

## Meeting Minutes

### Capital Regional District Board

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Wednesday, May 10, 2023

1:10 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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#### PRESENT

DIRECTORS: C. Plant (Chair), M. Alto, J. Bateman (for M. Tait), P. Brent, S. Brice, J. Brownoff, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson, G. Holman, P. Jones, D. Kobayashi, M. Little, C. McNeil-Smith, K. Murdoch, D. Murdock, L. Szpak, D. Thompson (1:08 pm), S. Tobias, 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; D. Elliot, Senior Manager, Regional Housing; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

Regrets: Director M. Tait

The meeting was called to order at 1:06 pm.

#### 1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. APPROVAL OF THE AGENDA

**MOVED** by Director Coleman, **SECONDED** by Director Desjardins,  
That the agenda for the May 10, 2023 Session of the Capital Regional District  
Board be approved.  
**CARRIED**

#### 3. ADOPTION OF MINUTES

3.1. [23-337](#) Minutes of the April 12, 2023 Capital Regional District Board Meeting

**MOVED** by Director Murdoch, **SECONDED** by Director Goodmanson,  
That the minutes of the Capital Regional District Board meeting of April 12, 2023  
be adopted as circulated.  
**CARRIED**

Director Thompson joined the meeting at 1:08 pm.

#### 4. REPORT OF THE CHAIR

Good afternoon Directors. While I think we have all experienced a cooler than usual spring and it is good to see our water reservoir at 99.8% full, I think it is fair to say the heat is coming. I want to begin by thanking staff and KPMG for their work in delivering the Boards clean and unqualified audits for all of our three entities. When I see audits, it is the one of the few times where no news is largely good news. But seriously, thanks to all involved and I am pleased we can continue to outwardly communicate the Board is judiciously and professionally managing its financial affairs. I would like to report out on the meeting with Minister Kang that Mr. Robbins and I had on April 27, 2023. We discussed several ongoing CRD initiatives such as housing, regional transportation and First Nations relations. It was largely a meeting where we were attempting to develop a relationship with the Minister and senior staff, and it was successful. One of the outcomes was that Mr. Robbins and Minister Kang's staff exchanged contacts and extended a mutual invitation to be in touch and work together. Based on last month's Board motion, I did speak for a great deal of time with the Minister about the Growing Communities Fund and the challenges of ensuring Electoral Area residents are given equal treatment to other residents of municipalities. I would offer the following takeaways on this topic; the Ministry is appreciative of the feedback that we provided; they welcome further written feedback that the Board may wish to provide and they are open to doing things differently in future granting opportunities; there will be no change to the Growing Communities funding requirements and conditions at this time; acknowledgment of the time crunch in getting the funding out. I asked, and they agreed, to consider providing some recommendations or best practices as to how Electoral Areas could be supported in future granting opportunities. As I have said, the meeting was congenial, the Minister showed interest in our region and we committed to keeping our communication channels open moving forward. Two last items; I wish to encourage Directors to attend two upcoming events that the CRD is organizing. The first is our session on Building Local Relationships with First Nations on May 31, 2023, as this is the fifth Wednesday of the month, it is typically when we have a Committee of the Whole but instead we will have this important learning opportunity. I truly hope we can all attend or have your alternate attend. The other invite is for the CRD Staff Summer BBQ being held June 1, 2023 at Hamsterly Beach at the Elk/Beaver regional Park starting at 5 pm. This relaxed environment provides the Board an opportunity to meet and interact with staff in a less formal setting and as a previous year attendant, I have to say it is a lot of fun. Please check your email for this invite and RSVP.

#### 5. PRESENTATIONS/DELEGATIONS

There were no presentations.

##### 5.1. Delegations

- 5.1.1. [23-360](#) Delegation - Sasha Izard; Resident of Saanich: Re: Agenda Item 6.7.  
Capital Regional District External Grants Update  
S. Izard spoke to Item 6.7.

## 6. CONSENT AGENDA

**MOVED by Director Alto, SECONDED by Director Brice,  
That consent agenda items 6.1. through 6.16. be approved.  
CARRIED**

- 6.1. [23-284](#) 221 Drake Road, Salt Spring Island, Water Local Area Service  
  
That staff be directed to continue discussions with the owner of 221 Drake Road regarding the establishment of a new local service area to take over the operations and maintenance of a private water system for the proposed Dragonfly Commons development, subject to the owner meeting the CRD's requirements as set out in this report.  
**CARRIED**
- 6.2. [23-301](#) Solid Waste Management Plan - 2022 Progress Report  
  
This report was received for information.
- 6.3. [23-298](#) Climate Action - 2022 Progress Report  
  
This report was received for information.
- 6.4. [23-303](#) Overview of the Capital Regional District's Climate Action Policies  
  
That staff consider increasing the level of ambition in our climate action policies.  
**CARRIED**
- 6.5. [23-171](#) Capital Regional District 2022 Audit Findings Report and Statement of Financial Information  
  
That the Capital Regional District 2022 Statement of Financial Information be approved  
**CARRIED**
- 6.6. [23-096](#) Scope of the Financial Statement Audit  
  
This report was received for information.
- 6.7. [23-169](#) Capital Regional District External Grants Update  
  
This report was received for information.
- 6.8. [23-190](#) Capital Regional District External Grants 2022 Annual Report  
  
This report was received for information.

- 6.9. [23-185](#) Operating Reserve Guidelines  
This report was received for information.
- 6.10. [23-331](#) Presentation: A Journey to Reconciliation, Learning from the Central Coast  
This report was received for information.
- 6.11. [23-332](#) Indigenous Employment Project: Findings and Wise Practices  
This report was received for information.
- 6.12. [23-306](#) Inclusive Regional Governance Study Grant  
This report was received for information.
- 6.13. [23-322](#) Motion with Notice: Regional Community Safety and Wellbeing Plan and Council (Director Plant)  
That 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.  
**CARRIED**
- 6.14. [23-285](#) Campus View Redevelopment  
  1. That a grant in the amount of \$1,425,000 to the Capital Region Housing Corporation be approved to support the development of 119 units of affordable rental housing at 2249 McCoy Road, District of Saanich; and
  2. That the Chief Administrative Officer be authorized to do all things necessary to affect the project and take such steps as are required to negotiate, accept the terms, and execute an agreement as required to disburse the funds in accordance with the Regional Housing Trust Fund.**CARRIED**
- 6.15. [23-286](#) Village on the Green Redevelopment  
  1. That a grant in the amount of \$1,815,000 to the Capital Region Housing Corporation be approved to support the development of 151 units of affordable rental housing at 1132 Johnson Street, City of Victoria; and
  2. That the Chief Administrative Officer be authorized to do all things necessary to affect the project and take such steps as are required to negotiate, accept the terms, and execute an agreement as required to disburse the funds in accordance with the Regional Housing Trust Fund.**CARRIED**
- 6.16. [23-327](#) Capital Regional District Regional Parks and Trails - 2022 Progress Report  
This report was received for information.

## 7. ADMINISTRATION REPORTS

7.1. [23-352](#) Capital Regional District 2022 Annual Report

T. Robbins presented Item 7.1. for information.

7.2. [23-324](#) Capital Region Housing Corporation Annual General Meeting

K. Lorette spoke to Item 7.2.

**MOVED by Director de Vries, SECONDED by Director Thompson,  
That the unanimous shareholder's resolution attached as Appendix A to the  
Capital Region Housing Corporation Annual General Meeting report be  
approved, and the Chair and Corporate Officer execute it on behalf of the Capital  
Regional District.**

**CARRIED**

7.3. [23-358](#) Biosolids Update - May 2023

L. Hutcheson presented Item 7.3. for information.

Discussion ensued regarding:

- reclamation of industrial sites and mines
- time frame and terms of contract
- use of biosolids at cement manufacturing plants as an alternative fuel source
- potential leeching at industrial sites and mines
- contractor operations
- contingency planning
- land application at Hartland

7.4. [23-344](#) UBCM Community Emergency Preparedness Fund: Emergency Operations Centres and Training Grant 2023

K. Lorette spoke to Item 7.4.

**Director Windsor left the meeting at 1:40 pm.**

**MOVED by Director Desjardins, SECONDED by Director Kobayashi,  
That the Capital Regional District Board support the application to the UBCM  
CEPF Emergency Operations Centres and Training Grant for 2023 and direct staff  
to provide overall grant management.**

