



## Notice of Meeting and Meeting Agenda Committee of the Whole

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Wednesday, March 22, 2017

12:00 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC V8W 1R7

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### Special Meeting

#### 1. Approval of Agenda

#### 2. Adoption of Minutes

##### 2.1. [17-234](#) Minutes of the Committee of the Whole

**Recommendation:** That the minutes below be adopted as circulated.  
(NWA)

**Attachments:** [Minutes: Committee of the Whole Meeting of November 30, 2016](#)  
[Minutes: Committee of the Whole Meeting of December 7, 2016](#)

#### 3. Chair's Remarks

#### 4. Presentations/Delegations

#### 5. Committee Business

#### 6. New Business

#### 7. Motion to Close the Meeting

##### 7.1. [17-235](#) Motion to Close the Meeting

**Recommendation:** That the meeting be closed in accordance with the Community Charter Part 4, Division 3, 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an office, employee or agenda of the regional district or another person appointed by the regional district and (c) labour relations or other employee relations.  
(NWA)

#### 8. Adjournment

Next Meeting: TBA

## Meeting Minutes

### Committee of the Whole

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**Wednesday, November 30, 2016**

**10:30 AM**

**6th Floor Boardroom**

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**PRESENT:**

**DIRECTORS:** B. Desjardins (Chair), D. Howe (Vice Chair), M. Alto, R. Atwell, D. Blackwell, S. Brice, J. Brownoff, V. Derman, A. Finall, C. Hamilton, L. Helps, M. Hicks, B. Isitt, N. Jensen, W. McIntyre, C. Plant, B. Gramigna (for J. Ranns), D. Screech, L. Seaton, M. Tait, K. Williams, R. Windsor and G. Young

**STAFF:** R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; A. Genero, Manager, Accounting Services; D. Hennigan, Senior Manager, Information Technology and GIS; R. Sharma, Senior Manager, Financial Services; E. Gorman, Deputy Corporate Officer; B. Reems, Corporate Officer; Nancy More, Committee Clerk (Recorder)

**ALSO PRESENT:** L. Fitzsimonds, Executive Director, Royal and McPherson Theatres Society

**ABSENT:** Director S. Price

The meeting was called to order at 10:31 a.m.

#### **1. Approval of Agenda**

**MOVED** by Director Helps, **SECONDED** by Director Screech,  
That the agenda be approved.

**CARRIED**

#### **2. Adoption of Minutes**

- 2.1. [16-1136](#) Minutes of Committee of the Whole Meeting of June 29, 2016

**MOVED** by Director Derman, **SECONDED** by Director Hamilton,  
That the minutes of the meeting of June 29, 2016 be adopted as circulated.

**CARRIED**

#### **3. Chair's Remarks**

Chair Desjardins remarked on the budget presentation and noted that staff had moved forward on the Board's direction to control operating costs and move major projects forward.

#### **4. Presentations/Delegations**

There were none.

#### **5. Committee Business**

**5.1.**     [16-1055](#)     Review of the BC Organic Matter Recycling Regulation

L. Hutcheson provided highlights of the report. The Committee discussed:

- the Provincial position on, and ecological and agricultural aspects concerning, land application of biosolids
- the scope and mandate of the CRD in relation to biosolids
- whether survey data existed on the interest of farmers to use such a product

On the motion to receive the report, discussion continued, with the following points:

- stipulation from the Province for the CRD to provide a plan for the beneficial use of biosolids
- potential use on timber lands

The Committee requested staff provide further information on the following topics:

- California biosolids
- how much land would be required to make use of what might be produced
- scope and funding allocation of the Saanich Peninsula and the core area

Staff clarified that Sooke has its own liquid waste management plan, which does not fall under the CRD policy on land application of biosolids.

**MOVED by Director Derman, SECONDED by Director Blackwell,  
That it be recommended to the Capital Regional District Board:  
That this update report on the Review of the BC Organic Matter Recycling  
Regulation be received for information.  
CARRIED**

**MOVED by Director Windsor, SECONDED by Director Screech,  
That it be recommended to the Capital Regional District Board:  
That the CRD undertake a survey of farmers in the capital region to determine  
number that would accept land application of biosolids.**

**MOVED by Director Isitt, SECONDED by Director Windsor,  
That the main motion be tabled and picked up again under item 6.1.  
CARRIED**

**5.2.**     [16-1054](#)     Association of Vancouver Island and Coastal Communities - Solid Waste  
Special Committee Funding

The Committee discussed details of the funding.

**MOVED by Director Brownoff, SECONDED by Director Blackwell,  
That it be recommended to the Capital Regional District Board:  
That the Capital Regional District provide funding to the Association of  
Vancouver Island and Coastal Communities Solid Waste Special Committee in  
the amount of \$7,073.06, with funds being drawn from the 2016 Environmental  
Resource Management budget.  
CARRIED**

**5.3.**     [16-1130](#)     2017 Service Plans Review and Approval

R. Lapham provided highlights of the report.

**MOVED by Director Alto, SECONDED by Director Windsor,**

**That it be recommended to the Capital Regional District Board:**

- 1. That the 2017 Service Plans be received and the recommendation of the Standing Committees and commissions be endorsed that the Service Plans be approved by the Capital Regional District Board; and**
- 2. That the attached service plans be approved as presented, and staff be directed to prepare the 2017 Financial Plan in accordance with the approved service plan.**

**CARRIED**

The Committee went into recess at 11:20 a.m. and reconvened at 11:40 a.m.

**5.4.**     [16-1135](#)     2017 Financial Plan Preliminary Approval

N. Chan provided highlights of the report, with the aid of presentation slides.

Director Jensen returned to the meeting at 11:44 a.m.

R. Lapham reported on the staff establishment chart and impact on budget and service plans. N. Chan returned to speaking to the presentation slides and elements of the report. He pointed out an error on page 13 of the presentation, where, in item 4.5, "VIHA" should have been "Community Health Grant".

The Committee sought clarification on the budget for the McPherson Theatre, referencing page 66 of Appendix 9 (Budget Package). The discussion included the following points:

- McPherson Theatre costs are paid for by the City of Victoria without participation from other municipalities
- capital expenditures and transfers from the capital reserves occur without discussion on the part of the City of Victoria

**MOVED by Young, SECONDED by Isitt,**

**That it be recommend to the Capital Regional District Board:**

- 1. That the approval of the provisional budget for the McPherson Theatre be deferred and referred to the City of Victoria and that no action be taken on the proposed contributions to capital reserve or capital expenditures until a response is received from the City of Victoria; and**
- 2. That staff be directed to bring back a report on options on how to solve this once the City of Victoria response is received.**

**CARRIED**

R. Lapham provided clarification that on page 327, pending information on participation regarding the Regional Housing Trust Fund would be updated as the budget process moved forward.

Director Jensen recused himself from the meeting at 12:47 p.m. due to his appointment to CREST.

**MOVED by Vice Chair Howe, SECONDED by Director Screech,  
That the Committee of the Whole recommend to the Capital Regional District Board:  
That the 2017 Financial Plan be given preliminary approval as amended.  
CARRIED**

## 6. Motion with Notice

Director Jensen returned to the meeting at 12:48 p.m.

### 6.1. [16-1137](#) Integrated Resource Management Project Request for Expressions of Interest - Director Windsor

The Committee picked up from the table the motion from item 5.1 on undertaking a survey of farmers. The Committee directed staff to report back on cost sharing proposals to carry out the work if the motion passes.

**MOVED by Director Windsor, SECONDED by Director Screech,  
That it be recommended to the Capital Regional District Board:  
That the CRD undertake a survey of farmers in the capital region to determine numbers that would accept potential biosolid application on their land if available.**

**MOVED by Director Hicks, SECONDED by Director Seaton,  
That the main motion be amended to add foresters.  
CARRIED**

**MOVED by Director Windsor, SECONDED by Director Screech,  
That it be recommended to the Capital Regional District Board:  
That the CRD undertake a survey of farmers and foresters in the capital region to determine numbers that would accept potential biosolid application on their land if available.  
CARRIED  
OPPOSED Alto**

The Committee discussed the cautionary approach of the motion to explore possibilities without immediately lifting the ban on land application of biosolids.

**MOVED** by Director Windsor, **SECONDED** by Director Finall,  
That the Capital Regional District Board direct staff to include in the Integrated Resource Management project Request for Expressions of Interest the following:  
1. A statement outlining the Board's current policy on land application and the concerns which drove its establishment; and  
2. A request for proponents to outline technologies that will deal with the Board's concerns; how the technology will mitigate the Board's concerns; applicability to the core area, Peninsula and other community sludge/ biosolids management problem as a central and/ or sub regional solution; costs, history and effectiveness.

**CARRIED**

**7. New Business**

There was none.

**8. Motion to Report to Board**

8.1. [16-1138](#) Motion to Report to the Board

**MOVED** by Director Seaton, **SECONDED** by Director Screech,  
That the Committee of the Whole report to the Capital Regional District Board at the special meeting immediately following this meeting regarding items 5.1, 5.2, 5.3, 5.4, and 6.1.

**CARRIED**

**9. Adjournment**

**MOVED** by Director Derman, **SECONDED** by Director Blackwell,  
That the meeting be adjourned at 12:55 p.m.

**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**

## Meeting Minutes

### Committee of the Whole

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Wednesday, December 7, 2016

10:00 AM

6th Floor Boardroom

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#### PRESENT

DIRECTORS: B. Desjardins (Chair), D. Howe (Vice Chair), M. Alto, R. Atwell, D. Blackwell, S. Brice, V. Sanders (for J. Brownoff), V. Derman, A. Finall, C. Hamilton, L. Helps, M. Hicks, B. Isitt, N. Jensen, W. McIntyre, C. Plant, S. Price, J. Ranns, D. Screech, L. Seaton, M. Tait (10:36), K. Williams, and G. Young

STAFF: N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; E. Gorman, Deputy Corporate Officer; B. Reems, Corporate Officer, and N. More, Committee Clerk (recorder)

ABSENT: Director R. Windsor

Problems with the microphones and sound system delayed the start of the meeting. The problem could not be resolved; therefore, a video of the meeting with sound could not be produced.

The meeting was called to order at 10:08 a.m.

#### 1. Approval of Agenda

**MOVED** by Director Helps, **SECONDED** by Director Derman,  
That the agenda be approved.

**CARRIED**

#### 3. Chair's Remarks

The Chair remarked that the Governance Committee report and recommendation were a good basis for the discussion on CRD committee structure. The Board had expressed the need for the discussion and it would inform the Board Chair and Vice Chair in their decision on the 2017 Board committee structure.

#### 4. Presentations/Delegations

There were none.

#### 5. Committee Business

##### 5.1. [16-1153](#) 2017 Committee Structure Discussion

The recommendation from the Governance Committee was moved and seconded for the purpose of discussion, and the Chair agreed to divide the motion.

On part 1 of the motion, the Committee discussed the emergence of hospitals

and housing as a financial and operational focus.

**MOVED** by Director Blackwell, **SECONDED** by Vice Chair Howe,  
That it be recommended to the Capital Regional District Board:

1. That it be recommended to the Capital Regional Hospital District Board and CRD Board Chair that the Capital Regional Hospital District Executive Committee be discontinued and its functions transferred to a new standing committee charged with examining investment in hospitals and housing.

**CARRIED**

2. That the existing 2016 Board Standing Committee structure be recommended to the Board Chair for consideration in 2017 with the following amendments:

a. That the Governance Committee remain intact;

**CARRIED**

b. That the terms of reference for the Finance Committee be amended to provide that the Chair of the Capital Regional Housing Corporation, if a CRD Director, should be a member of the Committee;

**MOVED** by Director Screech, **SECONDED** by Director Isitt:

That part 2. b. be amended as follows: That the terms of reference for the new hospital and housing committee provide that the Chair of the Capital Regional Housing Corporation, if a CRD Director, should be a member of the hospital and housing committee.

**CARRIED**

b. That the terms of reference for the new hospital and housing committee provide that the Chair of the Capital Regional Housing Corporation, if a CRD Director, should be a member of the hospital and housing committee.

**CARRIED**

Director Tait entered the meeting at 10:36 a.m.

On part 3 of the motion, the Committee discussed the following points:

- the deadline for the development of an Integrated Resource Management plan
- implications for the work and membership of the Environmental Services Committee
- the potential for a sub-committee to be an advisory committee including external members
- efficiency of having the function transferred to either a sub-committee or a standing committee

3. That the Integrated Resource Management Select Committee be discontinued; and that it be recommended to the Board Chair that its functions be transferred into the terms of reference for the Environmental Services Committee;

**MOVED** by Director Derman, **SECONDED** by Director Plant,

That part 3 be amended as follows: That the Integrated Resource Management Select Committee be maintained as a sub-committee of the Environmental Services Committee and report to the Environmental Services Committee.

**CARRIED**

**OPPOSED** Alto, Blackwell, Brice, Helps, Hicks, Isitt, Jensen, Price, Sanders, Seaton, Young



**3. That the Integrated Resource Management Select Committee be maintained as a sub-committee of the Environmental Services Committee and report to the Environmental Services Committee.**

**CARRIED**

**OPPOSED** Alto, Blackwell, Brice, Hicks, Isitt, Jensen, Price, Sanders, Seaton, Young

On part 4 of the motion, the Committee discussed factors contributing to Directors being chosen for a committee, such as interest in the topic, skills and experience, in contrast to geographical representation.

**4. That it be recommended to the Board Chair that geographical representation be considered as a component of decision-making for selection of directors to committees.**

**CARRIED**

**OPPOSED** Alto, Atwell, Derman, Desjardins, Finall, Hamilton, Helps, Ranns, Screech, Tait, Williams

Chair Desjardins invited the Committee in roundtable format to comment on their thoughts about the Board committee structure, and about the fate of the Core Area Liquid Waste Management Committee.

Following are some of the topics discussed and points brought up during the discussion:

- Core Area Liquid Waste Management Committee role in relation to:
  - the Core Area Liquid Waste Management Plan and its participants
  - decision on biosolids plan for Core Area Wastewater Treatment project
  - operation of the trunk sewer system
- Core Area Liquid Waste Management Committee reduced role in the Core Area Wastewater Treatment Project
- Board confidence in the work and decision-making of the committees
- potential for discussion about citizen advisory committees
- formal introduction amongst committee members at start of year concerning skills and experience
- value in committee structure with smaller agendas than at Board, can delve deeper, receive feedback from members of the public
- need to appreciate the committee recommendation once the item reaches the board
- Directors can attend other committees if they have a special interest in a matter
- experience of Directors, expertise of staff
- Core Area Wastewater Treatment Project impacts other communities beyond the seven core municipalities
- geographic representation could expand committee membership beyond efficiency
- the Core Area Liquid Waste Management Committee could meet quarterly and at the call of the Committee Chair
- the Chair of the Core Area Liquid Waste Management Committee could be appointed to the Integrated Resource Management body

Director Atwell left the meeting at 11:21 a.m.

Director Helps left the meeting at 11:22 a.m.

The Committee discussion continued and covered points such as:

- potential to discuss increased use of task forces
- expectation of First Nations involvement
- maintaining the Core Area Liquid Waste Management Committee because of the monetary connection of the seven core municipalities as the Core Area Wastewater Treatment Project progresses
- disbanding the Core Area Liquid Waste Management Committee and transferring its remaining function to the Environmental Services Committee
- appreciation for the regional concept and process
- standing of the Arts Committee
- managing the inherent politics of regional concept with 13 municipalities and 3 Electoral Areas
- optics of dissolving Core Area Liquid Waste Management Committee
- potential for educational session for Chairs and Vice Chairs on such matters as handling communications, how agenda items are set, receiving staff input
- respect for Committee decisions but open for further debate at Board level, if not too lengthy
- membership of standing committees based on interest, expertise; with issues that arise, include Directors affected geographically; establish select committees that have that focus

**6. New Business**

**MOVED by Director Blackwell, SECONDED by Director Hamilton,  
That the Committee of the Whole report to the Capital Regional District Board at the meeting on December 14, 2016, regarding item 5.1  
CARRIED**

**7. Adjournment**

**MOVED by Director Tait, SECONDED by Alternate Director Sanders,  
That the meeting be adjourned at 11:40 a.m.  
CARRIED**

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**CHAIR**

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**RECORDER**