

**Meeting Minutes**

**Capital Regional District Board**

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**Wednesday, August 12, 2020**

**1:00 PM**

**6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC**

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**PRESENT**

Directors: C. Plant (Chair), D. Blackwell (Vice-Chair), S. Brice, B. Desjardins, F. Haynes, L. Helps, M. Hicks, G. Holman, D. Howe (EP), B. Isitt (EP), M. Alto (for J. Loveday), C. McNeil-Smith, R. Martin, R. Mersereau, K. Murdoch, G. Orr, J. Ranns, D. Screech, L. Seaton (1:24 pm), M. Tait, Z. de Vries (for N. Taylor)(EP), K. Williams, R. Windsor, G. Young

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; C. Culham, Acting General Manager, Planning and Protective Services (for K. Lorette); K. Morley, General Manager, Corporate Services; M. McCrank Acting General Manager, Integrated Water Services (for T. Robbins); E. Gorman, Deputy Corporate Officer; M. Lagoa, Acting Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder);

EP – Electronic Participation

Regrets: Directors J. Loveday, N. Taylor

The meeting was called to order at 12:57 pm.

**1. TERRITORIAL ACKNOWLEDGEMENT**

A Territorial Acknowledgement was provided in the preceding meeting.

**2. APPROVAL OF THE AGENDA**

**MOVED** by Director Helps, **SECONDED** by Director Martin,  
That the agenda for the August 12, 2020 Session of the Capital Regional District Board be approved.  
**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1.**     [20-441](#)           Minutes of the July 08, 2020 Capital Regional District Board Meeting

**MOVED** by Director Helps, **SECONDED** by Director Martin,  
That the minutes of the Capital Regional District Board meeting of July 08, 2020 be adopted as circulated.  
**CARRIED**

**4. REPORT OF THE CHAIR**

Chair Plant was noted he was glad to see Committees back in session in July

and is looking forward to the September meetings. He thanked all the CRD staff, particularly bylaw officers and parks staff, for their work in following the protocols of the provincial health officer. The Chair also noted the delegations calling into the meeting today and that it was good to have public participation.

## 5. PRESENTATIONS/DELEGATIONS

### 5.1. Presentations

There were no presentations.

### 5.2. Delegations

- 5.2.1. [20-465](#)** Delegation - Nikki MacDonald; Representing the Mount Work Coalition: Re: Agenda Items 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps and 8.2. Solid Waste Management Plan - Traffic Impact Analysis
- Dr. N. MacDonald spoke in opposition to the expansion of the Hartland Landfill and the proposed traffic route.
- 5.2.2. [20-466](#)** Delegation: Kayla Vandermolen; Resident of Willis Point: Re: Agenda Items 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps and 8.2. Solid Waste Management Plan - Traffic Impact Analysis
- K. Vandermolen spoke in opposition to the expansion of the Hartland Landfill and the proposed traffic route.
- 5.2.3. [20-467](#)** Delegation: Margaret Williams; Resident of Juan de Fuca Electoral Area: Re: Agenda Items 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps and 8.2. Solid Waste Management Plan - Traffic Impact Analysis
- M. Williams spoke in opposition to the expansion of the Hartland Landfill and the proposed traffic route.
- 5.2.4. [20-468](#)** Delegation - Elaine Klimke; Resident of Victoria: Re: Agenda Items 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps and 8.2. Solid Waste Management Plan - Traffic Impact Analysis
- E. Klimke spoke in opposition to the expansion of the Hartland Landfill and the proposed traffic route.
- 5.2.5. [20-469](#)** Delegation - Hugh Stephens; Resident of Juan de Fuca Electoral Area: Re: Agenda Item 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps
- H. Stephens spoke in opposition to the expansion of the Hartland Landfill.
- 5.2.6. [20-470](#)** Delegation - Dianne Twamley; Resident of Highlands: Re: Agenda Item 8.1. Solid Waste Management Plan - Phase One Engagement and Next

## Steps

D. Twamley spoke in opposition to the expansion of the Hartland Landfill.

- 5.2.7.** [20-471](#) Delegation - Daniel Kenway; Representing the Willis Point Community Association: Re: Agenda Items 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps and 8.2. Solid Waste Management Plan - Traffic Impact Analysis

D. Kenway spoke in opposition to the expansion of the Hartland Landfill and the proposed traffic route.

- 5.2.8.** [20-472](#) Delegation - Jason Hillis; Resident of Willis Point: Re: Agenda Items 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps and 8.2. Solid Waste Management Plan - Traffic Impact Analysis

J. Hillis spoke in opposition to the expansion of the Hartland Landfill and the proposed traffic route.

- 5.2.9.** [20-473](#) Delegation - Midori Hillis; Resident of Willis Point: Re: Agenda Items 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps and 8.2. Solid Waste Management Plan - Traffic Impact Analysis

M. Hillis spoke in opposition to the expansion of the Hartland Landfill and the proposed traffic route.

- 5.2.10.** [20-474](#) Delegation - Camille Halsey; Resident of the Juan de Fuca Electoral Area: Re: Agenda Item 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps

C. Halsey spoke in opposition to the expansion of the Hartland Landfill.

- 5.2.11.** [20-475](#) Delegation - Robert Cormie; Resident of Willis Point: Re: Agenda Item 8.2. Solid Waste Management Plan - Traffic Impact Analysis

R. Cormie spoke in opposition to the proposed traffic route.

- 5.2.12.** [20-476](#) Delegation - Ned Jackson; Resident of the Juan de Fuca Electoral Area: Re: Agenda Items 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps and 8.2. Solid Waste Management Plan - Traffic Impact Analysis

N. Jackson spoke in opposition to the expansion of the Hartland Landfill and the proposed traffic route.

- 5.2.13.** [20-477](#) Delegation - Catherine Bailey; Resident of Willis Point: Re: Agenda Item 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps

C. Bailey spoke in opposition to the expansion of the Hartland Landfill and the proposed traffic route.

- 5.2.14.** [20-478](#) Delegation - Linda McClung; Resident of the Juan de Fuca Area: Re: Agenda Items 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps and 8.2. Solid Waste Management Plan - Traffic Impact Analysis
- L. McClung spoke in opposition to the expansion of the Hartland Landfill and the proposed traffic route.
- 5.2.15.** [20-479](#) Delegation - Dr. Judith Finlayson; Resident of the Juan de Fuca Electoral Area: Re: Agenda Item 8.1. Solid Waste Management Plan - Phase One Engagement and Next Steps
- Dr. J. Finlayson spoke in opposition to the expansion of the Hartland Landfill and the proposed traffic route.
- 5.2.16.** [20-482](#) Delegation - Dylan Kos; Resident of Willis Point: Re: Agenda Item 8.1 Solid Waste Management Plan - Phase One Engagement and Next Steps
- D. Kos did not present.

## 6. CONSENT AGENDA

**Item 6.8. was removed from the consent agenda and moved to be considered under Reports of Committees as item 8.3b.**

**MOVED by Director McNeil-Smith, SECONDED by Director Martin,  
That consent items 6.1. through 6.10. be approved with the exception of 6.8.  
CARRIED**

- 6.1.** [20-305](#) Wastewater Treatment Project Q1 2020 Quarterly Report
- That this report be received for information.  
CARRIED**
- 6.2.** [20-339](#) Wastewater Treatment Project April 2020 Monthly Report
- That this report be received for information.  
CARRIED**
- 6.3.** [20-418](#) Wastewater Treatment Project May 2020 Monthly Report
- That this report be received for information.  
CARRIED**
- 6.4.** [20-432](#) Regional Role in Economic Development
- That the Regional Role in Economic Development report be received for information.  
CARRIED**
- 6.5.** [20-446](#) Diversity and Inclusion Statement - Response to Notice of Motion
- That the following diversity and inclusivity statement be included on the agenda cover for each of the Capital Region Housing Corporation, Capital Regional**

Hospital District and Capital Regional District Boards and each of the standing committees of those Boards:

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

**CARRIED**

- 6.6. [20-444](#) Sale of 808 and 836 Viewfield Road Properties

That the net proceeds from the sale of 808 and 836 Viewfield in Esquimalt, BC, be used to reduce future borrowing requirements of the Core Area Wastewater Treatment service.

**CARRIED**

- 6.7. [20-392](#) Response to Environmental Resource Management 2019 Progress Report Follow Up Questions

That this report be received for information.

**CARRIED**

- 6.9. [20-455](#) 2020 Financial Plan Amendment Panorama Recreation Commission

That the 2020 Panorama Recreation financial plan be amended to reduce the planned transfers to the capital reserve by \$411,204 and transfers to the operating reserve by \$2,358 to cover the forecasted deficit of \$413,562, as a result of the COVID-19 closures and phased re-opening plan, as outlined in Appendix A.

**CARRIED**

- 6.10. [20-456](#) 2020 Financial Plan Amendment Sooke and Electoral Area Parks and Recreation Commission

That the 2020 Sooke and Electoral Area Parks and Recreation Commission financial plan be amended, as shown in Appendix A, for reduced services and programs with no anticipated deficit, as a result of the COVID-19 closures and phased re-opening plan.

**CARRIED**

## 7. ADMINISTRATION REPORTS

There were no Administration Reports.

## 8. REPORTS OF COMMITTEES

### Environmental Services Committee

- 8.1. [20-415](#) Solid Waste Management Plan - Phase One Engagement and Next Steps

L. Hutcheson introduced the Solid Waste Management Plan - Phase One Engagement and Next Steps report.

Discussion ensued on the following:

- additional public consultations
- clarification on the landfill expansion area
- waste reduction targets

- Integrated Resource Management (IRM) options
- incineration and biosolid application options
- Solid Waste Advisory Committee's pending report
- COVID-19 impact to the landfill re: single-use containers
- public support in waste reduction
- COVID-19 protocols for upcoming public consultations
- Mt. Work park boundaries unchanged, not to be used for landfill expansion
- impacted mountain bike trails to be replaced with other trail construction sites
- aggregate hauling schedule clarification

**MOVED by Director Blackwell, SECONDED by Director Windsor,  
That this report be received for information.**

**CARRIED**

**OPPOSED: Desjardins, Hicks, Isitt, Ranns, Williams**

**MOVED by Director Holman, SECONDED by Director Windsor,  
That staff be requested to provide information in their report back to the  
Environmental Services Committee, a summary of the feasibility of waste to  
energy options for the Capital Regional District.**

**MOVED by Director Mersereau, SECONDED by Director Windsor,  
That the motion arising be amended to add the words "...previously circulated  
information regarding..." after the words "...a summary of...".**

**CARRIED**

The question was called on the main motion as amended.

**MOVED by Director Holman, SECONDED by Director Windsor,  
That staff be requested to provide information in their report back to the  
Environmental Services Committee a summary of previously circulated  
information regarding the feasibility of waste to energy options for the Capital  
Regional District.**

**CARRIED**

**8.2.**     [20-395](#)

**Solid Waste Management Plan - Traffic Impact Analysis**

Discussion ensued on the following:

- Solid Waste Advisory Committee pending report
- traffic analysis for passing lane
- clarification on passing lane costs and traffic study
- consultation with public subsequent to draft management plan

**MOVED by Director Blackwell, SECONDED by Director Screech,  
That the Stantec opinion of probable cost for the Willis Point Road truck passing  
lane and the Bunt & Associates Hartland Landfill Alternate Access Transportation  
Impact Analysis be received for information and that no further work be done on  
a passing lane for Willis Point Road.**

**That staff report back through the Environmental Services Committee on the  
following items:**

- 1. The cost analysis of a shorter passing lane on Willis Point Road,**
- 2. Impacts of relocation of road access on operation of landfill longer term,**
- 3. Additional consultation plan for the resident of Willis Point and Highlands and;**
- 4. Conduct a current season traffic study as an update to the Bunt & Associates  
report.**

**MOVED** by Director Haynes, **SECONDED** by Director Brice,  
That the Item 3. on motion be amended to replace the words "...Willis Point and Highlands and;..." with the words "...Willis Point, Highlands, and the Hartland Area."

**CARRIED**

**MOVED** by Director McNeil-Smith, **SECONDED** by Director Helps,  
That Item 3. from the motion be postponed for consideration at the September 9, 2020 Capital Regional District Board meeting.

**CARRIED**

**OPPOSED:** Williams

**MOVED** by Director Blackwell, **SECONDED** by Director Screech,  
That the words "...and that no further work be done on a passing lane for Willis Point Road." be removed.

**CARRIED**

The question was called on the main motion as amended.

**MOVED** by Director Blackwell, **SECONDED** by Director Screech,

That the Stantec opinion of probable cost for the Willis Point Road truck passing lane and the Bunt & Associates Hartland Landfill Alternate Access Transportation Impact Analysis be received for information.

That staff report back through the Environmental Services Committee on the following items:

1. The cost analysis of a shorter passing lane on Willis Point Road,
2. Impacts of relocation of road access on operation of landfill longer term, and;
4. Conduct a current season traffic study as an update to the Bunt & Associates report.

**CARRIED**

**8.3.**     [20-390](#)

Regional Greenhouse Gas Inventory Study

L. Hutcheson noted an update to the diesel fuel energy conversions in Appendix C and noted this did not change the final calculations.

Discussion ensued on the following:

- addition of per capita information
- quantifying of data
- GHG emissions as a collective responsibility
- building retrofits

**MOVED** by Director Blackwell, **SECONDED** by Director Seaton,

That this report be received for information and be referred to all CRD municipalities, electoral areas and First Nations with the per capita information.

**MOVED** by Director McNeil-Smith, **SECONDED** by Director Helps,

That the motion be amended to add the words "... and inform future GHG reduction planning efforts, and that feedback from the referrals be received back to inform future regional action." after the words "...with the per capita information.

**CARRIED**

**MOVED** by Director Blackwell, **SECONDED** by Director Seaton,

That this report be received for information and be referred to all CRD

municipalities, electoral areas and First Nations with the per capita information and inform future GHG reduction planning efforts, and that feedback from the referrals be received back to inform future regional action.

**CARRIED**

**8.3b.**     [20-412](#)     Capital Region Coastal Flood Inundation Mapping Project Update

Discussion ensued on the following:

- sea-level rise data clarification
- use of report for future consideration

**MOVED** by Director Windsor, **SECONDED** by Director Screech,  
That the results of the Capital Region Coastal Flood Inundation Mapping Project be received for information, be referred to all CRD municipalities, the Islands Trust, electoral areas and First Nations, and inform future emergency planning efforts and that feedback from the referrals be received back to inform further regional action.

**MOVED** by Director Windsor, **SECONDED** by Director Screech,  
And that in the Executive Summary in Appendix A, the Board request the consultant consider adding the following line: "Ultimately, there is still great uncertainty in how sea level rise rates will change in the coming years. Therefore, the horizons above should be read with a significant degree of understanding that these numbers are always in flux and is potentially only useful for short-medium term planning."

**CARRIED**

**MOVED** by Director Windsor, **SECONDED** by Director Screech,  
That the results of the Capital Region Coastal Flood Inundation Mapping Project as amended, be received for information, be referred to all CRD municipalities, the Islands Trust, electoral areas and First Nations, and inform future emergency planning efforts and that feedback from the referrals be received back to inform further regional action.

And that in the Executive Summary in Appendix A, the Board request the consultant consider adding the following line: Ultimately, there is still great uncertainty in how sea level rise rates will change in the coming years. Therefore, the horizons above should be read with a significant degree of understanding that these numbers are always in flux and is potentially only useful for short-medium term planning.

**CARRIED**

**MOVED** by Director Helps, **SECONDED** by Director McNeil-Smith,  
That the meeting be extended past the three (3) hour limit.

**CARRIED**

Director Murdoch left the meeting at 4:04 pm.

## Juan De Fuca Land Use Committee

**8.4.**     [20-372](#)     Provision of Park Land for Subdivision of Lot A, District Lot 17, Renfrew District, Plan EPP10506 - 6505 Powder Main Road

**MOVED** by Director Hicks, **SECONDED** by Director Martin,  
That cash in lieu of park land dedication in the amount of 5% of the value of the land being subdivided be requested pursuant to Section 510 of the Local



Government Act for the proposed subdivision of Lot A, District Lot 17, Renfrew District, Plan EPP10506.  
**CARRIED**

- 8.5. [20-373](#) Provision of Park Land for Subdivision of Parcel A (DD 143426I) of Section 97, Renfrew District, Except that part in Plans 15462, VIP77871 and EPP24972 - 17151 Parkinson Road

**MOVED** by Director Hicks, **SECONDED** by Director Martin,  
That 5% park land dedication be requested pursuant to Section 510 of the Local Government Act for the proposed subdivision of Parcel A (DD 143426I) of Section 97, Renfrew District, Except that part in Plans 15462, VIP77871 and EPP24972, except that a lesser amount may be acceptable where the owner agrees to dedicate that portion of the subject property required to locate a trail along Parkinson Road to JdF Community Parks and Recreation standards, and that the owner agrees to construct the trail prior to subdivision approval.  
**CARRIED**

- 8.6. [20-383](#) Development Permit with Variance for Lot 2, District Lot 39, Malahat District, Plan 23012

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,  
That Development Permit with Variance DV000071 for Lot 2, District Lot 39, Malahat District, Plan 23012 to authorize a 2-lot subdivision in a Sensitive Ecosystems Development Permit Area, and to vary Juan de Fuca Land Use Bylaw No. 2040, Part 2, Section 3.10(4) by reducing the minimum road frontage requirement from 10% (79.9 m) to 9.5% (76.4 m) for the purpose of authorizing a 2-lot subdivision, be approved.  
**CARRIED**

- 8.7. [20-384](#) Zoning and Official Community Plan Amendment Application for That Part of Section 17, Otter District, Lying East of Otter Point Road, Except Parcel C (DD43782I) And Except Parts in Plans 3054 And 17721 - 3542 & 1-3542 Otter Point Road

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,  
a) That the referral of proposed Bylaw No. 4316, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 147, 2019" and Bylaw No. 4317, "Otter Point Official Community Plan Bylaw, 2014, Amendment Bylaw No. 2, 2019" to the Otter Point Advisory Planning Commission; the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Department of Fisheries and Oceans; District of Sooke; Ministry of Agriculture; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; RCMP; Sooke School District #62; and T'Sou-ke First Nation be approved and the comments received;  
b) That proposed Bylaw No. 4316, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 147, 2019" be introduced and read a first time and read a second time;  
c) That proposed Bylaw No. 4317, "Otter Point Official Community Plan Bylaw, 2014, Amendment Bylaw No. 2, 2019" be introduced and read a first time and read a second time;  
d) 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. 4316 and Bylaw 4317; and

e) That prior to adoption of the bylaws, the applicant:

i) Provide confirmation from a Qualified Environmental Professional that the vegetative screening requirements in the M-3 zone and the recommendations for restoration of the riparian area outlined in the Conditions and Impacts report prepared by Corvidae Environmental Consulting Inc., dated February 2020, have been implemented;

ii) Secure a covenant on title pursuant to Section 219 of the Land Title Act in favour of the CRD requiring that the fire protection works related to the sawmill operation, described in the letter from the Otter Point Volunteer Fire Department dated January 30, 2020, be installed and conveyed to CRD prior to subdivision or further building construction.

**CARRIED**

- 8.8. [20-411](#) Development Permit with Variance for Lot A, Section 89, Sooke District, Plan VIP54145

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,  
That Development Permit with Variance DV000072 for Lot A, Section 89, Sooke District, Plan VIP54145 to permit alterations to a single-family dwelling and deck located within in a Steep Slopes and a Shoreline Protection Development Permit Area; and to vary Part 2, Section 10.09(d) by decreasing the minimum rear yard setback from 10 m to 7.5 m, and to vary Juan de Fuca Land Use Bylaw No. 2040, Part 1, Section 4.10 (1)(a) by increasing the maximum deck projection allowance into the rear yard setback from 1 m to 1.6 m, be approved.

**CARRIED**

## Regional Parks Committee

- 8.9. [20-433](#) Non-Migratory Canada Goose Management

Discussion ensued on the following:

- impact on agriculture
- bylaw changes for hunting in various areas
- addling program, cull options

**MOVED** by Director Isitt, **SECONDED** by Director Screech,  
That staff provide a report on a Canada Goose Management Program Service.

**CARRIED**

## 9. BYLAWS

- 9.1. [20-448](#) Liquid Waste Management Core Area and Western Communities Service Establishment Bylaw No. 1, 1995, Amendment Bylaw No. 3, 2020

**MOVED** by Director Desjardins, **SECONDED** by Director Screech,  
That Bylaw No. 4304 be adopted.

**CARRIED**

## 10. NOTICE(S) OF MOTION

There were no Notice(s) of Motion.

**11. NEW BUSINESS**

There was no new business.

**12. MOTION TO CLOSE THE MEETING**

**12.1. [20-453](#) Motion to Close the Meeting**

Director Desjardins left the meeting at 4:13 pm.

**MOVED** by Director Blackwell, **SECONDED** by Director Helps,  
That the meeting be closed for Land Acquisition in accordance with Section 90(1)  
(e) of the Community Charter.  
**CARRIED**

**MOVED** by Director Blackwell, **SECONDED** by Director Helps,  
That such disclosures could reasonably be expected to harm the interests of the  
Regional District.  
**CARRIED**

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

**MOVED** by Director Blackwell, **SECONDED** by Director Helps,  
That the meeting be closed for Labour Relations under s. 90 (1)(c) of the  
Community Charter.  
**CARRIED**

The meeting was closed at 4:14 pm.

**13. RISE AND REPORT**

The meeting rose from closed session at 4:28 pm and reported on the following  
item:

**3.4. Appointments to CRD Committees and Commissions**  
In accordance with Bylaw No. 3488, that the following persons be appointed to  
the Mayne Island Parks and Recreation Commission for a term to start August 13,  
2020 and expire December 31, 2020: Trisha Glatthaar, Lance Shook

**14. ADJOURNMENT**

**MOVED** by Director Screech, **SECONDED** by Alternate Director Alto,  
That the August 12, 2020 Capital Regional District Board meeting be adjourned at  
4:28 pm.  
**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**