

Meeting Minutes

Capital Regional District Board

Wednesday, April 12, 2023

1:05 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

DIRECTORS: C. Plant (Chair), M. Tait (Vice Chair), M. Alto, P. Brent, S. Brice, J. Brownoff, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, C. Harder (for S. Goodmanson), G. Holman, P. Jones, D. Kobayashi, M. Little, C. McNeil-Smith, K. Murdoch, D. Murdock, J. Rogers (for S. Tobias), L. Szpak, D. Thompson, A. Wickheim, K. Williams, R. Windsor

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; I. Jesney, Acting General Manager, Integrated Water Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; D. Elliott, Senior Manager, Regional Housing; C. Nielsen, Senior Manager, Human Resources; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors S. Goodmanson, S. Tobias

The meeting was called to order at 1:03 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in a preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Brent, **SECONDED** by Director Alto,
That the agenda for the April 12, 2023 Session of the Capital Regional District Board be approved with the addition of the following item:
- 8.2.b. Notice of Motion: Equitable Grant Funding Discussion with Minister
CARRIED

3. ADOPTION OF MINUTES

3.1. [23-176](#) Minutes of the March 8, 2023, March 15, 2023 and March 29, 2023 Capital Regional District Board Meetings

MOVED by Director Brice, **SECONDED** by Director Coleman,
1. That the minutes of the Capital Regional District Board meeting of March 8, 2023 be adopted as circulated.
2. That the minutes of the Special Session of Capital Regional District Board of March 15, 2023 be adopted as circulated.

3. That the minutes of the Special Session of Capital Regional District Board of March 29, 2023 be adopted as circulated.

CARRIED

4. REPORT OF THE CHAIR

Good afternoon Directors, staff and public. I hope you share some of my enthusiasm for the Corporate Plan agenda item today. This is the next tangible step towards achieving our collective Strategic Priorities. While the item will be discussed in detail later in our meeting, I am excited to see us get down to work on our priorities. And I thank staff for bringing forward this document for our consideration and approval. Tonight staff, Directors Windsor and McNeil-Smith are participating in a meeting with various community members at the Tsawout First Nations offices to discuss mosquitoes at Island View Beach. I look forward to seeing many of you at the upcoming AVICC convention this weekend in Nanaimo. Our CRD resolution about re-capitalizing the Island Coastal Economic Trust (known as ICE-T) is on the agenda and I hope you will support this resolution during the first resolutions session. While we have all heard about the provincial and federal decision regarding the E & N Railway, I wish to state that the CRD remains a willing partner to work with and listen to First Nations and other local governments on Vancouver Island towards finding an outcome that works for all parties. We have another tour scheduled for Friday April 21, 2023 of one of our new affordable housing projects in Central Saanich. I hope you will attend.

5. PRESENTATIONS/DELEGATIONS

There were no delegations.

5.1. Presentations

- 5.1.1. [23-288](#) Presentation: T. Hancock (University of Victoria), S. Turner (Public Health Association of BC & Prevention of Violence Canada) & S. Woolrich (Crime Prevention Through Environmental Design); Re: Towards a Community Safety & Wellbeing Plan for the Capital Region

Dr. Hancock, S. Turner, and S. Woolrich spoke to the Towards a Community Safety & Wellbeing Plan for the Capital Region presentation.

Discussion ensued on managing crime in rural areas.

6. CONSENT AGENDA

MOVED by Director Brent, **SECONDED** by Director Kobayashi,
That consent agenda items 6.1. through 6.20. be approved.
CARRIED

- 6.1. [23-246](#) Core Area Liquid Waste Management Committee - Service Orientation

This report was received for information.

- 6.2. [23-238](#) Wastewater Operations and Capital Plan Update - March 2023

This report was received for information.

- 6.3. [23-148](#) 2022 Community Works Fund Annual Report

This report was received for information.

- 6.4. [23-149](#) 2022 Grants-in-Aid Annual Report

This report was received for information.

- 6.5. [23-254](#) Basis of Apportionment of Non-Application Based Grants and Services

This report was received for information.

- 6.6. [23-247](#) Award of Contract 2022-846 Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades

1. That Contract 2022-846, Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades, be awarded to Coast Utility Contracting Ltd., in the amount of \$6,577,550 plus GST; and
2. That staff be authorized to issue Change Orders for the project as required, up to total aggregate amount of \$361,284 from the Project Contingency.
CARRIED

- 6.7. [23-204](#) 2023 CRD Emergency Procedures for Board Members

This report was received for information.

- 6.8. [23-205](#) Emergency Program Act Modernization Update

This report was received for information.

- 6.9. [23-253](#) Long-term Biosolids Planning and Biosolids Thermal Plan Updates

1. That staff develop a consultation plan for long-term biosolids management for the July Environmental Services Committee meeting, to be implemented in the fall of 2023; and
2. That staff concurrently initiate a Request for Proposals (RFP) process for a biosolids advanced thermal site trial, and that the RFP be scoped broadly to include potential for co-processing of municipal solid waste streams, and that submissions be welcomed from both domestic and international vendors.
CARRIED

- 6.10. [23-239](#) Capital Regional District Climate Action Inter-Municipal Task Force

That the Terms of Reference for the Climate Action Inter-Municipal Task Force, attached as Appendix A, be approved.
CARRIED

- 6.11. [23-260](#) Freedom of Information and Protection of Privacy Act (FOIPPA) 2022 Overview

This report was received for information.

- 6.12. [23-263](#) Alternative Methods for Public Notice
That staff report back through the Governance Committee on options for public notice bylaw and policy.
CARRIED
- 6.13. [23-271](#) Establishment of an Accessibility Advisory Committee
1. That the TOR for the Accessibility Advisory Committee (AAC) be adopted;
2. That staff be directed to proceed with recruitment of ACC members in accordance with the requirements of the CRD Appointment of Public Members to External Boards Policy;
3. That the TOR for the Governance Committee be amended to include consideration of matters related to accessibility;
4. That public members of the AAC receive an honorarium in the amount of \$110.00 per meeting and reimbursement of any necessary travel expenses; and
5. That staff report back on resources required to support the AAC as part of 2024 service planning.
CARRIED
- 6.14. [23-272](#) Administrative Policy for Intergovernmental Relations and Updated Terms of Reference for the Executive Leadership Team
This report was received for information.
- 6.15. [23-252](#) Reaching Home Program
This report was received for information.
- 6.16. [23-240](#) Regional Housing First Program: Project Update, First Quarter, 2023
This report was received for information.
- 6.17. [23-224](#) Capital Regional District Regional Parks - Entrance Signage
That staff proceed with the replacement of the regional parks entrance signs using the 2021 Corporate Signage Guidelines, with the exception of the legacy entrance (log) sign at Thetis Lake Regional Park.
CARRIED
- 6.18. [23-223](#) Capital Regional District Regional Parks - 2023 Capital Plan Update
This report was received for information.
- 6.19. [23-208](#) Cycling Facility Criteria
That the Capital Regional District Board approve the regional cycling facility criteria shown in Appendix A.
CARRIED
- 6.20. [23-209](#) Governance Options: Transportation Planning Backgrounder
That staff be directed to initiate the planning required to develop transportation

governance options, including a progress analysis of governance needs and an impact evaluation associated with changes to the existing mode-specific governance framework.

CARRIED

7. ADMINISTRATION REPORTS

7.1. [23-275](#) CAO Quarterly Progress Report No. 1, 2023

T. Robbins presented Item 7.1. for information and provided a PowerPoint presentation.

7.2. [23-283](#) Capital Regional District 2023-2026 Corporate Plan

T. Robbins spoke to Item 7.2.

Discussion ensued regarding:

- prioritizing the timelines of the deliverables
- regular reporting of initiatives
- solid waste diversion
- transportation priorities
- initiative business cases to ensure adequate staffing levels
- affordable housing priorities
- creating capacity around arising opportunities not encompassed in the corporate plan

MOVED by Director Caradonna, **SECONDED** by Director Desjardins,
That the 2023-2026 Corporate Plan be approved.

CARRIED

Referral Motion Arising:

MOVED by Director de Vries, **SECONDED** by Director Szpak,
That the following Mission Statement be referred to the Governance Committee:
The CRD's Mission is framed in the context of four broad roles.

1. **Regional Federation:** Serve as the main platform for discussing issues that transcend Municipal and Electoral Area boundaries. Facilitating the effective collaboration and coordination among members for services and solutions that are best provided at the regional and sub-regional level.
2. **Core Service Provider:** Provide regional utility services such as drinking water, wastewater treatment, to members. Provide regional services directly to residents including: regional parks, affordable housing, recreation, solid waste, and recycling.
3. **Local Government for Electoral Areas:** Deliver local services, planning functions, and regulatory responsibilities required for Electoral Areas to function as local governments.
4. **Planning the Future of the Region:** Carry out planning and regulatory responsibilities related to the utility services as well as climate action, regional parks, affordable housing, and regional planning.

CARRIED

7.3. [23-255](#) Growing Communities Fund

N. Chan spoke to Item 7.3.

Discussion ensued regarding:

- reasonable and equitable allocation of funds to Electoral Areas
- whether re-allocation of funds is permitted
- timeline of proposed infrastructure projects
- potential for cost sharing opportunities
- terms and conditions of the grant program

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

1. That staff plan to use the total \$11.56 million CRD Growing Communities Fund in alignment with the Provincial program guidelines to address regional infrastructure priorities.

2. That staff bring back recommendations on prioritized regional infrastructure projects in alignment with program eligibility.

MOVED by Director Holman, **SECONDED** by Director Windsor,

That line 2 of the main motion be amended to include the words "and equitable treatment of projects within electoral areas", after the words "in alignment with program eligibility".

Discussion ensued regarding:

- impact of grant funds on Electoral Areas
- equitable definition related to grant intake and evaluation criteria
- regional infrastructure
- population growth in Electoral Areas

MOVED by Director Desjardins, **SECONDED** by Director Windsor,

That the question on the amendment be called.

CARRIED

The question was called on the amendment:

That line 2 of the main motion be amended to include the words "and equitable treatment of projects within electoral areas", after the words "in alignment with program eligibility".

CARRIED

Opposed: Jones

The question was called on the main motion as amended:

1. That staff plan to use the total \$11.56 million CRD Growing Communities Fund in alignment with the Provincial program guidelines to address regional infrastructure priorities.

2. That staff bring back recommendations on prioritized regional infrastructure projects in alignment with program eligibility and equitable treatment of projects within electoral areas.

CARRIED

7.4. [23-287](#)

Acceptance of Grant Funding - Island Rail Corridor Consultation

T. Robbins spoke to Item 7.4.

Director Windsor left the meeting at 3:03 pm.

Discussion ensued regarding:

- the Island Corridor Foundation's term of CRD nominee to the Board

- funding of the railway corridor
- next meeting of the Island Corridor Foundation is in May

MOVED by Director Desjardins, **SECONDED** by Director Thompson,

1. That the Capital Regional District Board ratify the Island Rail Corridor Conditional Grant Agreement attached to this report at Appendix A; and
2. That staff be directed to do all things necessary and incidental to affect the terms of the Agreement.

CARRIED

8. REPORTS OF COMMITTEES

Electoral Areas Committee

- 8.1. [23-297](#) Salt Spring Island Local Community Commission - Bylaw Changes and Implementation Update (Bylaws No. 4508, 4542, 4543, and 4544)

Director Murdock left the meeting at 3:11 pm.

Director Coleman left the meeting at 3:12 pm.

MOVED by Director Holman, **SECONDED** by Director Brent,

1. That third reading of Bylaw No. 4508, "Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022", be rescinded.

CARRIED

MOVED by Director Holman, **SECONDED** by Director Brent,

2. That Bylaw No. 4508 be amended at second reading as presented in Appendix A.

CARRIED

MOVED by Director Holman, **SECONDED** by Director Brent,

3. That Bylaw No. 4508 as amended be read a third time.

CARRIED

MOVED by Director Holman, **SECONDED** by Director Brent,

4. That Bylaw No. 4542, "Salt Spring Island Local Community Commission Transition Bylaw No. 1, 2023" be read a first, second, and third time.

CARRIED

MOVED by Director Holman, **SECONDED** by Director Brent,

5. That Bylaw No. 4542 be adopted.

CARRIED

MOVED by Director Holman, **SECONDED** by Director Brent,

6. That Bylaw No. 4543, "Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011, Amendment Bylaw No. 2, 2023", be read a first, second, and third time.

CARRIED

MOVED by Director Holman, **SECONDED** by Director Brent,

7. That Bylaw No. 4543 be adopted.

CARRIED

MOVED by Director Holman, SECONDED by Director Brent,
8. That Bylaw No. 4544, "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010, Amendment Bylaw No. 2, 2023", be read a first, second, and third time.
CARRIED

MOVED by Director Holman, SECONDED by Director Brent,
9. That Bylaw No. 4544 be adopted.
CARRIED

Director Murdock returned to the meeting at 3:13 pm.

MOVED by Director Holman, SECONDED by Director Brent,
10. That the membership of the Ganges Harbour Walk Steering Committee be amended to remove the members from the Salt Spring Island Parks and Recreation Commission and the Salt Spring Island Transportation Commission, replaced with one member representing the SSI LCC, selected from its number, and such further consequential changes as outlined in Appendix H be adopted.
CARRIED

Director Coleman returned to the meeting at 3:14 pm.

8.2. [23-256](#) Motion with Notice: Growing Communities Grant Apportionment (Director Holman)

The Chair ruled that Item 8.2. was no longer in order with the amendment made on Item 8.1.

8.2.b. **23-304** Notice of Motion: Equitable Grant Funding Discussion with Minister (Director Plant)

MOVED by Director Brent, SECONDED by Director Holman,
That same day consideration be applied to the Notice of Motion.
CARRIED

Discussion ensued regarding:
- impact on other regional districts in the Province
- criteria of grant funding

MOVED by Director Brent, SECONDED by Director Holman,
That the Board Chair and CAO discuss equitable grant funding with the Minister of Municipal Affairs as it relates to grants given to municipalities/electoral areas within regional districts.
CARRIED

Environmental Services Committee

8.3. [23-131](#) Central Saanich Request for CRD Carbon-based Budget Policy

Discussion ensued regarding the potential date of the workshop.

MOVED by Director Desjardins, SECONDED by Director Thompson,
That CRD staff host a workshop on the concept of carbon budgeting with municipal and electoral area staff and elected officials.
CARRIED

- 8.4. [23-236](#) Solid Waste Advisory Committee Motions of March 3, 2023
- MOVED** by Director Desjardins, **SECONDED** by Director Caradonna,
That staff be directed to explore mandatory curbside organics collection from the municipalities and electoral areas around the region.

Discussion ensued regarding:

- the inclusion of Electoral Areas in the analysis
- municipal participation
- use of organics for household composting

MOVED by Director Caradonna, **SECONDED** by Director Thompson,
That the main motion be amended to replace the word "mandatory" with the word "regulating".
CARRIED

The question was called on the main motion as amended:

That staff be directed to explore regulating curbside organics collection from the municipalities and electoral areas around the region.
CARRIED

Juan de Fuca Land Use Committee

- 8.5. [23-237](#) Public Hearing Report on Bylaw No. 4519, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 159, 2022"

MOVED by Director Wickheim, **SECONDED** by Director Tait,
1. That the minutes that form the Report of the Public Hearing for Bylaw No. 4519, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 159, 2022", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on March 7, 2023, for Bylaw No. 4519, be received.
CARRIED

MOVED by Director Wickheim, **SECONDED** by Director Tait,
2. That Bylaw No. 4519 be read a third time.
CARRIED

MOVED by Director Wickheim, **SECONDED** by Director Little,
3. That Bylaw No. 4519 be adopted.
CARRIED

Hospitals and Housing Committee

- 8.6. [23-213](#) Implications of Proposed Changes to Land Banking and Housing Service

MOVED by Director Murdoch, **SECONDED** by Director de Vries,
1. That staff be directed to bring forward a report with an amendment to Bylaw No. 3712, "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010" to increase the allowable annual maximum requisition by \$5 million to \$10 million; and
2. Create a loan authorization bylaw to enable the financing of up to \$85 million from the increase of the allowable annual maximum requisition of \$5 million.

CARRIED

Regional Parks Committee

- 8.7. [23-229](#) Bylaw No. 4545: Amendment to the CRD Parks Services and Facilities Fees and Charges Bylaw No. 3675

MOVED by Director McNeil-Smith, **SECONDED** by Director Szpak,
1. That Bylaw No. 4545, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 10, 2023", be introduced and read a first, second and third time.
CARRIED

MOVED by Director McNeil-Smith, **SECONDED** by Director Szpak,
2. That Bylaw No. 4545 be adopted.
CARRIED

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

- 10.1. [23-322](#) Motion with Notice: Regional Community Safety and Wellbeing Plan and Council (Director Plant)

Chair Plant read the following motion into the record to be considered at the next meeting of the Hospitals and Housing Committee:

"Staff be directed to report back to the Hospitals and Housing committee on the benefits and implications of participating in a regional Community Safety and Wellbeing Plan and Council for the Capital Region."

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

- 12.1. [23-289](#) Motion to Close the Meeting

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

MOVED by Director de Vries, **SECONDED** by Director Tait,
2. That the meeting be closed for Labour Relations in accordance with Section 90(1)(c) of the Community Charter.
CARRIED

MOVED by Director de Vries, **SECONDED** by Director Tait,
3. That the meeting be closed for Land Acquisition/Disposition under Section (90) (1)(e) of the Community Charter.

CARRIED

MOVED by Director de Vries, SECONDED by Director Tait,
4. That such disclosures could reasonably be expected to harm the interests of the Regional District.

CARRIED

MOVED by Director de Vries, SECONDED by Director Tait,
5. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter.

CARRIED

The Capital Regional District Board moved to the Closed Session at 3:52 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 4:36 pm and reported on the following:

In accordance with the Tenant Advisory Committee Terms of Reference, that the following be appointed to the Tenant Advisory Committee for a term expiring April 12, 2025:

America Blasco, Gary Goodwin, Chris Miller, Neha Sharma, David Wallace

In accordance with Bylaw No. 2647, that the Capital Regional District Board appoint Jenny McLeod and Valla Tinney to the Royal & McPherson Theatres Society Board for a term ending no later than May 31, 2025.

14. ADJOURNMENT

MOVED by Director Alto, SECONDED by Director Murdock,
That the April 12, 2023 Capital Regional District Board meeting be adjourned at 4:37 pm.

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER