



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, July 10, 2024

1:05 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. [24-696](#) Minutes of the June 12, 2024 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of June 12, 2024 be adopted as circulated.

Attachments: [Minutes - June 12, 2024](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. [24-720](#) Presentation: Robert Lewis-Manning (CEO) and Christine Willow (Chair), Greater Victoria Harbour Authority; Re: Member Agency Report

5.2. Delegations

5.2.1. [24-727](#) Delegation - Marcie McLean; Councillor, District of Highlands: Re: Agenda Item 6.12. Advocacy to Sustain Funding for At-Risk Youth Counselling

6. CONSENT AGENDA

- 6.1. [24-625](#) Core Area Liquid Waste Management Committee 2024 Mid-Year Capital Projects and Operations Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Mid-Year Capital Projects Operations 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](#)
- 6.2. [24-626](#) Core Area Wastewater Treatment Plant Capacity Allocation Review
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: CAWWTP Capacity Allocation Review](#)
[Appendix A: ADWF Trend for past 10 years](#)
[Appendix B: Example Monthly Wastewater Flow Report](#)
- 6.3. [24-678](#) Appointment of Officers
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with CRD Bylaw No. 2681, Christopher Silvester, Nathan Hughes, and Jane Schneider be appointed as Bylaw Enforcement Officers. (NWA)
- Attachments:** [Staff Report: Appointment of Officers](#)
- 6.4. [24-690](#) Port Renfrew Sewer Utility Services 2024 Capital Plan Amendment for the Genset Upgrade Project
- Recommendation:** That the Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board: That the Port Renfrew Sewer 2024 Capital Plan be amended to increase the Genset Upgrade Project (22-01) budget from \$100,000 to \$120,000, an increase of \$20,000 funded from the Capital Reserve Fund. (WA)
- Attachments:** [Staff Report: PRUSC 2024 Capital Plan Amendment](#)
- 6.5. [24-620](#) Millstream Meadows Remediation Project
- Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board: That the Millstream Meadows project budget increase from \$14.7M to \$15.32M be incorporated into the 2024 capital plan, with the additional project budget of \$0.62M funded from uncommitted project capital on hand. (WP - All except SGI & SSI)
- Attachments:** [Staff Report: Millstream Meadows Remediation Project](#)
[Appendix A: Millstream Meadows Site Location - Map](#)

6.6. [24-604](#) Biosolids Literature and Legal Review - June Update

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

1. That staff be directed to secure a tenured professor that fulfills the qualification criteria outlined in this report, to undertake the independent literature review, as per the terms of reference previously approved for this work, with a budget not to exceed \$40,000; and
2. That staff be directed to procure a legal review in alignment with the selection criteria and scope of work presented in this report, with a budget not to exceed \$25,000. (WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

Attachments: [Staff Report: Biosolids Literature and Legal Review - June Update](#)
[Appendix A: Biosolids Literature Review - Terms of Reference](#)
[Appendix B: Selected Cases on Biosolids Application to Land \(Oct 2013\)](#)

6.7. [24-610](#) Biosolids Beneficial Use Options - Request for Expressions of Interest

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

That staff be directed to issue a Request for Expressions of Interest for biosolids management under Tier 2 of the Long-term Biosolids Beneficial Use Strategy. (WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria, View Royal)

Attachments: [Staff Report: Biosolids Beneficial Use Options - RFEOI](#)

6.8. [24-611](#) Biosolids Advanced Thermal Demonstration Plant - Project Update

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

Attachments: [Staff Report: Biosolids Advanced Thermal Demo Plant Project Update](#)

6.9. [24-488](#) 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](#)

6.10. [24-285](#) Guiding Principle for Distribution of Non-Application Based Grants

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
The guiding principle that the distribution of non-application-based grants be in alignment with the grantor's funding formulae and programing requirements be approved.
(NWA)

Attachments: [Staff Report: Guiding Principle for Distribution Non-Application-Based Grants](#)
[Appendix A: Basis Apportionment Non-Application Grants](#)
[Appendix B: Renewed Fed Gas Tax Agreement 2014-24](#)
[Appendix C: COVID19 Safe Restart Local Gov](#)
[Appendix D: GCF Allocation Project Approvals](#)
[Appendix E: LGHI Letter Program Guide](#)

6.11. [24-718](#) Advocacy to Support Local Government Act Legislative Reform Initiative

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
That the Board Chair write a letter of support for the Local Government Act Legislative Reform Initiative addressed to Minister Kang, with copies to UBCM President Mandewo and Chair Craig of the Regional District of Nanaimo.
(NWA)

Attachments: [Staff Report: Advocacy to Support LGA Legislative Reform Initiative](#)
[Appendix A: Letter from Chair Craig & Summary of UBCM Panel Session](#)
[Appendix B: Sample Letter of Support](#)

6.12. [24-719](#) Advocacy to Sustain Funding for At-Risk Youth Counselling

Recommendation: The Victoria Family Court & Youth Justice Committee recommends the Governance Committee recommends to the Capital Regional District Board:
That the CRD Board Chair send an advocacy letter to the Province to encourage renewed support for the Pacific Centre Family Services Association's Mobile Youth Services Team (MYST) and its Crime Reduction and Exploitation Diversion (CRED) program, with consistent and sustainable funding for the MYST youth counsellor position in the very near future due to the critical and urgent work with vulnerable youth and their families with the CRD.
(NWA)

Attachments: [Staff Report: Advocacy to Sustain Funding for At-Risk Youth Counselling](#)
[Appendix A: January 2023 Letter from Chair Plant](#)
[Appendix B: April 2023 Response from Province](#)

- 6.13.** [24-717](#) Creation of a Sub-regional Service for Expansion of the West Shore RCMP Detachment
- Recommendation:** The Governance Committee recommends to the Capital Regional District Board:
That CRD continue to engage in discussions with staff from the municipalities of Colwood, Langford and View Royal to explore the creation of a sub-regional service to expand the West Shore RCMP detachment.
(NWA)
- Attachments:** [Staff Report: Creation of Sub-Reg. Svc. for Expan. of West Shore RCMP Det.](#)
[Appendix A: November 23, 2023 Letter from View Royal](#)
[Appendix B: November 28, 2023 Letter from Langford](#)
[Appendix C: November 29, 2023 Letter from Colwood](#)
[Appendix D: Backgrounder on West Shore RCMP Building](#)
- 6.14.** [24-716](#) Electronic Meetings and Participation by Members
- Recommendation:** The Governance Committee recommends to the Capital Regional District Board:
That staff be directed to report back to the Governance Committee with bylaw amendments to update the provisions for electronic meetings and electronic participation of members of CRD committees, commissions and boards.
(NWA)
- Attachments:** [Staff Report: Electronic Meetings and Participation by Members](#)
[Appendix A: Bylaw No. 3828 - Electronic Participation \(Excerpts\)](#)
[Appendix B: LGA - Electronic Mtgs. & Participation \(Excerpts\)](#)
[Appendix C: B.C. Reg. 271/2005 - Reg. District Electronic Mtg. Reg.](#)
[Appendix D: CRD Best Practices Guide for Meetings](#)
[Appendix E: Jurisdictional Rvw of Electronic Mtgs. & Participation](#)
- 6.15.** [24-510](#) Motion with Notice: Regional Diversity on CRD Committees and Commissions (Alternate Director Riddell)
- Recommendation:** The Governance Committee recommends to the Capital Regional District Board:
That staff explore options to ensure that CRD Commissions and Committees reflect the diversity of our region's population, including gender diversity, to the greatest extent possible, and report back to the board with recommendations.
(NWA)
- 6.16.** [24-558](#) Regional Trestles Renewal, Trails Widening and Lighting Project Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Regional Trestles Renewal, Trails Widening & Lighting Project](#)
[Appendix A: Regional Trails Widening & Lighting Project Area - Map](#)

6.17. [24-660](#) Water Safety in CRD Regional Parks

Recommendation: [At the June 26, 2024 Regional Parks Committee meeting, the recommendation (part 1) along with an additional motion (part 2) were carried as follows:]

The Regional Parks Committee recommends to the Capital Regional District Board:

1. That current service levels be maintained, focusing on continued public education to address water safety in regional parks, and that staff work with partners to increase education and awareness for key demographic groups.
2. To implement a pilot program this summer for personal floatation devices and life rings at Thetis Main Beach and Elk Lake - Hamsterly Beach and report back after one season of implementation.

(WP - All)

Attachments: [Staff Report: Water Safety in CRD Regional Parks](#)
 [Appendix A: Water Safety Signage in CRD Regional Parks](#)

6.18. [24-623](#) Motion with Notice: Safety on Multi-Use Trails (Director Tobias)

Recommendation: [At the June 12, 2024 Capital Regional District Board meeting, the below motion with notice was referred to staff for a report back on the approach that would be taken (part 1).

The Regional Parks Committee recommends to the Capital Regional District Board:

That the Capital Regional District Board directs staff to undertake a comprehensive study on the safety of multi-use trails, with a particular focus on the risks associated with cyclist speed and the use of e-bikes:

1. Review of Recent Accidents: A detailed review of recent documented accidents involving e-bikes and other trail users.
2. Risk Assessment: An assessment of current risks and contributing factors to accidents on multi-use trails.
3. Public Consultation: Engagement with the public to gather feedback and concerns regarding trail safety.
4. Best Practices: Identification of best practices from other jurisdictions in managing e-bike speeds and trail safety.
5. Actionable Recommendations: Development of actionable recommendations to mitigate identified risks and enhance the safety of all trail users.
6. That staff report back to the Regional Parks Committee with their findings and recommendations as soon as practical so that prompt and effective measures can be implemented to address these safety concerns.

Following the referral motion, a motion arising on signage (part 2) was carried:]

The Regional Parks Committee recommends to the Capital Regional District Board:

1. That this item be referred to staff to bring back an approach report to the Regional Parks Committee.

(NWA)

2. Direct staff to augment a signage program on our regional trails to provide information that reinforces current legal requirements and courtesy protocols (i.e. speeds, passing with courtesy).

(WP- All)

Attachments: [Memo: Notice of Motion](#)

6.19. [24-609](#) Regional Water Supply Service 2024 Capital Plan Amendment

Recommendation: The Regional Water Supply Commission recommends that the Capital Regional District Board:
Amend the 2024 Regional Water Supply Service Capital Plan to move \$180,000 from line item 09-01 Leech River Watershed Restoration; to line item 17-27 Watershed Bridge and Culvert Replacement, to facilitate high priority replacement of a deteriorated major drainage structure in the Goldstream Water Supply Area.
(WA)

Attachments: [Staff Report: RWS Capital Plan Amendment](#)
[Appendix A: Updated 2024-2028 Five Year Capital Plan](#)

6.20. [24-672](#) 2024 Committee and External Membership Appointments - Update #4

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

Attachments: [2024 Board & Committee Membership Appointments](#)

7. ADMINISTRATION REPORTS**7.1. [24-693](#) CAO Quarterly Progress Report No. 2, 2024**

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

Attachments: [Staff Report: CAO Quarterly Progress Report No. 2 - 2024](#)
[Appendix A: Photographs of Corporate Activities and Initiatives](#)
[Appendix B: Board Priorities Dashboard Progress Q2 - 2024](#)
[Appendix C: Board Priorities Dashboard - Summary of Completed Actions](#)
[Appendix D: Capital Regional District Advocacy Strategy](#)
[Appendix E: Advocacy Dashboard Progress Q2 - 2024](#)
[Appendix F: Operating Variance Financial Report Q1 - 2024](#)
[Appendix G: Capital Variance Financial Report Q1 - 2024](#)
[Appendix H: Human Resources Trends and Corporate Safety](#)

7.2. [24-692](#) Short-term Biosolids Management Plan - July Update

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

Attachments: [Staff Report: Short-term Biosolids Management Plan - July Update](#)

8. REPORTS OF COMMITTEES**Electoral Areas Committee**

8.1. [24-652](#) Request for Inclusion of Property in the Ganges Sewer Service Area -
101 Bittancourt Road (Sea Breeze Inn)

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

1. To expand the boundary of the Ganges Sewer Local Service Area to include 101 Bittancourt Road.
2. The Applicant agrees to pay all costs associated with including the property in the service area and 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 4609, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 15, 2024", be introduced and read a first, second and third time.
(NWA)

Attachments: [Staff Report: Request for Incl. of Property in the Ganges SSA](#)
[Appendix A: Lady Minto Hosp. Fdn. – App. Ltr. & Supporting Docs 2024-02-20](#)
[Appendix B: Bylaw No. 4609](#)

Finance Committee

8.2. [24-520](#) Bylaw No. 4617: Capital Regional District Recreation Services and
Facilities Fees and Charges 2024-2025

Recommendation: That the Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4617, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 19, 2024", be introduced and read a first, second and third time;
(WP - Central Saanich, North Saanich, Sidney, Sooke, JDF and SSI)
2. That Bylaw No. 4617 be adopted.
(WP - Central Saanich, North Saanich, Sidney, Sooke, JDF and SSI, 2/3rds on adoption)

Attachments: [Staff Report: BL 4617 CRD Rec. Svcs. & Facilities Fees & Chgs.](#)
[Appendix A: BL 4617](#)
[Appendix B: List of Revisions](#)

- 8.3.** [24-494](#) Municipal Finance Authority 2024 Fall Issue - Capital Regional District Security Issuing Bylaws No. 4621, 4622 and 4623.
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4621, Security Issuing Bylaw No. 2, 2024, be introduced and read a first, second and third time; and
(WA)
 2. That Bylaw No. 4621 be adopted.
(WA, 2/3rds on adoption)
 3. That Bylaw No. 4622, Security Issuing Bylaw No. 3, 2024, be introduced and read a first, second and third time; and
(WA)
 4. That Bylaw No. 4622 be adopted.
(WA, 2/3rds on adoption)
 5. That Bylaw No. 4623, Security Issuing Bylaw No. 4, 2024, be introduced and read a first, second and third time; and
(WA)
 6. That Bylaw No. 4623 be adopted.
(WA, 2/3rds on adoption)
- Attachments:** [Staff Report: Municipal Fin Auth 2024, Security Issuing Bylaws](#)
[Appendix A: Bylaw No. 4621](#)
[Appendix B: Bylaw No. 4622](#)
[Appendix C: Bylaw No. 4623](#)

- 8.4.** [24-545](#) Bylaw No. 4619: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 2, 2024
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4619, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time; and
(WA)
 2. That Bylaw No. 4619 be adopted.
(WA, 2/3rds on adoption)
- Attachments:** [Staff Report: BL 4619, 2024-28 Fin. Plan Amend. No. 2, 2024](#)
[Appendix A: BL 4619](#)

Hospitals & Housing Committee

- 8.5.** [24-658](#) 1516 Camosun Street, 1270 and 1286 Pandora Avenue Housing Agreement Bylaw
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4620, "Resale Control and Housing Agreement Bylaw (1516 Camosun Street, 1270 and 1286 Pandora Avenue), 2024" be introduced and read for a first, second and third time; and
(WA)
 2. That Bylaw No. 4620 be adopted.
(WA, 2/3 on adoption)
- Attachments:** [Staff Report: 1516 Camosun St, 1270/1286 Pandora Housing Agmt Bylaw](#)
[Appendix A: Bylaw No. 4620](#)

Transportation Committee**8.6.**[24-565](#) Regional Transportation Governance - Workshop Outcomes and Next Steps

Recommendation: The Transportation Committee recommends to the Capital Regional District Board: That staff draft a broad transportation service establishment bylaw that allows for the implementation of all eight service categories, bringing it back for readings by Q4 2024. (NWA)

Attachments: [Staff Report: Reg'l Trans Gvnce-Wkshop Outcomes & Next Steps](#)
[Appendix A: Summary of Categories](#)
[Appendix B: What We Heard Report](#)

9. BYLAWS**10. NOTICE(S) OF MOTION****10.1.**[24-622](#) Motion with Notice: Big City Mayor's Caucus, Federation of Canadian Municipalities (Chair Plant)

Recommendation: Whereas the Capital Regional District (CRD) has a population of greater than 450,000 residents,
And
Whereas our region experiences similar challenges as that of other large cities in Canada and wants to raise its voice as part of the Big City Mayor's Caucus,
And
Whereas our regional district, and a majority of our membership, participates in FCM membership and pays membership dues,
Be it resolved that:
The CRD lobby the Federation of Canadian Municipalities (FCM) Executive and Chief Executive Officer to earn a seat on the FCM Big City Mayor's Caucus and,
Be it further resolved the seat be held by either the Mayor of the City of Victoria or District of Saanich on a two-year rotating basis.
(NWA)

11. NEW BUSINESS**12. MOTION TO CLOSE THE MEETING****12.1.**[24-699](#) Motion to Close the Meeting

Recommendation: 1. That the meeting be closed for Labour Relations in accordance with Section 90(1)(c) of the Community Charter. [1 item]
2. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter. [2 items]
3. That such disclosures could reasonably be expected to harm the interests of the Regional District. [2 Items]
4. That the meeting be closed for the Legal Advice in accordance with Section 90(1)(i) of the Community Charter. [1 item]
5. 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)