

Meeting Minutes

Capital Regional District Board

Wednesday, June 13, 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. Day (for C. Hamilton), L. Helps, M. Hicks, B. Maberley (for D. Howe), B. Isitt, N. Jensen, W. McIntyre, D. Murdock, C. Plant, B. Gramigna (for J. Ranns), L. Seaton, K. Williams, R. Windsor, G. Young.

REGRETS: Director Tait

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; K. Morley, General Manager, Corporate Services; S. Bagh, Senior Manager, Regional and Strategic Planning; C. Cullham, Senior Manager, Regional Housing; C. Nielson, Senior Manager, Human Resources; S. Henderson, Senior Manager, Real Estate; E. Gorman, Deputy Corporate Officer; J. Cuthbert, Committee Clerk (Recorder)

OTHERS PRESENT: I. Robertson, CEO, Greater Victoria Harbour Authority; J. Rudolph, BC Board Representative, CAMA; J. Lee, Recipient of Ed MacGregor Memorial Bursary.

The meeting was called to order at 1:44 p.m.

1. APPROVAL OF THE AGENDA

MOVED by Director Helps, **SECONDED** by Director Alto,
That the agenda be approved with the removal of item 5.2.
CARRIED

2. ADOPTION OF MINUTES

2.1. [18-329](#) Minutes from the May 9, 2018 Capital Regional District Board meeting.

MOVED by Director Alto, **SECONDED** by Director McIntyre,
That the minutes from the May 9, 2018 Capital Regional District Board meeting be adopted as circulated.
CARRIED

3. REPORT OF THE CHAIR

The Chair acknowledged Alternate Directors Gramigna, Maberley, and Day and spoke to the accomplishments highlighted in a number of items in the agenda.

4. PRESENTATIONS/DELEGATIONS

4.1 Presentations

- 4.1.1. [18-358](#) Presentation: 2018 CAMA Award of Excellence by Jake Rudolph, BC Board Representative for British Columbia

Mr. Ridolph spoke to the presentation, which is on file with Legislative Services, and presented Mr. Lapham with the award.

- 4.1.2. [18-344](#) Presentation: 2018 Ed MacGregor Memorial Bursary

The Chair spoke to the many accomplishments of Ms. Lee, who stood and was recognized by the Board.

**MOVED by Director Alto, SECONDED by Director Plant,
That the Capital Regional District Board recognize the recommendation of
Saanich School District No. 63 Selection Committee to award the 2018 Ed
MacGregor Memorial Bursary to Ms. Jenny Lee.
CARRIED**

- 4.1.3. [18-285](#) Presentation: Greater Victoria Harbour Authority Annual Update
Chair Dave Cowen and CEO Ian Robertson

Mr. Robertson spoke to the presentation which is on file with Legislative Services.

4.2 Delegations

- 4.2.1 **18-387** Delegation: Ray Zimmerman Re: Item 5.20 - Public Hearing Report on Bylaw No. 4001, "Official Community Plan for Shirley-Jordan River, Bylaw No. 5, 2018"

5. REPORTS OF COMMITTEES

Electoral Area Services Committee

- 5.1. [18-353](#) Election Bylaw Amendments - Bylaw No. 3543

**MOVED by Director McIntyre, SECONDED by Director Hicks,
That Bylaw No. 4250, "Capital Regional District Election and Voting
Procedures Bylaw, 2008, Amendment Bylaw No. 2, 2018" be introduced and
read a first and second time.
CARRIED**

**MOVED by Director McIntyre, SECONDED by Director Hicks,
That Bylaw No. 4250 be read a third time.
CARRIED**

**MOVED by Director McIntyre, SECONDED by Director Hicks,
That Bylaw No. 4250 be adopted.
CARRIED**

- 5.2. [18-356](#) CRD Southern Gulf Islands Electoral Area Broadband Internet Connectivity

This item was removed at the approval of the agenda.

- 5.3. [18-360](#) Grants-in-Aid

MOVED by Director McIntyre, SECONDED by Director Hicks,

That the following grant-in-aid applications be approved:

1. International Institute for Child Rights and Development \$4,400
2. Otter Point and Shirley Residents and Ratepayers Association \$700
3. Port Renfrew Chamber of Commerce \$500
4. Sooke Shelter \$500

CARRIED

Environmental Services Committee

- 5.5. [18-332](#) Capital Regional District Waste Reduction Strategies and Activities

MOVED by Director Blackwell, SECONDED by Director Blackwell,

That this report be received for information.

CARRIED

- 5.6. [18-338](#) Recycling Markets Update

A discussion ensued regarding plastic bag recycling.

MOVED by Director Blackwell, SECONDED by Director Hicks,

That this report be received for information.

CARRIED

- 5.7. [18-335](#) CRD Climate Action Program - 2017 Annual Report

A discussion ensued regarding the following:

- amount of the grant received last year
- does the grant amount vary each year

MOVED by Director Blackwell, SECONDED by Director Helps,

That the CRD 2017 climate action annual reports, in accordance with the CRD's Climate Action Program and the Regional Climate Action Strategy, be approved.

An additional recommendation was made at the Environmental Services Committee meeting as follows:

That the Capital Regional District Board request that the Capital Regional District Board Chair request to meet with the Minister of Environment to stress the importance of having the Community Energy and Emissions Inventory updated with regards to transportation.

CARRIED

Finance Committee

- 5.8. [18-318](#) Capital Regional District 2017 Audit Findings Report and Statement of

Financial Information

**MOVED by Director Brice, SECONDED by Director Screech,
That the Capital Regional District 2017 Statement of Financial Information be
approved.
CARRIED**

5.9. [18-319](#) 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**

5.10. [18-320](#) Capital Regional District External Grants Outcome Report

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

5.11. [18-322](#) 2017 Corporate Climate Action Annual Reporting

**MOVED by Director Brice, SECONDED by Director Brownoff,
That the 2017 Climate Action Annual Report be received for information.
CARRIED**

**5.12. [18-323](#) Bylaws 4242 and 4243: Amendments to Operating Reserve Bylaws
4144 and 4146**

**MOVED by Director Brice, SECONDED by Director Windsor,
That Bylaw No. 4242 cited as the “Capital Regional District Sewer and Water
Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No.
1, 2018” be introduced and read a first and second time.
CARRIED**

**MOVED by Director Brice, SECONDED by Director Blackwell,
That Bylaw No. 4242 be read a third time.
CARRIED**

**MOVED by Director Brice, SECONDED by Director Blackwell,
That Bylaw No. 4242 be adopted.
CARRIED**

**MOVED by Director Brice, SECONDED by Director Blackwell,
That Bylaw No. 4243 cited as the “Capital Regional District Electoral Area
Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No.
1, 2018” be introduced and read a first and second time.
CARRIED**

**MOVED by Director Brice, SECONDED by Director Blackwell,
That Bylaw No. 4243 be read a third time.
CARRIED**

MOVED by Director Brice, SECONDED by Director Blackwell,

That Bylaw No. 4243 be adopted.
CARRIED

5.13. [18-324](#)

Bylaws 4239 and 4240: South Galiano Island Fire Hall

Director Maberley recused himself from the meeting for this item.

MOVED by Director Brice, SECONDED by Director Blackwell,
That Bylaw 4239 cited as "South Galiano Fire Hall Loan Authorization Bylaw 1, 2018" be introduced and read a first and second time.
CARRIED

MOVED by Director Brice, SECONDED by Director Blackwell,
That Bylaw 4239 be read a third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Blackwell,
That Bylaw 4240 cited as "South Galiano Island Fire Protection and
Emergency Response Service Establishment Bylaw No. 1, 1993, Amendment
Bylaw No. 3, 2018" be introduced and read a first and second time.
CARRIED

MOVED by Director Brice, SECONDED by Director Blackwell,
That Bylaw 4240 be read a third time.
CARRIED

5.14. [18-325](#)

Bylaw 4245: 2018 to 2022 Financial Plan, Amendment Bylaw No. 1,
2018

MOVED by Director Brice, SECONDED by Director Blackwell,
That Bylaw 4245, cited as "2018 to 2022 Financial Plan, Amendment Bylaw
No. 1, 2018" be introduced and read a first and second time.
CARRIED

MOVED by Director Brice, SECONDED by Director Blackwell,
That Bylaw 4245 be read a third time.
CARRIED

MOVED by Director Brice, SECONDED by Director Blackwell,
That Bylaw 4245 be adopted.
CARRIED

5.15. [18-340](#)

Motion with Notice: Exempt Compensation Policy and Review Process
(Director Helps)

MOVED by Director Helps, SECONDED by Director Screech,
That the Board strike a task force to review the exempt compensation policy
based on, but not limited to, the suggestions outlined above.
The task force be based on the Membership, Resources and Reporting
Relationship outlined above, as amended to include the CRD Managerial and
Professional Association.
CARRIED

Hospitals and Housing Committee

5.16. [18-377](#) Regional Housing First Program Staffing Requirements

A discussion ensued regarding the following:

- having these positions funded out of Housing First and through the federal funding
- contract positions as opposed to full time equivalency positions

**MOVED by Director Young, SECONDED by Director Helps,
That two additional regular full-time equivalency positions for a Regional
Housing First Project Manager and Administrative Coordinator be approved.
CARRIED**

Juan De Fuca Land Use Committee**5.17. [18-264](#) Development Permit with Variance for Strata Lots 15 and 16, Section 16, Otter District, Strata Plan VIS7096 - 4-7450 Butler Road**

**MOVED by Director Hicks, SECONDED by Director Blackwell,
That Development Permit with Variance DV000060, for Strata Lots 15 and 16,
Section 16, Otter District, Strata Plan VIS7096 to vary the Juan de Fuca Land
Use Bylaw, 1992, Bylaw No. 2040, Part 2, Section 27.08(d)(ii) by reducing the
rear yard setback requirement from 4.5 m to 2.8 m, for the purpose of
reconfiguring the lot boundaries and constructing an addition to the existing
building, be approved.
CARRIED**

5.18. [18-295](#) Invitation for Public Input - Proposed 50.0 M Monopole Wireless Communications Facility - Lot 4, District Lot 28, Otter District, Plan VIP19985 - 2620 Kemp Lake Road

**MOVED by Director Hicks, SECONDED by Director Blackwell,
That a resolution be provided to the proponent that the CRD Board has no
objection to the proposed siting of a 50.0 m monopole wireless
communications facility on Lot 4, District Lot 28, Otter District, Plan VIP19985.
CARRIED**

5.19. [18-349](#) Public Hearing Report on Bylaw No. 4000, "Official Community Plan for East Sooke, Bylaw No. 5, 2018"

**MOVED by Director Hicks, SECONDED by Director Blackwell,
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 May 28, 2018, for Bylaw No. 4000, "Official Community
Plan for East Sooke, Bylaw No. 5, 2018", be received.
CARRIED**

**MOVED by Director Hicks, SECONDED by Director Blackwell,
That Bylaw No. 4000 be read a third time.
CARRIED
OPPOSED: Alternate Director Day**

MOVED by Director Hicks, SECONDED by Director Blackwell,

That adoption of Bylaw No. 4000 be withheld pending approval of the Bylaw by the Ministry of Transportation and Infrastructure.

CARRIED

OPPOSED: Alternate Director Day

5.20. [18-350](#)

Public Hearing Report on Bylaw No. 4001, "Official Community Plan for Shirley-Jordan River, Bylaw No. 5, 2018"

MOVED by Director Hicks, **SECONDED** by Director Blackwell,
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 May 28, 2018, for Bylaw No. 4001, "Official Community Plan for Shirley-Jordan River, Bylaw No. 5, 2018", be received.

CARRIED

MOVED by Director Hicks, **SECONDED** by Director Blackwell,
That Bylaw No. 4001 be read a third time.

CARRIED

OPPOSED: Alternate Director Day

MOVED by Director Hicks, **SECONDED** by Director Blackwell,
That adoption of Bylaw No. 4001 be withheld pending approval of the Bylaw by the Ministry of Transportation and Infrastructure.

CARRIED

OPPOSED: Alternate Director Day

5.21. [18-361](#)

Floodplain Exemption for Lot 13, Section 4, Renfrew District, Plan VIP79213 - Trailhead Drive

MOVED by Director Hicks, **SECONDED** by Director Blackwell,
That subject to the Ministry of Transportation and Infrastructure agreeing to discharge covenant EX87077 from title, that floodplain exemption DV000057 for Lot 13, Section 4, Renfrew District, Plan VIP79213 for the purpose of constructing a single-family dwelling, be approved subject to the following conditions:

That the underside of the ground floor system elevation be a minimum of 0.2 m above the final ground surface elevation in accordance with the recommendations outlined in the professional geotechnical engineer's report prepared by Ryzuk Geotechnical, dated March 9, 2018; and

That the professional engineer's report prepared by Ryzuk Geotechnical, dated March 9, 2018, be secured via a new restrictive covenant registered on title;and

That the building location and elevation be verified by a BC Land Surveyor prior to completion of the building permit.

CARRIED

Planning and Protective Services Committee

5.22. [18-290](#)

Update of Regional Growth Strategy Legislation

MOVED by Director Williams, **SECONDED** by Director Alto,
That a letter be sent to the Minister of Municipal Affairs and Housing

requesting engagement of local governments in a comprehensive review and update of Part 13 of the Local Government Act and related regulations; and

That the Board submit the resolution "Update of Regional Growth Strategy Legislation", shown in Appendix B, to the Union of BC Municipalities as amended in the last paragraph following "actively engage local government" to add the words "including first nations".

[An additional recommendation was made at the meeting as follows:]
That the Chair of the Planning and Protective Services Committee convey to the Capital Regional District Board that this committee discussed unanimity and no position was taken on unanimity regarding the Update of the Regional Growth Strategy Legislation.

CARRIED

5.23. [18-327](#) Colwood Regional Context Statement

MOVED by Director Williams, SECONDED by Director Plant,
That the City of Colwood's regional context statement be considered in relation to the 2018 RGS (Bylaw No. 4017) and accepted in accordance with the requirements of section 448 of the Local Government Act.

CARRIED

5.24. [18-313](#) Esquimalt Regional Context Statement

MOVED by Director Williams, SECONDED by Director Plant,
That the Township of Esquimalt's regional context statement be considered in relation to the 2018 RGS (Bylaw No. 4017) and accepted in accordance with the requirements of section 448 of the Local Government Act.

CARRIED

Saanich Peninsula Wastewater Commission

5.25. [18-345](#) District of Central Saanich Sewer Transfer Agreement

MOVED by Director Windsor, SECONDED by Director Blackwell,
That the CRD Board authorize the Chief Administrative Officer to execute the Central Saanich Trunk Sewers Transfer Agreement.

CARRIED

6. ADMINISTRATION REPORTS

6.1. [18-343](#) 2017 CRD Annual Report

Mr. Lapham spoke to the report.

MOVED by Director Blackwell, SECONDED by Director Alto,
That the 2017 CRD Annual Report be received for information.

CARRIED

6.2. [18-334](#) Board Strategic Priorities and Corporate Plan Initiatives - Priorities

Dashboard Progress Report No. 2, 2018

Mr. Lapham spoke to the report.

A discussion ensued regarding the following:

- how accessible the dashboard is
- how many units are in Michigan Square now and how many will be there in the future

**MOVED by Director Helps, SECONDED by Director Alto,
That the Priorities Dashboard Progress Report No. 2 - 2018 as attached in
Appendix A be confirmed.
CARRIED**

6.3. [18-352](#) Quarterly Report - Special Task Force on First Nations Relations

Director Alto spoke to the report and thanked staff.

Director Desjardins acknowledged the work that has been done by Director Alto.

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

7. BYLAWS

There were none.

8. NEW BUSINESS

There was none.

9. MOTION TO CLOSE THE MEETING

9.1. [18-373](#) Motion to Close the Meeting

**MOVED by Director Windsor, SECONDED by Director Plant,
That the meeting be closed in accordance with the Community Charter s. 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 position appointed by the Board [1 item], (c) labour relations or other
employee relations [2 items]; (d) the security of the property of the Regional
District [1 item]; (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 [1 item]; (g)litigation or
potential litigation affecting the municipality [1 item]; and (i) the receipt of advice
that is subject to solicitor-client privilege, including communications necessary
for that purpose [1 item].
CARRIED**

10. RISE AND REPORT

The Board moved to the closed session at 3:30 pm.

The Board rose from the closed session at 4:36 pm and reported on the following

items:

MOVED by Director Plant, **SECONDED** by Director Brice,
That Kevin Murdock and David Nixon from the GVLRA be permitted to attend the
closed meeting.

CARRIED

3.4 - Appointments to CRD Committees and Commissions

BE IT RESOLVED:

In accordance with Bylaw No. 3450, that the following persons be appointed to
the Salt Spring Island Transportation Commission:

For a term to expire December 31, 2019

Rhonan Heitzmann

In accordance with Bylaw No. 4143, that the following persons be appointed to
the Arts Commission:

For a term to expire December 31, 2019

Wendy Gardner

In accordance with Bylaw No. 3131, that the following persons be appointed to
the Surfside Estates Water Service Committee:

For a term to expire June 30, 2020

Joan Sutherland

Richard Bougie

In accordance with Bylaw No. 3133, that the following persons be appointed to
the Skana Water Service Committee:

For a term to expire June 30, 2020

Jon Sanders

Ramon Hagkull

11. ADJOURNMENT

MOVED by Director Windsor, **SECONDED** by Director Plant,
That the meeting be adjourned at 4:36 pm.

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER