

Meeting Minutes

Capital Regional District Board

Wednesday, December 12, 2018

1:00 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT: C. Plant (Chair), D. Blackwell (Vice-Chair), S. Brice, B. Desjardins, F. Haynes, L. Helps, M. Hicks, G. Holman, B. Maberley (for D. Howe), B. Isitt, J. Loveday, C. McNeil-Smith, R. Martin, R. Mersereau, K. Murdoch, G. Orr, J. Ranns, D. Screech, L. Seaton, M. Tait, N. Taylor, K. Williams, R. Windsor, G. Young

STAFF: K. Lorette, Acting Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Environmental Sustainability; T. Robbins, General Manager, Integrated Water Services; K. Morley, General Manager, Corporate Services; A. Orr, Senior Manager, Corporate Communications; C. Culham, Senior Manager, Regional Housing; E. Gorman, Deputy Corporate Officer; P. Perna, Committee Clerk; J. Cuthbert, Committee Clerk (Recorder)

OTHERS PRESENT: Florence Dick, Cultural Liaison, Songhees Nation and Christine Sam, Songhees Nation.

The meeting was called to order at 1:10 pm.

LKWUNGEN BLESSING & WELCOME

Christine Sam conducted an inaugural prayer.
Florence Dick provided a traditional welcome

1. APPROVAL OF THE AGENDA

MOVED by Director Brice, **SECONDED** by Director Helps,
That the agenda be approved with the following amendments:
4.1 - Archie Galbraith scholarship presentation moved ahead of Adoption of Minutes.
6.8 - Ahead of item 6.1
CARRIED

2. ADOPTION OF MINUTES

2.1. [18-617](#) Minutes for Adoption

MOVED by Director Tait, **SECONDED** by Director Blackwell,
That the minutes from the November 14, 2018 Capital Regional District Board inaugural meeting be adopted as circulated.
CARRIED

4. PRESENTATIONS/DELEGATIONS

4.1.1. [18-600](#) Presentation: Archie Galbraith Scholarship

The Chair spoke to the history of this scholarship award. Ms. Harry was presented with the award.

**MOVED by Director Helps, SECONDED by Director Tait,
That the Capital Regional District Board present Ace Harry with the 2018 Archie Galbraith Memorial Scholarship.
CARRIED**

3. REPORT OF THE CHAIR**3.1. [18-599](#)** Appointments to CRD Standing Committees, Select Committees and Other Bodies

**MOVED by Director Desjardins, SECONDED by Director Blackwell,
That the Board receive the appointments and endorse the nominations and appointments put forward.
CARRIED**

3.2. [18-611](#) 2019 Standing Committee Terms of Reference

**MOVED by Director Helps, SECONDED by Director Isitt,
That the attached 2019 Standing Committee Terms of Reference be approved by the Board.
CARRIED**

4. PRESENTATIONS/DELEGATIONS - CONTINUED**4.1 Presentations****4.1.2. [18-616](#)** Coastal Communities Social Procurement Initiative

Director Helps gave a presentation with Anthony Jeffries (CVRD)

**MOVED by Director Brice, SECONDED by Director Blackwell,
That this item be referred to the Governance and Finance Committee.
CARRIED**

4.2 Delegations**4.2.1. 18-624** Ms. Michelle Kirby, Senior Manager, Child Care Capital and Community Services at the Ministry of Children and Family Development re: Item 6.4 Community Child Care Space Creation Program

Ms. Kirby gave a presentation regarding the Community Child Care Space Creation Program.

5. CONSENT AGENDA

Item 5.5 was removed from the Consent Agenda and moved to Administration Reports as item 6.11.

MOVED by Director Windsor, **SECONDED** by Director Desjardins,
That consent agenda items 5.1. through 5.4. be approved as presented.
CARRIED

5.1. [18-578](#) Grants-in-Aid

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

1. Shirley Education and Action Society: \$1,000.00

5.2. [18-579](#) Parcel Tax Roll Review Panel

That the following individuals be appointed to the Parcel Tax Roll Review Panel on matters of parcel taxes for the year 2019 to be held on Wednesday, 13 March 2019, at 12:30 pm in Room 651 of the Capital Regional District offices, 625 Fisgard Street, Victoria, BC.