**CARRIED**

**Director Windsor returned to the meeting at 1:42 pm.**

## 8. REPORTS OF COMMITTEES

### Electoral Areas Committee

8.1. [23-269](#) Feedback from Local Service Area Committees - Electoral Areas Water Conservation Bylaw No. 1, 2023 (Bylaw No. 4492)

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

1. That Bylaw No. 4492, "Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023", be introduced and read a first, second, and third time; and

**CARRIED**

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

2. That Bylaw No. 4492 be adopted.

**CARRIED**

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

3. That Bylaw No. 4554, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 77, 2023", be introduced and read a first, second and third time; and,

**CARRIED**

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

4. That Bylaw No. 4554 be adopted.

**CARRIED**

#### **Environmental Services Committee**

**8.2.** [23-296](#) Proposed Hartland Bylaw Amendments - Material Stream Diversion

L. Hutcheson spoke to Item 8.2.

Discussion ensued regarding:

- City of Victoria demolition, waste and deconstruction bylaw
- bylaw implementation timeline
- consolidated communications regarding material diversion services in the Juan de Fuca Electoral Area
- impacts of fine increase

**MOVED by Director Desjardins, SECONDED by Director Tobias,**

**1. That the Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881 be amended and come into effect January 1, 2024 to:**

- a) Ban wood waste (clean, treated and salvageable), carpet and underlay and asphalt shingles from Hartland's active face, and classify these materials as mandatory recyclable;
  - b) Modernize the tipping fee schedule to align with the proposed tipping fee schedule (Appendix B), including increasing the general refuse tipping fee to \$150/tonne, and introduce a new 'double charge' category for loads of unsorted renovation and demolition materials that contain mandatory recyclables (including wood waste) to motivate source-separation of these materials;
  - c) Introduce hauler incentive rates to promote multi-stream collection, incent voluntary self-reported waste collection data sharing, and minimize the financial impact of increases to the general refuse tipping fees;
- 2. That the Ticket Information Authorization Bylaw No. 1857 be amended and come into effect January 1, 2024 to:**
- a) increase fine rates for various offences;
  - b) introduce a graduated ticket structure with higher fines for more egregious infractions and/or repeated infractions from a designated source or waste hauler;
  - c) allow for denial of service for chronic repeat offenders;
- 3. That service levels be adjusted to enhance enforcement capacity resources to implement the new waste diversion policies, to be reflected in the 2024 preliminary budget; and**
- 4. That staff return with the amended bylaws for Board approval in the fall.**
- 5. Report back on the implications of potentially increasing the proposed fines and fees to a range between the existing staff proposal and levels up to double those rates.**

**6. That staff report back regularly on the above.**

**CARRIED**

8.3. [23-295](#) Healthy Waters Project for Tod Creek on the Saanich Peninsula

**MOVED** by Director Desjardins, **SECONDED** by Director Tobias,  
That staff be directed to identify a source of funding and support the Healthy Waters project proposal for Tod Creek on the Saanich Peninsula.

Discussion ensued regarding:

- public engagement
- ground water monitoring and testing requirements
- budget impact of proposal
- unintentionally duplicating efforts of other organizations
- funding source for program

**MOVED** by Director Holman, **SECONDED** by Director Windsor,  
That the main motion be amended by replacing the words "identify a source of funding and support" with the words "help identify sources of funding and support for".

Discussion ensued regarding sources of funding.

**MOVED** by Director Murdoch, **SECONDED** by Director McNeil-Smith,  
That the amendment be amended by replacing the word "support" with "supports".  
**CARRIED**

The question was called on the amendment:

That the main motion be amended by replacing the words "identify a source of funding and support" with the words "help identify sources of funding and supports for".  
**CARRIED**

Discussion ensued regarding:

- supplemental testing and sampling of water sources
- testing of additional contaminants

The question was called on the main motion as amended:

That staff be directed to help identify sources of funding and supports for the Healthy Waters project proposal for Tod Creek on the Saanich Peninsula.  
**CARRIED**  
Opposed: Jones

Motion Arising:

**MOVED** by Director Windsor, **SECONDED** by Director McNeil-Smith,  
That the Board ask the Environmental Services Committee to give consideration to what baseline data exists for contamination in Tod Inlet when they report back to the Environmental Services Committee next meeting.

**MOVED** by Director Murdoch, **SECONDED** by Director McNeil-Smith,  
That the motion arising be amended as follows:

- replace the words "the Environmental Services Committee to prepare a report to give consideration to" with the words "staff to prepare a report on", and,
- replace the word "in" with the word "including"



**CARRIED**  
Opposed: Jones

The question was called on the Motion Arising as amended:  
**That the Board ask staff to prepare a report on what baseline data exists for contamination, including Tod Inlet, when they report back to the Environmental Services Committee next meeting.**

**CARRIED**  
Opposed: Jones

**MOVED** by Director Windsor, **SECONDED** by Director Thompson,  
**That the agenda be amended to consider Item 10. Notice of Motion as the next item.**

**CARRIED**

## 10. NOTICE(S) OF MOTION

- 10.1. [23-368](#) Notice of Motion: Island View Beach Mosquito Management (Director Windsor)

Director Windsor provided the following Notice of Motion for consideration at the next meeting of the Regional Parks Committee:

**“WHEREAS, the Island View Beach region is within the Tsawout First Nation, Capital Regional District, and District of Central Saanich jurisdictions; and WHEREAS, the Island View Beach region has drainage and pest mosquito issues across the three jurisdictions; THEREFORE BE IT RESOLVED that staff be directed to report back on creating an engineering working group with Tsawout First Nation, CRD and Central Saanich to conduct a holistic assessment of the drainage of the Island View Beach area this year so that improvements to the drainage system can be made to address the pest mosquito issues; and, That this motion to referred to the next Regional Parks Committee for discussion and voting.”**

## 8. REPORTS OF COMMITTEES (Continued)

### Finance Committee

- 8.4. [23-168](#) 2024 Service and Financial Planning Guidelines

Director Goodmanson left the meeting at 3:08 pm.

N. Chan spoke to Item 8.4.

Discussion ensued regarding:  
- cost per capita  
- impacts of labour shortage on service delivery

**MOVED** by Director Brice, **SECONDED** by Director Murdoch,  
**That the service and financial planning guidelines as presented be approved and that staff be directed to prepare the draft financial plan review based on the timeline presented.**

**CARRIED**

8.5. [23-248](#) Bylaw No. 4547: Saanich Peninsula Recreation Services (Panorama Heat Recovery System) Loan Authorization Bylaw No. 1, 2023

**MOVED** by Director Brice, **SECONDED** by Director Windsor,

1. That Bylaw No. 4547, "Saanich Peninsula Recreation Services (Panorama Heat Recovery System) Loan Authorization Bylaw No. 1, 2023", be introduced and read a first, second and third time.

**CARRIED**

**MOVED** by Director Brice, **SECONDED** by Director Windsor,

2. That approval on behalf of the participating areas for Bylaw No. 4547 be obtained through the municipal consent process, according to sections 346 of the Local Government Act, and if successful, that Bylaw No. 4547 be referred to the Inspector of Municipalities for approval.

**CARRIED**

8.6. [23-249](#) Bylaw No. 4546: Saanich Peninsula Recreation Services (Centennial Park Multi-Sport Box) Loan Authorization Bylaw No. 1, 2023

Director Goodmanson returned to the meeting at 3:21 pm.

**MOVED** by Director Brice, **SECONDED** by Director Windsor,

1. That Bylaw No. 4546, "Saanich Peninsula Recreation Services (Centennial Park Multi-Sport Box) Loan Authorization Bylaw No. 1, 2023", be introduced and read a first, second and third time.

**CARRIED**

**MOVED** by Director Brice, **SECONDED** by Director Windsor,

2. That approval on behalf of the participating areas for Bylaw No. 4546 be obtained through the municipal consent process, according to section 346 of the Local Government Act, and if successful, that Bylaw No. 4546 be referred to the Inspector of Municipalities for approval.

**CARRIED**

Director Windsor left the meeting at 3:08 pm.

## Hospitals and Housing Committee

8.7. [23-338](#) Future Housing Partnerships Alternative Approval Process and Bylaw Amendments

Discussion ensued regarding:

- alternate approval process
- council consent process

Director Little left the meeting at 3:11 pm.

**MOVED** by Director Murdoch, **SECONDED** by Director de Vries,  
1. That Bylaw No. 4551, "Land Assembly, Housing and Land Banking Service Establishment Bylaw No. 1, 2010, Amendment Bylaw No. 2, 2023", be introduced, read a first, second, and third time.

**CARRIED**

**MOVED** by Director Murdoch, **SECONDED** by Director de Vries,  
2. That Bylaw No. 4552, "Land Assembly, Housing and Land Banking Loan Authorization Bylaw No. 3, 2023", be introduced, read a first, second, and third time.

**CARRIED**

Director Little returned to the meeting at 3:12 pm.

**MOVED** by Director Murdoch, **SECONDED** by Director de Vries,  
3. That participating area approval for Bylaws No. 4551 and No. 4552 in the municipalities be obtained via council consent on behalf of electors, and by alternative approval process in the electoral areas, and if successful, that staff provide the bylaws to the Inspector of Municipalities for approval.

**CARRIED**

Director Tobias left the meeting at 3:13 pm.

## Juan de Fuca Land Use Committee

- 8.8. [23-323](#) Public Hearing Report on Bylaw No. 4505, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 157, 2022”

Director de Vries left the meeting at 3:15 pm.

**MOVED** by Director Wickheim, **SECONDED** by Director Kobayashi,

1. That the minutes that form the Report of the Public Hearing for Bylaw No. 4505, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 157, 2022”, which are certified as a fair and accurate summary of the representations that were made at the public hearing held on March 27, 2023, for Bylaw No. 4505, be received.

**CARRIED**

**MOVED** by Director Wickheim, **SECONDED** by Director Kobayashi,

2. That Bylaw No. 4505 be read a third time.

**CARRIED**

**MOVED** by Director Wickheim, **SECONDED** by Director Kobayashi,

3. That adoption of Bylaw No. 4505 be withheld pending receipt by the CRD of a Preliminary Layout Review from the Ministry of Transportation and Infrastructure for subdivision application SU000753.

**CARRIED**

Director de Vries returned to the meeting at 3:17 pm.

## Regional Water Supply Commission

- 8.9. [23-300](#) Bylaw No. 4541 Water Supply Local Service Area Establishment Bylaw Amendment

**MOVED** by Director Coleman, **SECONDED** by Director Caradonna,

1. That Bylaw No. 4541, “Water Supply Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 5, 2023”, be introduced and read a first, second, and a third time.

**CARRIED**

**MOVED** by Director Coleman, **SECONDED** by Director Caradonna,

2. That Bylaw No. 4541 be referred to the service participants for approval by way of council and electoral area director consent on behalf, and that if successful, Bylaw No. 4541 be referred to the Inspector of Municipalities for approval.

**CARRIED**

## 9. BYLAWS

There were no bylaws for consideration.

## 11. NEW BUSINESS

There was no new business.

## 12. MOTION TO CLOSE THE MEETING

12.1. [23-351](#) Motion to Close the Meeting

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

**CARRIED**

The Capital Regional District Board moved to the closed session at 3:19 pm.

**13. RISE AND REPORT**

The Capital Regional District Board rose from the closed session at 3:22 pm and reported on the following:

In accordance with the Elk/Beaver Lake Recreational Use Advisory Committee Terms of Reference that the following be appointed to the Elk/Beaver Lake Recreational Use Advisory Committee for a term to expire December 31, 2025: William Bennink, Sgt. Brad Brajcich, Dave Cooke, Pat George, Adam Parfitt, Scott Silvestri, Kyle Weins

In accordance with Bylaw No. 3523 that the following be appointed to the Southern Gulf Islands Public Library Commission for a term to expire December 31, 2023: Eleanor Cocker; and for a term to expire December 31, 2024: Mary Greenwood

**14. ADJOURNMENT**

**MOVED** by Director Thompson, **SECONDED** by Director Desjardins,  
That the May 10, 2023 Capital Regional District Board meeting be adjourned at 3:23 pm.

**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**