

Meeting Minutes

Capital Regional District Board

Wednesday, September 19, 2018

1:30 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

Special Meeting

PRESENT:

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

REGRETS: Directors Atwell, Brice, and Finall

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; S. Carey, Manager, Legal Services; C. Nielson, Senior Manager, Human Resources; E. Gorman, Deputy Corporate Officer; N. More, Senior Administrative Secretary (Recorder)

The meeting was called to order at 1:47 p.m.

1. APPROVAL OF THE AGENDA

MOVED by Director Tait, **SECONDED** by Director Helps,
That the agenda be approved.
CARRIED

2. PRESENTATIONS/DELEGATIONS

2.1 Presentations

There were none.

2.2 Delegations

2.2.2. [18-512](#) Delegation: Beth Cruise re: Item 4.10 and 4.22

3. CHAIRS REMARKS

Chair Price acknowledged Alternate Directors Day, Sanders, and Szpak.

2.2.1. [18-511](#) Delegation: Dylan Warnberg re: Item 4.10 and 4.22

This delegation spoke after the Chairs Remarks.

4. SPECIAL MEETING MATTERS

Electoral Area Services Committee

- 4.1. [18-436](#) Appointment of Officers
- MOVED by Director Hicks, 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, Gordon Hodson and Alana Kemble, be appointed as Assistant Bylaw Officers.
CARRIED
- 4.2. [18-464](#) Salt Spring Island Sheep Kill Compensation Claim - North End Road
- MOVED by Director Hicks, SECONDED by Director Howe,**
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;
and
2. That staff be directed to bring forward bylaw amendments to eliminate future compensation claims following any claims that are currently in process.
CARRIED
- 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
- MOVED by Director Hicks, SECONDED by Director Howe,**
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.
CARRIED
- 4.4. [18-463](#) Transfer from Capital Reserve to Fulford Water Main Replacement Project
- MOVED by Director Hicks, SECONDED by Director Howe,**
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.

CARRIED

- 4.5. [18-457](#) Wastewater and Marine Environment Program - Gulf Islands and Port Renfrew - 2017 Annual Report

MOVED by Director Howe, **SECONDED** by Director Tait,
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.

CARRIED

- 4.6. [18-456](#) Community Works Fund Outcomes Report

MOVED by Director Howe, **SECONDED** by Director Hicks,
That the Community Works Fund Outcomes report be received for information.

CARRIED

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

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

CARRIED

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

MOVED by Director Hicks, **SECONDED** by Director Howe,
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.

CARRIED

Governance Committee

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

MOVED by Director Windsor, **SECONDED** by Director Alto,
That the Governance of Electronic Agenda Systems and Board Devices policy be approved as amended.

CARRIED

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

The motion was put and discussion ensued, including clarification from staff on the ways members of the public can bring matters to the attention of the Board, and highlights of the proposed changes to the procedures.

Director Ranns entered the meeting at 1:47 p.m.

**MOVED by Director Windsor, SECONDED by Director Howe,
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.
CARRIED**

Discussion on the following motion ensued regarding restrictions upon delegations and the offer of examples from a recent procedural review at the City of Victoria.

**MOVED by Director Desjardins, SECONDED by Alternate Director Day,
That consideration of permitting delegations to speak to items not on the
agenda be referred to the Governance Committee.
CARRIED**

Juan De Fuca Water Distribution Commission

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

**MOVED by Alternate Director Szpak, SECONDED by Director Hicks,
1. 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
2. That the Water DCC Credit Policy be approved, as it relates to Section 21 of
Bylaw No. 4249.
CARRIED**

**MOVED by Director Hicks, SECONDED by Alternate Director Szpak,
That Bylaw No. 4249 be given third reading.
CARRIED**

Regional Water Supply Commission

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

**MOVED by Director Hicks, SECONDED by Director Williams,
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.
CARRIED**

**MOVED by Director Hicks, SECONDED by Director Williams,
That Bylaw No. 4248 be given third reading.
CARRIED**

**MOVED by Director Hicks, SECONDED by Director Williams,
That Bylaw No. 4248 be adopted.
CARRIED**

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

**MOVED by Director Hicks, SECONDED by Director Tait,
That the Greater Victoria Drinking Water Quality 2017 Annual Report be
approved.
CARRIED**

Regional Parks Committee

- 4.14. [18-429](#) Interpretation Program Update

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

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

**MOVED by Director Screech, SECONDED by Director Tait,
That the Matthews Point Regional Park Management Plan be approved.
CARRIED**

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

**MOVED by Director Screech, SECONDED by Director Howe,
That a management plan process be initiated for Saint John Point and Mount
Parke regional parks and that the management plans for the two parks be
developed concurrently, as per the project scope in Attachment 2 and the
engagement process shown in Attachment 3.
CARRIED**

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

**MOVED by Director Screech, SECONDED by Director Williams,
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.
CARRIED**

Saanich Peninsula Water and/or Wastewater Commission

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

**MOVED by Director Windsor, SECONDED by Director Tait,
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.
CARRIED**

**MOVED by Director Windsor, SECONDED by Director Price,
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.
CARRIED**

Administration Reports

- 4.19. [18-487](#) CAO Quarterly Progress Report No. 3, 2018
- R. Lapham provided highlights of the report.
- Director Windsor left the meeting at 1:56 p.m.
- Staff provided clarification on the variance in the Core Area Wastewater Treatment Project, employee vacancies and work force strategies, and the orientation process for the incoming Board of Directors.
- MOVED by Director Williams, SECONDED by Director Helps,
That the CAO Quarterly Progress Report No. 3 - 2018 be received for information.
CARRIED**
- 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"
- MOVED by Director Hicks, SECONDED by Director Tait,
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.**
- MOVED by Director Hicks, SECONDED by Director Tait,
That Bylaw No. 4216 be read a third time and adopted.
CARRIED**
- 4.21. [18-466](#) Bylaw 4258: 2018 to 2022 Financial Plan, Amendment Bylaw No. 2, 2018
- The first motion was put. The Board sought clarification on apportionment costs.
- Director Plant left the meeting at 2:23 p.m.
- MOVED by Director Howe, SECONDED by Director Helps,
That Bylaw 4258, cited as "2018 to 2022 Financial Plan, Amendment Bylaw No. 2,
2018" be introduced and read a first and second time.
CARRIED**
- MOVED by Director Howe, SECONDED by Director Helps,
That Bylaw 4258 be read a third time.
CARRIED**
- MOVED by Director Howe, SECONDED by Director Helps,
That Bylaw 4258 be adopted.
CARRIED**
- 4.22. [18-488](#) CRD Board Procedures Bylaw Amendments
- The first motion was put.

Director Plant returned to the meeting at 2:14 p.m.

MOVED by Director Howe, **SECONDED** by Director Alto,
That Bylaw 4262, Capital Regional District Board Procedures Bylaw, 2012,
Amendment Bylaw No. 7, 2018, be introduced and read a first and second time.
CARRIED

MOVED by Director Howe, **SECONDED** by Director Helps,
That Bylaw 4262 be read a third time.
CARRIED

5. MOTION TO CLOSE THE MEETING

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

MOVED by Director Helps, **SECONDED** by Director Howe,
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].
CARRIED

6. RISE AND REPORT

The Board moved to the closed session at 2:15 p.m.
The Board rose from the closed session at 2:58 p.m. and reported on the
following item:

2.7 - Appointments to CRD Committees and Commissions

BE IT RESOLVED:

In accordance with Bylaw No. 3839, that the following persons be appointed to
the Juan de Fuca Board of Variance:

For a term to expire December 31, 2021

Paul Clarkston 2535 Clark Road, Sooke, BC V9Z 0K5

Axel Joosting 6331 East Sooke Road, Sooke, BC V9Z 1A1

Greg Whincup 2975 Young Lake Road, Sooke, BC V9 0J6

7. ADJOURNMENT

MOVED by Director Plant, **SECONDED** by Director Alto,
That the meeting be adjourned at 2:58 p.m.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER