gas Tax Community Works Fund (CWF) be authorized for the Lyall Harbour Boot Cove Water System infrastructure renewal projects relating to Money Lake #1 Dam and water system improvements.

**CARRIED**

#### 5.4 ENVIRONMENTAL SERVICES COMMITTEE – October 22, 2014

##### 1. Hartland Landfill Environmental Program – 2013 Annual Report (EEP 14-51)

**MOVED** by Director Mendum, **SECONDED** by Alternate Director Cullington,

- 1) That the Hartland Landfill Environmental Program 2013 Annual Report be received for information; and
- 2) That staff be directed to forward staff report EEP 14-51 to the Solid Waste Advisory Committee for information, forward a copy of the final Hartland Landfill Environmental Program 2013 Annual Report to the BC Ministry of Environment and post it on the CRD website.

**CARRIED**

##### 2. Millstream Meadows – Geophysical Investigation for Characterization of Deep Fractured Bedrock – Award of Contract 14-1802 (EEP 14-52)

**MOVED** by Director Mendum, **SECONDED** by Director Blackwell,  
That Contract 14-1802 Millstream Meadows Geophysical Investigation for the Characterization of Fractured Bedrock be awarded to TetraTech EBA Inc., to a maximum amount of \$531,680 (excluding applicable taxes).

**CARRIED**

**3. Departmental K-12 Environmental Education Program Update (EPT 14-48) and Video**

**MOVED** by Director Mendum, **SECONDED** by Alternate Director Cullington,  
That the K-12 Environmental Education Program update report be received for information.  
**CARRIED**

**4. 2013 Corporate Carbon Neutrality Update (EEP 14-50)**

**MOVED** by Director Mendum, **SECONDED** by Director Desjardins,  
That the 2013 Corporate Carbon Neutrality update report be received for information.  
**CARRIED**

**5.5 GOVERNANCE COMMITTEE – October 15, 2014**

**1. Board Proclamation Policy**

**MOVED** by Director Blackwell, **SECONDED** by Director Brice,  
That the Proclamation Policy to decline all requests for proclamations, attached to the staff report, be approved.  
**CARRIED**

**2. 2015 Board Orientation**

**MOVED** by Director Blackwell, **SECONDED** by Director Brice,  
1) That the proposed 2015 Board Orientation schedule be endorsed; and  
2) That additional information sessions be scheduled to inform the Capital Region's elected officials of CRD functions and services.  
**CARRIED**

**3. Strategic Plan Update**

**MOVED** by Director Blackwell, **SECONDED** by Director Brice,  
That staff be directed to proceed with planning for a Board Strategic Planning session in 2015 as per the Terms of Reference (Appendix A) with funding from the Board's 2015 budget.  
**CARRIED**

**4. First Nations Participation on Board Standing or Select Committee**

**MOVED** by Director Isitt, **SECONDED** by Director Desjardins,  
That staff be directed to prepare the necessary CRD Board Procedures Bylaw amendment that would permit the appointment of a representative from the Songhees and Esquimalt First Nations to the CRD Board's Core Area Liquid Waste Management Committee (CALWMC).

**MOVED** by Director Blackwell, **SECONDED** by Director Alto,  
The motion be amended to add the words "each of" after the words "representative from".  
**CARRIED**

The question on the main motion, as amended, was called, as follows:

That staff be directed to prepare the necessary CRD Board Procedures Bylaw amendment that would permit the appointment of a representative from each of the Songhees and Esquimalt First Nations to the CRD Board's Core Area Liquid Waste Management Committee (CALWMC).

**CARRIED**

Staff was directed to consider the appointment of alternate representatives from the Songhees Nation and the Esquimalt First Nation.

#### **5. Director Attendance at Standing Committee Meetings**

**MOVED** by Director Blackwell, **SECONDED** by Director Mendum,

That staff be directed to prepare the appropriate policy or procedure bylaw amendment that would allow a Board member to participate in the discussion, but not vote, at a standing committee meeting on an item that has local significance.

**CARRIED**

#### **5.6 JUAN DE FUCA LAND USE COMMITTEE – VOTING BLOCK A - , 2014**

##### **1. Development Variance Permit Application – Board Voting Block A**

**VAR-02-14 - Lot B, Section 51, Otter District, Plan VIP82573 (Tregear Road – Tregear)**

**MOVED** by Director Hicks, **SECONDED** by Director Milne,

That Development Variance Permit VAR-02-14 for Lot B, Section 51, Otter District, Plan VIP82573 to vary the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 1, Section 3.10(4)(a) to reduce the minimum frontage requirement of proposed Lot 1 from 77.657 m (10%) to 52.43 m (6.75%) for the purpose of subdividing for a family member pursuant to Section 946 of the Local Government Act, as shown in Appendix 2 of the staff report, be approved.

**CARRIED**

##### **2. Subdivision Application – Provision of Park Land – Board Voting Block A**

**S-03-14 - Lot 2, District Lot 17, Renfrew District, Plan 32241 (6649 Godman Road – Lum)**

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

That cash in-lieu of land be requested pursuant to Section 941 of the Local Government Act for the proposed subdivision of Lot 2, District Lot 17, Renfrew District, Plan 32241 subject to:

- a) verification of appraisal value acceptable to the CRD; and
- b) receipt of funds prior to registration of the subdivision.

**CARRIED**

**3. Official Community Plan Amendment and Rezoning Application – Board Voting Block A  
Z-04-14 - Lot 1, District Lot 17, Renfrew District, Plan VIP79040 (17242/17245 Parkinson Road – Coastal Kitchen/Hicks)**

Director Hicks left the meeting at 2:06 pm stating a conflict of interest because his daughter was the owner of the Coastal Kitchen restaurant.

**MOVED** by Director Milne, **SECONDED** by Director Blackwell,

- 1) That proposed Bylaw No. 3986, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 7, 2014", as amended, be referred to a public information meeting and to appropriate CRD departments and the following agencies for comment:

BC Hydro	Pacheedaht First Nation
Cowichan Valley Regional District	Port Renfrew Fire Department
District of Sooke	RCMP
Island Health	Sooke School District #62
Ministry of Transportation & Infrastructure	

- 2) That proposed Bylaw No. 3986, "Comprehensive Community Development Plan for Port Renfrew Bylaw, No. 1, 2003, Amendment Bylaw No. 7, 2014", as amended, be referred to the full CRD Board for a determination of consistency with the Regional Growth Strategy in accordance with the Juan de Fuca Development Procedure Bylaw No. 3110.

**CARRIED**

Director Hicks returned to the meeting at 2:07 pm.

**5.7 JUAN DE FUCA WATER DISTRIBUTION COMMISSION – October 7, 2014**

**1. Bylaw No. 3988: Water Distribution Local Service Conditions, Fees and Charges Bylaw**

**MOVED** by Director Blackwell, **SECONDED** by Director Mendum,  
That Bylaw 3988, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 2, 2014" be introduced and read a first and second time.

**CARRIED**

**MOVED** by Director Blackwell, **SECONDED** by Director Mendum,  
That Bylaw 3988 be read a third time.

**CARRIED**

**MOVED** by Director Blackwell, **SECONDED** by Director Mendum,  
That Bylaw 3988 be adopted.

**CARRIED**

**2. Bylaw No. 3981: Juan de Fuca Water Distribution Facilities Loan Authorization Bylaw**

**MOVED** by Director Blackwell, **SECONDED** by Director Mendum,  
That Bylaw No. 3981, "Juan de Fuca Water Distribution Facilities Loan Authorization Bylaw No. 1, 2014", be introduced and read a first and second time.

**CARRIED**

**MOVED** by Director Blackwell, **SECONDED** by Director Mendum,  
That Bylaw No. be read a third time.

**CARRIED**

**MOVED** by Director Blackwell, **SECONDED** by Director Mendum,  
That staff be directed to conduct an Alternative Approval Process to obtain approval of the electors for Bylaw No. 3981.

**CARRIED**

**5.8 REGIONAL WATER SUPPLY COMMISSION – October 15, 2014**

**1. Bylaw 3989, Water Supply Local Service Area Fee and Charge**

**MOVED** by Director Blackwell, **SECONDED** by Director Milne,  
That Bylaw 3989, "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 16, 2014" be introduced and read a first and second time.

**CARRIED**

**MOVED** by Director Blackwell, **SECONDED** by Director Milne,  
That Bylaw 3989 be read a third time.

**CARRIED**

**MOVED** by Director Blackwell, **SECONDED** by Director Milne,  
That Bylaw 3989 be adopted.

**CARRIED**

**5.9 SAANICH PENINSULA WATER COMMISSION – October 2, 2014**

**1. Bylaw 3990: Bulk Water Rates**

**MOVED** by Director Daly, **SECONDED** by Alternate Director Loveless,  
That Bylaw No. 3990, "Bulk Water Rates Bylaw 1977, Amendment Bylaw No. 34, 2014",  
be introduced and read a first and second time.

**CARRIED**

**MOVED** by Director Daly, **SECONDED** by Alternate Director Loveless,  
That Bylaw No. 3990 be read a third time.

**CARRIED**

**MOVED** by Director Daly, **SECONDED** by Alternate Director Loveless,  
That Bylaw No. 3990 be adopted.

**CARRIED**



**6. ADMINISTRATION REPORTS**

**6.1 Public Health Services Agreement Between the Capital Regional District and Island Health**

**MOVED** by Director Blackwell, **SECONDED** by Director Alto,  
That the 2014/15 Service Agreement (Appendix A of the staff report) between the Capital Regional District and Island Health (Vancouver Island Health Authority) be approved and that the Chair and Corporate Officer be authorized to execute the Agreement.

**CARRIED**

**6.2 Homelessness Partnering Strategy (HPS) Funding Allocation**

**MOVED** by Director Alto, **SECONDED** by Director Isitt,  
1) That an HPS capital funding allocation be approved for the Society of St. Vincent de Paul of Vancouver Island for Rosalie's Village in the amount of \$400,000 as follows:  
a) \$200,000 to be allocated between December, 2014 and March 31, 2015  
b) \$200,000 to be allocated between April 1, 2015 and March 31, 2016; and  
2) That staff be authorized to negotiate and the Chief Administrative Officer be authorized to execute a funding agreement, or agreements as the case may be, to facilitate the funding allocation.

**CARRIED**

**6.3 Public Hearing Report on Bylaw No. 3926, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 3, 2014" – VOTING BLOCK A**

**MOVED** by Director Hicks, **SECONDED** by Director Milne,  
1) That the minutes that form the Report of the Public Hearing, which is certified as a fair and accurate summary of the representations that were made at the Public Hearing held on October 27, 2014 on Bylaw No. 3926, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 3, 2014", be received.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Milne,  
2) That Bylaw No. 3926 be read a third time.

**CARRIED**

**6.4 Public Hearing Report on Bylaw No. 3958, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 4, 2014" – VOTING BLOCK A**

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,  
1) That the minutes that form the Report of the Public Hearing, which is certified as a fair and accurate summary of the representations that were made at the Public Hearing held on October 27, 2014 on Bylaw No. 3958, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 4, 2014", be received.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,  
2) That Bylaw No. 3958 be read a third time.

**CARRIED**

**6.5 Animal Control Services Agreement between the Capital Regional District (CRD) and the District of Central Saanich**

**MOVED** by Director Blackwell, **SECONDED** by Director Desjardins,  
That the Animal Control Services Agreement between the CRD and the District of Central Saanich be approved and that the Board Chair and Corporate Officer be authorized to execute the Agreement.

**CARRIED**

**6.6 2015 Supplementary Budget Approvals**

Staff advised that it was no longer necessary to incur the following operating expenditures in January 2015 as noted in Table 1 of the staff report but that they would remain part of the overall 2015 Financial Plan :

- Regional Parks (\$32,700)
- Panorama Recreation (\$27,490)

**MOVED** by Director Leonard, **SECONDED** by Director Brice,

- 1) That the expenditures referenced in Table 1 of the staff report to be incurred in January 2015 or later, relating to supplementary requests included in the 2015 Financial Plan, be authorized as amended with the removal of the Regional Parks and Panorama Recreation Operating requests; and
- 2) That capital expenditures to enable continuation of capital programs be authorized.

**CARRIED**

**7. NEW BUSINESS**

Directors Mendum, Hill and Daly and Alternate Directors Cullington, Loveless and Herbert, who were not running in the 2014 Local Government Elections, commented on their experience at the CRD and thanked Board members and staff for their support.

**8. MOTION TO CLOSE THE MEETING**

**MOVED** by Director Hill, **SECONDED** by Director Desjardins,

That the Board close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district (Items 3.2.2 and 5.1); (e) the acquisition, disposition or expropriation of land or improvements, if the Board considers that disclosure could reasonably be expected to harm the interests of the municipality (Item 3.1.1); (f) law enforcement (Item 4.1); (g) litigation or potential litigation affecting the regional district (Items 3.2.1, 4.1 and 4.2); (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Item 4.2); (2)(b) the consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party (Item 4.2).

**CARRIED**

The Board moved to close session at 2:21 pm and rose and reported at 2:49 pm.

**9. RISE AND REPORT**

**9.1 Appointment to the Roundtable on the Environment (EHQ 14-54)**

Naomi Devine was appointed to the Roundtable on the Environment for a two-year term to end December 31, 2016.

**9.2 Appointments to CRD Committees and Commissions**

The following person was appointed to the Sticks Allison Water Local Service Committee for a term to expire October 31, 2016: Douglas Knight;

The following persons were appointed to the Juan de Fuca Electoral Area Parks and Recreation Commission for a term to expire December 31, 2016: Valerie Braunschweig; Ken Douch, Melody Kimmel, Patricia Sloan;

The following persons were appointed to the Galiano island Parks and Recreation Commission for a term to expire December 31, 2016: Allan Forget, Dora Fitzgerald, Betty Kennedy, Don McKinnon.

**9.3 Flood Hazard Area Land Use Management Guidelines Amendments – Result of CRD Review (EEP 14-60)**

That the Board rise and report at the call of the Chief Administrative Officer, as delegated by the Board Chair, on the October 8, 2014 Closed Flood Hazard Area Land Use Management Guidelines Amendments Update staff report, excluding any legal advice to the CRD, and append a cover letter detailing the methodology and limitations of this analysis.

**10. ADJOURNMENT**

**MOVED** by Director Brice, **SECONDED** by Director Hill,  
That the meeting be adjourned at 2:49 pm.

**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**CORPORATE OFFICER**