

Meeting Minutes

Capital Regional District Board

Wednesday, July 10, 2024

1:05 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

DIRECTORS: C. Plant (Chair), M. Little (Vice Chair), M. Alto, P. Brent, S. Brice, J. Brownoff, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson, C. Harder (for L. Szpak), G. Holman, P. Jones, D. Kobayashi, C. McNeil-Smith, K. Murdoch, D. Murdock, M. Tait, D. Thompson, S. Tobias, A. Wickheim, K. Williams, R. Windsor

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; L. Jones, General Manager, Parks, Recreation & Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carey, Senior Manager, Legal & Risk Management; D. Elliott, Senior Manager, Regional Housing; M. MacIntyre, Senior Manager, Regional Parks; C. Neilson, Senior Manager, Human Resources; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

Guest: D. Bracewell, Contractor Senior Project Director

Regrets: Director L. Szpak,

The meeting was called to order at 1:08 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Little, **SECONDED** by Director Tobias,
That the agenda for the July 10, 2024 session of the Capital Regional District Board be approved with the following amendments:
- Item 6.12. be moved to be considered as agenda item 8.7.
- Item 6.15. be moved to be considered as agenda item 8.8.
CARRIED

3. ADOPTION OF MINUTES

3.1. [24-696](#) Minutes of the June 12, 2024 Capital Regional District Board Meeting

MOVED by Director de Vries, **SECONDED** by Director Coleman,
That the minutes of the Capital Regional District Board meeting of June 12, 2024 be adopted as circulated
CARRIED

4. REPORT OF THE CHAIR

Nice to see you all today. There is a lot on our agenda today and a great deal of it is on our consent agenda. This does not mean these matters are unimportant but that our committees have been unanimous (or nearly) when passing forward their recommendations to the Board. It is my opinion we continue to be a highly functioning, respectful and collegial board and are in alignment as an organization far more often than we disagree. Today we have an opportunity to advance the process of creating a transportation service by directing staff to create a bylaw to establish a new Transportation Service. This is something the CRD has discussed for a long time and today we can move the needle forward on this issue to help address emissions, gridlock, and planning. I think we should be proud of our collective work to date, but also realize we have more to do when the draft bylaw returns this fall. We also have the opportunity to support 3 of our Westshore municipalities by directing staff to create a bylaw to support the creation of a new RCMP building through a sub-regional service. I think it's important to recall our goal as a regional district and specifically our motto is to make a difference together. Finally I want to thank the Directors for their initiative in bringing forward motions to support public safety in our local waters and on our regional trails. I believe it is important the CRD is seen as responsive to issues in our community and these two items demonstrate that commitment. To conclude, I wish to remind everyone that there will be no August Board meeting. And on behalf of Vice Chair Little and myself we hope you all have a great rest of your summer.

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

R. Lewis-Manning and C. Willow presented the Member Agency Report and provided a PowerPoint presentation.

Discussion ensued regarding:

- electrification of vessels
- itinerary planning to encourage economic benefit
- sustainability planning

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

M. McLean spoke to Item 6.12.

**MOVED by Director Windsor, SECONDED by Director Little,
That the delegation time be extended by 3 minutes.**

CARRIED

6. CONSENT AGENDA

Item 6.10. was removed from the consent agenda and moved to be considered under Reports of Committees as item 8.4.b.

MOVED by Director McNeil-Smith, **SECONDED** by Director Kobayashi,
That consent agenda items 6.1. through 6.9., 6.11., 6.13., 6.14., and 6.16. through
6.20. be approved.

CARRIED

- 6.1.** [24-625](#) Core Area Liquid Waste Management Committee 2024 Mid-Year Capital Projects and Operations Update

This report was received for information.
- 6.2.** [24-626](#) Core Area Wastewater Treatment Plant Capacity Allocation Review

This report was received for information.
- 6.3.** [24-678](#) Appointment of Officers

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.
CARRIED
- 6.4.** [24-690](#) Port Renfrew Sewer Utility Services 2024 Capital Plan Amendment for the Genset Upgrade Project

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.
CARRIED
- 6.5.** [24-620](#) Millstream Meadows Remediation Project

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

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.
CARRIED

- 6.7. [24-610](#) Biosolids Beneficial Use Options - Request for Expressions of Interest
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.
CARRIED
- 6.8. [24-611](#) Biosolids Advanced Thermal Demonstration Plant - Project Update
This report was received for information.
- 6.9. [24-488](#) Capital Regional District External Grants Update
This report was received for information.
- 6.11. [24-718](#) Advocacy to Support Local Government Act Legislative Reform Initiative
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.
CARRIED
- 6.13. [24-717](#) Creation of a Sub-regional Service for Expansion of the West Shore RCMP Detachment
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.
CARRIED
- 6.14. [24-716](#) Electronic Meetings and Participation by Members
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.
CARRIED
- 6.16. [24-558](#) Regional Trestles Renewal, Trails Widening and Lighting Project Update
This report was received for information.
- 6.17. [24-660](#) Water Safety in CRD Regional Parks
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.
CARRIED

- 6.18. [24-623](#) Motion with Notice: Safety on Multi-Use Trails (Director Tobias)
1. That this item be referred to staff to bring back an approach report to the Regional Parks Committee.
 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).
- CARRIED**
- 6.19. [24-609](#) Regional Water Supply Service 2024 Capital Plan Amendment
- 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.
- CARRIED**
- 6.20. [24-672](#) 2024 Committee and External Membership Appointments - Update #4
- This report was received for information.

7. ADMINISTRATION REPORTS

- 7.1. [24-693](#) CAO Quarterly Progress Report No. 2, 2024
- T. Robbins spoke to Item 7.1.
- The Chair thanked CAO Robbins and staff for their work towards improving the culture at the CRD.
- 7.2. [24-692](#) Short-term Biosolids Management Plan - July Update
- L. Jones presented Item 7.2. for information.

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)

MOVED by Director Holman, **SECONDED** by Director Brent,

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.

CARRIED

MOVED by Director Holman, **SECONDED** by Director Brent,

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.

CARRIED

Finance Committee

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

MOVED by Director Brice, **SECONDED** by Director Jones,

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.

CARRIED

MOVED by Director Brice, **SECONDED** by Director Jones,

2. That Bylaw No. 4617 be adopted.

CARRIED

8.3. [24-494](#) Municipal Finance Authority 2024 Fall Issue - Capital Regional District Security Issuing Bylaws No. 4621, 4622 and 4623

MOVED by Director Brice, **SECONDED** by Director Jones,
1. That Bylaw No. 4621, Security Issuing Bylaw No. 2, 2024, be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brice, **SECONDED** by Director Jones,
2. That Bylaw No. 4621 be adopted.
CARRIED

MOVED by Director Brice, **SECONDED** by Director Jones,
3. That Bylaw No. 4622, Security Issuing Bylaw No. 3, 2024, be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brice, **SECONDED** by Director Jones,
4. That Bylaw No. 4622 be adopted.
CARRIED

MOVED by Director Brice, **SECONDED** by Director Jones,
5. That Bylaw No. 4623, Security Issuing Bylaw No. 4, 2024, be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brice, **SECONDED** by Director Jones,
6. That Bylaw No. 4623 be adopted.
CARRIED

8.4. [24-545](#) Bylaw No. 4619: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 2, 2024

MOVED by Director Brice, **SECONDED** by Director Jones,
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.
CARRIED

MOVED by Director Brice, **SECONDED** by Director Jones,
2. That Bylaw No. 4619 be adopted.
CARRIED

8.4.b. [24-285](#)

Guiding Principle for Distribution of Non-Application Based Grants

MOVED by Director Brice, **SECONDED** by Director Jones,
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.

Discussion ensued regarding the allocation requirements of the community works funds in the new agreement.

MOVED by Director Brent, **SECONDED** by Director Holman,
That the main motion be amended by adding the words "taking into account regional equity considerations where possible" after the word "approved".

Discussion ensued regarding:

- whether the amendment adds equity to the program
- differences in programs and allocations related to jurisdiction

Alternate Director Harder left the meeting at 2:16 pm

The question was called on the amendment:

That the main motion be amended by adding the words "taking into account regional equity considerations where possible" after the word "approved".

DEFEATED

Opposed: Alto, Brice, Brownoff, Coleman, de Vries, Desjardins, Jones, Little, McNeil-Smith, Murdoch, Murdock, Plant, Tait, Thompson

Alternate Director Harder returned to the meeting at 2:18 pm

The question was called on the main motion:

The guiding principle that the distribution of non-application-based grants be in alignment with the grantor's funding formulae and programming requirements be approved.

CARRIED

Opposed: Brent, Holman, Wickheim

Motion Arising:

MOVED by Director Holman, **SECONDED** by Director Brent,
That the CRD Board take into account this guiding principle on the distribution of non-application-based grants as well as regional equity considerations where possible and as appropriate.

DEFEATED

Opposed: Alto, Brice, Brownoff, de Vries, Desjardins, Jones, McNeil-Smith, Murdoch, Murdock, Plant, Tait, Thompson, Tobias, Williams

Hospitals & Housing Committee

- 8.5. [24-658](#) 1516 Camosun Street, 1270 and 1286 Pandora Avenue Housing Agreement Bylaw
- MOVED** by Director Murdoch, **SECONDED** by Director McNeil-Smith,
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.
CARRIED
- MOVED** by Director Murdoch, **SECONDED** by Director McNeil-Smith,
2. That Bylaw No. 4620 be adopted.
CARRIED

Transportation Committee

- 8.6. [24-565](#) Regional Transportation Governance - Workshop Outcomes and Next Steps
- K. Lorette spoke to Item 8.6.
- MOVED** by Director Murdock, **SECONDED** by Director Brent,
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.
CARRIED
- 8.7. [24-719](#) Advocacy to Sustain Funding for At-Risk Youth Counselling
- MOVED** by Director Little, **SECONDED** by Director Murdoch,
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 to encourage renewed and additional support for the MYST youth counsellor position in the very near future due to the critical and urgent work with vulnerable youth and their families within the CRD.
CARRIED
- 8.8. [24-510](#) Motion with Notice: Regional Diversity on CRD Committees and Commissions (Alternate Director Riddell)
- MOVED** by Director Little, **SECONDED** by Director Murdoch,
That staff explore options to support that CRD Commissions and non-Board 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.
CARRIED

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

- 10.1. [24-622](#) Motion with Notice: Big City Mayor's Caucus, Federation of Canadian Municipalities (Chair Plant)

MOVED by Director Alto, **SECONDED** by Director Murdock,
That this item be referred to the September 11, 2024 meeting of the Capital
Regional District Board.
CARRIED

- 10.2. **24-741** Notice of Motion: Rental Protection Fund (Director de Vries)

Director de Vries provided the following Notice of Motion for consideration at the
next meeting of the Hospitals and Housing Committee:

"That staff report back to the Hospitals and Housing Committee about options
and opportunities with respect to the province's Rental Protection Fund."

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

- 12.1. [24-699](#) Motion to Close the Meeting

MOVED by Director de Vries, **SECONDED** by Director Murdoch,
1.That the meeting be closed for Labour Relations in accordance with Section
90(1)(c) of the Community Charter.
CARRIED

MOVED by Director de Vries, **SECONDED** by Director Murdoch,
2.That the meeting be closed for Land Acquisition in accordance with Section
90(1)(e) of the Community Charter.
CARRIED

MOVED by Director de Vries, **SECONDED** by Director Murdoch,
3.That such disclosures could reasonably be expected to harm the interests of the
Regional District.
CARRIED

MOVED by Director de Vries, **SECONDED** by Director Murdoch,
4.That the meeting be closed for the Legal Advice in accordance with Section
90(1)(i) of the Community Charter.
CARRIED

MOVED by Director de Vries, **SECONDED** by Director Murdoch,
5.That the meeting be closed for Intergovernmental Negotiations in accordance
with Section 90(2)(b) of the Community Charter.
CARRIED

The Capital Regional District Board moved to the closed session at 2:47 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 4:37 pm without report.

14. ADJOURNMENT

MOVED by Director Alto, SECONDED by Director Thompson,
That the July 10, 2024 Capital Regional District Board meeting be adjourned at 4:38 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER