



Notice of Meeting and Meeting Agenda
Capital Regional District Board

Wednesday, September 19, 2018

1:30 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

Special Meeting

1. APPROVAL OF THE AGENDA

2. PRESENTATIONS/DELEGATIONS

2.1 Presentations

2.2 Delegations

3. CHAIRS REMARKS

4. SPECIAL MEETING MATTERS

Electoral Area Services Committee

4.1. [18-436](#) Appointment of Officers

Recommendation: That the Electoral Area Services Committee recommend to the Capital Regional District Board:

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, Gordon Hodson and Alana Kemble, be appointed as Assistant Bylaw Officers. (NWA)

Attachments: [Staff Report: Appointment of Officers](#)

4.2. [18-464](#) Salt Spring Island Sheep Kill Compensation Claim - North End Road

Recommendation: [The original staff recommendation was changed at the meeting as follows:]
That the Electoral Area Services Committee recommend to the Capital Regional District Board:

1. That payment be approved to Sandy Robley, Sunset Farm in the amount of \$2,043.75, which is 75% of the decrease in market value of the total losses.
2. That staff be directed to bring forward bylaw amendments to eliminate future compensation claims following any claims that are currently in process.
(NWA)

Attachments: [Staff Report: SSI Sheep Kill Compensation Claim-North End Rd](#)
[Appendix A: Compensation Excerpt from CRD BL1465](#)
[Appendix B: Compensation Claim by Sandy Robley Sunset Farm](#)

4.3. [18-462](#) Salt Spring Island and Southern Gulf Islands Electoral Areas
Municipal and Regional District Tax Application and Destination
Management and Marketing Organization Funding

Recommendation: That the Electoral Area Services Committee recommend to the Capital Regional District Board:

1. That the CRD support the imposition of an accommodation tax within the Salt Spring Island and Southern Gulf Islands Electoral Areas by the new Destination Management and Marketing Organization, and provide a letter of support; and
2. That an incremental amount of \$20,000 each be added to the ongoing final budgets of the Salt Spring Island and Southern Gulf Islands Economic Development services in order to provide funding to the Destination Management and Marketing Organization.

(NWA)

Attachments: [Staff Report: Accommodation Tax SGI and SSI](#)
[Attachment 1: Provincial Notice to Accommodations July 2018](#)
[Attachment 2: MRDT One Year Budget](#)
[Attachment 3: MRDT Five Year Strategic Business Plan](#)
[Attachment 4: SSI Chamber of Commerce Letter of Support](#)
[Attachment 5: Tourism Sector Support](#)
[Attachment 6: Accommodations Support](#)

- 4.4. [18-463](#) Transfer from Capital Reserve to Fulford Water Main Replacement Project
- Recommendation:** [The original staff recommendation was changed at the meeting as follows:]
That the Electoral Area Services Committee recommend to the Capital Regional District Board:
1. That the Capital Regional District proceed now with the work, subject to the conditions being dry enough so that direction to address the fish concerns are not necessary. If the conditions require the permitting and a procedure to protect the fish, defer the project until the next dry season. This will require retendering using the same design. The expected incremental cost of retendering would be minimal.
 2. That a Community Works Fund application for \$50,000 will be made as a project contribution primarily to protect some of the funds that are available for any contingencies for the Commission.
(NWA)
- Attachments:** [Staff Report: Fulford Water Main Transfer of Capital Funds](#)
[Attachment 1: Minutes Fulford Water Service July 31, 2018](#)
[Attachment 2: Draft Minutes Fulford Water Services Aug 18, 2018](#)
[Attachment 3: Fulford Water Main Fish Salvage Costs](#)
- 4.5. [18-457](#) Wastewater and Marine Environment Program - Gulf Islands and Port Renfrew - 2017 Annual Report
- Recommendation:** That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the Gulf Islands and Port Renfrew Wastewater and Marine Environment Program 2017 Annual Report be approved and forwarded to the BC Ministry of Environment.
(NWA)
- Attachments:** [Staff Report: WMEP - Gulf Islands & Port Renfrew - 2017 Annual Report](#)
[Appendix A: Summary of 2017 WMEP and Surface Water Components](#)
[Appendix B: 2017 Annual Report](#)
- 4.6. [18-456](#) Community Works Fund Outcomes Report
- Recommendation:** That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the Community Works Fund Outcomes report be received for information.
(NWA)
- Attachments:** [Staff Report: Community Works Fund Outcomes Report](#)
[Appendix A: CWF Outcomes Juan De Fuca EA](#)
[Appendix B: CWF Outcomes Salt Spring Island EA](#)
[Appendix C: CWF Outcomes Southern Gulf Islands EA](#)

4.7. [18-450](#) Grants-in-Aid

Recommendation: That the Electoral Area Services Committee recommend to the Capital Regional District Board:

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

1. Galiano Conservancy Association: \$5,000
2. Galiano Museum Society: \$2,500
3. Three on the Tree Productions Society: \$1,500
4. Scouts Canada - Camp Barnard: \$500
(NWA)

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

4.8. [18-458](#) Budget Amendment - East Sooke Fire Department Purchases

Recommendation: That the Electoral Area Services Committee recommends to the Capital Regional District Board:

That the East Sooke Fire Department budget be amended to incorporate the costs of the unbudgeted 2018 purchase of \$156,300.01 for the Self-Contained Breathing Apparatus and draw the funds from the capital reserve and amend the department's capital budget accordingly.
(NWA)

Attachments: [Staff Report: Budget Amendment-East Sooke Fire Dept Purchases](#)
[Appendix A: Invoice from Guillevin International](#)

Governance Committee**4.9. [18-431](#) Policy Amendment - Governance of Electronic Agenda Systems and Devices**

Recommendation: That the Finance Committee recommend to the Capital Regional District Board:
That the Governance of Electronic Agenda Systems and Board Devices policy be approved as amended.
(NWA)

Attachments: [Staff Report: Policy Amendment Electronic Agenda Systems & Devices](#)
[Appendix 1: Electronic Agenda Systems & Devices Policy 2014](#)
[Appendix 2: Electronic Agenda Sys. & Devices Changes July 2018](#)
[Appendix 3: Electronic Agenda Systems & Devices Policy July 2018](#)

4.10. [18-441](#) Proposed Amendments to Bylaw No. 3828, the "Capital Regional District Board Procedure Bylaw, 2012"

Recommendation: That the Governance Committee recommend to the Capital Regional District Board:
That Staff be directed to prepare an amending bylaw to implement the changes to the "Capital Regional District Board Procedure Bylaw, 2012" as outlined in Appendix 2, to be in effect prior to the inaugural Board meeting on November 14, 2018; and

That the amending bylaw be referred directly to Board for readings and adoption without further review by committee.

(NWA)

Attachments: [Staff Report - Procedures Bylaw](#)
[Appendix 1 - Bylaw 3828 Consolidated Board Procedures Oct 2016](#)
[Appendix 2 - Draft Revised Bylaw 3828 Consolidated Board Procedures Oct 20](#)
[Appendix 3 - Consent Agenda Process](#)

Juan De Fuca Water Distribution Commission

4.11. [18-494](#) Staff Report: Juan de Fuca Water Distribution Development Cost Charge (DCC) Bylaw Amendment

Recommendation: That the Juan de Fuca Water Distribution Commission recommend to the Capital Regional District Board:

1. a) That Bylaw No. 4249, "Development Cost Charge Bylaw (Juan de Fuca Water Distribution), No. 1, 2000, Amendment Bylaw No. 9, 2018", be introduced and given first and second reading, and
b) That the Water DCC Credit Policy be approved, as it relates to Section 21 of Bylaw No. 4249; and

2. That Bylaw No. 4249, "Development Cost Charge Bylaw (Juan de Fuca Water Distribution), No. 1, 2000, Amendment Bylaw No. 9, 2018", be given third reading.

(WP - Colwood, Highlands, JDF EA, Langford, Metchosin, Sooke, View Royal)

Attachments: [Staff Report: Juan de Fuca Water Distribution Development Cost Charge \(DCC\)](#)
[Attachment A: Bylaw No. 4249, "Development Cost Charge Bylaw \(Juan de Fuca Water Distribution\), No. 1, 2000, Amendment Bylaw No. 9, 2018"](#)
[Attachment B: Draft Credit Policy](#)
[Attachment C: Juan de Fuca Water Distribution Commission Staff Report - June](#)

Regional Water Supply Commission

[The following items will be considered at the Regional Water Supply Commission meeting of September 19, 2018, immediately prior to the CRD Board meeting. The following are the staff recommendations:]

4.12. [18-495](#) Water Conservation Bylaw - Amendment Bylaw No. 4248

Recommendation: That the Regional Water Supply Commission recommend to the Capital Regional District Board:

1. That Bylaw No. 4248 "Capital Regional District Water Conservation Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2018" be introduced and given first and second reading;
2. That Bylaw No. 4248 be given third reading; and
3. That Bylaw No. 4248 be adopted.

(WP - All except SSI & SGI EAs, 2/3 maj. on adoption)

Attachments: [Water Conservation Bylaw – Amendment Bylaw No. 4248](#)
 [Appendix A](#)
 [Appendix B](#)
 [Appendix C](#)

4.13. [18-496](#) Greater Victoria Drinking Water Quality - 2017 Annual Report

Recommendation: That the Regional Water Supply Commission recommend to the Capital Regional District Board that:
The Greater Victoria Drinking Water Quality 2017 Annual Report be approved.
(NWA)

Attachments: [Greater Victoria Drinking Water Quality – 2017 Annual Report](#)
 [Appendix A](#)

Regional Parks Committee**4.14.** [18-429](#) Interpretation Program Update

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

That this report be received for information.
(WP-All)

Attachments: [Staff Report: Interpretation Program Update](#)
 [Attachment 1: Presentation - Interpretation in RP](#)

[The following items will be considered at the Regional Parks Committee meeting of September 19, 2018 immediately prior to the CRD Board meeting. The following are the staff recommendations:]

4.15. [18-478](#) Matthews Point Regional Park Management Plan

Recommendation: That the Regional Parks Committee recommend to the Capital Regional District Board:
That the Matthews Point Regional Park Management Plan be approved.
(WP - All)

Attachments: [Staff Report: Matthews Point Regional Park Mgmt Plan](#)
 [Attachment 1: Public Participation Report July 2018](#)
 [Attachment 2: Matthews Point Regional Park Mgmt Plan](#)

**4.16. [18-479](#) Saint John Point Regional Park and Mount Parke Regional Park
Management Plans**

Recommendation: That the Regional Parks Committee recommend to the Capital Regional District Board:
That a management plan process be initiated for Saint John Point and Mount Parke regional parks and that the management plans for the 2 parks be developed concurrently, as per the project scope in Attachment 2 and the engagement process shown in Attachment 3.
(WP-All)

Attachments: [Staff Report: St John Point and Mt Parke RP Mgmt Plans](#)
 [Attachment 1: Regional Context](#)
 [Attachment 2: Project Scope](#)
 [Attachment 3: Engagement Process](#)

4.17. [18-490](#) Rowing Canada Aviron National Training Centre

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

That the Board Chair write a letter of support in principle for the Victoria City Rowing Club's bid to become the home base for the national rowing centre.
(WP-All)

Attachments: [Staff Report: Rowing Canada Aviron National Training Ctr](#)

Saanich Peninsula Water and/or Wastewater Commission

4.18. [18-497](#) Staff Report: Saanich Peninsula Water and Wastewater Development Cost Charge (DCC) Bylaw Amendment

Recommendation: That the Saanich Peninsula Water and Wastewater Commissions recommend to the Capital Regional District Board:

1. That Bylaw No. 4251, "Saanich Peninsula Water and Wastewater Development Cost Charges Bylaw No. 1, 2004, Amendment Bylaw No. 2, 2018", be introduced and given first and second reading, and
2. That Bylaw No. 4251, "Saanich Peninsula Water and Wastewater Development Cost Charges Bylaw No. 1, 2004, Amendment Bylaw No. 2, 2018", be given third reading
(WP - Central Saanich, Town of Sidney, North Saanich)

Attachments: [Staff Report: Saanich Peninsula Water and Wastewater Development Cost Cha](#)
[Attachment A: Bylaw No. 4251, "Saanich Peninsula Water and Wastewater Dev](#)
[Attachment B: Saanich Peninsula Water Commission Staff Report – June 21, 2018](#)
[Attachment C: Saanich Peninsula Wastewater Commission Staff Report – June 21, 2018](#)

Administration Reports

4.19. [18-487](#) CAO Quarterly Progress Report No. 3, 2018

Recommendation: That the CAO Quarterly Progress Report No. 3 - 2018 be received for information.
(NWA)

Attachments: [Staff Report: CAO Quarterly Update No. 3.docx](#)
[Appendix A – Photographs of Corporate Activities and Initiatives.pptx](#)
[Appendix B - Priorities Dashboard Progress Report No. 3, 2018](#)
[Appendix C – Capital Variance Report - Q2, 2018](#)
[Appendix D – Human Resource Trends](#)

- 4.20. [18-459](#) Public Hearing Report on Bylaw No. 4216, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 9, 2018"

Recommendation: a) That the minutes that form the Report of the Public Hearing for Bylaw No. 4216, which is certified as a fair and accurate summary of the representations that were made at the Public Hearing held on August 9, 2018, for Bylaw No. 4216, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 9, 2018", be received; and

b) That Bylaw No. 4216 be read a third time and adopted.

(Voting Block A - JDF EA Director/Colwood/Langford(1)/Metchosin/Sooke 2/3 on adoption)

Attachments: [Staff Report: Public Hearing Report Bylaw No. 4216](#)

[Appendix 1: Proposed Bylaw No 4216](#)

[Appendix 2: Report of the Public Hearing](#)

[Appendix 3 Professional Biologist's Report](#)

- 4.21. [18-466](#) Bylaw 4258: 2018 to 2022 Financial Plan, Amendment Bylaw No. 2, 2018

Recommendation: 1. That Bylaw 4258, cited as "2018 to 2022 Financial Plan, Amendment Bylaw No. 2, 2018" be introduced and read a first and second time.
2. That Bylaw 4258 be read a third time.
3. That Bylaw 4258 be adopted.
(WA)

Attachments: [Staff Report: Bylaw 4258 Financial Plan Amendment 2, 2018](#)

[Appendix A: Bylaw 4258 Financial Plan Amendment 2, 2018](#)

[Appendix B: Bylaw 4258 Schedule B Bylaw Amendment 2, 2018](#)

- 4.22. [18-488](#) CRD Board Procedures Bylaw Amendments

Recommendation: 1. That Bylaw 4262, Bylaw No. 4262, Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 7, 2018, be introduced and read a first and second time;
2. That Bylaw 4262 be read a third time.
(NWA)

Attachments: [Staff Report: CRD Board Procedures Bylaw Amendments](#)

[Appendix 1: Bylaw No. 4262, Capital Regional District Board Procedures Bylaw](#)

[Appendix 2: Bylaw No. 3828, Capital Regional District Board Procedures Bylaw](#)

5. MOTION TO CLOSE THE MEETING

5.1. [18-508](#) Motion to Close the Meeting

Recommendation: That the meeting be closed in accordance with the Community Charter s. 90 (1)(c) labour relations or other employee relations [1 item]; (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district [1 item]; (g) litigation or potential litigation affecting the municipality [1 item] and (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 regional district [5 items].
(NWA)

6. 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)**