Colin Plant, CRD Board Chair

Mike Hicks, Director, Juan de Fuca Electoral Area

David Howe, Director, Southern Gulf Islands Electoral Area

Gary Holman, Director, Salt Spring Island Electoral Area

5.3. [18-592](#) Schedule of Regular Board Meetings

That the regular meetings for the Capital Regional District Regional Board will be scheduled on the second Wednesday of each month in 2019: January 9, February 13, March 13, April 10, May 8, June 12, July 10, August 14 (at the call of the Chair), September 11, October 9, November 13, December 11.

5.4. [18-595](#) Adoption of Bylaw No. 4231, Saturna Island Medical Contribution Service Establishment Bylaw

That Bylaw No. 4231, "Saturna Island Medical Clinic Contribution Service Establishment Bylaw No. 1, 2018" be adopted.

6. ADMINISTRATION REPORTS

6.8. [18-612](#) Federal Public Dock Divestiture to CRD (SGI Harbours Service) - Horton Bay Dock (Mayne Island) and Spanish Hills Dock (Galiano Island)

MOVED by Director Maberley, **SECONDED** by Director Hicks,

That the Capital Regional District Board approve the following agreements between Canada and the Capital Regional District:

Agreement to Transfer Spanish Hills (North Galiano) Wharf, Galiano Island, British Columbia;

Agreement to Replace Horton Bay Wharf, Mayne Island, British Columbia.

CARRIED

6.1. [18-596](#) Bylaws 4273 and 4274: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

MOVED by Director Holman, **SECONDED** by Director Hicks,

That Bylaw No. 4273 cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 9, 2018" be introduced and read a first, second, and third time.

CARRIED

MOVED by Director Holman, **SECONDED** by Director Maberley,
That Bylaw No. 4273 be adopted.
CARRIED

MOVED by Director Blacwell, **SECONDED** by Director Windsor,
That Bylaw No. 4274 cited as "Southern Gulf Islands and Juan de Fuca Electoral
Areas Utilities and Street Lighting Fees and charges Bylaw No. 1, 2012,
Amendment Bylaw No. 7, 2018" be introduced and read a first, second, and third
time.
CARRIED

MOVED by Director Blackwell, **SECONDED** by Director Windsor,
That Bylaw No. 4274 be adopted.
CARRIED

- 6.2.** [18-602](#) Bylaw 4268: Revenue Anticipation Borrowing (General Purpose) Bylaw No.
1, 2019

MOVED by Director Windsor, **SECONDED** by Director Tait,
That Bylaw No. 4268, "Revenue Anticipation Borrowing (General Purpose) Bylaw
No. 1, 2019" be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Windsor, **SECONDED** by Director Blackwell,
That Bylaw No. 4268 be adopted.
CARRIED

- 6.4.** [18-597](#) Community Child Care Space Creation Program

MOVED by Director Hollman, **SECONDED** by Director Haynes,
That the Capital Regional District Board authorize submission of an application to
the Community Child Care Space Creation Program for the Salt Spring Island
Licensed Preschool Child Care Space Project and commit the Capital Regional
District to providing overall grant management through the project's duration.
CARRIED

MOVED by Director Windsor, **SECONDED** by Director Tait,
That the Capital Regional District Board authorize staff to prepare an application
to the Community Child Care Planning Grant Program for Salt Spring Island
Electoral Area and commit the Capital Regional District to provide overall grant
management through the project's duration.
CARRIED

- 6.5.** [18-606](#) Juan de Fuca Water Distribution Service - 2019 Operating and Capital
Budget

MOVED by Director Seaton, **SECONDED** by Director Blackwell,
Approve the 2019 Capital Budget and the Five Year Capital Plan;
Approve the 2019 Operating Budget;
Approve the 2019 Juan de Fuca Water Distribution Service retail water rate of
\$2.1132 per cubic metre, adjusted if necessary by any change in the Regional
Water Supply wholesale water rate.

That Amendment Bylaw No. 4269 cited as “Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 8, 2018” be introduced, read a first, second and third time.

CARRIED

MOVED by Director Blackwell, **SECONDED** by Director Seaton,
That Bylaw No. 4269 be adopted.

CARRIED

6.6. [18-607](#) Regional Water Supply Service - 2019 Operating and Capital Budget

MOVED by Director Windsor, **SECONDED** by Director Tait,
Approve the 2019 Capital Budget and the Five Year Capital Plan;
Approve the 2019 Operating Budget;
Approve the 2019 wholesale water rate of \$0.6775 per cubic metre;
Approve the 2019 agricultural water rate of \$0.2105 per cubic metre; and
That Amendment Bylaw No. 4270 cited as “Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997” be introduced, read a first, second time and third time.

CARRIED

MOVED by Director Windsor, **SECONDED** by Director Tait,
That Bylaw No. 4270 be adopted.

CARRIED

6.7. [18-608](#) Saanich Peninsula Water Service - 2019 Operating and Capital Budget

MOVED by Director Windsor, **SECONDED** by Director McNeil-Smith
Approve the 2019 operating and capital budget;
Approve the 2019 Saanich Peninsula bulk water rate of \$0.9815 per cubic metre, and the Agricultural Research Station water rate of \$1.0167 per cubic metre, adjusted if necessary by any changes in the CRD Regional Water Supply wholesale water rate;
Balance the 2018 actual revenue and expense on the transfer to capital reserve fund; Amend the Bulk Water Rates Bylaw accordingly.

That Amendment Bylaw No. 4267 cited as “Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 38, 2018” be introduced, read a first, second and third time.

CARRIED

MOVED by Director Windsor, **SECONDED** by Director McNeil-Smith,
That Bylaw No. 4267 be adopted.

CARRIED

6.9. [18-594](#) Bylaw No. 4280: 2018 to 2022 Financial Plan, Amendment Bylaw No. 3, 2018

MOVED by Director Blackwell, **SECONDED** by Director Tait,
That Bylaw No. 4280, “2018 to 2022 Financial Plan, Amendment Bylaw No. 3, 2018” be introduced and read a first, second, and third time.

CARRIED

MOVED by Director Tait, **SECONDED** by Director Blackwell,
That Bylaw No. 4280 be adopted.

CARRIED

6.10. [18-593](#) Investing in Canada Infrastructure Program

A discussion ensued regarding percentage of grant being covered.

Director Windsor left the meeting at 2:29 pm.

Director Haynes left the meeting at 2:30 pm.

**MOVED by Director Hicks, SECONDED by Director Orr,
That the Capital Regional District submit grant applications for four proposals, as endorsed in the following resolutions:**

That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for Fernwood Elementary School Athletic Field Upgrade through the Investing in Canada Infrastructure Program - Community, Culture and Recreation Program; and that the Board supports the project and commits to its share (\$250,650) of the project.

That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for the Mayne Island Regional Trail - Phase 1 Development to the Investing in Canada Infrastructure Program - Community, Culture and Recreation Program; and that the Board supports the project and commits to its share (\$1,023,000) of the project.

That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for Miners Bay Dock Improvements through the Investing in Canada Infrastructure Program - Rural and Northern Communities Program; and that the Board supports the project and commits to its share (\$30,000) of the project.

That the Capital Regional District Board (the Board) authorize staff to submit an application for grant funding for Wilderness Mountain Supply Improvements through the Investing in Canada Infrastructure Program - Rural and Northern Communities Program; and that the Board supports the project and commits to its share (\$345,000) of the project.

CARRIED

6.11. [18-604](#) Proposed Amendment to Section 2(1)(g) of Clean Air Bylaw No. 3962

Director Isitt spoke to a recent Victoria Council vote in favour of making substantial changes to this bylaw.

**MOVED by Director Blackwell, SECONDED by Director Desjardins,
That Bylaw No. 4272, "Capital Regional District Clean Air Bylaw No. 1, 2014, Amendment Bylaw No. 2, 2018" be introduced and read a first, second and third time.**

CARRIED

7. REPORTS OF COMMITTEES**Juan De Fuca Land Use Committee****7.1.** [18-547](#) Section 510 Provision of Park Land for Subdivision of Lot 2, District Lot 17, Renfrew District, Plan 32241

MOVED by Director Hicks, SECONDED by Director Tait,
That the Board motion of November 12, 2014, requesting cash in-lieu of land for subdivision application S-03-14, for Lot 2, District Lot 17, Renfrew District, Plan 32241, be rescinded.

That 5% park land dedication be requested pursuant to Section 510 of the Local Government Act for the proposed subdivision of Lot 2, District Lot 17, Renfrew District, Plan 32241 pursuant to securing dedication of land for a trail connection.

CARRIED

- 7.2. [18-552](#) Development Permit with Variance for Strata Lot 28, Section 16, Otter District, Strata Plan VIS7096 - 7450 Butler Road

MOVED by Director Hicks, SECONDED by Director Tait,
That Development Permit with Variance DP000061 for Lot 28, Section 16, Otter District, Plan VIS7096, to authorize the construction of a 1,239 m2 steel industrial building, and to vary the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 3, Section 5.0, by reducing the required number of parking spaces from 30 to 21, be approved.

CARRIED

- 7.3. [18-553](#) Zoning Amendment Application for Lot 1, Section 128, Sooke District, Plan VIP58851 - 5480, 5488 & 5494 Mt. Matheson Road

MOVED by Director Tait, SECONDED by Director Seaton,
That the referral of proposed Bylaw No. 4257 directed by the Juan de Fuca Land Use Committee to the East Sooke Advisory Planning Commission; BC Hydro; District of Sooke; Island Health; Ministry of Forests, Lands, Natural Resource Operations and Rural Development - Archaeology Branch; Ministry of Transportation and Infrastructure; RCMP; Scia'new First Nation; Sooke School District #62; T'Sou-ke First Nation and appropriate CRD departments be approved and the comments received.

That proposed Bylaw No. 4257, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 135, 2018" be introduced and read a first time and read a second time.

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. 4257.

CARRIED

8. BYLAWS

- 8.1. [18-582](#) Bylaw No. 4249 - A Bylaw to Amend Bylaw 2758 "Development Cost Charges Bylaw (Juan De Fuca Water Distribution), No. 1, 2000"

MOVED by Director Blackwell, SECONDED by Director Martin,
That Bylaw No. 4249 be adopted.

CARRIED

- 8.2. [18-615](#) Bylaw No. 4251 - A Bylaw to Amend Bylaw 3208 "Saanich Peninsula Water and Wastewater Development Cost Charges Bylaw No. 1, 2004."

MOVED by Director McNeil-Smith, SECONDED by Director Orr,
That Bylaw No. 4215 be adopted.
CARRIED

- 8.3. [18-625](#) Bylaw No. 4255 - A Bylaw to Amend Bylaw No. 2884 "Arts and Culture Support Service Establishment Bylaw No. 1, 2001"

MOVED by Director Taylor, SECONDED by Director Mersereau,
That Bylaw No. 4255 be adopted.
CARRIED

- 8.4. [18-626](#) Bylaw No. 4238 - "A Bylaw to Amend the Outer Gulf Islands Magic Lake Estates Sewage System Local Service Establishment Bylaw, 1990"

MOVED by Director Hicks, SECONDED by Director Holman,
That Bylaw No. 4238 be adopted.
CARRIED

9. NEW BUSINESS

10. MOTION TO CLOSE THE MEETING

CLOSED MEETING MATTERS

- 10.1. [18-598](#) Appointments - Section 90 (1)(a) of the Community Charter

MOVED by Director Helps, SECONDED by Director Tait,
That the meeting be closed in accordance with Section 90 (1)(a) of the
Community Charter.
CARRIED

- 10.2. [18-623](#) Appointments - Section 90 (1)(a) of the Community Charter

MOVED by Director Tait, SECONDED by Director Murdoch,
That the meeting be closed in accordance with Section 90 (1)(a) of the
Community Charter.
CARRIED

11. RISE AND REPORT

The Board moved to the closed session at 2:50 p.m.
The Board rose from the closed session at 3:02 p.m. and reported on the
following items:

3.1 Approval of Port Renfrew Utility Services Committee Appointments:
Approve the following persons as representatives to the Port Renfrew Utility
Services Committee for a term ending December 31, 2020:
Water, Sewer and Street Lighting Service: Chris Wellham and Eric Peterson
Snuggery Cover Water Area: John Wells

3.2 Appointments to CRD Committees and Commissions:
BE IT RESOLVED:

In accordance with Bylaw No. 4143, that the following persons be appointed to
the Arts Commission for a term to expire December 31, 2020: Wendy Gardner

In accordance with Bylaw No. 3488, that the following persons be appointed to the Mayne Island Parks and Recreation for a term to expire December 31, 2020: Vania Williams, Jerry Wise, Bill Warning, and Kris Sigurdson

In accordance with Articles of Incorporation, that the following persons be appointed to CREST for a term to expire December 31, 2019: Elizabeth Zook

In accordance with Bylaw No. 2972, that the following persons be appointed to the East Sooke Advisory Planning Commission for a term to expire December 31, 2020: Zac Doeding, Tim Marks, and Victor Wehmann

In accordance with Bylaw No. 3520, that the following persons be appointed to the Traffic Safety Commission for a term to expire December 31, 2020: Ron Cronk, Janelle Hatch, Judy Dryden, Murray Fyfe, Barb McLintock, Paweena Sukhawathanakul, Marnice Jones, Rudi Wetselaar, Edward Pullman, and Todd Litman

In accordance with Bylaw No. 3763, that the following persons be appointed to the Juan de Fuca Electoral Area Park and Recreation Advisory Commission for a term to expire December 31, 2020: Valerie Braunschweig (E.Sooke), James Gaston (Otter Point), Aletta Marchand (Shirley/JR), and Pat Sloan (Willis Point)

In accordance with Bylaw No. 2788, that the following persons be appointed to the Sooke and Electoral Area Parks and Recreation Commission for a term to expire December 31, 2019: Al Beddows

In accordance with Bylaw No. 3803, that the following persons be appointed to the Southern Gulf Islands Community Economic Sustainability Commission for a term to expire December 31, 2019: Deb Goldman

In accordance with Bylaw No. 2972, that the following persons be appointed to the Southern Gulf Islands Harbours Commission for a term to expire December 31, 2020: John Hall (Piers Island)

In accordance with Bylaw No. 3523, that the following persons be appointed to the Southern Gulf Islands Public Library Commission for a term to expire December 31, 2020: Beverley Whitney

In accordance with Bylaw No. 3803, that the following persons be appointed to the Saturna Island Parks and Recreation Commission for a term to expire December 31, 2020: Monica Morten, Ian Gaines, Rick Jones, and Fiona MacRaid

In accordance with Bylaw No. 3727, that the following persons be appointed to the Salt Spring Island Community Economic Development Commission for a term to expire December 31, 2020: Randy Cunningham and Jason Griffin

In accordance with Bylaw No. 3556, that the following persons be appointed to the Salt Spring Island Transportation Commission for a term to expire December 31, 2020: Shellie Barrett, Myna Lee Johnston, Carolyn Hopp, and Gary Lehman

In accordance with Bylaw No. 3763, that the following persons be appointed to the Salt Spring Island Parks and Recreation Commission for a term to expire December 31, 2020: Sonja Collombin, Brian Webster, and Jacky Cooper

In accordance with Bylaw No. 3693, that the following persons be appointed to the Salt Spring Island Beddis Water Commission for a term to expire December 31, 2020: Geoff Bartol and Simone Wheeler

In accordance with Bylaw No. 3693, that the following persons be appointed to the Salt Spring Island Cedar Lane Water Service Commission for a term to expire December 31, 2020: Jason Griffin and Cathy Lenihan

In accordance with Bylaw No. 3693, that the following persons be appointed to the Salt Spring Island Fulford Water Service Commission for a term to expire December 31, 2020: Gord Singbeil and Alan Martin

In accordance with Bylaw No. 3693, that the following persons be appointed to the Salt Spring Island Fernwood Water Local Service Commission for a term to expire December 31, 2020: Lorrie Hunt

In accordance with Bylaw No. 3693, that the following persons be appointed to the Salt Spring Island Highland Water and Sewer Services Commission for a term to expire December 31, 2020: Brian Travelbea and Laura Travelbea

In accordance with Bylaw No. 3693, that the following persons be appointed to the Salt Spring Island Liquid Waste Disposal Local Service Commission for a term to expire December 31, 2020: Mary Richardson

In accordance with Bylaw No. 3693, that the following persons be appointed to the Salt Spring Island Ganges Sewer Local Services Commission for a term to expire December 31, 2020: Gary Utter and Rod Scotvold

This was adopted.

12. ADJOURNMENT

MOVED by Director Mersereau, **SECONDED** by Director Helps,
That the December 12, 2018 Capital Regional District Board meeting be
adjourned at 3:02 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER