

Meeting Minutes

Capital Regional District Board

Wednesday, May 9, 2018

1:35 PM

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

PRESENT:

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

STAFF: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; L. Hutcheson, General Manager, Environmental Sustainability; T. Robbins, General Manager, Integrated Water Services; R. Lachance, Senior Manager, Finance; C. Nielson, Senior Manager, Human Resources; I. Lawrence, Manager, Local Area Planning; K. Morley, General Manager and Corporate Officer, Corporate Services; S. Carey, Manager of Legal Services; J. Cuthbert, Committee Clerk (Recorder)

The meeting was called to order at 1:32 p.m.

1. APPROVAL OF THE AGENDA

MOVED by Director Brownoff, **SECONDED** by Director Brice,
That the agenda be approved with the removal of item 5.2 - Disinfection at
McLoughlin Wastewater Treatment Facility.
CARRIED

2. ADOPTION OF MINUTES

2.1. [18-306](#) Minutes from the April 11, 2018 Capital Regional District Board meeting.

MOVED by Director Alto, **SECONDED** by Director Brownoff,
That the minutes from the April 11, 2018 Capital Regional District Board meeting
be adopted as circulated.
CARRIED

3. REPORT OF THE CHAIR

Chair Price welcomed Alternate Director Thompson.

4. PRESENTATIONS/DELEGATIONS

4.1 Presentations

There were none.

4.2 Delegations

- 4.2.1. [18-302](#) Delegation - Graeme Verhulst RE: Item 8.3 Implementation of BC Step Code
- 4.2.2. [18-301](#) Delegation - Dylan Hereema RE: Item 8.3 Implementation of BC Step Code
- 4.2.3. [18-303](#) Delegation - Mark Bernhardt RE: Item 8.3 Implementation of BC Step Code
- 4.2.4. [18-305](#) Delegation - Niels Anthonson RE: Item 8.3 Implementation of BC Step Code
This delegation was unable to make the meeting.
- 4.2.5 [18-314](#) Delegation - Heather Phillips RE: Item 5.20 - Board Determination of Regional Growth Strategy Consistency - East Sooke Official Community Plan
- 4.2.6. [18-315](#) Delegation - Chris Lalonde RE: Item 7.1 - Adoption of Bylaw No. 4237: A Bylaw To Amend Bylaw No. 3962, "Capital Regional District Clean Air Bylaw No. 1, 2014"

5. REPORTS OF COMMITTEES

Core Area Liquid Waste Management Committee

- 5.1. [18-130](#) Wastewater Treatment Project Reports
**MOVED by Director Helps, SECONDED by Director Screech,
That the following reports be received for information:
Wastewater Treatment Project Quarterly Report - Q1 2018
Wastewater Treatment Project Monthly Report - February 2018
Wastewater Treatment Project Monthly Report - January 2018
CARRIED**
- 5.2. [18-283](#) Disinfection at McLoughlin Wastewater Treatment Facility
This item was removed at the approval of the agenda.

Electoral Area Services Committee

- 5.3. [18-246](#) Appointment of Officers
**MOVED by Director McIntyre, SECONDED by Director Howe,
That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District**

Bylaw No. 2681, Darcy Allder, Jody Bedwell, Robert Carrie and Robert Halkett be appointed as Assistant Bylaw Officers.

CARRIED

5.4. [18-287](#) Grants-in-Aid

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the following grant-in-aid applications be approved:

Harmony Project Sooke: \$500

Mayne Island Conservancy Society: \$3,700

CARRIED

5.5. [18-291](#) Southern Gulf Islands Housing Needs Assessment

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

That the Southern Gulf Islands Housing Needs Assessment (Appendix A) be received for information.

CARRIED

Environmental Services Committee

5.6. [18-249](#) Business Case Analysis - Renewable Natural Gas

A discussion ensued regarding the following:

- concerns around underlying assumptions
- provincial calculators

MOVED by Director Brownoff, **SECONDED** by Director Helps,

That staff proceed with the development of a Hartland RNG project plan, for approval and funding through the 2019 budget process, based on:

- a) optimizing the sizing of the Hartland RNG project by considering the co-upgrading RNG from; landfill gas, residual treatment facility biogas, and potential Hartland food waste anaerobic digestion biogas
- b) initiating the procurement process for an appropriately sized RNG upgrading facility and associated infrastructure at Hartland landfill
- c) a 25-year RNG purchase agreement, and associated FortisBC pipeline extension, that meets the BC Utilities Commission regulation rate of return requirements
- d) funding the RNG project using available federal and provincial grants, ERM financial reserves, third party contributions and Municipal Finance Authority debt
- e) working with CRD municipalities, in 2018, to confirm interest in participating in the RNG project by supplying feedstock materials, capital investment, and economic/ environmental dividend expectations.

That staff continue to update the costs for the options to generate green energy.

CARRIED

OPPOSED: Directors Desjardins, Finall, and Atwell.

5.7. [18-270](#) Renovation Waste Campaign Update

A discussion ensued regarding the following:

- WCB requirements
- asbestos concerns

**MOVED by Director Brownoff, SECONDED by Director Blackwell,
That this report be received for information.**

CARRIED

OPPOSED: Directors Young, Ranns, Williams, and Atwell.

5.8. [18-278](#) Abandoned Boats Program Update

A discussion ensued regarding the following:

- what state of mapping is available and being used in the near shore areas
- GIS data, as to what the seabed looks like

**MOVED by Director Brownoff, SECONDED by Director Blackwell,
That this report be received for information.**

CARRIED

Finance Committee

5.9. [18-165](#) 2018 First Quarter Capital Plan Report

**MOVED by Director Brice, SECONDED by Director Brownoff,
That the 2018 First Quarter Capital Plan Report be received for information.**

CARRIED

5.10. [18-205](#) Capital Regional District External Grants Update

**MOVED by Director Brice, SECONDED by Director Screech,
That the Capital Regional District External Grants Update be received for
information.**

CARRIED

5.11. [18-267](#) Insurance Renewal (Except Property) for 2018

**MOVED by Director Brice, SECONDED by Director Brownoff,
That the Finance Committee receive this report for information.**

CARRIED

5.12. [18-268](#) Capital Regional District Investment Portfolio Annual Update

**MOVED by Director Brice, SECONDED by Director Brownoff,
That this report be received for information.**

CARRIED

5.13. [18-269](#) 2019 Service and Financial Planning Guidelines

**MOVED by Director Brice, SECONDED by Director Brownoff,
That the financial plan guidelines be approved as presented and that staff be**

directed to prepare the draft financial plan review based on the timeline presented.

CARRIED

5.14. [18-271](#) Capital Regional District Board of Directors Remuneration

Mr. Lapham spoke to the report.

Mr. Chan spoke to the report.

MOVED by Director Brice, **SECONDED** by Director Brownoff,
That staff be directed to make a one-time exception to offset the elimination of tax exemptions that apply for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders, effective January 1, 2019.

CARRIED

Opposed: Directors Alto, Desjardins, Finall, Atwell

5.15. [18-233](#) Capital Regional District Electoral Area Directors' Remuneration

A discussion ensued around the responsibilities of the JDF EA Director.

MOVED by Director Hicks, **SECONDED** by Director Howe,
That as directed by the Electoral Area Services Committee, staff be directed to make a one-time exception for Electoral Area Director remuneration, and Alternate Directors who attend Electoral Area Commission meetings on behalf of the Director, to offset the elimination of tax exemptions that apply for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders, effective January 1, 2019.

CARRIED

Governance Committee

5.16. [18-259](#) Closed Agenda Timing

A discussion ensued regarding the following:

- indeterminate beginning time being inconvenient to the public
- importance of every individual item on the agenda, whether closed or open
- option of a pilot project, as opposed to a 4 year change

MOVED by Director Desjardins, **SECONDED** by Director Alto,
The Capital Regional District Board Procedures Bylaw, 2010 be amended as required to allow closed Board meetings to occur before open meetings, to be in effect for the 2019-2022 Board, and

DEFEATED

OPPOSED: Directors Hicks, Williams, Brownoff, Brice, Price, Screech, Alto, Murdock, Isitt, Plant, Hamilton, and Young.

MOVED by Director Plant, **SECONDED** by Director Isitt,
That staff take the opportunity to review the Capital Regional District Board Procedures Bylaw, 2010 and bring back revisions that may increase the efficiency of meetings.

CARRIED

MOVED by Director Helps, **SECONDED** by Director Desjardins,

That staff change the start time at Board meetings to 1:00 pm as soon as possible.

CARRIED

5.17. [18-275](#) Electronic Vote Tabulation - Additional Information

MOVED by Director Desjardins, **SECONDED** by Director Howe,
That staff not proceed with implementation of electronic vote tabulation at this time; and

Electronic voting and updated agenda management software be advanced in the next service planning cycle.

CARRIED

5.18. [18-297](#) Integrated Resource Management Advisory Committee

A discussion ensued regarding directors being reassigned to other committees that they may be interested in, or not redeployed if they choose not to be.

MOVED by Director Desjardins, **SECONDED** by Director Blackwell,
That the Integrated Resource Management Advisory Committee be dissolved.
CARRIED AS AMENDED.

Hospitals and Housing Committee

5.19. [18-260](#) Regional Housing Affordability Strategy

A discussion ensued regarding the desired implementation plan, with specific timelines and budget

MOVED by Director Young, **SECONDED** by Director Helps,
That the draft Regional Housing Affordability Strategy, as presented in Appendix A be approved, as amended.
CARRIED

Planning and Protective Services Committee

5.20. [18-247](#) Board Determination of Regional Growth Strategy Consistency - East Sooke Official Community Plan

A discussion ensued regarding the procedure for public hearings.

MOVED by Director Hicks, **SECONDED** by Director Howe,
That the proposed East Sooke Official Community Plan (Bylaw No. 4000) be reviewed as it relates to the Regional Growth Strategy (Bylaw No. 4017) and deemed consistent with the RGS.

CARRIED

OPPOSED: Directors Young and Isitt

5.21. [18-248](#) Board Determination of Regional Growth Strategy Consistency - Shirley-Jordan River Official Community Plan

A discussion ensued regarding the suggested unit sizing and it opening up the

possibility of urbanization.

MOVED by Director Williams, **SECONDED** by Director Plant,
That the proposed Shirley-Jordan River Official Community Plan (Bylaw No. 4001) be reviewed as it relates to the Regional Growth Strategy (Bylaw No. 4017) and deemed consistent with the RGS.

CARRIED

OPPOSED: Director Isitt

5.22. [18-255](#)

Capital Regional District Emergency Management Organization Appointments

MOVED by Director Williams, **SECONDED** by Director Plant,

That the following appointment be made:

CRD Deputy Emergency Manager: Conrad Cowan, Manager, Electoral Area Fire & Emergency Programs

CARRIED

5.23. [18-258](#)

Tsunami After Action Report and Options for a Regional Emergency Notification System

MOVED by Director Williams, **SECONDED** by Director Plant,

That the After Action Report be received for information;

That staff be directed to work with local authority Emergency Program Coordinators to investigate and cost out a joint situational awareness and emergency management software solution for the region for consideration in the 2019 service planning process; and

That the Local Government Emergency Preparedness Advisory Committee work with the Regional Emergency Management Partnership to review local tsunami warning plans to improve consistency and ensure alignment with the regional concept of operations and report back on the outcome.

That the report be advanced to local councils through the Regional Emergency Management Partnership for information.

CARRIED

Juan De Fuca Land Use Committee

5.24. [18-226](#)

East Sooke Official Community Plan, Bylaw No. 4000

MOVED by Director Hicks, **SECONDED** by Director Blackwell,

That the referral of proposed Bylaw No. 4000, "Official Community Plan for East Sooke, Bylaw No. 5, 2018", directed by the Juan de Fuca (JdF) Land Use Committee to the Agricultural Land Commission, BC Hydro, Cowichan Tribes, Cowichan Valley Regional District, District of Metchosin, District of Sooke, East Sooke Advisory Planning Commission, East Sooke Fire Department, Halalt First Nation, Hul'qumi'num Treaty Group, Island Health, JdF Agricultural Advisory Planning Commission, JdF Electoral Area Parks and Recreation Advisory Commission, Lake Cowichan First Nation, Lyackson First Nation, Ministry of Agriculture, Ministry of Environment, Ministry of Forests, Lands, Natural Resource Operations (MFLNRO) - Arch Branch, MFLNRO - Crown Lands/Foreshore, Ministry of Transportation and Infrastructure, Pacheedaht First Nation, Penelakut Tribe, Scia'new First Nation, School District #62, Seagirt Waterworks Improvement District, Stz'uminus First

Nation, Te'Mexw Treaty Association, T'Sou-ke First Nation, and appropriate CRD Departments, be approved and comments received;

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Blackwell,

That Section 454(l)(vi) be deleted and replaced with the following words: For areas not currently within an existing water service area, support the adoption of a new water service establishment bylaw for public water distribution systems managed and operated by the CRD in accordance with conditions 454(l)(i) through 454(l)(v), and the establishment of a mechanism to cover costs of the service and infrastructure.

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Blackwell,

That proposed Bylaw No. 4000, "Official Community Plan for East Sooke, Bylaw No. 5, 2018", be considered by the CRD Board for consistency with the Regional Growth Strategy;

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Blackwell,

That proposed Bylaw No. 4000, "Official Community Plan for East Sooke, Bylaw No. 5, 2018", be introduced and read a first and second time; and

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Blackwell,

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. 4000.

CARRIED

5.25. [18-229](#)

Shirley - Jordan River Official Community Plan Update

MOVED by Director Hicks, **SECONDED** by Director Blackwell,

That the referral of proposed Bylaw No. 4001, "Official Community Plan for Shirley - Jordan River, Bylaw No. 5, 2018", directed by the Juan de Fuca (JdF) Land Use Committee to the Agricultural Land Commission, BC Hydro, Cowichan Tribes, Cowichan Valley Regional District, District of Metchosin, District of Sooke, Esquimalt Nation, Halalt First Nation, Hul'qumi'num Treaty Group, Island Health, JdF Agricultural Advisory Planning Commission, JdF Electoral Area Parks and Recreation Advisory Commission, Lyackson First Nation, Malahat First Nation, Managed Forest Council, Ministry of Agriculture, Ministry of Environment, Ministry of Forests, Lands, Natural Resource Operations (MFLNRO) - Arch Branch, MFLNRO - Crown Lands/Foreshore, Ministry of Transportation and Infrastructure, Pacheedaht First Nation, Pauquachin First Nation, Penelakut Tribe, Scia'new First Nation, School District #62, Sheringham Waterworks, Shirley/Jordan River Advisory Planning Commission, Shirley Fire Department, Stz'uminus First Nation, Te'Mexw Treaty Association, Tsartlip Indian Band, Tsawout First Nation, Tseycum Indian Band, T'Sou-ke First Nation, and appropriate CRD departments, be approved and the comments received;

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Blackwell,

That Section 414(P) be added as follows:

No new CRD water systems are contemplated to service new or existing

development and sewage treatment is to be provided by on-site systems.
CARRIED

MOVED by Director Hicks, SECONDED by Director Blackwell,
That proposed Bylaw No. 4001, "Official Community Plan for Shirley - Jordan
River, Bylaw No. 5, 2018", be considered by the CRD Board for consistency
with the Regional Growth Strategy;
CARRIED

MOVED by Director Hicks, SECONDED by Director Blackwell,
That proposed Bylaw No. 4079, Bylaw No. 4070 and Bylaw No. 4071 not
proceed;
CARRIED

MOVED by Director Hicks, SECONDED by Director Blackwell,
That proposed Bylaw No. 4001, "Official Community Plan for Shirley - Jordan
River, Bylaw No. 5, 2018", be introduced and read a first and a second time;
and
CARRIED

MOVED by Director Hicks, SECONDED by Director Blackwell,
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. 4001.
CARRIED

Regional Parks Committee

- 5.26. [18-219](#) Draft Management Plan for Matthews Point Regional Park
- MOVED by Director Screech, SECONDED by Director Brownoff,
That the draft Management Plan for Matthews Point Regional Park be made
available for public review and comment.
CARRIED
- 5.27. [18-217](#) Options Analysis for Deck Repair on the Swan Lake and Brett Avenue
Trestles on the Lochside Regional Trail
- MOVED by Director Screech, SECONDED by Director Brownoff,
That staff be directed to resurface the Swan and Brett trestles using Fiber
Reinforced Polymer (FRP) panel decking.
CARRIED
- 5.28. [18-216](#) Completion of Thetis Lake Pistol Range Restoration Project
- MOVED by Director Screech, SECONDED by Director Helps,
That this report be received for information.
CARRIED
- 5.29. [18-230](#) Parks & Environmental Services Wildfire Suppression Program
- MOVED by Director Screech, SECONDED by Director Helps,
That this report be received for information.

CARRIED

6. ADMINISTRATION REPORTS

6.1. [18-227](#) CRD Exempt Staff Compensation Plan Alignment

Mr. Lapham spoke to the report.

Mr. Neilson spoke to the report.

A discussion ensued regarding the following:

- what the median income of a unionized CRD employee is compared to the median of a manager.
- manager to staff ratio
- community comparitors

MOVED by Director Screech, **SECONDED** by Director Howe,

That the market salary adjustment recommendations of the external consultant for CRD Exempt Staff salaries be approved, as outlined by the consultant on April 5, 2018 (Appendix 1); and that the adjustments be implemented effective January 1, 2018, consistent with CRD Board policy for exempt staff compensation reviews.

CARRIED

OPPOSED: Directors Ranns, Young, Isitt, Desjardins, Finall, Atwell, and Hamilton

6.2. [18-288](#) SEAPARC Pool Roof

MOVED by Director Screech, **SECONDED** by Director Tait,

That the Capital Regional District Board recommend:

That SEAPARC amend its 2018-2022 Capital Expenditure Plan, reducing the cost of the Pool Roof Project from \$388,000 to \$280,500 and by moving the 2019 project to 2018.

CARRIED

7. BYLAWS

7.1. [18-279](#) Adoption of Bylaw No. 4237: A Bylaw To Amend Bylaw No. 3962, "Capital Regional District Clean Air Bylaw No. 1, 2014"

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

That Bylaw No. 4237: A Bylaw To Amend Bylaw No. 3962, "Capital Regional District Clean Air Bylaw No. 1, 2014" be adopted.

CARRIED

8. MOTION WITH NOTICE

8.1. [18-224](#) Motion with Notice: Hartland Landfill and Well Water (Director Hicks)

A discussion ensued regarding potential costs to municipalities

MOVED by Director Hicks, **SECONDED** by Director Brice

That this item be referred back to staff.

CARRIED

- 8.2. [18-289](#) Water Supply to Neighbours of Hartland Landfill

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

- 8.3. [18-256](#) Motion With Notice - Encouraging Robust Implementation of BC Energy Step Code (Director Isitt)

A discussion ensued regarding the following:
- the motion could be worded in a more neutral way
- support for a regional approach

MOVED by Director Isitt, **SECONDED** by Director Helps,
That the Capital Regional District Board encourage all local governments in the Capital Region to implement the BC Energy Step Code in the most robust manner possible within each community, in order to improve the energy performance of new buildings without delay and reduce green-house gas emissions in response to climate change.

DEFEATED

OPPOSED: Directors Ranns, Hamilton, Blackwell, Hicks, Thompson, Howe, McIntyre, Price, Brice, Jensen, Desjardins, Seaton, and Atwell.

9. NEW BUSINESS

There was none.

10. MOTION TO CLOSE THE MEETING

- 10.1. [18-310](#) Motion to Close the Meeting

MOVED by Director Plant, **SECONDED** by Director Helps,
That the meeting be closed in accordance with the Community Charter Section 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 municipality or another position appointed by the municipality; [1 item] and Section 90 (1) (c) labour relations or other employee relations.
CARRIED

The Board moved to the closed session at 4:35 pm.
The Board rose from the closed session at 5:00 pm.

RISE AND REPORT

Be it resolved that the Capital Regional District Board Rise and Report on the following items:

3.2: Appointments to CRD Committees and Commissions -

In accordance with the Royal & McPherson Theatres Society Board Bylaws, that the following persons be appointed to the Royal and McPherson Theatres Society Board :

For a term to expire May 9, 2024

Christopher Devlin

Victoria, BC

11. ADJOURNMENT

MOVED by Director Plant, **SECONDED** by Director Helps,
That the meeting be adjourned at 4:35 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER