

## Notice of Meeting and Meeting Agenda Capital Regional District Board

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Wednesday, July 12, 2023

1:05 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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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.

### 1. TERRITORIAL ACKNOWLEDGEMENT

### 2. APPROVAL OF THE AGENDA

### 3. ADOPTION OF MINUTES

#### 3.1. [23-480](#) Minutes of the June 7, 2023 and the minutes of the June 14, 2023 Capital Regional District Board Meeting

**Recommendation:** 1. That the minutes of the Special Session of Capital Regional District Board meeting of June 7, 2023 be adopted as circulated.  
2. That the minutes of the Capital Regional District Board meeting of June 14, 2023 be adopted as circulated.

**Attachments:** [Minutes - June 7, 2023](#)  
[Minutes - June 14, 2023](#)

### 4. REPORT OF THE CHAIR

### 5. PRESENTATIONS/DELEGATIONS

#### 5.1. Presentations

##### 5.1.1. [23-481](#) Presentation: Robert Lewis-Manning (CEO) and Christine Willow (Chair), Greater Victoria Harbour Authority; Re: Member Agency Report

**Attachments:** [Presentation: GVHA - Member Agency Report to CRD](#)

#### 5.2. Delegations

##### 5.2.1. [23-495](#) Delegation - Christopher Devlin & Franz Lehrbass; Representing Royal and McPherson Theatres Society; Re: Agenda Item 8.9. Modernizing the Bylaws of the Royal Theatre and McPherson Playhouse Services - Bylaw No. 4560 and 4561

- 5.2.2. [23-494](#) Delegation - Philippe Lucas; Representing Biosolid Free BC: Re: Agenda Items: 6.4. Amendment to Environmental Resource Management Capital Plan, 8.2. Biosolids Update - June 2023, and 8.3. Notice of Motion: Academic Review - Land Application of Biosolids

## 6. CONSENT AGENDA

- 6.1. [23-482](#) Enforcement Practices for Alternative Forms of Housing (Updated)

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District (CRD) Board:

1. That the existing practice of CRD Building Regulation Bylaw and BC Building Code enforcement be continued, primarily responding to complaints and observations by Inspectors during their normal course of duty of safety, health, and environmental concerns and issuing Stop Work Notices and Do No Occupy Notices when warranted for non-compliant dwelling units;
2. Occupancy of recreational vehicles, without alterations for permanent or long term use, will be considered a land use matter and referred to the local land use authority; and
3. That the CRD advocate to the Province for a review of inclusion of alternative forms of housing within the BC Building Code.

(NWA)

**Attachments:** [Staff Report: Enforcement Practices for Alternative Forms of Housing \(Updated\)](#)  
[Appendix A: Zoning for Recreational Vehicles](#)

- 6.2. [23-435](#) Core Area Liquid Waste Management Committee Mid-Year Update

**Recommendation:** That the Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:  
That staff be directed to amend the Core Area Wastewater Operations Service Financial Plan (3.717) to increase expenditures in 2023 by up to \$3,021,000 due to Biosolids Disposal and Residual Treatment Facility Revenue budget variances with such expenditures to be funded from Operational Reserves (3.717).  
(WA)

**Attachments:** [Staff Report: CALWMC Mid-Year Update](#)  
[Appendix A: Core Area Wastewater Treatment Project Overview Map](#)  
[Appendix B: Core Area Wastewater Treatment Project – Current Status](#)  
[Appendix C: Core Area Wastewater Capital Program – Current Status](#)  
[Appendix D: Odour Investigation Action Plan](#)

**6.3.**      [23-431](#)      Liquid Waste Management Plan - Amendment 13

**Recommendation:** [At the June 28, 2023 Core Area Liquid Waste Management Committee meeting, amendments to the Terms of Reference (ToR) for the Technical and Community Advisory Committee were carried. A Supplemental redlined ToR copy is attached:] The Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:

1. That staff be directed to:
  - a) retain an engineering consultant to review options regarding the CRD's proposed amendments to the Inflow and Infiltration section of the Core Area Liquid Waste Management Plan;
  - b) reconvene the Technical and Community Advisory Committee to review and provide recommendations to staff on Liquid Waste Management Plan updates and scope of public consultation; and
  - c) return to the Core Area Liquid Waste Management Committee with a report detailing the results of the consultant review and the Technical and Community Advisory Committee prior to making a submission to the Province regarding Amendment 13 to the Core Area Liquid Waste Management Plan.
2. That the revised Terms of Reference for the Technical and Community Advisory Committee be adopted with the following amendments:
  - a) 1 - Chair of the Core Area Liquid Waste Management Committee - TCAC Chair
  - b) The Committee shall meet on a monthly basis, and have special meetings, as required, at the call of the Chair.

(NWA)

**Attachments:**      [Staff Report: Liquid Waste Management Plan - Amendment 13](#)  
[Supplemental: TCAC - TOR \(amended by CALWMC on June 28, 2023\)](#)  
[Appendix A: TCAC - TOR](#)  
[Supplemental: Revised TCAC - TOR \(Redlined\)](#)

**6.4.**      [23-410](#)      Amendment to Environmental Resource Management Capital Plan

**Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:  
That the following capital items be approved: \$300,000 for a new project to create a Beneficial Use Processing Area; \$200,000 for a new project to create a Biosolids Mixing Area; and an increase of \$400,000 to the existing capital project New Scale Software to account for additional IT costs associated with the north scale.  
(WP - All)

**Attachments:**      [Staff Report: Amendment to Environmental Resource Mgmt Capital Plan](#)

**6.5.**      [23-394](#)      Zero Emission Vehicle Infrastructure Program - Delivery Organizations Grant Application

**Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:  
That staff be directed to apply for, negotiate and, if successful, enter into an agreement and do all such things necessary for accepting grant funds and overseeing grant management to implement a regional Electric Vehicle Charger Assistance Program under the Zero Emissions Vehicle Infrastructure Program - Delivery Organizations grant.  
(NWA)

**Attachments:**      [Staff Report: Zero Emission Vehicle Infrastructure Program - Grant Application](#)

**6.6.**      [23-330](#)      Capital Regional District External Grants Update

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:**      [Staff Report: CRD External Grants Update](#)  
[Appendix A: 2023 External Grants Dashboard](#)  
[Appendix B: 2023 Grant Alerts](#)

**6.7.**      [23-417](#)      Union of BC Municipalities Complete Communities Program - Growth and Mobility Study

**Recommendation:** The Planning and Protective Services Committee recommends to the Capital Regional District Board:  
That the CRD Board support a grant application to the Union of BC Municipalities Complete Communities Program to prepare a CRD regional growth and mobility study, and direct staff to provide for overall grant management, including apply for, receive, and manage the grant funding.  
(NWA)

**Attachments:**      [Staff Report: UBCM Complete Communities Pgm–Growth & Mobility Study](#)

**6.8.**      [23-418](#)      Update on Foodlands Access Service

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:**      [Staff Report: Update on Foodlands Access Service](#)

**6.9.**      [23-453](#)      First Nations Feedback on the Interim Regional Parks and Trails Strategic Plan 2022-2032

**Recommendation:** [At the June 21, 2023 Regional Parks Committee, discussion ensued on adding the words "biodiversity" and "science" to the mission statement. Staff revised the plan accordingly which is attached as Supplemental.]  
The Regional Parks Committee recommends to the Capital Regional District Board:  
That the Capital Regional District Regional Parks and Trails Strategic Plan 2022-2032 be approved.  
(WP - All)

**Attachments:**      [Staff Report: FN Feedback on Interim RP&T Strategic Plan 2022-32](#)  
[Appendix A: Revised Regional Parks & Trails Strategic Plan 2022-32](#)  
[Appendix B: First Nations Engagement Report](#)  
[Appendix C: Presentation Reg'l Parks & Trails Strat Plan 2022-32](#)  
[Supplemental: Revised Regional Parks & Trails Strategic Plan 2022-32](#)

**6.10.**     [23-429](#)     Ditch Maintenance for Mosquito Control - Island View Beach Regional Park

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:**     [Staff Report: Ditch Maintenance for Mosquito Control - IVBRP](#)  
                          [Appendix A: GreatPacific–Comparison 2011 & 2022 Ditch Surveys](#)  
                          [Appendix B: Ditch System Aerial Imagery – Photo Waypoints](#)  
                          [Appendix C: Photo Waypoint Monitoring – IVB Ditching System](#)  
                          [Appendix D: IVBRP – Vegetation Cover – Map](#)  
                          [Appendix E: Two Worlds Consulting–Community Mtg Summary](#)  
                          [Appendix F: Community Mtg Flipchart Notes & Evaluation Form](#)

**6.11.**     [23-430](#)     Consideration of Regional Parks Land for Foodlands Access Program

**Recommendation:** The Regional Parks Committee recommends to the Capital Regional District Board: That conditional approval be given to use the Bear Hill site as a test location for the Foodlands Access Program's new farmer incubator.  
(NWA)

**Attachments:**     [Staff Report: Regional Parks Land for Foodlands Access Program](#)  
                          [Appendix A: Bear Hill Regional Park – Site Map](#)  
                          [Appendix B: Foodlands Access Program Description](#)

**6.12.**     [23-445](#)     Island View Beach Regional Park Campground - Operating Season Extension Pilot Project

**Recommendation:** The Regional Parks Committee recommends to the Capital Regional District Board:  
1. That the 2023 operating season for the Island View Beach Regional Park Campground be extended to the end of the Thanksgiving long weekend, October 9, 2023, as a pilot project; and  
(WP- All)  
2. That CRD staff review the success of the pilot project and report back to the Regional Parks Committee and Board in early 2024.  
(NWA)

**Attachments:**     [Staff Report: IVBRP Campground Season Extension Pilot Project](#)  
                          [Appendix A: IVBRP Campground – Map](#)

## 7. ADMINISTRATION REPORTS

7.1. [23-460](#) CAO Quarterly Progress Report No. 2, 2023

**Recommendation:** There is no recommendation. The report is for information only.

**Attachments:** [Staff Report: CAO Quarterly Progress Report Q2, 2023](#)  
[Appendix A: Photographs of Corporate Activities & Initiatives](#)  
[Appendix B: Board Priorities Dashboard Progress Q2, 2023](#)  
[Appendix C: Board Priorities Dashboard - Summary of Completed Actions](#)  
[Appendix D: Staff Report: CRD Advocacy Strategy](#)  
[Appendix E: Advocacy Dashboard Progress Q2, 2023](#)  
[Appendix F: Operating Variance Financial Report Q1, 2023](#)  
[Appendix G: Capital Variance Financial Report Q1, 2023](#)  
[Appendix H: Human Resources Trends & Corporate Safety](#)

7.2. [23-466](#) City of Victoria Regional Context Statement

**Recommendation:** That the City of Victoria's amended regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act. (NWP - All except SGI & SSI)

**Attachments:** [Staff Report: City of Victoria Regional Context Statement](#)  
[Appendix A: City of Victoria Regional Context Statement \(2023\)](#)  
[Appendix B: Regional Context Statement Evaluation Table](#)

## 8. REPORTS OF COMMITTEES

### Electoral Areas Committee

8.1. [23-486](#) Zero Carbon Step Code Introduction - Bylaw No. 4564, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 6, 2023"

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4564, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 6, 2023" be introduced and read a first, second, and third time; and (NWA)  
2. That Bylaw No. 4564 be adopted. (NWA, 2/3 on adoption)

**Attachments:** [Staff Report: Building Bylaw Amendment for Zero Carbon Code](#)  
[Appendix A: Bylaw 4564](#)  
[Appendix B: Bylaw No. 3741 \(Redlined\)](#)

### Environmental Services Committee

**8.2.**      [23-409](#)      Biosolids Update - June 2023

**Recommendation:** [At the June 21, 2023 Environmental Services Committee meeting, a revised alternative 2 was carried as follows:]

The Environmental Services Committee recommends to the Capital Regional District Board:

1. That staff maintain the short-term contingency plans for biosolids management and expedite the thermal processing pilot.  
(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

**Attachments:**      [Staff Report: Biosolids Update - June 2023](#)

[Appendix A: Letter from RDN re Biosolids Management in CRD \(May 30, 2023\)](#)

**8.3.**      [23-456](#)      Notice of Motion: Academic Review - Land Application of Biosolids  
(Director Desjardins)

**Recommendation:** [At the June 21, 2023 Environmental Services Committee, the following notice of motion was given same-day consideration and carried:]

The Environmental Services Committee recommends to the Capital Regional District Board:

That staff report back with a proposal that CRD Environment Service fund University of Victoria or other suitable independent academic institution to prepare a review:

- a) of available literature, to determine whether there are validated examples and/or peer reviewed papers assessing the risks of the application of biosolids on environmental and human health, and
- b) based on this and on The Precautionary Principle, whether CRD may have a legal liability for such application. The institution may receive submissions from the public.  
(NWA)

**8.4.**      [23-457](#)      Notice of Motion: Consortium Approach - Lessons Learned on Thermal  
Processing of Biosolids from Australia (Director Tobias)

**Recommendation:** [At the June 21, 2023 Environmental Services Committee, the following notice of motion was given same-day consideration and carried:]

The Environmental Services Committee recommends to the Capital Regional District Board:

That staff look to the example of Logan, Australia for lessons learned on thermal processing of biosolids and a consortium approach.  
(NWA)

**Finance Committee****8.5.**      [23-384](#)      Bylaw No. 4558: 2023 to 2027 Financial Plan Bylaw, 2023, Amendment  
No. 1, 2023

**Recommendation:** The Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4558, "2023 to 2027 Financial Plan Bylaw, 2023, Amendment Bylaw No. 1, 2023", be introduced and read a first, second and third time; and  
(WA)
2. That Bylaw No. 4558 be adopted.  
(WA, 2/3rds on adoption)

**Attachments:**      [Staff Report: Bylaw No. 4558: 2023-27 Fin. Plan Amendment](#)

[Appendix A: Bylaw No. 4558 with Schedules A & B](#)

- 8.6.**      [23-391](#)      Municipal Finance Authority 2023 Fall Issue - Capital Regional District Security Issuing Bylaws No. 4562 and 4563
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4562, Security Issuing Bylaw No. 2, 2023, be introduced and read a first, second, and third time; and  
(WA)
  2. That Bylaw No. 4562 be adopted.  
(WA, 2/3rds on adoption)
  3. That Bylaw No. 4563, Security Issuing Bylaw No. 3, 2023, be introduced and read a first, second, and third time; and  
(WA)
  4. That Bylaw No. 4563 be adopted.  
(WA, 2/3rds on adoption)
- Attachments:**      [Staff Report: MFA 2023 Fall Issue; CRD Security Issuing Bylaws](#)  
[Appendix A: Bylaw No. 4562 Security Issuing Bylaw](#)  
[Appendix B: Bylaw No. 4563 Security Issuing Bylaw](#)
- 8.7.**      [23-389](#)      Bylaw No. 4559: Temporary Borrowing (Regional Parks Land Acquisition) Bylaw No. 1, 2023
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4559, "Temporary Borrowing (Regional Parks Land Acquisition) Bylaw No. 1, 2023", be introduced and read a first, second and third time; and  
(WA)
  2. That Bylaw No. 4559 be adopted.  
(WA, 2/3rds on adoption)
- Attachments:**      [Staff Report: Bylaw No. 4559: Temp. Borrowing \(Reg. Parks Land Acq.\)](#)  
[Appendix A: Bylaw No. 4559](#)
- 8.8.**      [23-388](#)      Bylaw No. 4557: Capital Regional District Recreation Services and Facilities Fees and Charges 2023-2024
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4557, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 17, 2023", be introduced and read a first, second, and third time;  
(WP - Central Saanich, North Saanich, Sidney, Sooke, JDF and SSI)
  2. That Bylaw No. 4557 be adopted.  
(WP - Central Saanich, North Saanich, Sidney, Sooke, JDF and SSI, 2/3rds on adoption)
- Attachments:**      [Staff Report: Bylaw No. 4557 CRD Rec. Svcs. Fees & Charges](#)  
[Appendix A: Bylaw No. 4557](#)  
[Appendix B: List of Revisions](#)



**8.9.**        [23-415](#)        Modernizing the Bylaws of the Royal Theatre and McPherson Playhouse Services - Bylaw No. 4560 and 4561

- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4560, Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2023, be read a first, second, and third time.  
(NWA)
  2. That Bylaw No. 4561, McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 1, 2023, be read a first, second, and third time.  
(NWA)
  3. That staff be directed to commence a council consent approval process with the relevant participants of each amending bylaw (Bylaw No. 4560 - Oak Bay, Saanich, Victoria; Bylaw No. 4561 - Victoria).  
(NWA)

- Attachments:**        [Staff Report: Modernizing Bylaws Royal and McPherson](#)  
[Appendix A: Bylaw No. 4560 Royal](#)  
[Appendix B: Est. Bylaw No. 2587 Royal \[Redlined\]](#)  
[Appendix C: Bylaw No. 4561 McPherson](#)  
[Appendix D: Est. Bylaw No. 2685 McPherson \[Redlined\]](#)

**8.10.**        [23-405](#)        Capital Region Emergency Service Telecommunications Inc. (CREST) Service Agreement

- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That the March 9, 2022 Board resolution pertaining to the approved Service Agreement be rescinded;
  2. That the Chief Administrative Officer be authorized to enter into a further revised Service Agreement to provide emergency communications services, as attached at Appendix C; and,
  3. That Staff be directed to amend the Financial Plan to reflect the increased service agreement payments for 2022 to 2027.  
(WA)  
[At the July 5, 2023 Finance Committee meeting, the following motion arising was passed:]
  4. That the CRD Board ask the CREST Board to present funding options to update the Call Answer Levy revenue.  
(NWA)

- Attachments:**        [Staff Report: CREST Service Agreement](#)  
[Appendix A: Staff Report 8 Dec 2021 Board CREST](#)  
[Appendix B: Staff Report 9 Mar 2022 Board CREST](#)  
[Appendix C: Service Agreement 2022-27- tracked changes](#)

## Juan de Fuca Land Use Committee

**8.11.**     [23-382](#)     Development Permit with Variance for Lot 30, Section 98, Sooke District, Plan 33263 - 6067 Brecon Drive

**Recommendation:** (At its June 20, 2023, meeting the Juan de Fuca Land Use Committee amended the recommendation as noted below and resolved non-support of the application)  
The Land Use Committee recommends to the CRD Board:  
That Development Permit with Variance DV000091, as amended, for Lot 30, Section 98, Sooke District, Plan 33263, to authorize construction of an accessory building within a Riparian Development Permit Area, and to vary Juan de Fuca Land Use Bylaw No. 2040, as follows:  
1. Part 1, Section 4.01 (1)(d) to reduce the front yard requirement from 15 m to 6 m;  
2. Part 1, Section 4.01 (2)(a) to increase the height permitted from 6 m to 6.392 m; and  
3. Part 1, Section 4.01 (2)(c) to increase the maximum combined total floor area allowance for accessory buildings and structures from 100 m<sup>2</sup> to 167 m<sup>2</sup> on a lot with an area of more than 2,000 m<sup>2</sup> and less than 5,000 m<sup>2</sup> be denied.  
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

**Attachments:**     [Staff Report: Development Permit with Variance Application DV000091](#)  
[Appendix A: Subject Property Map](#)  
[Appendix B: Site Plan](#)  
[Appendix C: Concept Building and Elevation Drawings](#)  
[Appendix D: Permit DV000091](#)  
[Appendix E: Development Permit Guidelines](#)

## 9. BYLAWS

## 10. NOTICE(S) OF MOTION

## 11. NEW BUSINESS

## 12. MOTION TO CLOSE THE MEETING

**12.1.**     [23-483](#)     Motion to Close the Meeting

**Recommendation:** 1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter. [1 item]  
2. That the meeting be closed for Labour Relations in accordance with Section 90(1)(c) of the Community Charter. [3 items]  
3. That the meeting be closed for Legal Advice in accordance with Section 90(1)(i) of the Community Charter. [1 item]

## 13. RISE AND REPORT

## 14. ADJOURNMENT

**Voting Key:**

**NWA - Non-weighted vote of all Directors**

**NWP - Non-weighted vote of participants (as listed)**

**WA - Weighted vote of all Directors**

**WP - Weighted vote of participants (as listed)**