

Meeting Minutes
Capital Regional District Board

Wednesday, February 10, 2016

6th Floor Boardroom

Present:

Directors: B. Desjardins (Chair), D. Howe (Vice Chair), M. Alto, R. Atwell, D. Blackwell, S. Brice, V. Derman, A. Finall, C. Hamilton, L. Helps, M. Hicks, B. Isitt, N. Jensen, R. Kasper, W. McIntyre, C. Plant, S. Price, J. Ranns, V. Sanders (J. Brownoff), D. Screech, L. Seaton, K. Williams, R. Windsor and G. Young

Staff: R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; R. Sharma, Acting Financial Officer; B. Reems, Corporate Officer, and S. Norton, Deputy Corporate Officer (Recorder)

The meeting was called to order at 2:00 pm.

1. APPROVAL OF THE AGENDA

MOVED by Director Ranns, SECONDED by Director Helps,
That the agenda be approved with the following amendments: 4.1.1.
Presentation: Traffic Safety Commission - postponed; 4.2.1. Delegation - added;
5.1 Available Funding Options - Core Area Wastewater Program - withdrawn.
CARRIED

MOVED by Director Hamilton, SECONDED by Director Helps,
Regarding Item 4.2.1, that Kimberley (Kym) Hill, Westcoast Flysifhers Assoc., be allowed to address the Board regarding item 4.24.
CARRIED UNANIMOUSLY

2. ADOPTION OF MINUTES

2.1. 16-203 Minutes of Capital Regional District Board Meeting of January 13, 2016

Chair Desjardins called for the adoption of the minutes later in the meeting after Item 7.1.

MOVED by Director Alto, SECONDED by Director Helps,
That the minutes of the January 13, 2016 meeting be adopted as circulated.
CARRIED

3. REPORT OF THE CHAIR

Chair Desjardins noted the various groups and individuals she has talked with since the last meeting.

4. PRESENTATIONS/DELEGATIONS

4.1 Presentations

4.1.1. 16-77 Traffic Safety Commission - Barb McLintock & Alan Perry

This item was postponed to the next meeting.

4.2 Delegations

4.2.1. 16-230 Late Delegation - Kimberley Hill, Westcoast Flyfishers Assoc.

Speaking against the adoption of Bylaw No. 4050, K. Hill described the importance of wilderness experience for adults and children, which also teaches respect for, and protection of, the natural environment. On behalf of the Westcoast Flyfishers Assoc. (WFA), she requested: 1) that the CRD re-allow public access to the areas not being used for current water supply; and, failing that, 2) that the CRD allow permitted access to accredited groups such as WFA to take people, especially youths, up into these non-catchment lands so that they can enjoy and help repair these damaged areas. The delegation provided a written submission, on file at Legislative and Information Services.

5. REPORTS OF COMMITTEES

Core Area Liquid Waste Management Committee

1. 16-199 Available Funding Options - Core Area Wastewater Program

Director Ranns left the meeting at 2:09 pm.

Director Helps advised that the Committee had not been able to complete its meeting agenda and items, including this item, were postponed to the next meeting on February 24.

This Action Report was withdrawn from the agenda because it had not been forwarded by the Core Area Liquid Waste Management Committee.

Electoral Area Services Committee

2. 16-68 Community Works Fund (CWF) Allocation - North Ganges Village Transportation Plan

**MOVED by Director McIntyre, SECONDED by Director Howe,
That a contribution of \$685,280 from the Salt Spring Island Electoral Area
portion of the Capital Regional District's Federal Gas Tax Community Works
Fund be authorized for North Ganges Village Transportation Plan**

infrastructure improvement projects.

CARRIED

3. **16-69** Bylaw No. 4056: Salt Spring Island Arts Contribution Service Establishment Bylaw Amendment

MOVED by Director McIntyre, **SECONDED** by Director Hicks,
That Bylaw No. 4056, "Salt Spring Island Arts Contribution Service Establishment Bylaw No. 1, 2003, Amendment Bylaw No. 1, 2016" be introduced and read a first and second time.

CARRIED

MOVED by Director McIntyre, **SECONDED** by Director Hicks,
That Bylaw No. 4056 be read a third time.

CARRIED

MOVED by Director McIntyre, **SECONDED** by Director Hicks,
That Bylaw No. 4056 be adopted.

CARRIED

4. **16-71** Grants-In-Aid

Director Ranns returned to the meeting at 2:11 pm.

MOVED by Director Hicks, **SECONDED** by Director Howe,
That payments be made for the following grant-in-aid applications:
1) Juan de Fuca Grants-in-Aid as approved by Director Hicks
 - John Muir Elementary School Parent Advisory Council - \$2,333
 - Saseenos Elementary School Parent Advisory Council - \$2,333
 - Sooke Elementary School Parent Advisory Council - \$2,334
2) Salt Spring Island Grants-in-Aid as approved by Director McIntyre
 - Transition Salt Spring Society - \$2,000
3) Southern Gulf Islands Grants-in-Aid as approved by Director Howe
 - Mayne Island Conservancy: Mayne School Biodiversity Project - \$2,000
 - Mayne Island Conservancy: Connections Conference 2016 - \$2,000
 - Mayne Island Integrated Water Systems Services - \$2,000
 - Mayne Island Volunteer Firefighter Assoc. - \$5,000

CARRIED

5. **16-101** Burgoyne Bay Septage Facility Project - Action Plan Update

MOVED by Director McIntyre, **SECONDED** by Director Hicks,
That staff proceed with direct consultant management to complete the Burgoyne Bay Septage Facility Project and terminate the current project consulting services contract with Worley Parsons.

CARRIED

6. **16-102** Salt Spring Island Liquid Waste Disposal 2016 Operating and Capital Budget

MOVED by Director McIntyre, **SECONDED** by Director Hicks,
That the Board:

- 1) Approve the 2016 operating and capital budget for the Salt Spring Island Liquid Waste Disposal Local Service as presented;
- 2) Approve the 2016 Parcel Tax of \$52.10 and the tipping fee of \$0.40 per lGal

for both septage and sewage sludge; and
3) Balance of the 2015 actual revenue and expense on the 2015 transfer to capital reserve fund.
CARRIED

Environmental Services Committee

7. **16-107** Extension of Contract 13-1765 - Operation of the Hartland Landfill

MOVED by Director Derman, **SECONDED** by Director Price,
That Contract No. 13-1765 - Operation of the Hartland Landfill be extended until Dec 31, 2016.
CARRIED

8. **16-105** CRD Roundtable on the Environment Energy Strategy Proposed Initiatives

MOVED by Director Derman, **SECONDED** by Director Price,
That staff incorporate the Roundtable on the Environment recommendations which can be included within the current service delivery and that staff continue to pursue external grant opportunities that will support regional energy related planning and programming.
CARRIED

Finance Committee

9. **16-81** Bylaw No. 4059, 4060, 4061: Municipal Finance Authority of BC (MFA) Security Issuing Bylaws - Spring 2016

MOVED by Director Howe, **SECONDED** by Director Hicks,
That Bylaw No. 4059, "Security Issuing Bylaw No.1, 2016", be introduced and read a first and second time.
CARRIED

MOVED by Director Howe, **SECONDED** by Director Hicks,
That Bylaw No. 4059 be read a third time.
CARRIED

MOVED by Director Howe, **SECONDED** by Director Hicks,
That Bylaw No. 4059 be adopted.
CARRIED

MOVED by Director Howe, **SECONDED** by Director Hicks,
That Bylaw No. 4060, "Security Issuing Bylaw No.2, 2016", be introduced and read a first and second time.
CARRIED

MOVED by Director Howe, **SECONDED** by Director Hicks,
That Bylaw No. 4060 be read a third time.
CARRIED

MOVED by Director Howe, **SECONDED** by Director Hicks,
That Bylaw No. 4060 be adopted.
CARRIED

MOVED by Director Howe, **SECONDED** by Director Hicks,
That Bylaw No. 4061, "Security Issuing Bylaw No.3, 2016", be introduced and
read a first and second time.

CARRIED

MOVED by Director Howe, **SECONDED** by Director Hicks,
That Bylaw No. 4061 be read a third time.

CARRIED

MOVED by Director Howe, **SECONDED** by Director Hicks,
That Bylaw No. 4061 be adopted.

CARRIED

- 10. 16-80 Bylaw No. 4058 CRD Climate Action and Adaptation Service Establishment Bylaw Amendment

MOVED by Director Howe, **SECONDED** by Director Hicks,
That Bylaw No. 4058, "Capital Regional District Climate Action and
Adaptation Service Establishment Bylaw No. 1, 2008, Amendment Bylaw No.
1, 2016" be introduced and read a first and second time.

CARRIED

MOVED by Director Howe, **SECONDED** by Director Hicks,
That Bylaw No. 4058 be read a third time.

CARRIED

- 11. 16-79 Capital Regional District (CRD) Community Works Fund Grant Process

MOVED by Director Howe, **SECONDED** by Director Hicks,
That the staff report be received for information.

CARRIED

- 12. 16-78 CRD Grants Update

MOVED by Director Howe, **SECONDED** by Director Hicks,
That the staff report be received for information.

CARRIED

- 13. 16-56 Community Works Fund Request - Pender School Solar Roof Project

MOVED by Director Howe, **SECONDED** by Director Hicks,
That funding of \$20,000 from the Southern Gulf Islands Electoral Area
Community Works Fund be authorized; and
That an agreement be entered into with the applicable organization with the
terms and conditions of the Community Works Funding.

CARRIED

- 14. 16-57 Community Works Fund Request - Greening the Saturna Community Hall

MOVED by Director Howe, **SECONDED** by Director Hicks.
That a contribution of \$30,000 from the Southern Gulf Islands Electoral Area
Community Works Fund to the Greening the Saturna Community Hall Project
be authorized; and

That an agreement be entered into with Saturna Community Club with the terms and conditions of the Community Works Funding.
CARRIED

15. 16-106

UBCM Grant Application for Piers Island - Letter of Support

MOVED by Director Howe, **SECONDED** by Director Hicks,
That the Capital Regional District Board provide a letter of support for the 2016 FireSmart Campaign Grant Application from Piers Island to the Union of British Columbia Municipalities.
CARRIED

16. 16-139

Capital Region Housing Corporation Property Assessment

MOVED by Director Howe, **SECONDED** by Director Helps,
That the Capital Regional District Board review options to minimize the property tax revenue reduction impact to the municipalities in collaboration with the Capital Region Housing Corporation as part of the Housing First Strategy.
CARRIED

17. 16-132

Capital Regional District (CRD) Board Remuneration and Travel Expense Reimbursement Policy

MOVED by Director Howe, **SECONDED** by Director Helps,
That the Board Remuneration and Travel Expense Reimbursement Policy, as set out in Appendix A of the staff report, be approved.
CARRIED

Integrated Waste Management Task Force

18. 16-113

Revised Terms of Reference - Special Task Force on Integrated Resource Management

MOVED by Director Derman, **SECONDED** by Director Atwell,
That the revised Terms of Reference be approved.

As Chair, Director Derman reported on the Task Force's weekly meetings and presentations by technology proponents. He further advised that the Task Force would like to request a small budget to retain expert advice to evaluate the technologies, given its deadline to report at the end of February.

MOVED by Director Derman, **SECONDED** by Director Finall,
That the revised Terms of Reference be further amended by adding a third bullet under 2.0 Establishment and Authority: The Task Force may retain consultants for the purpose of high-level evaluation of technologies for an amount up to \$10,000.

Discussion ensued regarding:

- the Task Force engaging experts/consultants directly
- involvement of staff in procurement process
- timing of consideration of the inclusion of liquid waste biosolids in integrated solid waste

MOVED by Director Derman, **SECONDED** by Director Helps,

That the amending motion be further amended to add the phrase "through staff".

CARRIED

The question was called on the amending motion as amended:

That the revised Terms of Reference be further amended by adding a third bullet under 2.0 Establishment and Authority: The Task Force, through staff, may retain consultants for the purpose of high-level evaluation of technologies for an amount up to \$10,000.

CARRIED

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

That the revised Terms of Reference be approved with the addition of a third bullet under 2.0 Establishment and Authority: The Task Force, through staff, may retain consultants for the purpose of high-level evaluation of technologies for an amount up to \$10,000.

CARRIED

Juan De Fuca Land Use Committee

- 19. 16-2 Amend Bylaw No. 3166, A Bylaw to Establish the Juan de Fuca Land Use Committee

MOVED by Director Hicks, **SECONDED** by Director Kasper, That Bylaw No. 4037, "Capital Regional District Land Use Committee, Bylaw No. 1, 2004, Amendment Bylaw No. 7, 2016", be introduced and read a first and second time.

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Blackwell, That Bylaw No. 4037 be amended under section 4.2 by adding: "(c) regarding who will be consulted on the preparation and issuance of a temporary use permit."

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Kasper, That Bylaw No. 4037 be read a third time, as amended.

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Kasper, That Bylaw No. 4037 be adopted, as amended.

CARRIED

Planning, Transportation and Protective Services Committee

- 20. 16-1 Bylaw No. 4057 - Traffic Safety Commission Membership

MOVED by Director Finall, **SECONDED** by Director Howe, That Bylaw No. 4057, "Traffic Safety Commission Bylaw No. 1, 2008, Amendment Bylaw No. 3, 2016" be introduced and read a first and second time.

CARRIED

MOVED by Director Finall, **SECONDED** by Director Howe,

That Bylaw No. 4057 be read a third time.
CARRIED

MOVED by Director Finall, SECONDED by Director Howe,
That Bylaw No. 4057 be adopted.
CARRIED

Regional Parks Committee

21. 16-82 Split of the Trans Canada Trail Relocation Fund with the Cowichan Valley Regional District
- MOVED by Director Hicks, SECONDED by Director Howe,
That the Trans Canada Trail Relocation Fund be shared between the Capital Regional District and the Cowichan Regional District in a 60% (CRD) - 40% (CVRD) split and that interest accrued and monies used to-date be included in the calculation of funding available to each Regional District and the necessary agreement with the CVRD be entered into.
CARRIED
22. 16-91 Island View Beach Regional Park Management Planning Public Participation Process - Results of Step 3
- MOVED by Director Hicks, SECONDED by Director Screech,
That the Results of Step 3 of the public participation process to prepare a management plan for Island View Beach Regional Park be received for information.
CARRIED

Regional Water Supply Commission

23. 16-148 Bylaw No. 4047, "Capital Regional District Cross Connection Control Bylaw No. 1, 2008, Amendment Bylaw No. 1, 2015"
- MOVED by Director Derman, SECONDED by Director Screech,
That Bylaw No. 4047, "Capital Regional District Cross Connection Control Bylaw No. 1, 2008, Amendment Bylaw No. 1, 2015", be introduced and read a first and second time.
CARRIED
- MOVED by Director Derman, SECONDED by Director Screech,
That Bylaw No. 4047 be read a third time.
CARRIED
- MOVED by Director Derman, SECONDED by Director Screech,
That Bylaw No. 4047 be adopted.
CARRIED
24. 16-208 Amendment of Greater Victoria Water Supply Area Protection Bylaw No. 2804 and Ticket Authorization Bylaw No. 1857
- MOVED by Director Derman, SECONDED by Director Blackwell,
That Bylaw No. 4050, cited as "Capital Regional District Water Supply Area Regulations Bylaw No. 1, 2000, Amendment Bylaw No. 1, 2016" be introduced

and read a first and second time.

Discussion ensued regarding:

- denying access to public land which had been purchased with public funds and which had previously been allowed
- other jurisdictions allow recreational use in water supply areas
- possibility of controlling access with a permit system, and/or no access during dry season
- closure favoured by public during consultation
- when or if Leech water supply area (WSA) would become part of the active water supply

In response to questions, T. Robbins advised that the Commission has considered this issue since November 2013 and he noted their concerns regarding access, trespassing affecting water quality and wild fires, which could spread to the main water supply. He noted that the Commission has budgeted for the rehabilitation of the Leech WSA so that it will be ready in the future, when the current water supply reaches capacity, and without the need for a treatment plant.

Discussion continued regarding:

- actual risks to main water supply if permitted users were allowed
- drainage system of Leech WSA not connected to main water supply at Sooke Lake
- responsibility of CRD to protect the watershed
- access to Leech WSA not allowed from the north, west and south because area surrounded by privately-owned TimberWest forest lands
- use by authorized users, such as First Nations for cultural activities
- difficulties in enforcing a permit use system if greater access allowed

**MOVED by Director Isitt, SECONDED by Director Ranns,
That the bylaw be referred back to staff and Regional Water Supply
Commission with the request to reconsider permitted responsible recreation
use.**

DEFEATED

**OPPOSED Atwell, Blackwell, Brice, Finall, Derman, Helps, Jensen, Plant,
Price, Sanders, Screech, Windsor**

The question was called on the main motion:

**That Bylaw No. 4050, cited as "Capital Regional District Water Supply Area
Regulations Bylaw No. 1, 2000, Amendment Bylaw No. 1, 2016" be introduced
and read a first and second time.**

DEFEATED

**OPPOSED Alto, Atwell, Desjardins, Hamilton, Hicks, Isitt, Kasper, Ranns,
Seaton, Windsor, Young**

6. ADMINISTRATION REPORTS

- 6.1. 16-182** Assent Voting for Bylaw No. 4052 - Loan Authorization Bylaw for Real Property Acquisition for the Sooke and Electoral Area Recreation Facilities Service

Revised recommendations that departed from those in the staff report were

circulated on the revised agenda.

MOVED by Director Kasper, **SECONDED** by Director Hicks,

1) That Thomas F. Moore be appointed as Chief Election Officer with the power to appoint a Deputy Chief Election Officer(s);

2) That the wording of the bylaw question for the purposes of the ballot shall be as follows:

“Are you in favour of the proposal by SEAPARC (Sooke Electoral Area Parks and Recreation Commission) that the Capital Regional District (CRD) Board adopt Bylaw No. 4052, “Sooke and Electoral Area Recreation and Facilities Loan Authorization Bylaw No. 1, 2016” authorizing the Capital Regional District to borrow an amount up to SEVEN HUNDRED AND FIFTY THOUSAND DOLLARS (\$750,000) for the purpose of purchasing the 23-acre 6518 Thrup Road property for the future development and enhancement of recreation services for the residents of Sooke and Juan de Fuca Electoral Area.

YES or NO?”;

3) That General Voting Day be held on Saturday, April 30, 2016 with the Advance Voting opportunities held on Wednesday, April 20, 2016 and Wednesday, April 27, 2016 at voting places to be determined by the Chief Election Officer;

4) That the synopsis of Bylaw No. 4052, attached as Appendix A, be approved for advertising purposes; and

5) That in accordance with s. 342(4) of the Local Government Act that approval of the electors for Bylaw No. 4052 be authorized in the entire service area, which is comprised of the District of Sooke and a portion of the Juan de Fuca Electoral Area (Port Renfrew, Shirley/Jordan River, East Sooke, Otter Point).

CARRIED

6.2. 16-183 Alternative Approval Process for Bylaw No. 4048 – Magic Lake Estates Wastewater Loan Authorization

MOVED by Director Howe **SECONDED** by Director McIntyre,

1) That in accordance with Section 86(3) of the Community Charter, the date of March 30, 2016 be established as the deadline by which elector responses, under the Alternative Approval Process for CRD Bylaw No. 4048, must be submitted to the Capital Regional District (CRD) by qualified electors within the Magic Lake Estates Sewage Local Service Area of the CRD;

2) That the Notice of Alternative Approval Process and the Elector Response Form attached to the staff report be approved.

CARRIED

7. MOTION WITH NOTICE

7.1. 15-1302 Regional Response to the Truth and Reconciliation Commission Calls to Action - Director Alto

Speaking to the motion, Director Alto noted the original date for a report by March 9 will need to be changed to May 11.

MOVED by Director Alto, **SECONDED** by Director Helps,

That the Capital Regional District Board ask its staff to consider the ‘calls to action’ in the Truth and Reconciliation final report, and report back to the Board, before May 11, 2016, with recommendations on how to move forward on the actions recommended by the Truth and Reconciliation Commission that are within the Region’s jurisdiction to act.

CARRIED

8. NEW BUSINESS - None.**9. MOTION TO CLOSE THE MEETING**

16-209 Motion to Close the Meeting

MOVED by Director Helps, **SECONDED** by Director Windsor,
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; (c)
labour relations or other employee relations; (e) the acquisition, disposition or
expropriation of land or improvements; (d) security of the property of the regional
district; (g) litigation or potential litigation affecting the regional district; (i) the
receipt of advice that is subject to solicitor-client privilege, including
communications necessary for that purpose. (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; and (m) a matter that, under another enactment, is such that the
public may be excluded from the meeting.
CARRIED

The Board moved to the closed session at 3:54 pm and rose and reported at 4:30 pm.

10. RISE AND REPORT**10.1 Award of Contract - EPro2016-087 Septage Services Agreement**

The draft contract EPro2016-087 Septage Services Agreement with SPL
Wastewater Recovery Centre (2007) Inc. was approved and finalized for
execution.

**10.2 Millstream Meadows Remediation Project - Award of Standing Offer Agreement
EPro2016-083 (Environmental Consulting Services)**

The Standing Offer Agreement EPro2015-083 Millstream Meadows
Environmental Consulting was awarded to SNC-Lavalin Inc.

10.3 Appointments to CRD Committees/Commission

The following persons were appointed to the:

- Port Renfrew Fire Protection and Emergency Response Services
Commission, for a term to expire December 31, 2017: Matthew Cottrell, Kevin
Neish;
- Malahat, Willis Point Board of Variance, for a term to expire March 12, 2019:
Donald Robin (Willis Point), Darren Wright (Malahat);
- Sooke & Electoral Area Parks and Recreation Commission, for a term to
expire December 31, 2016: (Alt.) Councillor Kerrie Reay, District of Sooke;
- Salt Spring Island Community Economic Development Commission, for a
term to expire December 31, 2016: Bruce Cameron;

- Pender Islands Parks and Recreation Commission, for a term to expire December 31, 2017: Rob Burnett;
- Peninsula Recreation Commission, for a term to expire December 31, 2017: Wayne Ruffle, Ted Daly;
- Traffic Safety Commission, for a term to expire December 31, 2017: Bill Laughlin, Vancouver Island Safety Council; Stefan Yancey, Commercial Vehicle Safety & Enforcement, Ministry of Transportation & Infrastructure.

11. ADJOURNMENT

MOVED by Director Isitt, **SECONDED** by Director Windsor,
That the meeting be adjourned at 4:30 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER