

**Meeting Minutes**

**Capital Regional District Board**

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**Wednesday, October 11, 2017**

**1:35 PM**

**6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC**

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**PRESENT:**

**DIRECTORS:** B. Desjardins (Chair), D. Howe (Vice Chair), M Alto, R. Atwell, D. Blackwell, S. Brice, A. Finall, C. Hamilton, L. Helps, M. Hicks, B. Isitt, N. Jensen, W. McIntyre, D. Murdock, C. Plant, S. Price, D. Screech, L. Seaton, M. Tait, K. Williams, R. Windsor, G. Young.

**STAFF:** R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer, L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; M. Barnes, Manager, Health and Capital Planning Strategies; B. Reems, Corporate Officer; and J. Cuthbert, Committee Clerk (Recorder)

**REGRETS:** Directors J. Ranns and J. Brownoff

The meeting was called to order at 1:45 p.m.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Director Tait, **SECONDED** by Director Helps,  
That the agenda be adopted as circulated with the following amendments;  
1. The addition of one delegation under item 4.2.  
2. Moving item 7.1 to the beginning of the agenda.  
3. Oral clarification report from General Manager of Planning and Protective Services on Regional Growth Strategy process be received for information under **New Business**.  
**CARRIED**

**2. ADOPTION OF MINUTES**

**2.1.**     [17-730](#)     Minutes for Adoption

**MOVED** by Director Brice, **SECONDED** by Director Helps,  
That the minutes from the September 13, 2017 Capital Regional District Board meeting be adopted as amended to move item 7.1 to be considered before Reports of the Committees.  
**CARRIED**

**3. REPORT OF THE CHAIR**

The Chair spoke to Mr. Reems leaving his position with the Capital Regional District and thanked the Board, Committee chairs, and staff, for the honour of

being elected into the Chair position.

**4. PRESENTATIONS/DELEGATIONS**

**4.1 Presentations**

There were none.

**4.2 Delegations**

**17-748** Delegation: Webb Re: Item 4.2

Mr. Webb spoke to the property at 1178 Aspen Road and commented to the letters received and a Bylaw officer who had viewed the property.

**This Action Report was approved.**

**7.1. [17-682](#)** Request for Approval to Commence Remedial Action at 1178 Aspen Road, PID 000-256-382, Lot 2, District Lots 45 and 136, Malahat District, Plan 33710, File VF000205

Mr. Lorette spoke to the report.  
Mr. Lapham spoke to the building inspectors report and supporting photos.

**MOVED by Director Hicks, SECONDED by Director Helps,  
That an Order to demolish the structure and remove all debris from the property at 1178 Aspen Road on lands legally described as Lot 2, District Lots 45 and 136, Malahat District Plan 33710, PID 000-256-382 to address the hazardous condition and nuisance structure to bring the property into compliance with the Provincial Building Regulation and Bylaw under Division 2 of Part 21 of the Local Government Act and CRD Regulation Bylaw No. 5, 2010 (Bylaw 3741) be imposed.  
CARRIED**

**5. REPORTS OF COMMITTEES**

**Electoral Area Services Committee**

**1. [17-627](#)** Community Works Fund Applications

**MOVED by Director Howe, SECONDED by Director Helps,  
That the following Community Works Fund applications be approved:  
1. Juan de Fuca Parks and Recreation, Port Renfrew Tourism Trail: \$12,500.00  
2. Mayne Island Community Bus Society, Mayne Island Community Bus Purchase: \$25,000.00  
3. Epicentre Family Cooperative Society, The Epicentre Family Playground: \$12,000.00  
CARRIED**

**2. [17-613](#)** Grants in Aid

**MOVED by Director Howe, SECONDED by Director McIntyre,  
That the following grant-in-aid applications be approved:  
1. Mayne Island Integrated Water Systems Society: \$2,000.00  
2. Galiano Seed Library: \$3,400.00**

3. Central Community Hall Society: \$5,000.00  
CARRIED

### Finance Committee

3. [17-695](#) Capital Regional District Grants Update  
**MOVED by Director Howe, SECONDED by Director Williams,  
That this report be received for information.  
CARRIED**
4. [17-696](#) Bylaw 4207: Electoral Area Permissive Tax Exemptions  
**MOVED by Director Howe, SECONDED by Director Tait,  
That Bylaw No. 4207, "Tax Exemption (Permissive) Bylaw, 2017" be  
introduced and read a first and second time.  
CARRIED**  
**MOVED by Director Howe, SECONDED by Director Screech,  
That Bylaw No. 4207, "Tax Exemption (Permissive) Bylaw, 2017" be read a  
third time.  
CARRIED**  
**MOVED by Director Howe, SECONDED by Director Screech,  
That Bylaw No. 4207, "Tax Exemption (Permissive) Bylaw, 2017" be adopted.  
CARRIED**
5. [17-697](#) 2018 Service Plan Summary Update  
**MOVED by Director Howe, SECONDED by Director Williams,  
That the 2018 Service Plan Summary Update report be received for  
information and referred to Committees and Commissions for information as  
part of the 2018 service and financial planning process.  
That it be communicated to all committees and commissions that the Finance  
Committee has taken no position on the proposals contained in the 2018  
Service Plans.  
CARRIED**
6. [17-698](#) 2018 Service Plans Review Process  
**MOVED by Director Howe, SECONDED by Director Tait,  
That the Service Plans as presented be used as basis for compilation of the  
2018 Budget.  
CARRIED**

### Hospitals and Housing Committee

7. [17-681](#) Affordable Home Ownership  
  
Mr. Lorette spoke to the report.  
A discussion ensued regarding the various factors that were used to analyze  
the information in the report, including proximity, and the consideration of this  
being in house work as opposed to contracted.

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
1. That the report Exploring Entry-Level Ownership: An Analysis of the Potential Opportunities in the CRD Context as presented in Appendix A be received for information; and  
2. Identify the Capital Regional District's role and options for program/service delivery through the review and update of the Regional Housing Affordability Strategy.  
3. That the Hospitals and Housing Committee recommend to the Capital Regional District Board:  
That the Capital Regional District advance an examination of options to support the establishment of a program or structure capable of investing in affordable housing, preserving projects at moderately affordable rates, while also providing a modest return to investors, including an examination of establishing a social purpose real estate trust;  
4. That the estimated \$75,000 that would be required to complete this work, be considered within the 2018 service plan and budget processes.  
**CARRIED**

8. [17-689](#) Motion with Notice: Rental and Affordable Housing Market Crisis

A discussion ensued regarding the following:

- Municipally owned or privately owned land.
- gaps in affordable housing
- the need for a targeted strategy for affordability
- gap analysis and the need for below market housing

**MOVED** by Director Screech, **SECONDED** by Director Howe,  
Therefore Be It Resolved That the Chair of the Capital Region Housing Corporation and the CRD Chief Administrative Officer enter into discussions with local governments and other governmental agencies with a view to identifying lands that could be made available for housing purposes.  
**CARRIED**

**MOVED** by Director Finall, **SECONDED** by Director Isitt,  
Amendment to add "affordable" to final sentence of motion.

**MOVED** by Director Helps, **SECONDED** by Director Isitt,  
Amendment to amendment be made to add "and rental purposes" in addition to "affordable"  
**CARRIED**

**OPPOSED:** Brice, Atwell, Desjardins, Hamilton, Jensen, Williams, and Murdock

**MOVED** by Director Isitt, **SECONDED** by Director Helps,  
That the main motion be amended to add "Affordable and market rental" to final sentence of motion.

**CARRIED**  
**OPPOSED:** Brice, Atwell, Williams, Howe, Desjardins, Hamilton, Seaton, Jensen, Finall, Murdock.

The question was called on the main motion as amended:

**MOVED** by Director Screech, **SECONDED** by Director Howe,  
"Therefore Be It Resolved That the Chair of the Capital Region Housing

Corporation and the CRD Chief Administrative Officer enter into discussions with local governments and other governmental agencies with a view to identifying lands that could be made available for affordable and market rental housing purposes.”

**CARRIED**

**OPPOSED: Atwell**

9. [17-690](#) Motion with Notice: Installation of New Modular Housing for the Homeless - Director Helps

Discussion ensued regarding:

- discussions with BC Housing
- land available for affordable housing
- temporary building compliance with the Building Code
- cost per square footage
- engaging local governments

**MOVED** by Director Helps, **SECONDED** by Director Howe,

A) That staff be directed to engage member local governments and report back by no later than December 2017 with proposed sites in the region for the installation of new modular housing with supports for the homeless as proposed in the September Provincial Budget Update, and  
b) Request that the Board Chair and the Chair of the Housing and Hospitals Committee request a meeting with the Minister of Local Government and Housing to determine what portion of funding / units will be allocated to the capital region and what the criteria for installation will be.

**MOVED** by Director Helps, **SECONDED** by Director Howe,

That the main motion be amended to include:

"C) Direct staff to work with BC Housing to identify lands for purchase in the region to be used in the short term for the installation of modular housing with supports, both to be provided by the Province, the lands to be banked and made available through the Regional Housing First Program, funds for land purchase to be drawn from the \$51 million remaining in the Regional Housing First Program."

**MOVED** by Director Isitt, **SECONDED** by Director Blackwell that,

That the amendment to add item Item C be amended to include "and local governments".

**DEFEATED**

**OPPOSED:** Price, Brice, Windsor, Atwell, Williams, Hicks, McIntyre, Howe, Desjardin, Alto, Tait, Hamilton, Helps, Seaton, Jensen, and Screech.

**MOVED** by Director Helps, **SECONDED** by Director Howe,

That the main motion be amended to include:

"C) Direct staff to work with BC Housing to identify lands for purchase in the region to be used in the short term for the installation of modular housing with supports, both to be provided by the Province, the lands to be banked and made available through the Regional Housing First Program, funds for land purchase to be drawn from the \$51 million remaining in the Regional Housing First Program."

**CARRIED**

**MOVED** by Director Young, **SECONDED** by Director Finall,

That item "c" be amended to remove the words 'Direct staff to work with' and

replace with 'Request that'.

**DEFEATED**

**Opposed: Directors Brownoff, Brice, Price, Isitt, Windsor, Williams, Hicks, McIntyre, Howe, Desjardins, Alto, Tait, Hamilton, Helps, Seaton, Murdock, Plant and Finall**

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

**MOVED** by Director Helps, **SECONDED** by Director Howe,

**A) That staff be directed to engage member local governments and report back by no later than December 2017 with proposed sites in the region for the installation of new modular housing with supports for the homeless as proposed in the September Provincial Budget Update.**

**B) Request that the Board Chair and the Chair of the Housing and Hospitals Committee request a meeting with the Minister of Local Government and Housing to determine what portion of funding / units will be allocated to the capital region and what the criteria for installation will be.**

**C) Direct staff to work with BC Housing to identify lands for purchase in the region to be used in the short term for the installation of modular housing with supports, both to be provided by the Province, the lands to be banked and made available through the Regional Housing First Program, funds for land purchase to be drawn from the \$51 million remaining in the Regional Housing First Program.**

**CARRIED**

**Opposed: Directors Atwell and Jensen**

#### **Juan De Fuca Land Use Committee**

10. [17-620](#) Development Permit with Variance for Lot C, Section 9, Otter District, Plan 14072 - 8418 West Coast Road

**MOVED** by Director Hicks, **SECONDED** by Director Tait,

**That Development Permit with Variance DV000054 for Lot C, Section 9, Otter District, Plan 14072 for the purpose of creating a two-lot subdivision, be approved.**

**CARRIED**

11. [17-621](#) Zoning Amendment Application for Strata Lots 9, 11, 18, 19, 20, 21, 23 and 28, Section 16, Otter District, Plan VIS7096; and Lot A, Section 16, Otter District, Plan VIP89031, Except Part in Strata Plan VIS7096

**MOVED** by Director Hicks, **SECONDED** by Director Tait,

**That the Capital Regional District Board:**

**a) That the referral of proposed Bylaw No. 4187 directed by the Juan de Fuca Land Use Committee to BC Hydro, CRD Building Inspection, CRD Protective Services, District of Sooke, Island Health, Ministry of Transportation and Infrastructure, RCMP and T'Sou-ke Frist Nation be approved and the comments be received;**

**b) That proposed Bylaw No. 4187, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 130, 2017", as amended to include Strata Lot 6, Section 16, Otter District, Plan VIS7096, be introduced and read a first time, read a second time; and**

**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. 4187.  
**CARRIED**

### Regional Parks Committee

12. [17-655](#) Lifeguards at Regional Parks

A discussion ensued regarding the following:

- Lifeguards in all parks, not just Thetis Lake
- A bylaw enforcement officer position vs. lifeguard position

**MOVED** by Director Hicks, **SECONDED** by Director Helps,  
That the Capital Regional District Board receive this report for information.

**MOVED** by Director Price, **SECONDED** by Director Helps,  
That this report be referred back to staff to explore possibility of a joint  
Bylaw/Lifeguard position.

**CARRIED**  
**OPPOSED:** Director Finall

13. [17-649](#) Matthews Point Regional Park Management Plant

**MOVED** by Director Howe, **SECONDED** by Director Screech,  
That the initiation of a management planning process for Matthews Point  
Regional Park, as per the project scope shown in Attachment 2 and the  
engagement process shown in Attachment 3, be approved.  
**CARRIED**

14. [17-650](#) Update on Todd Creek Trestle Closure

Ms. Hutcheson spoke to the report.

A discussion ensued regarding the following:

- timeline for when the trestle would be back in operations
- the full assessment and cost, staff will report back with options
- detour around trestle closure for cyclists

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

### 6. CORRESPONDENCE

6.1. [17-727](#) FCM Resolution - Tax Exemptions, Letter to Minister Morneau

**MOVED** by Director Hamilton, **SECONDED** by Director Helps,  
That the Capital Regional District Board receive this letter for information.  
**CARRIED**

6.2. [17-728](#) FCM Resolution - Airport Privatization, Letter to Minister Garneau

**MOVED** by Director Hamilton, **SECONDED** by Director Helps,  
That the Capital Regional District Board receive this letter for information.  
**CARRIED**

**6.3. [17-729](#) Airport Consultative Committee**

**MOVED** by Director Price, **SECONDED** by Director Screech,  
That the correspondence regarding the Victoria Airport Authority Fall Airport  
Consultative Committee of October 17, 2017 be received for information.  
**CARRIED**

**7. ADMINISTRATION REPORTS****7.2. [17-719](#) Bylaw No. 4127 - Arts and Culture Bylaw Amendment**

**MOVED** by Director Plant, **SECONDED** by Director Screech,  
1. That the third reading of Bylaw No. 4127, "Arts and Culture Support Service  
Establishment Bylaw No. 1, 2001, Amendment Bylaw No. 4, 2017" be rescinded;  
**CARRIED**  
**OPPOSED:** Director Price

**MOVED** by Director Plant, **SECONDED** by Director Howe,  
That item 7.2 be reconsidered.  
**CARRIED**  
**OPPOSED:** Director Price

**MOVED** by Director Plant, **SECONDED** by Director Howe,  
That Bylaw No. 4127, "Arts and Culture Support Service Establishment Bylaw No.  
1, 2001, Amendment Bylaw No. 4, 2017" be amended as shown in Appendix C.  
**CARRIED**  
**OPPOSED:** Director Price

**MOVED** by Director Plant, **SECONDED** by Director Howe,  
3. That Bylaw No. 4127, "Arts and Culture Support Service Establishment Bylaw  
No. 1, 2001, Amendment Bylaw No. 4, 2017" be given third reading as amended.  
**CARRIED**  
**OPPOSED:** Director Price

**7.3. [17-716](#) Traffic Safety Commission Bylaw Amendment**

**MOVED** by Director Plant, **SECONDED** by Director Hamilton,  
That Bylaw 4209, "Traffic Safety Commission Bylaw No. 1, 2008, Amendment  
Bylaw No. 5, 2017" be introduced and read a first and second time;  
**CARRIED**

**MOVED** by Director Plant, **SECONDED** by Director Finall,  
That Bylaw 4209, "Traffic Safety Commission Bylaw No. 1, 2008, Amendment  
Bylaw No. 5, 2017," be read a third time.

**MOVED** by Director Plant, **SECONDED** by Director Finall,  
That Bylaw 4209, "Traffic Safety Commission Bylaw No. 1, 2008, Amendment  
Bylaw No. 5, 2017," be adopted.

**7.4. [17-720](#) Homelessness Partnering Strategy - Future Capital Regional District Role**

**MOVED** by Director Alto, **SECONDED** by Director Helps,  
Approve the Capital Regional District continuing in its role as the Community  
Entity for the delivery of the Homelessness Partnering Strategy (HPS) Program in  
the capital region, as per the proposed submission to the HPS review process  
presented in Appendix A.

CARRIED

- 7.5. [17-718](#) Bylaw No. 4211 - Juan de Fuca Water Distribution Commission Bylaw Amendment

MOVED by Director Hicks, SECONDED by Director Tait,  
That Bylaw 4211, "Juan de Fuca Water Distribution Commission Bylaw No. 1, 1997, Amendment Bylaw No. 2, 2017," be introduced and read a first and second time;

CARRIED

MOVED by Director Tait, SECONDED by Director Helps,  
That Bylaw 4211, "Juan de Fuca Water Distribution Commission Bylaw No. 1, 1997, Amendment Bylaw No. 2, 2017," be read a third time;

CARRIED

MOVED by Director Hicks, SECONDED by Director Tait,  
That Bylaw 4211, "Juan de Fuca Water Distribution Commission Bylaw No. 1, 1997, Amendment Bylaw No. 2, 2017," be adopted.

CARRIED

## 8. BYLAWS

- 8.1. [17-723](#) Adoption of Bylaw No. 4178

MOVED by Director McIntyre, SECONDED by Director Hicks,  
That the Capital Regional District Board adopt Bylaw No. 4178 "A Bylaw to Amend the Salt Spring Island Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996."

CARRIED

## 9. NEW BUSINESS

- 17-754 Oral Clarification Report from General Manager of Planning and Protective Service

Mr. Lorette spoke to the report.

MOVED by Director Finall, SECONDED by Director Tait,  
That the Capital Regional District Board receive a verbal clarification report from the General Manager of Planning and Protective Services on the RGS process for information.

CARRIED

## 10. MOTION TO CLOSE THE MEETING

- 10.1. [17-737](#) Motion to Close the Meeting

MOVED by Director Brice, SECONDED by Director Plant,  
That the meeting be closed 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 agenda of the municipality or another person appointed by the municipality; (c) labour relations or other employee relations; (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; (g)

litigation or potential litigation affecting the municipality; and (2)(b) the consideration of information received and held in confidence relating to negotiation between the municipality 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.

CARRIED

**11. RISE AND REPORT**

The Board rose and reported at 4:25 on the following items:

1.

**11. ADJOURNMENT**

MOVED by Director Finall, SECONDED by Director Helps,  
That the meeting be adjourned at 4:25 pm.

CARRIED

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER