



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, December 13, 2017

1:30 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

2.1. [17-891](#) Minutes for Adoption

Recommendation: That the attached minutes be adopted as circulated.
(NWA)

Attachments: [Minutes: November 8, 2017 Capital Regional District Board Meeting](#)
[2017-11-08InauguralMinutesRB](#)

3. REPORT OF THE CHAIR

3. Board Chair Inaugural Speech

3.1. [17-885](#) Appointment to CRD Standing Committees, Select Committees and Other Bodies

Recommendation: That the Board receive the appointments and endorse the nominations and appointments put forward.
(NWA)

Appointments attachments to be distributed immediately prior to the Board meeting.

4. PRESENTATIONS/DELEGATIONS

4.1 Presentations

4.1.1. [17-886](#) Presentation: Chief Gordon Planes, T'sou-ke Nation

4.1.2. [17-871](#) Recipient of the 2017 Archie Galbraith Memorial Scholarship

Recommendation: That the Capital Regional District Board present Alma Huuskonen with the 2017 Archie Galbraith Memorial Scholarship.
(NWA)

Attachments: [Staff Report: Archie Galbraith Scholarship](#)
[Appendix A – Alma Huuskonen Background Information](#)

4.2 Delegations

- 4.2.1 17-910** Delegation: Monique Anstee Re: Agenda Item 5.15. Dog Regulations and Permits
Attachments: Delegation - Monique Anstee
- 4.2.2 17-911** Delegation: Bailey Sparrow Re: Agenda Item 5.15. Dog Regulations and Permits
Attachments: Delegation: Bailey Sparrow Re: Agenda Item 5.15. Dog Regulations and Permit
- 4.2.3 17-912** Delegation: Erin Parsons Re: Item 5.15 Dog Regulations and Pemit
Attachments: Delegation: Erin Parsons Re: Item 5.15 Dog Regulations and Pemit
- 4.2.4 17-913** Delegation: Colin Nielson Re: Item 6.11. Fire Dispatch Services for Capital Regional District Electoral Areas, Metchosin, Sooke, Highlands and Langford
Attachments: Delegation: Colin Nielson Re: Item 6.11. Fire Dispatch Services for Capital Regi

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5. REPORTS OF COMMITTEES

Committee of the Whole

The following items will be considered at the Committee of the Whole meeting on December 13, 2017. The following are the staff recommendations:

5.1. [17-850](#) 2018 Financial Plan Provisional Approval

Recommendation: That the Committee of the Whole recommend to the Capital Regional District Board:
1. That the 2018 Preliminary Financial Plan be approved as presented at the November 29, 2017, meeting of the Committee of the Whole, inclusive of the one-time draw down of the Regional Growth Strategy reserve to fund the operating budget; and
2. That expenditures of the new initiatives and capital identified in Appendix 10 for as early as January 1 be approved.
(WA)

Attachments: [Staff Report: 2018 Revised Financial Plan](#)
[Presentation: 2018 Financial Plan Presentation Update](#)
[Appendix A: 2018 Financial Plan Items for Consideration](#)
[Staff Report Nov. 29: 2018 Financial Plan Provisional Approval](#)
[Presentation: 2018 CRD Financial Plan](#)
[Appendix 1: CRD Budget Planning Process](#)
[Appendix 2: CRD Staff Establishment Chart](#)
[Appendix 3: 2018 Operating Budget Overview](#)
[Appendix 4: 2018 Preliminary Financial Plan Summary](#)
[Appendix 5: 2018 Capital Budget Overview](#)
[Appendix 6: CRD Service Activity & Investment](#)
[Appendix 7: CRD 2018 Major Capital Projects](#)
[Appendix 8: 2018 Financial Indicators](#)
[Appendix 9: Budget Review Package](#)
[Appendix 10: January Approvals](#)
[Appendix 11: 2018 Electoral Area Budget Review \(Nov. 1, 2017\)](#)

5.2. [17-849](#) 2018 Service Plans Review and Approval

Recommendation: That the Committee of the Whole endorse the recommendation of the Standing Committees and commissions and recommend to the Capital Regional District Board: That the Service Plans be approved.
(NWA)

Attachments: [Staff Report: 2018 Service Plans Review and Approval](#)
[Attachment 1: 2018 Service Plan Summary Discussion \[Sept. 6, 2017\]](#)
[Attachment 2: 2018 Service Plan Summary Update \[Oct. 4, 2017\]](#)
[Appendix A: Finance Committee](#)
[Appendix B: Planning & Protective, Transportation, Hospitals/Housing](#)
[Appendix C: Regional Parks Committee](#)
[Appendix D: Arts Commission](#)
[Appendix E: Core Area Liquid Waste Management Committee](#)
[Appendix F: Environmental Services Committee](#)
[Appendix G: Electoral Area Services Committee](#)
[Appendix H: Integrated Water Services - RWS, SPW&WW, JdFWD, EAS](#)
[Appendix I: Peninsula Recreation Commission](#)
[Appendix J: SEAPARC](#)

5.3. [17-740](#) Regional Invasive Species Coordinator - Alternative Service Options

Recommendation: [The following staff recommendation was referred to the Committee of the Whole by the Environmental Services Committee]
That it be recommended to the Capital Regional District Board:
1. That the Capital Regional District support regional coordination of invasive species management (communication, education, and cooperation) through the Climate Action Service; and

2. That the new program be supported by a half-time (0.5 FTE) coordinator funded through existing Regional Parks, Environmental Protection, and Integrated Water Services budgets, and provincial funding for 2018, and that staff propose service level changes, if necessary, for 2019 and beyond.
(WP - All)

Attachments: [Staff Report: Regional Invasive Species Coord-Alt Options](#)
[Appendix A: Sept 13 ESC Staff Report re Invasive Species Coord](#)

5.4. [17-876](#) 2018 Service Plans Review Process - Recommendations from the Oct. 11, 2017 PPSC Meeting

- Recommendation:** 1) That the Planning and Protective Services Committee recommend to the Capital Regional District Board:
- a. That the Capital Regional District Board Chair write a letter to the Minister of Agriculture to see if they have a grant program or if they are willing to partner with the Capital Regional District on issues that impact farming on Vancouver Island and in the region.
(NWA)
 - b. That the Service Plan for Farming Infrastructure Research Project in 2018 be decreased to \$25,000 and the project be subject to approval of a request from the Minister of Agriculture for a matching contribution.
(WP - all except SGI & SSI)
- 2) That the 2018 Service Plan be approved subject to the Community Health Network Coordinator position only being carried forward with the approval of grant funding from Vancouver Island Health Authority towards a Regional Coordinator position.
(WP - all except SGI & SSI)

Attachments: [Attachment: Letter from Island Health to Mr. Lorette](#)

Electoral Area Services Committee

5.5. [17-771](#) Community Works Fund Applications

- Recommendation:** That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the following Community Works Fund applications be approved:
1. Southern Gulf Islands (SGI) Administration, SGI Corporate Asset Management Plan: \$60,000
 2. Saturna Island Lions Club, Saturna Lions Community Shuttle Program Bus Purchase: \$25,000.
(NWA)

Attachments: [Staff Report: Community Works Fund Applications](#)
[Appendix A: CRD Board Approved CWF Investments 2017-10-31](#)
[Appendix B: SGI Administration CWF Application](#)
[Appendix C: Saturna Island Lions Club CWF Application](#)

5.6. [17-772](#) Community Works Fund - Financial Summary and Process Update

Recommendation: That the Electoral Area Services recommend to the Capital Regional District Board:
That this report be received for information.

[An additional recommendation was made as follows:]

That the Electoral Area Services recommend to the Capital Regional District Board:
That the Capital Regional District Board Chair write a letter to the Premier in support of the Electoral Areas of Juan de Fuca, Salt Spring Island and the Southern Gulf Islands being designated as rural areas.
(NWA)

Attachments: [Staff Report: CWF Financial Summary and Process Update](#)
[Appendix A: CWF Financial Summary By Electoral Area](#)
[Appendix B: CWF Project Investments by Electoral Area](#)
[Appendix C: CWF Grant Application Toolkit](#)
[Appendix D: CWF Contribution Agreement Boiler Plate](#)

**5.7. [17-773](#) Bylaw 4214: Capital Reserve Fund for the Salt Spring Island
Community Transit Service**

Recommendation: That the Electoral Area Services Committee recommend to the CRD Board:
That Bylaw No. 4214, "Salt Spring Island Community Transit Service Capital Reserve Fund Bylaw No. 1, 2017" be introduced and read a first and second time.

That Bylaw No. 4214, "Salt Spring Island Community Transit Service Capital Reserve Fund Bylaw No. 1, 2017" be read a third time.

That Bylaw No. 4214, "Salt Spring Island Community Transit Service Capital Reserve Fund Bylaw No. 1, 2017" be adopted.
(NWA)

Attachments: [Staff Report: Bylaw 4214 Capital Reserve Fund SSI Transit](#)
[Appendix A: Bylaw 4214 Capital Reserve Fund SSI Transit](#)

5.8. [17-789](#) Age-Friendly Communities Program: Grant Application

Recommendation: That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the Capital Regional District Board authorize the submission of an application to the UBCM Age-Friendly Communities grant Program for the North Pender Community Bus project and that the Board support this project through its duration.
(NWA)

Attachments: [Staff Report: Age-Friendly Community Grant Application](#)
[Appendix A: North Pender Island Action Plan](#)

Environmental Services Committee

5.9. [17-795](#) Integrated Resource Management - Consolidated Technical Summary

Recommendation: That the Integrated Resource Management recommend to the Environmental Services Committee:
That the Integrated Resource Management Consolidated Technical Summary be forwarded to the Capital Regional District Board for information.
(WP - All)

Attachments: [Staff Report: IRM - Consolidated Technical Summary](#)
[Appendix A: IRM Info Consolidation & Project Criteria Development - HDR](#)
[Presentation: IRM Info Consolidation & Project Criteria Development](#)

Juan De Fuca Land Use Committee

5.10. [17-786](#) Addition of Agricultural Uses to the Forestry Zone

Recommendation: That the Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

a) That the referral of proposed Bylaw No. 4179 directed by the Juan de Fuca Land Use Committee to the Agricultural Advisory Planning Commission, Cowichan Valley Regional District, District of Sooke, Managed Forest Council, Ministry of Agriculture, Ministry of Forests, Lands and Natural Resource Operations, Ministry of Transportation & Infrastructure, Otter Point Advisory Planning Commission, Pacheedaht First Nation, Scia'new First Nation, Shirley/Jordan River Advisory Planning Commission, T'Sou-ke First Nation, and appropriate CRD departments be approved and the comments be received;

b) That proposed Bylaw No. 4179, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 130, 2017" 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. 4179. (Voting Block A)

Attachments: [Staff Report](#)
[Appendix A: Forestry \(AF\) zone](#)
[Appendix B: Proposed Bylaw No. 4179 for 1st and 2nd Reading](#)
[Appendix C: Proposed Bylaw No. 4179 for Referral](#)
[Appendix D: Referral Comments](#)
[Appendix E: Otter Point Advisory Planning Commission Minutes](#)
[Appendix F: Shirley/Jordan River Advisory Planning Commission Minutes](#)
[LUC Minutes Excerpt](#)

- 5.11. [17-828](#) Zoning Amendment Application for Lot 2, Section 2, Renfrew District, Plan VIP4194 (PID: 000-141-917); Lot 6, Section 2, Renfrew District, Plan VIP4194 (PID: 006-062-229); Lot C, Section 2, Renfrew District, Plan VIP60061 (PID: 023-000-392); Lot 1, Section 2, Renfrew District, Plan VIP11741 (PID: 005-054-532); Lot 1, Section 2, Renfrew District, Plan VIP4194 (PID: 000-141-909); Lot A, Section 2, Renfrew District, Plan VIP60061 (PID: 023-000-376); Lot 8, Section 2, Renfrew District, Plan VIP4194 (PID: 006-062-270); Lot 9, Section 2, Renfrew District, Plan VIP4194 (PID: 006-062-318); Parcel Number 1 (DD130151I) of Parcel A (DD88175I), of Section 2, Renfrew District (PID: 009-573-127); Lot A, Section 2, Renfrew District, Plan VIP50879 (PID: 016-334-485); Lot 1, Section 9, Renfrew District, Plan EPP59131 (PID: 029-899-907); Lot 2, Section 9, Renfrew District, Plan EPP59131 (PID: 029-899-915); and Lot 3, Section 9, Renfrew District, Plan EPP59132 (PID: 029-900-221)

Recommendation: That the Juan de Fuca Land Use Committee recommends to the Capital Regional District Board that:

- a) That the referral of proposed Bylaw No. 4188 directed by the Juan de Fuca Land Use Committee to CRD Building Inspection, CRD Protective Services, CRD Regional Parks, Fisheries & Oceans Canada, Island Health, Ministry of Environment, Ministry of Transportation and Infrastructure, Pacheedaht First Nation, Te'Mexw Treaty Association, T'Sou-ke First Nation, and the Shirley/Jordan River Advisory Planning Commission be approved and the comments be received;
- b) That proposed Bylaw No. 4188, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 132, 2017", 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. 4188. (Voting Block A)

Attachments:

[Staff Report](#)

[Appendix A: Proposed Bylaw No. 4188 for 1st and 2nd Reading](#)

[Appendix B: Proposed Bylaw No. 4188 for Referral](#)

[Appendix C: Referral Comments](#)

[Appendix D: Shirley/Jordan River Advisory Planning Commission meeting minutes](#)

[LUC Minutes Excerpt](#)

Juan De Fuca Water Distribution Commission

5.12. [17-883](#) Bylaw 4218: Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 7, 2017

Recommendation: 1. That Bylaw No. 4218 Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 7, 2017, be introduced and read a first and second time.
2. That Bylaw No. 4218 be read a third time.
3. That Bylaw No. 4218 be adopted.
(WP)

Attachments: [Staff Report: JDF Water Distrib. Capital & Operating Budget](#)
[Attachment: Bylaw 4218 Water Distribution Fee Charge Amendment](#)

Regional Parks Committee

5.13. [17-822](#) Proposed 2018 Lake Use Event Schedule for Elk/Beaver Lake

Recommendation: That the Regional Parks Committee recommend to the Capital Regional District Board:

That the proposed 2018 event schedule for Elk/Beaver Lake be endorsed and forwarded to Transport Canada for review and approval.
(WP - ALL)

Attachments: [Staff Report: Proposed 2018 Lake Use Event Schedule for Elk/Beaver Lake](#)
[Attachment 1: Summary of Events on Elk/Beaver Lake – 2018](#)

5.14. [17-823](#) Dog Waste in Regional Parks

Recommendation: That the Regional Parks Committee recommend to the Capital Regional District Board:

1. That no dog-waste bags be supplied in regional parks or trails. (The one existing dog-waste bag dispenser at the Governor General Field in Elk/Beaver Lake Regional Park would be removed after public notice is given.)
2. That compliance with the existing Regional Parks' bylaw be encouraged through increased education of dog owners by providing information on social media, on the CRD website and on park signage, and additional bylaw enforcement efforts focused on dog owners as proposed in the Regional Parks 2018 budget; and
3. That staff be directed to report back to the Committee with amendments to update current dog regulations and to increase the fine for "dog faeces not removed."
(WP - All)

Attachments: [Staff Report: Dog Waste in Regional Parks](#)

5.15. [17-827](#) Dog Regulations and Permits

Recommendation: That the Regional Parks Committee recommend to the Capital Regional District Board:

1. That the maximum number of dogs allowed per person is three, either on or off-leash, and amendments to that effect, with a proposed effective date of May 1, 2018, be included in updates to Regional Parks Bylaw No. 3682, Section 8, Animals in Regional Parks, and brought before the Committee in March 2018 for consideration;
2. That the maximum number of dogs allowed per commercial dog walker is eight, either on or off-leash, that commercial dog-walking operations be required to obtain a permit and pay the annual commercial service fee of \$320 and that staff work with commercial dog-walking operations to develop permit conditions such as areas to use, times of day and codes of conduct; and
3. That the Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 3675 be amended to add a new category for commercial dog-walking operations, with an effective date of May 1, 2018, and brought before the Committee in March 2018 for consideration.
(WP - All)

Attachments: [Staff Report: Dog Regulations and Permits](#)

5.16. [17-831](#) Consultation for Future Uses of the Land Acquisition Fund

Recommendation: That the Regional Parks Committee recommend to the Capital Regional District Board:
That the attached consultation plan and schedule for the land acquisition fund be approved.
(WP - All)

Attachments: [Staff Report: Consultation for Future Uses of the Land Acquisition Fund](#)
 [Attachment 1: Proposed Consultation Plan](#)
 [Attachment 2: Proposed Project Schedule](#)

Regional Water Supply Commission**5.17.** [17-901](#) Regional Water Supply - 2017 Strategic Plan

Recommendation: That the Regional Supply Water Commission recommend to the Capital Regional District Board that this report be received for information and made available for public distribution.
(WP - All except SGI & SSI)

Attachments: [Regional Water Supply - 2017 Strategic Plan](#)
 [Staff Report -Regional Water Supply 2017 Strategic Plan](#)

5.18. [17-884](#) Bylaw 4219: Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 19, 2017

Recommendation: 1. That Bylaw No. 4219 Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 19, 2017, be introduced and read a first and second time.
2. That Bylaw No. 4219 be read a third time.
3. That Bylaw No. 4219 be adopted.
(WP - All except SGI & SSI - 2/3rds Maj.)

Attachments: [Staff Report: RWSC 2018 Capital Operating Budget](#)
[Attachment: Bylaw 4219 Water Supply Fee Charge Amendment](#)

Saanich Peninsula Water Commission

5.19. [17-880](#) Bylaw 4217: Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 37, 2017

Recommendation: 1. That Bylaw No. 4217 Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 37, 2017 be introduced and read a first and second time.
2. That Bylaw No. 4217 be read a third time.
3. That Bylaw No. 4217 be adopted.
(WP - Central Saanich, North Saanich, Sidney - 2/3s Maj.)

Attachments: [Staff Report: SPWC 2018 Capital & Operating Budget](#)
[Attachment: Bylaw 4217 Bulk Water Rates Bylaw Amendment](#)

6. ADMINISTRATION REPORTS

6.1. [17-848](#) CRD Sea to Sea Regional Park Traditional Use Access Agreement

Recommendation: That the Capital Regional District Board approve the CRD Sea to Sea Traditional Use Access Agreement.
(WP - All)

Attachments: [Staff Report: CRD Sea to Sea Regional Park Traditional Use Access Agreement](#)
[Attachment 1: CRD Sea to Sea Traditional Use Access Agreement](#)
[Attachment 2: Band Council Resolution](#)

6.2. [17-870](#) Homelessness Partnering Strategy - Additional Funding for 2018-2019

Recommendation: 1. Approve amending the Homelessness Partnering Strategy Funding Agreements with the Government of Canada to include the management of \$446,736 in additional funding between April 1, 2018 and March 31, 2019; and
2. Authorize the Capital Regional District Board Chair and Corporate Officer to execute the agreements.
(WA)

Attachments: [Staff Report: HPS-Additional Funding for 2018-2019](#)
[Appendix A: Existing HPS Funding Agreement-CRD/Gov't of Canada](#)
[Appendix B: Confirmation of funding from Government of Canada](#)

6.3. [17-874](#) Grants-in-Aid

Recommendation: That the following grant-in-aid applications be approved:
1. Willis Point Volunteer Fire Fighters Association: \$2,059.00
2. Pender Island Junior Sailing Association (For payment in January 2018): \$3,283.00 (NWA)

Attachments: [Staff Report: Grants-In-Aid](#)
[Appendix A: Grants-in-Aid Applications](#)

6.4. **17-868** Community Works Fund Applications

Recommendation: That the following Community Works Fund applications be approved:
1. Galiano Conservancy Society; Regional Centre for Renewable Energy Education: \$40,000
2. Mayne Island Community Centre Society; Mayne Island Community Centre Society Solar Grid-Tie: \$20,500

Attachments: Staff Report: Community Works Fund Applications
Appendix A: Galiano Conservation Society Application
Appendix B: Mayne Island Community Centre Society Application
Appendix C: CRD Board Approved CWF Investments 2017-11-30
Appendix D: CRD Board CWF Summary 2017-11-30

6.5. [17-592](#) Millstream Meadows Remediation Update

Recommendation: That it be recommended to the CRD Board:
That ongoing procurement activities for planned Detailed Site Investigation and risk assessment consulting services be approved for Millstream Meadows remediation, in accordance with the Standing Offer Agreement EPro2015-083 and the CRD's procurement policy.
(WA)

Attachments: [Staff Report: Millstream Meadows Remediation Update](#)
[Appendix A: Site Drawings](#)
[Appendix B: Domestic Well Monitoring Reports](#)

6.6. [17-860](#) National Food Policy for Canada, Capital Regional District Recommendations

Recommendation: That a letter be sent to the federal Agriculture and Agri-Food Minister with a copy to the BC Minister of Agriculture, providing CRD recommendations for a food policy for Canada.
(NWA)

Attachments: [Staff Report: Nat'l Food Policy for Canada-CRD Recommendations](#)
[Appendix A: CRD Recommendations: National Food Policy](#)
[Appendix B: Reg'l Food & Agriculture Strategy Pg 2 & 3 Infographic](#)

- 6.7.** [17-862](#) Public Hearing Report on Bylaw No. 4187, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 131, 2017”
- Recommendation:** a) That the minutes that form the Report of the Public Hearing, which is certified as a fair and accurate summary of the representations that were made at the Public Hearing held on November 6, 2017, for Bylaw No. 4187, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 131, 2017", be received;
- b) That Bylaw No. 4187 be read a third time; and
- c) That adoption of Bylaw No. 4187 be withheld pending
- i) Approval of the Bylaw by the Ministry of Transportation and Infrastructure; and
- ii) Registration of a restrictive covenant, to the satisfaction of the Chief Building Inspector, on the title of the subject properties, requiring remediation of buildings used for the production of medical marihuana at such time as the use is discontinued. (Voting Block A)
- Attachments:** [Staff Report: Public Hearing Report on Bylaw No. 4187](#)
[Appendix 1: Proposed Bylaw No. 4187](#)
[Appendix 2: Report of the Public Hearing](#)
- 6.8.** [17-889](#) Schedule of 2018 Regular Board and Special Board Meetings
- Recommendation:** That
- 1) Regular Board meetings be schedule on the second Wednesday of each month in 2018 as follows: January 10, February 14, March 14, April 11, May 9, June 13, July 11, September 12, November 14 and December 12, and
- 2) Special Board Meetings be scheduled on the fifth Wednesdays, as follows: January 3 and May 30.
(NWA)
- 6.9.** [17-890](#) Board Strategic Priorities and Corporate Plan Initiatives - Priorities Dashboard Progress Report No. 4, 2017
- Recommendation:** That the Priorities Dashboard Progress Report No. 4 - 2017 as attached in Appendix A be confirmed.
(NWA)
- Attachments:** [Staff Report: Board Strategic Priorities Update No. 4](#)
[Appendix A: Priorities Dashboard Progress Report No. 4, 2017](#)
- 6.10.** [17-888](#) Year End Report from the Special Task Force on First Nations Engagement
- Recommendation:** That the Capital Regional District Board receive this report for information.
(NWA)
- Attachments:** [Staff Report: FN Special Task Force Year End Report](#)

- 6.11.** [17-882](#) Fire Dispatch Services for Capital Regional District Electoral Areas, Metchosin, Sooke, Highlands and Langford
- Recommendation:** 1. That the update on the status of the Fire Dispatch service contract with the City of Langford be received for information.
2. That staff be directed to facilitate a meeting with Victoria, Saanich, Langford and E-Comm to explore models for the unification of fire dispatch services within the region. (WP - SGI/SSIJDF EAs, Metchosin, Sooke, Highlands, Langford)
- Attachments:** [Staff Report: Fire Dispatch Services EAs, Metchosin, Sooke, Highlands and Lar](#)
- 6.12.** [17-907](#) Federation of Canadian Municipalities International Programs
- Recommendation:** That the CAO be authorized to enter into a partnership agreement with FCM's Jordan Municipal Support Project to support FCM initiatives in the country of Jordan if selected by FCM.
(WA)
- Attachments:** [Staff Report: FCM International Programs](#)

7. MOTION WITH NOTICE

- 7.1.** [17-878](#) Motion with Notice - Director Jensen: Regional Approach to 911 Call Services
- Recommendation:** THAT staff be asked to:
1. Provide an analysis of the feasibility of co-locating 911 with police and fire dispatch in the new purpose-built centre.
2. Provide advice on the process required to establish a regional fire dispatch centre and a corresponding governance model.
3. Consult with municipal staff to identify issues that will need to be addressed to create a regional fire dispatch centre and governance model.
- Attachments:** [Motion with Notice to CRD Board Dec 13 2017](#)

8. BYLAWS

9. NEW BUSINESS

10. MOTION TO CLOSE THE MEETING

10.1. 17-908 Motion to Close the Meeting

Recommendation: 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 council considers that disclosure could reasonably be expected to harm the interests of the municipality, (g) litigation or potential litigation affecting the municipality, and (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.
(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)**

Meeting Minutes

Capital Regional District Board

Wednesday, November 8, 2017

1:50 PM

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

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

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER

Meeting Minutes

Capital Regional District Board

Wednesday, November 8, 2017

1:30 PM

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

INAUGURAL MEETING

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, R. Kasper (for 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; E. Gorman, Acting Corporate Officer; J. Cuthbert (Recorder)

OTHER GUESTS: C. Stewart, Solicitor, Stewart McDannold and Stuart.

The meeting was called to order at 1:30 p.m.

1. CALL TO ORDER - Chief Administrative Officer

The Chief Administrative Officer called the meeting to order at 1:30 pm.

2. [17-780](#)

**ELECTION OF THE CHAIR OF THE BOARD
(pursuant to s. 215 of the Local Government Act)**

The Chief Administrative Officer called for nominations for the position of Chair of the Capital Regional District Board for 2018.

Director Jensen nominated Director Price. Director Price accepted.

The Chief Administrative Officer called for nominations a second time.

Director Blackwell nominated Director Desjardins. Director Desjardin accepted.

The Chief Administrative Officer called for nominations a third and final time. No other nominations were declared.

Ballots were distributed by J. Cuthbert and P. Perna, and collected by E. Gorman. The ballots were counted by E. Gorman and K. Morley, with C.

Stewart, Solicitor.

The Chief Administrative Officer declared Director Price Chair of the Capital Regional District Board for 2018.

The Acting Corporate Officer called for a motion to destroy the ballots.
CARRIED

This Presentation was approved.

3. [17-781](#)

**ELECTION OF VICE CHAIR OF THE BOARD
(pursuant to s. 215 of the Local Government Act)**

The Chief Administrative Officer called for nominations for the position of Vice Chair of the Capital Regional District Board for 2018.

Director Howe nominated Director Screech. Director Screech accepted.

The Chief Administrative Officer called for nominations a second time.

Director Blackwell nominated Director Brownoff. Director Brownoff declined.

The Chief Administrative Officer called for nominations a third time.

Director Hicks nominated Director Windsor. Director Windsor declined.

The Chief Administrative Officer declared Director Screech Vice Chair of the Capital Regional District Board for 2018.

This Presentation was approved.

4. ADJOURNMENT

**MOVED by Director Loveday, SECONDED by Director Helps,
That the meeting be adjourned at 1:40 pm.
CARRIED**

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER