



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

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Wednesday, October 11, 2023

1:10 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. [23-685](#) Minutes of the September 13, 2023 Capital Regional District Board Meeting

**Recommendation:** That the minutes of the Capital Regional District Board meeting of September 13, 2023 be adopted as circulated.

**Attachments:** [Minutes - September 13, 2023](#)

### 4. REPORT OF THE CHAIR

### 5. PRESENTATIONS/DELEGATIONS

*The public are welcome to attend CRD Board meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.bc.ca/address](http://www.crd.bc.ca/address) no later than 4:30 pm two days before the meeting and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the CRD Board at [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca).*

### 6. CONSENT AGENDA

- 6.1.**      [23-699](#)      Strategic Plan 2024-27: Review of Complete Document
- Recommendation:** [At the September 27, 2023 Arts Commission meeting, the following motion was carried: "That the 2024-27 Strategic Plan for the Arts & Culture Support Service be approved and reported to the Capital Regional District Board for information."] There is no recommendation. This report is for information only.
- Attachments:**      [Staff Report: Strategic Plan 2024-27: Review of Document](#)  
[Appendix A: Updated Timeline for Development](#)  
[Appendix B: Summary Of Core Elements with Revisions](#)  
[Appendix C: 2024-27 Strategic Plan for Arts & Culture](#)
- 6.2.**      [23-708](#)      2023 Technical and Community Advisory Committee and Core Area Liquid Waste Management Committee Terms of Reference Update
- Recommendation:** The Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:  
That the updated Terms of Reference for the Core Area Liquid Waste Management Committee and Technical and Community Advisory Committee be approved as presented.  
(NWA)
- Attachments:**      [Staff Report: TCAC and CALWMC Terms of Reference Update](#)  
[Appendix A: TCAC Terms of Reference](#)  
[Appendix B: CALWMC Terms of Reference](#)  
[Appendix C: CALWMC Terms of Reference Redlined](#)
- 6.3.**      [23-698](#)      Fire Services Governance Review Report
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
That staff be directed to distribute the report and to engage the fire commissions and fire societies and to report back to the Committee with an implementation plan.  
(NWA)
- Attachments:**      [Staff Report: Fire Services Governance Review Report](#)  
[Appendix A: Fire Services Governance Review Report](#)
- 6.4.**      [23-663](#)      Vancouver Island and Coastal Communities Climate Leadership Steering Committee - Funding Request
- Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:  
That the CRD provide \$31,500 to the Community Energy Association to act as a secretariat and support priority initiatives of the Vancouver Island and Coastal Communities Climate Leadership Steering Committee through 2024.  
(WP - All)
- Attachments:**      [Staff Report: VICC Climate Leadership Steering Committee - Funding Request](#)  
[Appendix A: Funding Request Letter to CRD Chair & Board - July 24, 2023](#)

- 6.5.**      [23-656](#)      Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy - Terms of Reference and CRD Appointment
- Recommendation:**      The Environmental Services Committee recommends to the CRD Board:
1. That the Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy Terms of Reference be endorsed; and
  2. That the Environmental Services Committee Chair be appointed as the Vancouver Island and Coastal Communities Committee on Solid Waste and Circular Economy as the Capital Regional District elected representative, with the Environmental Services Committee Vice-Chair as alternate.
- (NWA)
- Attachments:**      [Staff Report: VICC on Solid Waste & Circular Economy - TOR & Appointment](#)  
[Appendix A: Draft TOR for VICC Committee on Solid Waste](#)  
[Appendix B: RFP - Committee Secretariat and Admin Services](#)
- 6.6.**      [23-548](#)      First Nations Relations Operational Update
- Recommendation:**      There is no recommendation. This report is for information only.
- Attachments:**      [Staff Report: First Nations Relations Operational Update](#)
- 6.7.**      [23-701](#)      Motion with Notice: CRD Rural Housing Strategy (Director Holman)
- Recommendation:**      That the proposed CRD rural housing strategy include specific measures to address homelessness in electoral areas, including the focus of programs funded or administered by CRD.
- (NWA)
- 6.8.**      [23-661](#)      Provision of Park Land for the Subdivision of Rem. Parcel A (DD 143426I) of Section 97, Renfrew District, Except Plans 15462, VIP77871, EPP24972 and EPP104826 (PID: 009-592-423)
- Recommendation:**      The Land Use Committee recommends to the Capital Regional District Board: That in accordance with Section 510 of the Local Government Act, park dedication in the amount of 5% be required for the 1.38 ha land area proposed by the subdivision of Parcel A (DD 143426I) of Section 97, Renfrew District, except plans 15462, VIP77871, EPP24972 and EPP104826 (PID: 009-592-423), except that a lesser amount may be acceptable where the owner agrees to dedicate land and construct a roadside trail to JdF Community Parks and Recreation Standards on that portion of the subject property and amending the Capital Regional District Statutory Right-of-Way CB96336 registered on the affected and new title certificates prior to subdivision approval.
- (NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
- Attachments:**      [Staff Report: Provision of Park Land Subdivision - Applications SU000759 & SU](#)  
[Appendix A: Location Map](#)  
[Appendix B: Proposed Subdivision Plans SU000759 & SU000754](#)  
[Appendix C: CB96336 Reference Plan](#)  
[Appendix D: Minutes of the June 27, 2023, JDF Community PRAC](#)  
[Appendix E: Annotated Proposed Trail Dedication](#)  
[Appendix F: Section 510 of the LGA](#)

**6.9.**      [23-680](#)      Road Sign Renewal - SEAPARC

**Recommendation:** The Sooke & Electoral Area Parks and Recreation Commission recommends to the CRD Board:  
That the 2023 SEAPARC Capital Plan be amended to include \$45,000 for road sign replacement, funded by capital reserves.  
(WA)

**Attachments:**      [Staff Report: Road Sign Renewal - SEAPARC](#)

**7. ADMINISTRATION REPORTS****7.1.**      [23-731](#)      CAO Quarterly Progress Report No. 3, 2023

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

**Attachments:**      [Staff Report: CAO Quarterly Progress Report No. 3, 2023](#)  
[Appendix A: Photographs of Corporate Activities and Initiatives](#)  
[Appendix B: Board Priorities Dashboard Progress Q3, 2023](#)  
[Appendix C: Board Priorities Dashboard - Summary of Completed Actions](#)  
[Appendix D: Staff Report: CRD Advocacy Strategy](#)  
[Appendix E: Advocacy Dashboard Progress Q3, 2023](#)  
[Appendix F: Operating Variance Financial Report Q2, 2023](#)  
[Appendix G: Capital Variance Financial Report Q2, 2023](#)  
[Appendix H: Human Resources Trends and Corporate Safety](#)

**8. REPORTS OF COMMITTEES****Electoral Areas Committee****8.1.**      [23-650](#)      Bylaw No. 4573: Tax Exemption (Permissive) Bylaw, 2023

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4573, "Tax Exemption (Permissive) Bylaw, 2023", be introduced and read a first, second and third time;  
(WA)  
2. That Bylaw No. 4573 be adopted.  
(WA, 2/3 on adoption)

**Attachments:**      [Staff Report: Bylaw No. 4573 Tax Exemption Permissive Bylaw, 2023](#)  
[Appendix A: Bylaw No. 4573](#)  
[Appendix B: Correspondence 2024 Tax Exemption](#)  
[Appendix C: BC Assessment Property Classifications](#)  
[Appendix D: Tax Exemption Application Process](#)

**Environmental Services Committee**

**8.2.      [23-676](#)      2022 Regional Greenhouse Gas Inventory**

**Recommendation:** [At the September 27, 2023 Environmental Services Committee, the report was presented for information and the following MOTION ARISING was passed:]  
That the Environmental Services Committee recommend to the Capital Regional District Board:  
Given an increase in CRD emissions, staff to present new innovative and ambitious options and measures to reduce this trend in future years, and achieve our existing 2038 emissions target.  
(NWA)

**Attachments:**      [Staff Report: Regional Greenhouse Gas Inventory](#)  
                          [Appendix A. GHG Emissions Inventory Report - Stantec \(September 14, 2023\)](#)  
                          [Appendix B: 2007 Base Year & 2022 Reporting Year Energy & GHG Emissions](#)  
                          [Appendix C: CRD CO2e Emissions Per Capita \(September 2023\)](#)

**Hospitals & Housing Committee****8.3.      [23-692](#)      Alliance to End Homelessness in the Capital Region - Funding Increase**

**Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:  
1. That staff be directed to negotiate a one-time increase of \$120,000 from \$225,000 to \$345,000 in 2024;  
2. That staff be directed to amend the 2024 Financial Plan to reflect the increase in funding; and  
3. That staff work through the 2025 service planning cycle to revisit the allocation of resources between the Alliance and those dedicated directly to advancing the CRD Board and Corporate priorities.  
(WP- All)

**Attachments:**      [Staff Report: AEHCR - Funding Increase](#)  
                          [Appendix A: Alliance Funding Request Letter-Aug 21, 2023](#)  
                          [Appendix B: Alliance Draft Financial Statement](#)  
                          [Appendix C: Alliance Funding Request Present'n-Sep 6, 2023](#)  
                          [Appendix D: Alliance 2022-23 Service Agreement-Annual Rpt](#)  
                          [Appendix E: Alignment with CRD Plans & Strategies](#)  
                          [Appendix F: Reaching Home Projects & Alliance Activities](#)  
                          [Appendix G: Funding Alternatives](#)

**8.4. [23-693](#) Aboriginal Coalition to End Homelessness - Funding Extension**

**Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:

1. That the Capital Regional District commits to three years of annual funding to support the Aboriginal Coalition to End Homelessness starting at \$155,250 (2024) and increased annually based on the consumer price index for Victoria; and
2. That staff be directed to amend the Financial Plan to reflect the extended Service Agreement funding commencing in 2024.

(WP - All)

**Attachments:** [Staff Report: ACEH - Funding Request](#)  
[Appendix A: ACEH Funding Request Letter- August 15, 2023](#)  
[Appendix B: ACEH Funding Request Present'n–September 6, 2023](#)  
[Appendix C: ACEH 2022-23 Service Agreement–Annual Rpt](#)  
[Appendix D: ACEH Audited Financial Statement 2023](#)  
[Appendix E: ACEH 5-Year Housing Strategy Identified Priorities](#)

**Regional Parks Committee****8.6. [23-671](#) CRD Regional Parks & Trails - Non-Tax Revenue Options**

**Recommendation:** [At the September 27, 2023 Regional Parks Committee meeting, this report was referred to the CRD Board meeting without discussion due to lack of time:]

1. That staff initiate a gradual implementation of parking fee changes over three years, including the expansion of seasonal paid parking to nine additional regional parks in 2024 to generate additional funds through non-tax revenue for the Regional Trestles Renewal, Trails Widening and Lighting Project; and
2. That staff bring back an amendment to the Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 4545 in 2024.

(WP - All)

**Attachments:** [Staff Report: CRD Regional Parks & Trails – Non-Tax Revenue Options](#)

**9. BYLAWS****10. NOTICE(S) OF MOTION****10.1. [23-739](#) Motion with Notice: Secondary Suite Incentive Program in Electoral Areas Advocacy (Director Holman)**

**Recommendation:** [At the October 4, 2023 Hospitals and Housing Committee meeting, the following motion with notice was read into the record and referred to the CRD Board meeting:]  
That the CRD Board request the BC Housing Minister to include CRD electoral areas in the Secondary Suite Incentive Program.  
(NWA)

10.2. [23-745](#) Motion with Notice: Drake Road Supported Housing Advocacy (Director Holman)

**Recommendation:** [At the October 4, 2023 Hospitals and Housing Committee meeting, the following motion with notice was read into the record and referred to the CRD Board meeting:] That the CRD Board urge the BC Housing Minister to expedite completion of their Drake Road supported housing project, originally proposed by BC Housing in 2019. (NWA)

## 11. NEW BUSINESS

## 12. MOTION TO CLOSE THE MEETING

12.1. [23-726](#) 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. [2 items]
2. That the meeting be closed for Labour Relations in accordance with Section 90(1)(c) of the Community Charter. [1 item]
3. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter. [1 Item]
4. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 Item]
5. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter. [1 Item]
6. That the meeting be closed for proposed Contract Negotiations in accordance with Section (90)(1)(k) of the Community Charter. [1 Item]
7. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 Item]
8. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) 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)**