

**Meeting Minutes**

**Capital Regional District Board**

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**Wednesday, November 8, 2017**

**1:50 PM**

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

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**PRESENT:**

**DIRECTORS:** S. Price (Chair), D. Screech (Vice Chair), J. Loveday (for M. Alto), R. Atwell, D. Blackwell, S. Brice, J. Brownoff, B. Desjardins, A. Finall, C. Hamilton, L. Helps, M. Hicks, B. Isitt, N. Jensen, W. McIntyre, D. Murdock, V. Sanders (for C. Plant), J. Ranns, 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; C. Nielson, Senior Manager, Human Resources; K. Morley, Acting Senior Manager, Legislative and Corporate Services; S. Bagh, Senior Manager, Regional & Strategic Planning; E. Gorman, Acting Corporate Officer; J. Cuthbert (Recorder)

The meeting was called to order at 2:05 p.m.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Director Windsor, **SECONDED** by Director Loveday,  
That the agenda be approved with the following amendments:  
**MOVED** by Director Finall, **SECONDED** by Director Jensen,  
That item 7.3 be moved to the beginning of the agenda before Committee Reports.  
**OPPOSED:** Director Blackwell  
**MOVED** by Director Isitt, **SECONDED** by Director Screech,  
That Grumpy Taxpayer\$ be added as a delegate under Item 4.2.  
**CARRIED**

**2. ADOPTION OF MINUTES**

There were none.

**3. REPORT OF THE CHAIR**

The Chair thanked the Board for nominating and electing him as Chair of the Capital Regional District Board for 2018.

**4. PRESENTATIONS/DELEGATIONS**

**4.1 Presentations**

4.1.1. Delegation - Grumpy Taxpayer\$ Re: Commonwealth Games 2022 Bid Information Access Request

Mr. J. Treleaven gave a presentaion on behalf of the Grumpy Taxpayer\$, regarding the 2022 Commonwealth Games bid which is on file with Legislative Services.

**This was approved.**

## 4.2 Delegations

4.2.1. [17-845](#) Delegation - James Anderson Re: Bylaw No. 4093 Regional Transportation Service Establishment Bylaw

Mr. Anderson spoke to the bylaw.

**This Delegation was approved.**

## 5. REPORTS OF COMMITTEES

7.3. [17-846](#) Provincial Direction on Regional Growth Strategy Non-Binding Dispute Resolution

Mr. Lorette spoke to the report.

In response to questions, staff explained that the process is that of the Mediator and not of the Capital Regional District.

A discussion ensued regarding a letter received from the Ministry of Muncipal Affairs and Housing.

**MOVED by Director Finall, SECONDED by Director Jensen, Whereas the Minister of Municipal Affairs and Housing (the Minister), without prior consultation with this Board, has directed that the non-binding mediation process for acceptance of the RGS be concluded by November 30, 2017;**

**And Whereas the stated reason for this direction is the Minister's "understanding that that process has not proceeded as expected", with no explanation as to the source and nature of the information leading to that conclusion;**

**And Whereas extensive, detailed work and financial investment undertaken in good faith by all parties to the process will be put in jeopardy and frustrated by the above early arbitrary date;**

**Be it Resolved: that the Board direct the Chair to respond to the Minister to request a time extension for completion of the non-binding process to a date no later than January 15, 2018 so as to preserve and complete the critical mediation process;**

**And Further Resolved that, pending response from the Minister, the Board continue the non-binding mediation process as contracted with the mediator in the time frame already approved, with in-person sessions from December 6 to December 8.**

**That the CRD Board advise the Mediator to allow a presentation by and the participation of Director Hicks on behalf of the JDF EA in the RGS mediation**

process.

Direct staff to provide guidance to the board in a timely manner should the minister reject the Board's submission.

**CARRIED**

**OPPOSED:** Directors Atwell, Windsor, Blackwell, Hicks, Desjardins, Ranns, Seaton, and Tait.

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

- 5.1. [17-784](#) Wastewater Treatment Project Quarterly Report July - September 2017

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

- 5.2. [17-700](#) Wastewater Treatment Project Monthly Report - August 2017

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

- 5.3. [17-790](#) Core Area Liquid Waste Management Plan - Annual Program Reports

**MOVED** by Director Helps, **SECONDED** by Director Screech,  
1. That the following annual reports be approved:  
a) Core Area Liquid Waste Management Plan - 2016 Annual Programs Report  
b) Macaulay and Clover Points Wastewater and Marine Environment Program - 2016 Annual Report  
c) Regional Source Control Program - 2016 Annual Report  
d) Esquimalt Lagoon Stewardship Initiative - 2016 Annual Report  
e) Gorge Waterway Initiative - 2016 Annual Report  
f) Core Area Stormwater Quality - 2016 Annual Report  
g) Trucked Liquid Waste Program - 2016 Annual Report  
h) Inflow & Infiltration Management Program - 2016 Annual Summary;  
and

2. That the annual reports fulfilling regulatory requirements be forwarded to the BC Ministry of Environment.  
**CARRIED**

- 5.4. [17-803](#) Low-Flow Household Appliances

**MOVED** by Director Helps, **SECONDED** by Director Screech,  
That staff be directed to continue with existing educational efforts that encourage the installation of low-flow household appliances.  
**CARRIED**

### **Electoral Area Services Committee**

- 5.5. [17-726](#) Implications of the Building Act, Building Regulations, and BC Energy Step Code for the Capital Regional District

**MOVED** by Director Hicks, **SECONDED** by Director McIntyre,  
That staff update the building bylaw to reflect language contained in the  
Municipal Insurance Association document in order to address risk  
managements perspectives.

**CARRIED**

**5.6.**     [17-645](#)     Feasibility Study Reserve Fund

**MOVED** by Director Hicks, **SECONDED** by Director McIntyre,  
That the Feasibility Study Reserve Fund be discontinued and the proceeds be  
distributed back to the Electoral Areas.

**CARRIED**

**5.7.**     [17-709](#)     Community Works Fund Applications

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That the following Community Works Fund applications be approved:  
1. Mayne Island Early Childhood Society, Child Care Facility at Mayne Island  
School: \$41,750  
2. Pender Island Parks and Recreation Service, Gardom Pond Dam  
Decommissioning \$100,000  
3. Salt Spring Island (SSI) Parks and Recreation Service, SSI Bike Park:  
\$33,000

**CARRIED**

**5.8.**     [17-694](#)     Salt Spring Island Parks and Trails Naming Convention Policy

**MOVED** by Director McIntyre, **SECONDED** by Director Howe,  
That the Salt Spring Island Parks and Recreation Commission recommends to  
the Electoral Area Service Committee that the Capital Regional District Board  
approve the attached SSI Community Parks and Community Trails Naming  
Convention Policy.

**CARRIED**

### **Environmental Services Committee**

**5.9.**     [17-761](#)     Revision 3 of the Solid Waste Management Plan - Planning Timeline  
Update

**MOVED** by Director Hamilton, **SECONDED** by Director Blackwell,  
That staff be directed to resume work on the development of Revision 3 of the  
Solid Waste Management Plan, as outlined in the proposed planning  
timeline.

**CARRIED**

**5.10.**    [17-766](#)     Solid Waste Advisory Committees - Revised Approach

**MOVED** by Director Hamilton, **SECONDED** by Director Helps,  
1. That the Terms of Reference for the Public and Technical Solid Waste  
Advisory Committee be approved;  
2. That staff be directed to initiate the process of recruiting members,  
including a representative from Willis Point and the District of Highlands, for  
recommendation to the Capital Regional District Board from the  
Environmental Services Committee; and<

3. That the existing Public and Technical Advisory Committee and Solid Waste Advisory Committee structure be dissolved.

**CARRIED**

5.11. [17-591](#)

Kitchen Scraps Hauling and Processing

**MOVED** by Director Hamilton, **SECONDED** by Director Helps,  
That staff be directed to issue a 3-year tender for kitchen scraps hauling and processing that begins March 1, 2018 and expires February 28, 2021.

**CARRIED**

**OPPOSED:** Director Isitt

5.12. [17-750](#)

Environmental Resource Management - 2016 Annual Report

**MOVED** by Director Hamilton, **SECONDED** by Director Helps,

1. That the following reports be approved:

- a) Environmental Resource Management 2016 Annual Report
- b) Hartland Landfill Operating; Environmental Monitoring 2016 Annual Report

2. That the annual report fulfilling regulatory requirements be forwarded to the BC Ministry of Environment; and

3. That the Capital Regional District Hartland landfill monitor two wells in Willis Point.

**CARRIED**

5.13. [17-741](#)

Abandoned Boats Program Funding Update

**MOVED** by Director Hamilton, **SECONDED** by Director Helps,  
That an additional \$100,000 be made available on a first-come, first-serve basis from the Environmental Resource Management Division Sustainability Reserve to pay the tipping fee costs for municipally- and electoral area-endorsed boating-related marine debris within the region not covered by the CRD's Transport Canada Abandoned Boats Program funding application.

**CARRIED**

#### Finance Committee

5.14. [17-776](#)

Capital Regional District Grants Update

**MOVED** by Director Howe, **SECONDED** by Director Williams,

That this report be received for information.

**CARRIED**

5.15. [17-775](#)

Bylaw 4215: Revenue Anticipation Borrowing (General Purpose)

**MOVED** By Director Howe, **SECONDED** by Director Williams,  
That Bylaw No. 4215, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2018" be introduced and read a first and second time.

**MOVED** by Director Howe, **SECONDED** by Director Williams,  
That Bylaw No. 4215, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2018" be read a third time.

**CARRIED**

MOVED by Director Howe, **SECONDED** by Director Williams,  
That Bylaw No. 4215, "Revenue Anticipation Borrowing (General Purpose)  
Bylaw No. 1, 2018" be adopted.  
**CARRIED**

- 5.16. [17-751](#) Bylaw 4212: 2017 to 2021 Financial Plan, Amendment Bylaw No.3,  
2017

MOVED by Director Howe, **SECONDED** by Director Helps,  
That Bylaw 4212, cited as "2017 to 2021 Financial Plan, Amendment Bylaw  
No. 3, 2017" be introduced and read a first and second time.  
**CARRIED**

MOVED by Director Howe, **SECONDED** by Director Helps,  
That Bylaw 4212, cited as "2017 to 2021 Financial Plan, Amendment Bylaw  
No. 3, 2017" be read a third time.  
**CARRIED**

MOVED by Director Howe, **SECONDED** by Director Helps,  
That Bylaw 4212, cited as "2017 to 2021 Financial Plan, Amendment Bylaw  
No. 3, 2017" be adopted.  
**CARRIED**

#### Juan De Fuca Land Use Committee

- 5.17. [17-691](#) Park Dedication for Subdivision of Lot 1, Section 97, Renfrew District,  
Plan EPP24972 - 17086 Parkinson Road (SU000687)

MOVED by Director Hicks, **SECONDED** by Director Blackwell,  
That the requirement for parkland dedication in accordance with Section 510  
of the Local Government Act, for the proposed bare land strata subdivision of  
Lot A, Section 97, Renfrew District, Plan EPP71912 as shown in the plan  
prepared by J.E. Anderson; Associates dated May 26, 2017, be received in the  
form of cash in lieu of parkland.  
**CARRIED**

- 5.18. [17-693](#) Development Variance Permit for Lot 3, Sections 45-A and 46-A,  
Highland District, Plan VIP22641

MOVED by Director Hicks, **SECONDED** by Director Blackwell,  
That Development Variance Permit VA000143 for Lot 3, Sections 45-A and  
46-A, Highland District, Plan VIP22641, to reduce the required front yard  
setback from 6.0 m to 5.0 m and to reduce the required rear yard setback  
from 6 m to 0.91 m, for the purpose of allowing the siting of an existing  
single-family dwelling and deck, be approved.  
**CARRIED**

#### Transportation Committee

- 5.19. [17-767](#) Bylaw No. 4093 Regional Transportation Service Establishment Bylaw

A discussion ensued regarding First Nation involvement.

MOVED by Director Brice, **SECONDED** by Director Isitt,  
That the Transportation Committee recommend to the Capital Regional  
District Board:

a) That Bylaw No. 4093 "Regional Transportation Service Establishment Bylaw, 2017" be introduced and read a first and second time, and read a third time; and

**CARRIED**

**OPPOSED: Directors Atwell, Blackwell, Hicks, Hamilton, Seaton**

b) That the Board direct staff to forward Bylaw No. 4093 "Regional Transportation Service Establishment Bylaw, 2017" to the Inspector of Municipalities for approval.

**CARRIED**

**OPPOSED: Directors Atwell, Blackwell, Hicks, Hamilton, Seaton**

## Regional Parks Committee

5.20. [17-722](#) Regional Parks Strategic Plan - 2012-2021

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

**CARRIED**

## 6. CORRESPONDENCE

6.1. [17-841](#) UBCM Follow-Up Correspondence

**MOVED by Director Howe, SECONDED by Director Screech,  
That the attached correspondence be received for information.**

**CARRIED**

## 7. ADMINISTRATION REPORTS

7.1. [17-793](#) Voting Strength Distribution

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

**CARRIED**

7.2. [17-835](#) Community Emergency Preparedness Fund Emergency Social Services Grant Application

**MOVED by Director Howe, SECONDED by Director Helps,  
That the submission of a grant application for \$25,000 to the Union of BC Municipalities Community Emergency Preparedness Fund for a combined three Electoral Area Emergency Support Services Project be authorized and that the Board supports the current proposed activities and its willingness to provide overall grant management.**

**CARRIED**

## 8. BYLAWS

8.1. [17-819](#) Bylaw No. 4204 Core Area Wastewater Treatment Program Loan Authorization

**OPPOSED: Atwell**

**MOVED** by Director Howe, **SECONDED** by Director Helps,  
That Bylaw No. 4204, "Core Area Wastewater Treatment Program Loan  
Authorization Bylaw No. 1, 2017" be adopted.  
**CARRIED**

**9. NEW BUSINESS**

There was none.

**10. MOTION TO CLOSE THE MEETING**

10.1. [17-842](#) Motion to Close the Meeting

**MOVED** by Director Helps, **SECONDED** by Director Howe,  
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; and (g) litigation or potential litigation  
affecting the municipality.  
**CARRIED**

**11. ADJOURNMENT**

**MOVED** by Director Howe, **SECONDED** by Director Tait,  
That the meeting be adjourned at 4:15 pm.  
**CARRIED**

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER