



## Notice of Meeting and Meeting Agenda Capital Regional District Board

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Wednesday, November 4, 2015

1:40 PM

6th Floor Boardroom

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Start time is approximate. Meetings follows the Capital Regional Hospital District Board

**REVISED**

### 1. APPROVAL OF THE AGENDA

### 2. ADOPTION OF MINUTES

#### 2.1. 15-1214 Minutes of Capital Regional District Board Meeting of October 7, 2015

**Recommendation:** That the minutes of the October 7, 2015 meeting be adopted as circulated.  
(NWA)

**Attachments:** [October 7, 2015 CRD Board minutes](#)

#### 2.2. 15-1222 Minutes of the Capital Regional District Board Meeting of October 14, 2015

**Recommendation:** That the minutes of the October 14, 2015 meeting be adopted as circulated.  
(NWA)

**Attachments:** [October 14, 2015 CRD Board Minutes](#)

### 3. REPORT OF THE CHAIR

### 4. PRESENTATIONS/DELEGATIONS

#### 4.1 Presentations

##### 4.1.1. 15-1192 Greater Victoria Harbour Authority - Annual Member Agency Update: Bill Welburn, Chair & Ian Robertson, CAO

**Attachments:** [Presentation: Greater Victoria Harbour Authority](#)  
[GVHA 2015 Annual Report](#)

##### 4.1.2. 15-1194 2015 Gold Award for Planning Excellence in Planning Practice, City & Urban Areas, CRD Pedestrian & Cycling Master Plan Implementation Project - Presentation to CRD Board Chair by Dan Huang, President, Planning Institute of BC

**Attachments:** [Letter from PIBC re Award to CRD](#)

#### 4.2 Delegations

## 5. REPORTS OF COMMITTEES

### Core Area Liquid Waste Management Committee

1. **15-1181** 2016 Capital Funding - Core Area Wastewater Program

**Recommendation:** 1) That the 2016 annual capital program projects be approved; and  
2) That the cost sharing apportionments and utilization of the capital reserve funding, by participant, including a \$15 million program requisition in the 2016 Core Area Sewage budget, be approved.  
(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

**Attachments:** [Staff Report - 2016 Capital Funding - Core Area Wastewater Program](#)

[Schedule A - Ramping up to Treatment](#)

[Schedule B1 - Requisition Cost Sharing](#)

[Schedule B2 - Cost Allocations \(2016\) R](#)

[Schedule B3 - Cost Allocations \(2016\)](#)

[Funding Cash Flow Infographic-v03](#)

[Map - Core Area Sewer System 2016 Capital Projects](#)

[Revised - Schedule B3](#)

*(Committee amended the staff recommendation to reduce the 2015 program requisition)*

2. **15-1180** Core Area Wastewater Treatment Program and Budget Update No. 29

**Recommendation:** That Core Area Wastewater Treatment Program and Budget Update No. 29 be received for information.  
(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

**Attachments:** [Staff Report - CAWTP Budget Update No 29-R](#)

[Schedule A - Program Summary Report](#)

[Schedule B](#)

### Core Area Liquid Waste Management Committee

*The following item will be considered by the Core Area Liquid Waste Management Committee at its meeting on November 4, 2015 prior to the CRD Board meeting. The following is the staff recommendations:*

3. **15-1220** **Draft Technical Memorandum No 2 - Wastewater Treatment System Feasibility and Costing Analysis - UrbanSystems. and Carollo Engineers**

**Recommendation:** That the Core Area Liquid Waste Management Committee recommend to the CRD Board:

That Urban Systems/Carollo Engineers be directed to proceed on the proposed four option sets for further costing analysis in November.

(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

**Attachments:** [Draft Technical Memo #2 - Review and Refine Option Sets](#)

**4. 15-1221 Extension of Public Consultation on Option Sets to January 15, 2016**

**Recommendation:** That the Core Area Liquid Waste Management Committee (CALWMC) recommend to the Capital Regional District Board:  
That the Project Overlay Timeline be amended to extend public consultation on phase two option sets to January 15 and further that the date for a decision by the CALWMC on option sets be set for January 27, 2016.  
(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

**Attachments:** [Staff Report: Extension of Public Consultation on Option Sets to January 15, 20](#)  
[Appendix A: Proposed Work Plan Overlay - 3P Canada](#)

**5. 15-1191 Technical Memorandum #1 - Wastewater Treatment System Feasibility and Costing Analysis -- Final (Urban Systems and Carollo Engineers)**

**Recommendation:** That the Core Area Liquid Waste Management Committee recommend to the CRD Board:  
That Technical Memorandum #1 - Wastewater Treatment System Feasibility and Costing Analysis be approved.  
(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

**Attachments:** [Technical Memo #1 \(Final\) - Urban Systems and Carollo Engineers](#)

**6. 15-1203 Urban Systems Contract 15-1834 - Scope Change No. 2**

**Recommendation:** That the Core Area Liquid Waste Management Committee recommend to the Board:  
That the Request for Scope Change No. 2, as outlined in Urban Systems' letter dated October 16, 2015, in the amount of up to \$31,299 (excluding GST) be approved.  
(WA)

**Attachments:** [Staff Report: Urban Systems Contract - Scope Change No. 2](#)  
[Appendix A: Technical Oversight Panel - TOR & Selection Criteria](#)  
[Appendix B: Letter from Urban Systems re Scope Change No. 2](#)

**7. 15-1219 Motion from CRD Committee of the Whole Meeting (October 23, 2015)**

**Recommendation:** That the Core Area Liquid Waste Management Committee recommend to the CRD Board:  
That staff be requested to provide a report to review the cost benefit of water reclamation by the core for the region.  
(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

**Electoral Area Services Committee****8. 15-1142 Building Conversion Strata Application ST-04-11 for Lot 11, Section 128, Sooke District, Plan VIP58851**

- Recommendation:** 1. That Building Conversion Strata ST-04-11 for Lot 11, Section 128, Sooke District, Plan VIP58851 to obtain individual title for three dwellings as shown on the Island Land Surveying Ltd. plan dated November 18, 2014 (Appendix B) be given tentative approval and that final approval be subject to:
- A structural engineer's report addressing the life expectancy and condition of the buildings at 5351 and 5353 Mt. Matheson Road to the satisfaction of the Chief Building Inspector; and
  - Final certificate of occupancy for 5347 Mt. Matheson Road.  
(NWA)

**Attachments:** [Staff Report Bldg Con Strata Application](#)

**9. 15-1127 Grants-in-Aid**

- Recommendation:** That payments be made for the following grant-in-aid applications:
- Southern Gulf Islands Grants-in-Aid as approved by Director Howe
    - \* Lions Club of Galiano \$2,000
    - \* Mayne Island Conservancy Society \$2,000
- (NWA)

**Attachments:** [Staff Report - Grants in Aid](#)  
[Attachment - 2 Applications](#)

**10. 15-1128 Grant Opportunity: New Building Canada - Small Communities Fund (SCF)**

- Recommendation:** (The EAS Committee changed the recommendation to Alternative 2 in the staff report)
- That the previously applications submitted for the Juan de Fuca and Southern Gulf Islands electoral areas be re-submitted; and
  - That staff re-assess and bring forward recommendations for the Salt Spring Island Electoral Area with respect to the best projects for the CRD to submit for Round 2 of the New Building Canada - Small Communities Fund.  
(NWA)

**Attachments:** [Staff Report Grant Opportunity New Bldg Cda Sm Comm Fund](#)

### Environmental Services Committee

**11. 15-1149 Renewal of Contract No. 13-1787 - Kitchen Scraps**

- Recommendation:** That staff be authorized to renew Contract No. 13-1787 - Hauling and Processing Household Kitchen Scraps by one year, to December 31, 2016.  
(WA)

**Attachments:** [Staff Report: Renewal Contract No. 13-1787 Kitchen Scraps](#)  
[Supplementary Staff Report](#)

*(Additional information was requested by Committee and has been added as a supplementary report)*

**12. 15-1151 Hartland Gas Utilization Infrastructure**

- Recommendation:** That staff issue the landfill gas engine repair and maintenance Request for Proposals (RFP); and that staff, in parallel with the engine repair RFP, complete the 2015 landfill gas utilization study to evaluate long-term gas utilization alternatives.  
(WP All)

**Attachments:** [Staff Report: Hartland Gas Utilization Infrastructure](#)  
[Appendix A: Report Re: Major Repairs to Hartland Gas Engine](#)  
[Appendix B: Landfill Gas Engine Repair Request for Proposals](#)  
[Supplementary Staff Report](#)

*(Additional information was requested by Committee and has been added as a supplementary report)*

**13. 15-1145 Approval for Procurement of Analytical Laboratory Services**

**Recommendation:** That staff be directed to proceed with a formal competitive procurement process for laboratory analytical services for Environmental Services programs environmental monitoring samples.  
(NWA)

**Attachments:** [Staff Report: Analytical Lab Services Procurement](#)

**Finance Committee**

*The following items will be considered by the Finance Committee at its meeting on November 4, 2015 prior to the CRD Board meeting. The following are the staff recommendations:*

**14. 15-1169 Capital Regional District Grants Update**

**Recommendation:** That the Finance Committee receive this report and recommend to the Capital Regional District Board:  
That this report be received for information.  
(NWA)

**Attachments:** [Staff Report Grants Update](#)  
[Attachment - Grant Dashboard](#)

**15. 15-1166 Grant Opportunity: Age-Friendly Communities Grant**

**Recommendation:** The Finance Committee receive this report and recommend to the Capital Regional District Board:  
That the Capital Regional District Board endorse the Capital Region Housing Corporation's application to the Age-Friendly Communities Grant program for development of a Seniors Resource Guide which will have a region wide benefit.  
(NWA)

**Attachments:** [Staff Report Age Friendly Community Grant](#)  
[Staff Report: Housing Corp Age Friendly Project Grant](#)

Excerpt from Housing Corp Minutes of the October 27

**16. 15-1200 Property Insurance Renewal**

**Recommendation:** That the Finance Committee receive this report and recommend to the Board:  
That the Capital Regional District renew its property insurance for 2016 with FM Global, including an earthquake sub-limit of \$36 million with a basic \$100,000 deductible, at a premium of \$304,128 (rate \$0.0641/\$100).  
(WA)

**Attachments:** [Staff Report Property Insurance Renewal](#)

**17. 15-1168 Bylaw No. 4046: Revenue Anticipation Borrowing (General Purpose)**

**Recommendation:** The Finance Committee receives this report and recommends to the Capital Regional District Board:

- 1) That Bylaw No. 4046, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2016" be read a first and second time.
- 2) That Bylaw No. 4046 be read a third time.  
(WA)
- 3) That Bylaw No. 4046 be adopted.  
(WA 2/3 maj.)

**Attachments:** [Staff Report Bylaw 4046 Revenue Anticipation Borrowing \(GenPurpose\)](#)  
[Attachment - Bylaw 4046-A](#)

**18. 15-1170 Bylaw No. 4045: 2015-2019 Financial Plan Amendment**

**Recommendation:**

- 1) That the Finance Committee receives this report and recommends to the Capital Regional District Board:
- 2) That Bylaw No. 4045, cited as "2015 to 2019 Financial Plan, Amendment Bylaw No. 2, 2015", be introduced and read a first and second time.
- 3) That Bylaw No. 4045 be read a third time.  
(WA)
- 4) That Bylaw No. 4045 be adopted.  
(WA 2/3 maj.)

**Attachments:** [Staff Report - Fin Plan Amendment-2](#)  
[Attachment - Bylaw 4045](#)  
[Schedule B to Bylaw 4045](#)

**Juan De Fuca Land Use Committee****19. 15-1041 Development Variance Permit for Lot A, Section 1, Township 11, Renfrew District, Plan VIP85252 - BOARD VOTING BLOCK A**

**Recommendation:** That Development Variance Permit VA000137 for Lot A, Section 1, Township 11, Renfrew District, Plan VIP85252 to vary the Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 3109, Schedule "B", Part IV, Section 22, Item (2)(g)(iii) by reducing the setback for the exterior side parcel line from 4.6 m to 3.0 m, as shown in the G.T. Burdge Designs Site Plan dated September 2015 (Appendix B) for the purpose of constructing a single-family dwelling with attached carport as shown in the attached Building Plans (Appendix C), be approved.  
(NWP - JDF EA/Colwood/Langford/Metchosin/Sooke)

**Attachments:** [Staff Report](#)  
[Appendix A: Subject Property Map](#)  
[Appendix B: Site Plan](#)  
[Appendix C: Building Plans](#)  
[LUC Minutes Excerpt](#)  
[Supplementary Submission](#)  
[Adjacent Notification](#)

**20. 15-1043 Development Variance Permit for Lot A, Section 55, Renfrew District,**

## Plan VIP61088 - BOARD VOTING BLOCK A

**Recommendation:** That Development Variance Permit VA000138 for Lot A, Section 55, Renfrew District, Plan VIP61088 to vary the Juan de Fuca Land Use Bylaw, Bylaw No. 2040, Schedule "A", Part II, Section 31.07(b) by reducing the interior side yard requirement from 6 m to 0.5 m clear-to-sky as shown in the Plot Plan prepared by West Coast Design & Development Services Ltd., dated September 15, 2015 (Appendix B) for the purpose of constructing an addition to the fire hall, be approved.  
(NWP - JDF EA/Colwood/Langford/Metchosin/Sooke)

**Attachments:** [Staff Report](#)  
[Appendix A: Subject Property Map](#)  
[Appendix B: Plot Plan](#)  
[LUC Minutes Excerpt](#)  
[Adjacent Notification](#)

**Regional Parks Committee****21. 15-1116 Regional Trails Management Plan**

**Recommendation:** That the Draft Regional Trails Management Plan be received for information and be referred to the municipalities, electoral areas, First Nations and the public for review and comment, following the public participation process in Attachment 2.  
(WP All)

**Attachments:** [Staff Report: Regional Trails Management Plan](#)  
[Attachment 1: Regional Trails](#)  
[Attachment 2: Updated Public Participation Process](#)  
[Attachment 3: Draft Regional Trails Management Plan](#)

**22. 15-1118 Lake Weed Harvesting at Elk/Beaver Lake**

**Recommendation:** That staff be directed to purchase an aquatic weed harvester according to Capital Regional District procurement policy, and fund the purchase from the Regional Parks Equipment Replacement Fund.  
(WP All)

**Attachments:** [Staff Report: Lake Weed Harvesting at Elk/Beaver Lake](#)

**23. 15-1120 Regional Canada Goose Management Strategy**

**Recommendation:** That the Regional Canada Goose Management Strategy report be received for information.  
(WP All)

**Attachments:** [Staff Report: Regional Canada Goose Management Strategy](#)

**24. 15-1121 Regional Parks 2014 Annual Report**

**Recommendation:** That the Regional Parks 2014 Annual Report be received for information.  
(WP All)

**Attachments:** [Staff Report: Regional Parks 2014 Annual Report](#)  
[Attachment 1: Regional Parks 2014 Annual Report](#)

**6. ADMINISTRATION REPORTS****6.1. 15-1188 CRD Receives 2015 Awards for Workplace Safety**

**Recommendation:** That the staff report be received for information.  
(NWA)

**Attachments:** [Staff Report: 2015 Workplace Safety Awards](#)

**6.2. 15-1165 Regional Housing Trust Fund Grant for Brackett Spring Project**

**Recommendation:** That the Capital Regional District Board rescind its October 14, 2009 decision: "that a grant of \$182,000 from the Regional Housing Trust Fund to the Salt Spring Island Land Bank Society to assist in the creation of 13 units of affordable housing on Salt Spring Island be approved".  
(WP- C.Saanich/Esquimalt/Highlands/Metchosin/OakBay/N.Saanich/Saanich/Sidney/Sooke/ View Royal/ Victoria/SGI EA/SSI EA; requires affirmative votes of one director from at least 3 of the participating areas)

**Attachments:** [Staff Report: Regional Housing Trust Fund Grant for Brackett Spring Project](#)

**6.3. 15-1185 Bylaw No. 4042: Capital Regional District Disposition of Part of Sooke Hills Wilderness Regional Park Reserve**

**Recommendation:** 1) That Bylaw No. 4042, cited as "Capital Regional District Disposition of Part of Sooke Hills Wilderness Regional Park Reserve Bylaw No. 1, 2015" be introduced and read a first and second time.  
2) That Bylaw No. 4042 be read a third time.  
(WA)  
3) That CRD Staff be directed to initiate elector approval by Alternative Approval Process according to Section 801.3 of the Local Government Act.  
(WP All)

**Attachments:** [Staff Report - Disposition of Part of Sooke Hills Wilderness Regional Park Reserve](#)  
[Attachment - Bylaw 4042](#)

**6.4. 15-1164 Follow Up to Integrated Resource Management Workshop**

**Recommendation:** That the Capital Regional District Board receive the Integrated Resource Management Workshop Report for information and that the Board Chair appoint a task force to prepare recommendations for governance roles and responsibilities for Integrated Resource Management, making recommendations to the Board by February 2016.  
(NWA)

**Attachments:** [Staff Report: Follow Up on Integrated Resource Management Workshop](#)  
[Appendix A: Integrated Resource Management Workshop Report](#)  
[Appendix B: Task Force on Integrated Resource Management - TOR](#)

**7. NEW BUSINESS****8. MOTION TO CLOSE THE MEETING****8.1. 15-1211 Motion to Close the Meeting**



**Recommendation:** 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; and (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.  
(NWA)

## 9. ADJOURNMENT

### Voting Key:

**NWA - Non-weighted vote of all Directors**

**NWP - Non-weighted vote of participants (as listed)**

**WA - Weighted vote of all Directors**

**WP - Weighted vote of participants (as listed)**