



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

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Wednesday, August 10, 2016

1:35 PM

6th Floor Boardroom

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### 1. APPROVAL OF THE AGENDA

### 2. ADOPTION OF MINUTES

#### 2.1. [16-856](#) Minutes of CRD Board Meeting of July 13, 2016

**Recommendation:** That the minutes of the meeting of July 13, 2016 be adopted as circulated.  
(NWA)

**Attachments:** [July 13, 2016 CRD Board Minutes](#)

### 3. REPORT OF THE CHAIR

### 4. PRESENTATIONS/DELEGATIONS

### 5. REPORTS OF COMMITTEES

#### Core Area Wastewater Treatment Project Board

#### 5.1. [16-859](#) Core Area Wastewater Treatment Project Board Monthly Report (to be circulated)

**Recommendation:** That the monthly report of the Project Board be received for information.  
(NWA)

**Attachments:** [Report: CAWT Project Board](#)

#### 5.2. [16-855](#) Due Diligence Panel - Terms of Reference and Related Process

**Recommendation:** That the Core Area Wastewater Treatment Project Board recommend to the CRD Board:  
That the report be received for information.  
(NWA)

**Attachments:** [Staff Report: Due Diligence Panel TOR & Process](#)

[Appendix A: Due Diligence Panel TOR](#)

[Appendix B: Due Diligence Panel Process](#)

#### Electoral Area Services Committee

#### 5.3. [16-798](#) Salt Spring Island Liquid Waste Burgoyne Bay Septage Receiving Facility Renewal Project - Authorization For Pre-purchase of Equipment and Construction Tender Services

**Recommendation:** That the Electoral Area Services Committee recommend to the Capital Regional District Board:  
That staff be authorized to issue an Invitation to Quote (ITQ) to pre-purchase major equipment for the Burgoyne Bay Septage Receiving Facility Renewal Project and issue an Invitation to Tender (ITT) for the installation of equipment and associated works.  
(WA)

**Attachments:** [Staff Report: SSI Liquid Waste Burgoyne Bay](#)

5.4. [16-811](#) East Sooke/Sooke Fire Prevention and Suppression Service and Emergency Response Agreement

**Recommendation:** That the Electoral Area Services Committee (EASC) recommends to the Capital Regional District (CRD) Board:  
That the East Sooke/Sooke Fire Prevention and Suppression Service and Emergency Response Agreement between the CRD representing the East Sooke Fire Department and the District of Sooke be approved and that the Board Chair and Corporate Officer be authorized to execute the Agreement.  
(WA)

**Attachments:** [SR: E Sooke/Sooke Fire Prevent/Suppress Sve/Emerg Response Agmt](#)  
[App 1: Fire Prevent/Suppression Sve/Emerg Response Agm't](#)

5.5. [16-829](#) Wastewater and Marine Environment Program - Gulf Islands and Port Renfrew - 2015 Annual Report

**Recommendation:** That the Electoral Area Services Committee recommend to the Capital Regional District Board:  
1. That the draft Gulf Islands and Port Renfrew Wastewater and Marine Environment Program 2015 Annual Report be approved; and  
2. That staff be directed to forward the final report to the committees and commissions that oversee operation of the facilities and to the BC Ministry of Environment, and post it on the Capital Regional District website.  
(NWA)

**Attachments:** [Staff Report: Wastewater and Marine Env Program, Gulf Islands/Port Renfrew](#)  
[Appendix A: Summary of 2015 WW and Surface Water Components](#)  
[Appendix B: 2015 Annual Report](#)

### Environmental Services Committee

5.6. [16-818](#) Hartland Landfilling Operations Contract - Tender Process

**Recommendation:** That the Environmental Services Committee recommend to the Capital Regional District Board:  
That the tender process and documents for the contract for Hartland Landfilling Operations 2017 to 2020 be approved.  
(WA)

**Attachments:** [Staff Report: Hartland Landfilling Operations Contract - Tender Process](#)  
[Appendix A: Hartland Landfilling Operations Tender Document](#)

5.7. [16-833](#) Award of Contract 15-1838B - Maintenance Contract for the Hartland Landfill Gas Power Generation System

**Recommendation:** That the Environmental Services Committee recommend to the Capital Regional District Board:  
That Contract 15-1838B, Regular Maintenance to the Hartland Landfill Gas Power Generation System, be awarded to Finning Canada on a time-and-materials basis at the proposed rates outlined in Appendix A, for a period of two years starting August 18, 2016, and to be paid from the Environmental Resource Management budget.  
(WA)

**Attachments:** [Staff Report: Award of Contract 15-1838B - Hartland Power Gen System](#)  
[Appendix A: Rates](#)  
[Appendix B: Draft Contract](#)

### **Integrated Resource Management Select Committee - July 27, 2016**

5.8. [16-815](#) Future Directions for the Integrated Resource Management Select Committee - Report from Chair Derman and Vice-Chair Williams

**Recommendation:** The Integrated Resource Management Select Committee recommends to the Capital Regional District Board:  
That the goals listed in the document "IRM Select Committee Project Framework", dated 27 July 2016 and submitted by M.C. Williams, be approved as the goals for the Committee's Terms of Reference.  
(NWA)

**Attachments:** [Project Framework \(Goals\) 2016-07-27 from M.C. Williams](#)  
[Future Directions for IRM Select Committee from Chair and Vice-Chair](#)

### **Integrated Waste Management Select Committee - August 10, 2016**

*The following items will be considered by the Committee at its meeting on August 10, 2016 prior to the CRD Board meeting. The following are the staff recommendations.*

5.9. [16-852](#) Integrated Resource Management Pilot Project - Next Steps

**Recommendation:** [The Terms of Reference were further amended at the meeting]  
That the Integrated Resource Management Select Committee recommend to the Capital Regional District Board:  
That staff be directed to:  
1. retain the services of a procurement specialist to work with staff to develop a Request for Expressions of Interest (RFEOI) for an Integrated Resource Management (IRM) pilot project and bring an RFEOI document back through the Committee to the Board for approval;  
2. retain the services of an independent IRM specialist to present information to the Board regarding the Sydney, Australia strategic IRM process and to assist with the development of an RFEOI, as outlined above; and  
3. amend the Terms of Reference of the Integrated Resource Management Select Committee as shown in Appendix D.  
(NWA)

- Attachments:**      [Staff Report: IRM Pilot Project - Next Steps](#)  
[Appendix A: IRM Select Committee Project Framework](#)  
[Appendix B: RFEOI Deployment Timelines](#)  
[Appendix C: IRM Task Force - Regulatory Timeline Staff Report](#)  
[Appendix D: Revised Terms of Reference](#)

## Juan De Fuca Land Use Committee

- 5.10.      [16-786](#)      Zoning Amendment Application for Sheringham Point Lighthouse Property at That Part of Section 82, Renfrew District Shown in Plan Deposited Under DD22435 (VOTING BLOCK A)

- Recommendation:** That the Land Use Committee recommends to the CRD Board:
- a) That the referral of proposed Bylaw No. 4097 directed by the Juan de Fuca Land Use Committee to the Shirley/Jordan River Advisory Planning Commission, BC Hydro, the Department of Fisheries and Oceans, the District of Sooke, Island Health, the Ministry of Transportation and Infrastructure (MoTI), the RCMP, Sooke School District No. 62, T'Sou-ke First Nation, CRD Building Inspection and CRD Protective Services be approved and the comments be received.
  - b) That proposed Bylaw No. 4097, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 129, 2016" be introduced and read a first time, read a second time.
  - c) That in accordance with the provisions of Section 469 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. 4097. (NWP - JDF EA, Colwood, Langford, Metchosin, Sooke)

- Attachments:**      [Staff Report](#)  
[Appendix A: Location Map](#)  
[Appendix B: APC Draft Minutes Excerpt](#)  
[Appendix C: Referral Comments](#)  
[Appendix D: Proposed Bylaw No. 4097](#)  
[LUC Minutes Excerpt](#)

- 5.11.      [16-799](#)      Floodplain Exemption for Lot 5, Section 2, Renfrew District, Plan VIP83339 - Waters Edge Drive (VOTING BLOCK A)

- Recommendation:** That the Land Use Committee recommends to the Capital Regional District Board: That floodplain exemption DV000049 for Lot 5, Section 2, Renfrew District, Plan VIP83339 for the purpose of constructing a single-family dwelling be granted subject to the following conditions:
- a) that the proposed development comply with the recommendations outlined in the professional geotechnical engineer's report prepared by WSP Canada Ltd., dated April 7, 2016;
  - b) that the building location be verified by a BC Land Surveyor prior to completion of the building permit; and
  - c) that the professional geotechnical engineer's report prepared by WSP Canada Ltd., dated April 7, 2016, be secured via a restrictive covenant registered on title as part of the Building Permit process. (NWP - JDF EA, Colwood, Langford, Metchosin, Sooke)

**Attachments:**      [Staff Report](#)  
[Appendix 1: Subject Property Map](#)  
[Appendix 2: Site Plan](#)  
[Appendix 3: Levelton Engineering Solutions Report, January 8, 2007](#)  
[Appendix 4: WSP Canada Ltd. Report, April 7, 2016](#)  
[LUC Minutes Excerpt](#)

### Regional Parks Committee

5.12.      [16-804](#)      Regional Parks 2015 Annual Report

**Recommendation:** That the Regional Parks Committee recommend to the Capital Regional District Board:  
That the Regional Parks 2015 Annual Report be received for information.  
(WP - All)

**Attachments:**      [Staff Report: Regional Parks 2015 Annual Report](#)  
[Attachment: Regional Parks 2015 Annual Report](#)

### Saanich Peninsula Water and/or Wastewater Commission

5.13.      [16-825](#)      Bylaw No. 4113, "Saanich Peninsula Water and Wastewater Development Cost Charge Waiver Bylaw No. 1, 2016"

**Recommendation:** That Bylaw No. 4113, cited as "Saanich Peninsula Water and Wastewater Development Cost Charge Waiver Bylaw No. 1, 2016" be introduced, read a first and second time.  
That Bylaw No. 4113 be read a third time.  
That Bylaw No. 4113 be adopted.  
(WP - C.Saanich, N.Saanich, Sidney; 2/3 on adoption)

**Attachments:**      [Staff Report: A Bylaw to Waive Development Cost Charges for Affordable](#)  
[Attachment A: Bylaw 4113](#)

## 6. ADMINISTRATION REPORTS

6.1.      [16-835](#)      Animal Control Services Agreement between the Capital Regional District and the City of Langford

**Recommendation:** That the Animal Control Services Agreement between the Capital Regional District and the City of Langford be approved and that the Board Chair and Corporate Officer be authorized to execute the Agreement.  
(WA)

**Attachments:**      [Staff Report: Animal Control Agreement](#)  
[Appendix A: Animal Control Agreement](#)

6.2.      [16-842](#)      Bylaw No. 4114 and 4115: Municipal Finance Authority (MFA) Security Issuing Bylaws - Fall 2016

- Recommendation:** a) That Bylaw No. 4114, "Security Issuing Bylaw No. 4, 2016", be introduced and read a first and second time,  
b) That Bylaw No. 4114 be read a third time.  
c) That Bylaw No. 4114 be adopted.  
(WA, 2/3 maj. on adoption)  
d) That Bylaw No. 4115, "Security Issuing Bylaw No. 5, 2016", be introduced and read a first and second time.  
e) That Bylaw No. 4115 be read a third time.  
f) That Bylaw No. 4115 be adopted.  
(WA, 2/3 maj. on adoption)

- Attachments:** [Staff Report: Security Issuing Bylaws 4114 & 4115](#)  
[Attachment 1: Bylaw 4114](#)  
[Attachment 2: Bylaw 4115](#)

**6.3. [16-837](#) Selection Process for Nominations to B.C. Ferry Authority Board**

- Recommendation:** That the Directors from the District of North Saanich, District of Central Saanich, Salt Spring Island Electoral Area and Southern Gulf Islands Electoral Area be appointed to the selection committee to review and recommend to the CRD Board nominees for appointment to the Board of Directors of the B.C. Ferry Authority.  
(NWA)

- Attachments:** [Staff Report: Selection Process BC Ferry Authority Board](#)  
[Appendix 1: Request from BC Ferry Authority](#)  
[Appendix 2: BC Ferry Authority Board Backgrounder](#)

**6.4. [16-861](#) Federation of Canadian Municipalities CISAL Program**

- Recommendation:** That the CRD enter into a Memorandum of Understanding with the Federation of Canadian Municipalities to provide for participation in the FCM Sustainable and Inclusive Communities in Latin America (CISAL) Program  
(NWA)

- Attachments:** [Staff Report: FCM CISAL Program](#)  
[Appendix A: FCM MOU](#)  
[Presentation: FCM CISAL](#)

## 7. BYLAWS

**7.1. [16-853](#) Bylaw No. 4055, "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2016"**

- Recommendation:** That Bylaw No. 4055 be adopted.  
(NWA)

- Attachments:** [Bylaw 4055: Port Renfrew Water Service Establishment Amendment](#)

## 8. MOTION WITH NOTICE

**8.1. [16-843](#) Board Proceedings - Debate**

**Recommendation:** That the CRD Board develop clear standards and guidelines for Directors with respect to the circumstances under which Directors may repeat comments they have made in the past and the sanctions to be imposed on Directors who repeat previous comments. (NWA)

**Attachments:** [Board Proceedings - Debate](#)

8.2. [16-844](#) Board Proceedings - Director Email Communications

**Recommendation:** That the CRD Board develop guidelines for Directors with respect to the circumstances under which Directors may exchange email communications. (NWA)

**Attachments:** [Board Proceedings - Email Communications](#)

## 9. NEW BUSINESS

## 10. MOTION TO CLOSE THE MEETING

10.1. [16-862](#) 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 (m) a matter that, under another enactment, is such that the public may be excluded from the meeting. (NWA)

## 11. 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)**