



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, May 8, 2024

1:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

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. [24-443](#) Minutes of the April 10, 2024 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of April 10, 2024 be adopted as circulated.

Attachments: [Minutes - April 10, 2024](#)

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 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.

6. CONSENT AGENDA

6.1. [24-450](#) Governance Study of Magic Lake Estates, North Pender Island

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

Attachments: [Staff Report: Governance Study of MLE, N. Pender Island](#)
[Appendix A: Services Scatterplot - Satisfaction vs. Importance](#)
[Appendix B: MLE Community Issues Assessment](#)

6.2. [24-398](#) Solid Waste Management Plan - 2023 Progress Report

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

Attachments: [Staff Report: SWMP - 2023 Progress Report](#)
 [Appendix A: SWMP - 2023 Progress Report](#)
 [Presentation: 2023 SWMP Progress Report](#)

6.3. [24-396](#) Amendment to Environmental Resource Management Capital Plan

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
1. That an advancement of \$500K from the 2025 Aggregate capital budget to the 2024 capital budget be approved; and
2. That the budget for the 2024 capital project Kitchen Scraps Transfer Station Relocation be increased by \$800K to ensure a contract can be awarded at the completion of the procurement process.
(WP - All)

Attachments: [Staff Report: Amendment to ERM Capital Plan](#)

6.4. [24-278](#) Capital Regional District 2023 Audit Findings Report and Statement of Financial Information

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
That the Capital Regional District 2023 Statement of Financial Information be approved.
(NWA)

Attachments: [Staff Report: CRD 2023 Audit Findings Report SOFI](#)
 [Presentation: 2023 SOFI](#)
 [Appendix A: 2023 SOFI](#)
 [Appendix B: Unaudited Statements](#)
 [Appendix C: Other Financial Stmt Analysis](#)
 [Appendix D: DBRS Rating Methodology](#)
 [Appendix E: 2023 Financial Performance Measures](#)
 [Appendix F: Audit Findings Report](#)
 [Appendix G: Management Letter](#)

6.5. [24-307](#) 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: External Grants Dashboard](#)
 [Appendix B: Grant Alerts](#)

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- 6.6. [24-288](#) Capital Regional District External Grants 2023 Annual Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: CRD External Grants Annual Report](#)
[Appendix A: CRD External Grants Activity 2023](#)
[Appendix B: GCF - Regional Electoral Projects](#)
[Appendix C: Safe Restart for Local Government](#)
[Appendix D: Status of Grants-Funded Projects](#)
[Appendix E: Grant Alignment Community Needs](#)
- 6.7. [24-314](#) Royal and McPherson Theatre Services Advisory Committee Terms of Reference
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board: That the 2024 Royal & McPherson Theatres Advisory Committee Terms of Reference attached at Appendix A be approved.
(NWA)
- Attachments:** [Staff Report: RMTSAC 2024 ToR](#)
[Appendix A: RMTSAC 2024 ToR redline version](#)
- 6.8. [24-355](#) First Nations Relations Operational Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: First Nations Relations Operational Update](#)
- 6.9. [24-354](#) Government-to-Government Relationship Building Initiative Summary Report
- Recommendation:** The First Nations Relations Committee recommends to the Capital Regional District Board: That staff incorporate the Government-to-Government Relationship Building Summary Report themes and recommendations into the development of a Reconciliation Action Plan.
(NWA)
- Attachments:** [Staff Report: Gov-to-Gov Relationship Building Initiative Summary Report](#)
[Appendix A: Gov-to-Gov Relationship Building Initiative Summary Report](#)
- 6.10. [24-440](#) Juan de Fuca Water Distribution 2024 Capital Plan Amendment
- Recommendation:** The Juan de Fuca Water Distribution Commission recommends that the Capital Regional District Board: Approve amending the 2024 Juan de Fuca Water Distribution Five Year Capital plan to reallocate funding for projects 16-05, 20-03, 21-02, 24-02 and 24-03 as outlined in Table 1 of the staff report and reflected in the updated Capital Plan shown in Appendix A.
(WP - Colwood, Highlands, Langford, Metchosin, Sooke, View Royal, JDF)
- Attachments:** [Staff Report: Juan de Fuca Water Dist. 2024 Capitals Plan Amendment](#)
[Appendix A: Updated 2024-2028 JDF Water Dist. Service Five Year Cap. Plan](#)

- 6.11. [24-420](#) Regional Parks and Trails - 2023 Strategic Plan Progress Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Regional Parks & Trails - 2023 Strategic Plan Progress Report](#)
[Appendix A: 2023 Regional Parks & Trails Strategic Plan Progress Report](#)
[Presentation: 2023 Regional Parks & Trails Strategic Plan Progress Report](#)
- 6.12. [24-404](#) Regional Parks and Trails - Compliance and Enforcement Program
- Recommendation:** [At the April 24, 2024 Regional Parks Committee meeting, this report was presented for information and the following motion arising was carried:]
The Regional Parks Committee recommends to the Capital Regional District Board:
That staff bring a report and recommendation to the Regional Parks Committee on formalizing an indigenous guardian program in parks at the governance level.
(NWA)
- Attachments:** [Staff Report: RP&T - Compliance and Enforcement Program](#)
[Appendix A: 2022-2023 CRD RP&T Compliance and Enforcement Summary](#)
- 6.13. [24-368](#) Motion with Notice: Policy to Limit Bear Attractants (Director Tobias)
- Recommendation:** The Regional Parks Committee recommends to the Capital Regional District Board:
That the CRD Staff work with municipalities to develop a consistent policy and bylaw to limit attractants to prevent bear - human interaction toward an outcome of co-existence particularly in those areas frequently visited by bears.
(NWA)
- 6.14. [24-401](#) Transportation Governance Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Transportation Governance Update](#)
- 6.15. [24-402](#) Mass Transit Modelling and Climate Impacts
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Mass Transit Modelling and Climate Impacts](#)
- 6.16. [24-427](#) Notice of Motion: BC Transit Bi-Annual Updates on Initiatives and Services (Director Plant)
- Recommendation:** The Transportation Committee recommends to the CRD Board:
That the CRD invite BC Transit representatives to present bi-annually (twice a year) to the Transportation Committee on regional and subregional initiatives and services.
(NWA)

7. ADMINISTRATION REPORTS

- 7.1. [24-464](#) Biosolids Monthly Update - May
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Biosolids Monthly Update - May](#)

7.2. [24-369](#) Long-Term Biosolids Management Strategy**Recommendation:**

That the CRD Board:

1. Endorse the following portfolio of options in alignment with the Long-Term Biosolids Management Strategy (prepared by GHD, April 2024), utilizing each option under a prioritization structure, as follows:

(a) Tier 1: Advanced thermal option: Constitutes the preferred long-term solution and will be pursued concurrently with options in other tiers. Current projects include:

(i) Develop a demonstration facility for advanced thermal processing, as planned. Outcomes from the demonstration project will serve as the basis for a scaled, long-term solution.

(b) Tier 2: Out-of-region compliance options: Constitute measures that the CRD will utilize to ensure regulatory compliance is continuously achieved while the Tier 1 thermal processing option is being implemented and when options in Tier 1 are unable to process the totality of biosolids produced in the region. These are (in priority order):

(i) Industrial land reclamation such as mine and quarry sites (acknowledging that some reclaimed sites may eventually have a pasture land end use)

(ii) Forest fertilization

(iii) Production of biosolids growing medium and/or feedstock in soil production

(iv) Partnerships with established biosolids programs

(v) Continue alternative fuel combustion in the cement manufacturing facility in Richmond, BC. Prioritize this option when available.

(c) Tier 3: In-region contingency options: Constitute contingency options to ensure compliance with regulatory requirements. The CRD would implement Tier 3 options on a contingency basis, only when options within the Tier 2 portfolio are unavailable. These include (in priority order):

(i) Industrial land reclamation such as mine and quarry sites (acknowledging that some reclaimed sites may eventually have a pasture land end use)

(ii) Forest fertilization

(iii) Maintain the option of biosolids application in engineered cover systems at Hartland Landfill to act as an emergency support option; subject to space availability and cover needs of the Landfill;

2. Direct staff to continue to explore biosolids beneficial use opportunities with those First Nations that express interest both in-region and out-of-region, and to address any concerns First Nations may have regarding the beneficial use options;

3. Refer the Draft Long-Term Biosolids Management Strategy and portfolio of options to the TCAC for review and comment;

4. Post the Draft Long-Term Biosolids Management Strategy and portfolio of options on the CRD webpage for 21 days (May 13-June 3) for First Nations and public review and comment; and

5. Direct staff to bring back the comments received during the 21-day posting period from the TCAC, First Nations and public, along with a final Long-Term Biosolids Management Strategy and portfolio of options for the Board's consideration and approval at the June 12, 2024 Board meeting, for submission to the Province by June 18, 2024.

(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

Attachments: [Staff Report: Long-term Biosolids Management Strategy](#)
[Appendix A: LT Options for the Beneficial Use of Biosolids - Tavola PENDING](#)
[Appendix B: LT Biosolids Management Plan - FN Engagement](#)
[Appendix C: TCAC - LT Biosolids Management Strategy Pres.](#)
[Appendix D: GHG Technical Memo: LT Biosolids Beneficial Use Strategy](#)
[Appendix E: Biosolids - Class A Biosolids Analysis - April 2024](#)

7.3. [24-452](#) Capital Region Housing Corporation Annual General Meeting

Recommendation: 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. (NWA)

Attachments: [Staff Report: CRHC Annual General Meeting](#)
[Appendix A: Unanimous Resolution of the CRHC Shareholders](#)
[Appendix B: CRHC 2023 Audited Financial Statements](#)
[Appendix C: CRHC 2023 Annual Report](#)

7.4. [24-463](#) Capital Regional District 2023 Annual Report

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

Attachments: [Staff Report: Capital Regional District 2023 Annual Report](#)
[Appendix A: Capital Regional District 2023 Annual Report](#)

8. REPORTS OF COMMITTEES

Finance Committee

8.1. [24-286](#) 2025 Service and Financial Planning Guidelines

Recommendation: The Finance Committee recommends to the Capital Regional District Board: That the service and financial planning guidelines be approved and that staff be directed to prepare the draft financial plan review based on the timeline presented. (NWA)

Attachments: [Staff Report: 2025 Service & Financial Guidelines](#)
[Appendix A: Corporate Planning Framework](#)
[Appendix B: Financial Planning Timetable](#)
[Appendix C: Financial Management Strategies](#)
[Appendix D: 5-Year Consolidated Req Forecast](#)

8.2. [24-433](#) Bylaw No. 4614: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 1, 2024

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4614, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 1, 2024", be introduced and read a first, second, and third time; and (WA)
2. That Bylaw No. 4614 be adopted. (WA, 2/3rds on adoption)

Attachments: [Staff Report: Bylaw No. 4614, 2024-2028 Fin Plan Amend No.1, 2024](#)
[Appendix A: Bylaw No. 4614](#)

Environmental Services Committee

8.3. [24-382](#) Climate Action Strategy - 2023 Progress Report

Recommendation: [At the April 17, 2024 Environmental Services Committee meeting, this report was presented for information and the following motion arising was carried:]
The Environmental Services Committee recommends to the Capital Regional District Board:
That staff be directed to report back on options for reducing corporate transportation and building emissions, including Capital Region Housing Corporation buildings, and advise on options for advancing a corporate and regional adaptation strategy. (NWA)

Attachments: [Staff Report: Climate Action Strategy - 2023 Progress Report](#)
[Appendix A: 2023 Climate Action Progress Report](#)
[Presentation: 2023 Climate Action Progress Report](#)

8.4. [24-406](#) Biosolids Literature Review - Update

Recommendation: [At the April 17, 2024 Environmental Services Committee, the staff recommendation was not moved. Instead, an alternative committee member motion (#1) was moved followed by a motion arising (#2) and carried as follows:]
The Environmental Services Committee recommends to the Capital Regional District Board:
1. Direct staff to continue the process of identifying suitable academic researchers to undertake an independent biosolids literature review, and report back to the Environmental Services Committee.
2. That staff be directed to proceed with an independent unbiased legal review of the risks associated with the land application of biosolids. (NWA)

Attachments: [Staff Report: Biosolids Literature Review - Update](#)
[Appendix A: Biosolids Literature Review - Terms of Reference](#)

Electoral Areas Committee

8.5. [24-150](#) Bylaw No. 4592 to Expand Otter Point Fire Protection and Emergency Response Local Service Area Boundary (Bylaw No. 2042)

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the attached Certificate of Results of the petitions to expand the service area boundary for the Otter Point Fire Protection and Emergency Response Service be received;
(NWA)
2. That Bylaw No. 4592, "Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 8, 2024", be read a first, second, and third time; and
(NWA)
3. That elector approval be obtained by Electoral Area Director consent on behalf.
(NWA)

Attachments: [Staff Report: BL 4592 to Expand OPF Prot'n & Emerg. Resp. Bndry.](#)
[Appendix A: Map Proposed OPF Prot'n Area Amendment](#)
[Appendix B: Certificate of Results of the Petitions](#)
[Appendix C: Bylaw No. 4592](#)

8.6. [24-334](#) Fire Services Governance Review Report - 2024 - 2027 Implementation Plan and Draft Bylaw 4608 to Amend Bylaw 3654 for Fire Commissions

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the 2024-2027 Fire Services Governance Review Implementation plan be approved; and
(WP - JDF, SSI, SGI)
2. That Bylaw No. 4608, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 2, 2024" be given first, second and third reading; and
(NWA)
3. That Bylaw No. 4608 be adopted.
(NWA, 2/3rds on adoption)

Attachments: [Staff Report: Fire Svcs Governance Review Rpt-2024-27 Implementation Plan](#)
[Appendix A: Fire Svcs Governance Review Recommendations](#)
[Appendix B: Bylaw No. 4608](#)
[Appendix C: Redlined Consolidated Bylaw No. 3654](#)

8.7. [24-237](#) Request for Inclusion of Property in the Ganges Sewer Service Area

Recommendation: The Ganges Sewer Local Services Commission recommends the Electoral Area Committee recommend to the Capital Regional District Board:

1. To expand the boundary of the Ganges Sewer Local Service Area to include 105 Kilner Road;
2. The Applicant agrees to pay for all costs to include the property into the service area, and also pays the capacity purchase charge;
3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property;
(NWA)
4. That Bylaw 4601, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024, be introduced and read a first, second and third time.
(NWA)

Attachments: [Staff Report: Request for Inclusion of Property in the Ganges Sewer Svc Area](#)
[Appendix A: SSI Community Services – Application Cover Letter, Dec 5, 2022](#)
[Appendix B: Bylaw No. 4601](#)

Committee of the Whole**8.8. [24-453](#) Board Priorities Annual Check In**

Recommendation: The Committee of the Whole recommends to the Capital Regional District Board:

1. That the current level of effort on Board Priorities be maintained; and
2. That staff, through the service and financial planning processes, provide recommendations on funding, timing and service levels for 2025 in accordance with 2023-2026 Board Priorities and Corporate Plan.
(NWA)

Attachments: [Staff Report: Board Priorities Annual Check In](#)
[Presentation: 2023-2026 Board Priorities Annual Strategic Check In](#)
[Appendix A: 2023-2026 CRD Corporate Plan](#)
[Appendix B: 2023-2026 Board Priorities – Progress Report \(2023\)](#)
[Appendix C: 2023-2026 Corporate Plan – Progress Report \(2023\)](#)
[Appendix D: Staff Report: Regional Growth Strategy Indicators](#)

9. BYLAWS**10. NOTICE(S) OF MOTION****11. NEW BUSINESS****12. MOTION TO CLOSE THE MEETING**

12.1. [24-445](#) 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 Employee Relations in accordance with Section 90(1)(c) of the Community Charter. [1 item]
 3. That the meeting be closed for the Expropriation of Land 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 intergovernmental negotiations in accordance with Section 90(2)(b) of the Community Charter. [2 Items]

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)**