

**Meeting Minutes**  
**Capital Regional District Board**

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**Wednesday, October 14, 2015**

**1:35 PM**

**6th Floor Boardroom**

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**PRESENT**

**DIRECTORS:** N. Jensen (Chair), D. Howe (Vice Chair), M. Alto, R. Atwell, D. Blackwell (3:13), S. Brice, J. Brownoff, B. Desjardins, C. Hamilton, L. Helps, M. Hicks, B. Isitt (3:14), S. Lougher-Goodey (3:12, for S. Price), D. Martin (for W. McIntyre), C. Plant, J. Ranns (3:12), V. Sanders (for V. Derman), D. Screech, L. Seaton, C. Stock (3:13, for A. Finall), K. Williams, R. Windsor, G. Young

**STAFF:** R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; A. Genero, Manager Accounting Services, Financial Services; A. Orr, Senior Manager, Corporate Communications; S. Santarossa, Corporate Officer, and N. More, Committee Clerk (recorder)

**ALSO PRESENT:** Alternate Director C. Day

**ABSENT:** Director M. Tait

The meeting was called to order at 3:10 p.m.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Director Brice, **SECONDED** by Director Screech,  
That the agenda be approved.  
**CARRIED**

**2. ADOPTION OF MINUTES**

**2.1. 15-1002 Minutes of September 9, 2015**

Alternate Director Lougher-Goodey and Director Ranns entered the meeting at 3:12 p.m.

**MOVED** by Director Screech, **SECONDED** by Director Windsor,  
That the minutes of the September 9, 2015, meeting of the Capital Regional District Board be adopted.  
**CARRIED**

### 3. REPORT OF THE CHAIR

The Chair reported on the appointments as noted in item 3.1. As well, he remarked on a meeting of the Committee Chairs, Board Chair and CAO on the Board and Committee process, support and work flow, resulting in a new approach regarding reports from Committees. When a matter presented by the Chair of a Committee has been introduced, with a motion on the floor and a list of speakers in play, if there were an explanation or extra feedback that the Chair of that Committee felt necessary to offer, then, similar to when staff has information to offer, the Committee Chair would be allowed by the Board Chair to speak without waiting on the list of speakers, for a more efficient debate.

Director Brownoff and Alternate Director Stock entered the meeting at 3:13 p.m.  
Director Isitt entered the meeting at 3:14 p.m.

- 3.1. 15-1081** Appointment of Songhees Nation and Esquimalt Nation Representatives to the Core Area Liquid Waste Management Committee

**Appointment by Board Chair to the Core Area Liquid Waste Management Committee:**

**Chief Ron Sam, Songhees Nation**

**Chief Andy Thomas, Esquimalt Nation; and alternate Councillor Millie Modeste**

### 4. PRESENTATIONS/DELEGATIONS

**4.1 Presentations: None**

**4.2 Delegations: None**

### 5. REPORTS OF COMMITTEES

#### **Core Area Liquid Waste Management Committee**

- 1. 15-1086** Core Area Wastewater and Resource Recovery Project Final Project Charter, Schedule and Overlay

**MOVED by Director Helps, SECONDED by Director Brice  
That the final version of the Project Charter be approved.  
CARRIED**

- 2. 15-1039** Fairness and Transparency Advisor - Terms of Reference

**MOVED by Director Helps, SECONDED by Director Screech,  
That the terms of reference for the Fairness and Transparency Advisor as  
attached in Appendix E, be approved.  
CARRIED**

3.       **15-1045**       Terms of Reference - Motion from Westside Wastewater Treatment and Resource Recovery Select Committee
- MOVED** by Director Helps, **SECONDED** by Director Alto,  
That the Terms of Reference be amended to include a representative from the Esquimalt First Nation as a member of the Westside Wastewater Treatment and Resource Recovery Select Committee.  
**CARRIED**

#### **Core Area Liquid Waste Management Committee**

4.       **15-1101**       Participant Design Flow Capacity
- MOVED** by Director Helps, **SECONDED** by Director Blackwell,  
That the allocated design capacities as set out in Appendix B for the purposes of completing the Core Area Liquid Waste Management Plan (CALWMP) Options Development Phase 2 feasibility and costing analysis process and preparation of CALWMP Amendment No. 10 be approved.  
**CARRIED**
5.       **15-1084**       Project Expenditures to Date
- MOVED** by Director Helps, **SECONDED** by Director Brice,  
That the report be received for information.  
**CARRIED**
6.       **15-1083**       Core Area Wastewater Treatment Program and Budget Update No. 28
- MOVED** by Director Helps, **SECONDED** by Director Blackwell,  
That Core Area Wastewater Treatment Program and Budget Update No. 28 be received for information.  
**CARRIED**
7.       **15-838**       Onsite Wastewater Management Program Results of First Independent Five-Year Review (2009-2013) and Four-Year Implementation Plan (2016-2019)
- MOVED** by Director Helps, **SECONDED** by Director Screech,  
1. That the Five-Year Review of the CRD's Onsite Wastewater Management Program (2009-2013) be received for information; and  
2. That the Onsite Wastewater Management Program Four-Year Implementation Plan (2016-2019), attached as Appendix B, be approved.  
**CARRIED**
- MOVED** by Director Hamilton, **SECONDED** by Director Blackwell,  
That the Onsite Wastewater Management Program Four-Year Implementation Plan (2016-2019) also be referred to the municipalities involved for information.  
**CARRIED**

**Electoral Area Services Committee**

8.      **15-839**      Mr. Barnaby Guthrie Re: Authorization to Register a Tartan for Salt Spring Island
- MOVED by Director Hicks, SECONDED by Alternate Director Martin, That authorization to register a Tartan for Salt Spring Island be approved. CARRIED**
9.      **15-954**      Grants-in-Aid
- MOVED by Director Howe, SECONDED by Director Hicks, That payment be made for the following grant-in-aid applications:**
- 1) Salt Spring Island as approved by Director McIntyre  
    SSI Housing Society, \$3,000
  - 2) Southern Gulf Islands Grants-in-Aid as approved by Director Howe  
    Galiano Preschool Society, \$1,500  
    Mayne Island Bus Society, \$2,800
- CARRIED**
10.     **15-957**      Community Works Fund (CWF) Request - Willis Point Well Upgrade
- MOVED by Director Hicks, SECONDED by Director Windsor, That the Capital Regional District Board authorize a contribution of \$15,000 from the Juan de Fuca Electoral Area Community Works Fund to Willis Point Well Upgrade. CARRIED**
11.     **15-959**      Wastewater and Marine Environment Program - Gulf Islands and Port Renfrew 2014 Annual Report
- MOVED by Director Hicks, SECONDED by Alternate Director Martin,**
- 1. That the draft Gulf Islands and Port Renfrew Wastewater and Marine Environment Program 2014 Annual Report be approved; and
  - 2. That staff be directed to forward the final report to the BC Ministry of Environment and all participating stakeholders, and post it on the Capital Regional District website.
- CARRIED**
12.     **15-966**      Appointment of Officers
- MOVED by Director Hicks, SECONDED by Director Blackwell, That, for the purpose of Section 200 of the Local Government Act and Section 28(3) of the Offence Act, the following appointments be made: Melissa Sands, Ryan Johnston, Shayne Gorman, Bobby Bains and Andrew Freer as Assistant Bylaw Officers. CARRIED**

**Environmental Services Committee**

13.     **15-996**     BC Climate Leadership Plan
- MOVED** by Director Brownoff, **SECONDED** by Director Windsor,  
          That the CRD's recommendation letter and table (Appendix A) be submitted  
          to the Ministry of Environment, as well as the three mayors on the Climate  
          Leadership Team, for the consultation process associated with development  
          of the provincial Climate Leadership Plan.  
          **CARRIED**  
          **OPPOSED** Hicks and Ranns
14.     **15-997**     Proposed Changes to the Ministry of Environment's Solid Waste  
          Management Planning Process
- MOVED** by Director Brownoff, **SECONDED** by Director Helps,  
          That the report be received for information.  
          **CARRIED**
15.     **15-998**     Environmental Resource Management - 2014 Annual Report
- MOVED** by Director Brownoff, **SECONDED** by Blackwell,  
          That the Environmental Resource Management 2014 Annual Report be  
          received for information.  
          **CARRIED**
16.     **15-1001**    Sea Level Rise Planning Projects Update
- MOVED** by Director Brownoff, **SECONDED** by Director Blackwell,  
          That the report, Capital Region Sea Level Rise Planning Approaches Project  
          Report (CRD, 2015), and CRD Coastal Sea Level Rise Risk Assessment Report  
          (AECOM, 2015) from the Sea Level Rise Planning Project be received for  
          information and posted on the Capital Regional District website.  
          **CARRIED**
17.     **15-1008**    Major Repairs to Hartland Landfill Gas Engine
- MOVED** by Director Brownoff, **SECONDED** by Director Blackwell,  
          That staff be directed to issue a Request for Proposals for repair and  
          maintenance of the Hartland Landfill gas engine as well as looking at other  
          opportunities around innovation and highest and best use.  
          **CARRIED**
18.     **15-1009**    Millstream Meadows Site Remediation and Divestment
- MOVED** by Director Brownoff, **SECONDED** by Director Williams,  
          That staff be directed to commence formal competitive procurement  
          processes for 1) environmental consulting services and 2) detailed site  
          investigations.  
          **CARRIED**

## Finance Committee

19.     **15-1026**     Bylaw 4038: Electoral Area Permissive Tax Exemptions
- MOVED** by Director Howe, **SECONDED** by Director Hicks,  
          That Bylaw No. 4038, "Tax Exemption (Permissive) Bylaw, 2015" be  
          introduced and read a first and second time.  
          **CARRIED**
- MOVED** by Director Howe, **SECONDED** by Director Hicks,  
          That Bylaw No. 4038 read a third time.  
          **CARRIED**
- MOVED** by Director Howe, **SECONDED** by Director Hicks,  
          That Bylaw No. 4038 be adopted.  
          **CARRIED**

20.     **15-1027**     Grants Update
- MOVED** by Director Howe, **SECONDED** by Director Alto,  
          That this report be received for information.  
          **CARRIED**

**Governance Committee**

21.     **15-1067**     Board Chair and Vice Chair Election Procedures
- MOVED** by Director Blackwell, **SECONDED** by Director Brice,  
          That Bylaw No. 4044, "Capital Regional District Board Procedures Bylaw,  
          2012, Amendment Bylaw No. 4, 2015" be introduced and read a first and  
          second time;  
          **CARRIED**

*Director Hamilton left the meeting at 4:02.*

**MOVED** by Director Atwell, **SECONDED** by Director Hicks,  
          That Bylaw No. 4044 be amended as follows:  
          Section (7) be replaced with the "The Corporate Officer shall count the votes  
          in the open."  
          Section (8) be replaced with "The the number of votes received by each  
          candidate will be disclosed."  
          Section (11) be deleted.

**DEFEATED**  
          **OPPOSED** Alto, Blackwell, Brice, Brownoff, Hicks, Howe, Jensen,  
          Lougher-Goodey, Martin, Plant, Sanders, Screech, Seaton, Stock, Williams,  
          Windsor, Young

**MOVED** by Director Plant, **SECONDED** by Director Ranns,  
          That Bylaw No. 4044 be amended to add Section 9, as follows: "Following the  
          election, candidates for Chair and Vice-Chair may receive results in  
          confidentiality of their own race."

**DEFEATED**  
          **OPPOSED** Alto, Atwell, Blackwell, Brice, Brownoff, Howe, Jensen,  
          Lougher-Goodey, Martin, Sanders, Screech, Seaton, Stock, Williams,  
          Windsor, Young

MOVED by Director Blackwell, SECONDED by Director Screech,  
That Bylaw No. 4044 be read a third time.  
CARRIED  
OPPOSED Atwell

MOVED by Director Blackwell, SECONDED by Alternate Director Stock  
That Bylaw No. 4044 be adopted.  
CARRIED  
OPPOSED Atwell

### Juan De Fuca Land Use Committee

*Director Isitt left the meeting at 4:14 p.m.*

22. 15-896 Development Variance Permit for Lot 1, District Lots 17, 899, 929, Renfrew District, Plan VIP79865 - Board Voting Block A
- MOVED by Director Hicks, SECONDED by Director Blackwell,  
That Development Variance Permit VA000134 for Lot 1, District Lots 17, 899, 929, Renfrew District, Plan VIP79865 to vary the Port Renfrew Comprehensive Plan, Bylaw No. 3109, Schedule "B", Section 23 item 2.(h)(iv) to relax the rear yard setback from 6 m to 2.64 m for the purpose of constructing a tourist cabin, be approved.  
CARRIED
23. 15-897 Development Variance Permit for Lot A, Section 51, Otter District, Plan VIP89485 - Board Voting Block A
- MOVED by Director Hicks, SECONDED by Director Blackwell,  
That Development Variance Permit VA000135 for Lot A, Section 51, Otter District, Plan VIP89485 to vary the Juan de Fuca Land Use Bylaw, Bylaw No. 2040, Schedule "A", Part 1, Section 3.10 item (4)(a) to reduce the minimum frontage requirement from 58.48 m to 6.04 m for proposed Lot 2 for the purpose of permitting a two-lot subdivision as shown in the Site Plan submitted by West Coast Design & Development Services, August 12, 2015 (Appendix B), be approved.  
CARRIED
24. 15-898 Development Variance Permit for Lot 2, Section 90, Renfrew District, Plan 7887 – Board Voting Block A
- MOVED by Director Hicks, SECONDED by Director Blackwell,  
That Development Variance Permit VA000136 for Lot 2, Section 90, Renfrew District, Plan 7887 to vary the Juan de Fuca Land Use Bylaw, Bylaw No. 2040, Schedule "A", Part 1, Section 4.01 item (2)(c) by increasing the maximum combined total floor area for accessory buildings from 250 m2 to 406.5 m2 for the purpose of constructing a 350 m2 workshop as shown in the attached building plans (Appendix C) and retaining a 14.5 m2 woodshed and 42 m2 greenhouse as shown in the attached site plan (Appendix B), be approved.  
CARRIED

- 25. 15-899** Zoning Amendment Application For:
- 1) Lot A, Block 1264 and District Lot 124, Malahat District, Plan VIP21358 (PID: 003-418-685);
  - 2) Lot 1, Block 1263 and District Lot 124, Malahat District, Plan VIP24436 (PID: 003-034-372);
  - 3) Lot A, District Lot 124, and of Block 1271, Malahat District, Plan VIP24437 (PID: 003-034-429);
  - 4) Lot 1, Block 1270 and District Lot 124, Malahat District, Plan VIP21327 (PID: 003-383-202);
  - 5) Lot 1 Of Lot 123, Block 1299, Malahat District, Plan VIP20837 (PID: 003-521-958);
  - 6) Block 1410, Malahat District, Containing 8714 Acres More Or Less (PID: 008-024-103);
  - 7) Block 1234, Malahat And Cowichan Lake Districts (PID: 009-377-298); and
  - 8) Block 1272, Malahat District (PID: 009-382-607) – Board Voting Block A

**MOVED by Director Hicks, SECONDED by Director Blackwell,**  
That proposed Bylaw No. 4022, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 6, 2015" be introduced and read a first 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. 4022.

**CARRIED**

- 26. 15-900** Proposed Amendment to the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 (Amendment Bylaw No. 4028) – Board Voting Block A

*Director Helps left the meeting at 4:16 p.m.*

**MOVED by Director Hicks, SECONDED by Director Blackwell,**  
That Bylaw No. 4028, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 125, 2015", as included in Appendix B, be introduced and read a first 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. 4028, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 125, 2015".

**CARRIED**



27. 15-902 Proposed Amendments to the Willis Point Comprehensive Community Plan, Bylaw No. 3027 (Amendment Bylaw No. 3996) – Board Voting Block B  
MOVED by Director Hicks, SECONDED by Director Williams,  
That proposed Bylaw No. 3996, Comprehensive Community Plan for Willis Point Bylaw No. 1, 2002, Amendment Bylaw No. 4, 2015, as included in Appendix A, be introduced and read a first and second time.  
CARRIED

MOVED by Director Hicks, SECONDED by Director Williams,  
That in accordance with Section 890 and 891 of the Local Government Act, the Director for the Juan de Fuca Electoral Area, or the Alternate Director, be delegated the authority to hold a public hearing with respect to Bylaw No. 3996.  
CARRIED

### Planning, Transportation and Protective Services Committee

28. 15-985 Determination of Regional Growth Strategy Consistency of Proposed Amendment to the Rural Resource Lands Land Use Bylaw

MOVED by Director Desjardins, SECONDED by Director Screech,  
That the proposed Bylaw No. 4018, "Land Use Bylaw for the Rural Resource Lands, Bylaw No. 1, 2009, Amendment Bylaw No. 5, 2015", be reviewed as it relates to the Regional Growth Strategy (RGS) and deemed consistent with the RGS.  
CARRIED

29. 15-1015 Capital Region Housing Data Book and Gap Analysis

MOVED by Director Desjardins, SECONDED by Director Windsor,  
That the Capital Region Housing Data Book and Gap Analysis report be received for information and distributed to the municipalities and Electoral areas, the Capital Regional Housing Corporation Board of Directors, and the Regional Housing Trust Fund Commission Board of Directors.  
CARRIED

### Regional Housing Trust Fund Commission

30. 15-1044 Regional Housing Trust Fund Application  
3211-3223 Quadra Street, District of Saanich

MOVED by Director Howe, SECONDED by Director Alto,  
1. That the current commitment of \$182,000 to Brackett Spring be deferred to 2016; and  
2. That a grant of \$675,000 from the Regional Housing Trust Fund (RHTF) be awarded in the 2015 fiscal year to the Victoria Cool-Aid Society and the BC Housing Management Commission for the development of 45 units targeted towards sheltering of seniors (55+) who have experienced or are at risk of homelessness at 3211-3223 Quadra Street, District of Saanich, subject to meeting the terms of the RHTF Grant Funding Agreement.  
CARRIED

**Regional Parks Committee**

- 31.      **15-958**            Island View Beach Regional Park Management Planning Public Participation Process - Results of Step 2

*Director Helps returned to the meeting at 4:19 p.m.*

**MOVED by Director Brice, SECONDED by Director Screech,  
That the Results of Step 2 of the Island View Beach Regional Park  
Management Planning Public Participation Process be received for  
information.**

**CARRIED**

- 32.      **15-972**            Trans Canada Trail Project Update

**MOVED by Director Brice, SECONDED by Director Screech,  
That this report be received for information.**

**CARRIED**

**6. ADMINISTRATION REPORTS**

- 6.1.     **15-928**            Alternative Approval Process Results for Vancouver Island Regional Library District Borrowing Service Establishment Bylaw and Loan Authorization Bylaw Nos. 3914 and 3915

**MOVED by Director Hicks, SECONDED by Director Howe,  
That the Board receive the attached Certificate of Results of Alternative Approval  
Process for Bylaw Nos. 3914 and 3915.**

**CARRIED**

**MOVED by Director Hicks, SECONDED by Director Howe,  
That Bylaw No. 3914, "Vancouver Island Regional Library District Borrowing  
Service Area Establishment Bylaw No. 1, 2014", be adopted.**

**CARRIED**

**MOVED by Director Hicks, SECONDED by Director Howe,  
That Bylaw No. 3915, "Vancouver Island Regional Library District Borrowing Loan  
Authorization Bylaw No. 1, 2014", be adopted.**

**CARRIED**

**6.2. 15-1034** Public Hearing Report on Bylaw No. 3941, "Juan de Fuca Soil Removal or Deposit Bylaw No. 1, 2015"

**MOVED** by Director Hicks, **SECONDED** by Director Howe,  
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 September 21, 2015 for Bylaw No. 3941, "Juan de Fuca Soil Removal or Deposit Bylaw No. 1, 2015" be received.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Howe,  
That Bylaw No. 3941 be amended by including the underlined items in the attached version of the bylaw.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Howe,  
That Bylaw No. 3941, as amended, be read a third time.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Howe,  
That Bylaw No. 3941 be adopted.

**CARRIED**

**6.3. 15-1082** Animal Control Services Agreement between the Capital Regional District and the Pauquachin Nation

*Director Screech left the meeting at 4:22 p.m.*

**MOVED** by Director Howe, **SECONDED** by Director Hicks,  
That the Animal Control Services Agreement between the CRD and the Pauquachin First Nation be approved and that the Board Chair and Corporate Officer be authorized to execute the Agreement.

**CARRIED**

**6.4. 15-1087** Approval of Salt Spring and Gulf Island Recycling Depot Service Agreements

**MOVED** by Alternate Director Martin, **SECONDED** by Director Howe,  
That the Board Chair be authorized to sign each of the five Salt Spring and Gulf Islands Recycling Service Agreements to provide depot collection of packaging and printed paper from May 1, 2015 to April 30, 2019.

**CARRIED**

**7. NEW BUSINESS**

**8. MOTION TO CLOSE THE MEETING**

**8.1. 15-1092 Motion to Close the Meeting**

**MOVED** by Director Brice, **SECONDED** by Director Helps,  
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; (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 regional district and (g) litigation or potential litigation affecting the regional  
district.

**CARRIED**

The Board moved to the closed session at 4:24 p.m.

The Board rose from the closed session at 4:40 p.m.

**9. RISE AND REPORT****9.1. 15-1146 Core Area and Westshore Sewage Treatment Technical and Community  
Advisory Committee Appointment of Member**

**Ann Teekasingh was appointed to the Core Area and West Shore Sewage  
Treatment Technical and Community Advisory Committee (TCAC) as  
member-at-large.**

**9.2. 15-1147 CRD Appointments, October 14, 2015**

**The following persons were appointed to the Port Renfrew Utility Services  
Committee for a term to expire December 31, 2017:**

**Kristine Pearson and Karl Ablack**

**The following person was appointed to the Wilderness Mountain Water Service  
Committee for a term to expire December 31, 2017:**

**Rob Hancock**

**The following persons were appointed to the Southern Gulf Islands Harbour  
Commission:**

**for a term to expire October 1, 2016: Bryce Young**

**for a term to expire October 1, 2017: Robert Fenton and Ben Mabblerley**

**The following person was appointed to the Southern Gulf Islands Electoral Area  
Emergency Advisory Commission for a term to expire December 31, 2017:**

**Ron Weeks**

**10. ADJOURNMENT**

**MOVED** by Director Howe, **SECONDED** by Director Young,  
That the meeting be adjourned at 4:40 p.m.

**CARRIED**

\_\_\_\_\_  
CHAIR

CERTIFIED CORRECT:

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