

## Meeting Minutes

### Capital Regional District Board

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Wednesday, January 9, 2019

1:10 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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PRESENT: C. Plant (Chair), D. Blackwell (Vice-Chair), S. Brice, B. Desjardins, L. Helps, M. Hicks, G. Holman, D. Howe, B. Isitt, J. Loveday, C. McNeil-Smith, R. Martin, R. Mersereau, K. Murdoch, G. Orr, J. Ranns, L. Seaton, M. Tait, N. Taylor, K. Williams, 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, Parks and Environmental Services; T. Robbins, General Manager, Integrated Water Services; K. Morley, General Manager, Corporate Services; C. Nielson, Senior Manager, Human Resources; R. Lachance, Senior Manager, Financial Services; P. Perna, Committee Clerk (Recorder)

REGRETS: Directors Haynes and Screech

The meeting was called to order at 1:04 pm.

#### 1. APPROVAL OF THE AGENDA

**MOVED** by Director Helps, **SECONDED** by Director Windsor,  
That the agenda for the January 9, 2019 Capital Regional District Board meeting  
be approved as amended to remove items 7.3 and 7.5.  
**CARRIED**

#### 2. ADOPTION OF MINUTES

2.1. [19-034](#) Minutes for Adoption

**MOVED** by Director Orr, **SECONDED** by Director Tait,  
That the minutes of the December 12, 2018 Capital Regional District Board  
meeting be adopted as circulated.  
**CARRIED**

#### 3. REPORT OF THE CHAIR

The Chair reported on the following:

- acknowledgement to the staff who were involved in the December emergency operations rain and windstorm incident
- offered condolences to the family and friends of Barb McLintock who served on the Traffic Safety Commission with the Capital Regional District for over 18 years
- the strategic planning meetings to finalize the 2019-2022 plan
- upcoming monthly learning opportunities for Directors to visit Capital Regional District sites

- the Province's announcement regarding transportation planning in the southern part of Vancouver Island

Discussion ensued on the Minister's announcement conflicting with the strategic planning session; the time of strategic planning session will be changed to ensure Directors are available to attend the announcement.

#### 4. PRESENTATIONS/DELEGATIONS

##### 4.1 Presentations

4.1.1. [19-011](#) Capital Regional District 2018 Audit Planning Report (Verbal Presentation), Lenora Lee, Lead Audit Engagement Partner, KPMG  
Ms. Lee provided an overview of the 2018 Audit Planning Report as it pertains to the Capital Regional District Board and the financial statements.

4.1.2. [18-614](#) Presentation: Update on Smart Cities Submission - Bruce Williams and Emilie de Rosenroll, South Island Prosperity Project  
Mr. Williams and Ms. de Rosenroll spoke to a presentation on the Smart Mobility Project and Canada's Smart Cities Challenge.

Discussion ensued on the pilot programs for indigenous transit, demand for late night services, and BC Transit's interest and participation.

##### 4.2 Delegations

There were no delegations.

#### 5. CONSENT AGENDA

The chair provided explanation on the consent agenda process and how items are determined to be placed on the consent agenda.

**MOVED by Director Windsor, SECONDED by Director Helps,  
That the consent agenda be approved as amended to update the  
recommendations on items 5.4. and 5.5.  
CARRIED**

- 5.1. [19-032](#) Adoption of Bylaws 4239 and 4240 for South Galiano Fire Hall
1. That Bylaw No. 4239, "South Galiano Island Fire Hall Loan Authorization Bylaw No. 1, 2018" be adopted.
  2. That Bylaw No. 4240, "South Galiano Fire Protection and Emergency Response Service Establishment Bylaw No 1, 1993, Amendment Bylaw No. 3, 2018" be adopted.
- 5.2. [19-044](#) Bylaw 4272 - A Bylaw to Amend Bylaw No. 3962 "Capital Regional District Clean Air Bylaw No. 1, 2014."  
That Bylaw No. 4272 be adopted.
- 5.3. [19-025](#) Appointments to CRD Committees and Commissions

That the Capital Regional District Board receive the following appointments:  
CRD Regional Water Supply Commission and Juan de Fuca Water Distribution Commission

For a term to expire December 4, 2022

City of Colwood:

Commissioner: Councillor Gordie Logan

Alternate: Councillor Cynthia Day

Arts Commission

For a term to expire December 31, 2022

District of Saanich:

Alternate: Councillor Ned Taylor

- 5.4. [19-030](#) Request for Board Resolution in Support of the Community Emergency Preparedness Fund Grant Application

That the Electoral Areas Committee recommends that the Capital Regional District Board:

- 1) That the submission of a grant application for \$25,000 to the Union of British Columbia Municipalities Community Emergency Preparedness Fund - Evacuation Planning Stream for Evacuation Route Planning be authorized; and
- 2) That the Capital Regional District Board supports the current proposed activities in the Capital Regional District's role to provide grant management.

- 5.5. [19-031](#) Request for Board Resolution in Support of the 2019 Community Resiliency Investment Grant Application

- 1) That the submission of a grant application for \$100,000 to the Union of British Columbia Municipalities Community Resiliency Investment Program to fund fire smart initiatives in electoral areas be authorized; and
- 2) That the Capital Regional District Board supports the current proposed activities in the Capital Regional's role to provide overall grant management.

- 5.6. [19-008](#) Grants in Aid

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

1. Mayne Island Housing Society: \$5,000
2. Mayne Island Residents and Ratepayers Association: \$2,500
3. Pender Island Conservancy Association: \$3,000
4. Pender Island Recreational and Agricultural Hall Association: \$7,500
5. Pender Islands Trust Protection Society: \$3,075

- 5.7. [19-042](#) Gardom Pond Dam Update

That this staff report be received for information.

## 6. ADMINISTRATION REPORTS

- 6.1. [19-002](#) Capital Regional District 2018 Audit Planning Discussion

N. Chan provided an overview of the report.

**MOVED** by Director Desjardins, **SECONDED** by Director Windsor,  
That the 2018 Capital Regional District Audit Plan developed by KPMG be

approved.  
**CARRIED**

**6.2.**     [19-016](#)

Wastewater Treatment Project Financing Strategy

N. Chan provided an overview of the report highlighting the key tables.

Discussion ensued on the term of the debt and when there will be a zero balance.

Director Hicks left the meeting at 1:44 pm and returned after voting on the recommendation was made.

**MOVED by Director Helps, SECONDED by Director Desjardins,  
That this report be received for information and that \$60M for the Wastewater  
Treatment Project be included in the security issuing bylaw to be approved by  
the Board for the 2019 Spring issue.  
CARRIED**

**6.3.**     [19-004](#)

Bylaw No's. 4281, 4282, 4283 and 4284: Municipal Finance Authority  
Security Issuing Bylaws - Spring 2019

N. Chan provided an overview of the report and the bylaws being considered.

Discussion ensued on the following:

- who would be requisitioned if a debt went into default
- the controls in place upon the review of executing agreements
- impacts if a municipality left the regional district and if the CRD were to dissolve through amalgamation
- adjudication processes through the Province
- rationale for individual municipalities applying to the Municipal Finance Authority through the CRD

**MOVED by Director Windsor, SECONDED by Director Howe,  
That the CEO of the Municipal Finance Authority (MFA) be invited to give a  
presentation and overview of the MFA to the CRD Board.  
Carried.**

**MOVED by Director Brice, SECONDED by Director Helps,  
That Bylaw No. 4281, "Security Issuing Bylaw No. 1, 2019", be introduced and  
read a first, second, and third time.  
CARRIED**

**MOVED by Director Brice, SECONDED by Director Helps,  
That Bylaw No. 4281 be adopted  
CARRIED**

**MOVED by Director Brice, SECONDED by Director Helps,  
That Bylaw No. 4282, "Security Issuing Bylaw No. 2, 2019", be introduced and  
read a first, second, and third time.  
CARRIED**

**MOVED by Director Brice, SECONDED by Director Helps,  
That Bylaw No. 4282 be adopted.  
CARRIED**

**MOVED by Director Brice, SECONDED by Director Helps,  
That Bylaw No. 4283, "Security Issuing Bylaw No. 3, 2019", be introduced and  
read a first, second, and third time.**

**CARRIED**

**MOVED by Director Brice, SECONDED by Director Helps,  
That Bylaw No. 4283 be adopted.**

**CARRIED**

**MOVED by Director Brice, SECONDED by Director Helps, That Bylaw No. 4284,  
"Security Issuing Bylaw No. 4, 2019", be introduced and read a first, second, and  
third time**

**CARRIED**

**MOVED by Director Brice, SECONDED by Director Helps,  
That Bylaw No. 4284 be adopted.**

**CARRIED**

**6.4. [19-040](#) CAO Quarterly Progress Report No. 4 - 2018**

R. Lapham provided an overview of the quarterly corporate activities and initiatives.

Discussion ensued on the following:

- co-management of parks with respect to Island View Beach and discussions with Tsawout First Nations
- update regarding completions on the E&N Rail Trail
- the Food and Agriculture working group updates
- the potential for regular full-time staff to reduce auxiliary employees
- strategic priorities of the previous board and the climate lens for board decision making
- implementing asset management throughout the organization
- on-time and under budget completion of the 911 building

**MOVED by Director Blackwell, SECONDED by Director Seaton,  
That the CAO Quarterly Progress Report No. 4 - 2018 be received for information.**

**CARRIED**

## **7. REPORTS OF COMMITTEES**

### **Electoral Areas Committee**

**7.1. [19-022](#) District of Metchosin Sheep Kill Compensation Claim - Parry Bay Sheep Farm**

Discussion ensued on the following:

- the cost impacts
- which jurisdictions pay for the compensation for livestock killed by dogs
- the provincial payments for compensation for livestock killed by wildlife

**MOVED by Director Hicks, SECONDED by Director Howe,  
That payment be approved to Mr. John Buchanan, Parry Bay Sheep Farm in**

the amount of \$1,125, which is 75% of the decrease in market value of the total losses.

**CARRIED**

**7.2.     [19-023](#)     Pender Island Livestock Kill Compensation Claim - Ainslie Point Road**

**MOVED by Director Hicks, SECONDED by Director Howe,  
That payment be approved to Ms. Lisa Strohschein, Ainslie Point Road, in the amount of \$1,012.50, which is 75% of the decrease in market value of the total losses.**

**CARRIED**

**7.4.     [19-015](#)     New Juan de Fuca Development Fees and Procedures Bylaw No. 3885**

**MOVED by Director Hicks, SECONDED by Director Blackwell,  
That Bylaw No. 3885, "Juan de Fuca Development Fees and Procedures Bylaw No. 3, 2018", be introduced and read a first, a second and a third time.**

**CARRIED**

**MOVED by Director Hicks, SECONDED by Director Blackwell,  
That Bylaw No. 3885 be adopted.**

**CARRIED**

**MOVED by Director Hicks, SECONDED by Director Blackwell,  
That the Juan de Fuca Cannabis Retail Licence Application Policy be approved.**

**CARRIED**

**MOVED by Director Hicks, SECONDED by Director Blackwell,  
That the Juan de Fuca Radiocommunication and Broadcasting Antenna Systems Application Policy be approved.**

**CARRIED**

### **Juan De Fuca Land Use Committee**

**7.6.     [18-587](#)     Development Permit with Variance for Lot 10, District Lot 136, Malahat District, Plan 30892 - 4133 Rocky Mountain Road**

**MOVED by Director Hicks, SECONDED by Director Blackwell,  
That Development Permit with Variance DV000062 to authorize the two-lot subdivision of Lot 10, District Lot 136, Malahat District, Plan 30892, and to exempt proposed Lot B from the statutory frontage requirement by reducing the frontage from 67.6 m (10%) to 23.3 m (~3.5%), be approved.**

**CARRIED**

**7.7.     [18-588](#)     Zoning Amendment Application for That Part of Lot 2, Section 90, Renfrew District, VIP6764 Lying to the North of the 66 Foot Road Dedicated by Said Plan - 9330 Invermuir Road**

**MOVED by Director Hicks, SECONDED by Director Blackwell,  
1) That the referral of proposed Bylaw No. 4259 directed by the Juan de Fuca Land Use Committee to the Shirley/Jordan River Advisory Planning Commission; BC Hydro; District of Sooke; Island Health; Ministry of**

Agriculture, Ministry of Energy & Mines; Ministry of Forests, Lands, Natural Resource Operations and Rural Development - Archaeology Branch; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62; T'Sou-ke First Nation and appropriate CRD departments be approved and the comments received;

2) That proposed Bylaw No. 4259, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 136, 2018", as amended, be introduced and read a first time and read a second time; and

3) 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. 4259.

**CARRIED**

- 7.8. [18-589](#) Zoning Amendment Application for Lot 2, Section 95, Sooke District, Plan 45068 - 1021 Parkheights Drive

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

a) That the referral of proposed Bylaw No. 4260 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;

b) That proposed Bylaw No. 4260, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 137, 2018" be introduced and read a first time and read a second time; and

c) 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. 4260.

**CARRIED**

- 7.9. [18-590](#) Amendment to the Juan de Fuca Land Use Committee Bylaw No. 3166

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

That Bylaw No. 4271, "Juan de Fuca Land Use Committee Bylaw No. 1, 2004, Amendment Bylaw No. 8, 2018", be introduced and read a first and second time.

**CARRIED**

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

That Bylaw No. 4271 be read a third time and adopted.

**CARRIED**

## 8. BYLAWS

- 8.1. [19-003](#) Bylaw No. 4275: Mayne Island Community Parks Capital Reserve Fund Transfer Bylaw, No. 1, 2019

**MOVED** by Director Howe, **SECONDED** by Director Holman,

That Bylaw No. 4275 cited as "Mayne Island Community Parks Capital Reserve Fund Transfer Bylaw, No. 1 2019" be introduced and read a first, second, and

third time.  
CARRIED

MOVED by Director Howe, SECONDED by Director Holman,  
That Bylaw No. 4275 be adopted.  
CARRIED

## 9. NEW BUSINESS

There was no new business.

## 10. MOTION TO CLOSE THE MEETING

- 10.1. [19-028](#) Appointments - Section 90(1)(a) of the Community Charter [1 item]  
  
MOVED by Director Taylor, SECONDED by Director Martin,  
That the meeting be closed in accordance with Section 90(1)(a) of the Community Charter.  
CARRIED
- 10.2. [19-050](#) Acquisition of land and information relating to negotiations between CRD and the provincial government - Sections 90(1)(e) and 90(2)(b) of the Community Charter; and,  
That consideration of this item in an open meeting could reasonably be expected to harm the interests of the CRD [1 item].  
  
MOVED by Director Taylor, SECONDED by Director Martin,  
That the meeting be closed in accordance with Sections 90(1)(e) and 90(2)(b) of the Community Charter.  
CARRIED
- 10.3. [19-051](#) Labour and employee relations and litigation affecting the municipality- Sections 90(1)(c) and (e) of the Community Charter [1 item].  
  
MOVED by Director Taylor, SECONDED by Director Helps,  
That the meeting be closed in accordance with Sections 90(1)(c) and (e) of the Community Charter.  
CARRIED

## 11. RISE AND REPORT

The Board moved to closed session at 2:48 pm.  
The Board rose from the closed session at 3:21 pm and reported on the following:

That the staff be directed to go back and explore possible options for integrating "CRD" or "South Island Dispatch Centre" into the name of the E-Comm building.  
CARRIED

The the Regional Board approve the following appointments for two year terms:  
Juan de Fuca Land Use Committee:  
Dale Risvold (Malahat)  
Stan Jensen (East Sooke)  
Ron Ramsay (Shirley/Jordan River)



Vernon R. McConnell (Willis Pt)

**Otter Point Advisory Planning Commission:**

Sid Jorna  
Al Wickheim

**Galiano Island Parks and Recreation Commission:**

Allan Forget  
Charlene Dishaw  
Gerlad Longson  
Andrew Simon

**Pender Island Parks and Recreation Commission:**

Thomas Bell  
Jan Kirby  
Hans Tammemagi

**Saanich Peninsula Water Commission:**

Ron Barnhart

**12. ADJOURNMENT**

MOVED by Director Seaton, SECONDED by Director Blackwell,  
That the January 9, 2019 Capital Regional District Board meeting be adjourned at  
3:30 pm.  
CARRIED

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**