

Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, September 11, 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. [24-830](#) Minutes of the July 10, 2024 Capital Regional District Board Meeting

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

Attachments: [Minutes - July 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.

5.1. Presentations

5.1.1. [24-835](#) Presentation: Gord Horth (General Manager) Capital Region Emergency Service Telecommunications (CREST); Re: Member Agency Report

Attachments: [Presentation: CREST Member Agency Report](#)

5.2. Delegations

5.2.1. [24-845](#) Delegation - Jim Jordan; Representing First Unitarian Church: Re: Agenda Item: 8.5. Bylaw No. 4602: Foodlands Access Service

- 5.2.2. [24-846](#) Delegation - Katie Underwood; Resident of Victoria: Re: Agenda Item: 8.5. Bylaw No. 4602: Foodlands Access Service
- 5.2.3. [24-847](#) Delegation - Derek F Powell; Representing West Coast Garlic: Re: Agenda Item: 8.5. Bylaw No. 4602: Foodlands Access Service
- 5.2.4. [24-852](#) Delegation - Christine Fuller; Representing Fuller Farm Organics: Re: Agenda Item: 8.5. Bylaw No. 4602: Foodlands Access Service
- 5.2.5. [24-853](#) Delegation - Véronique Emmett; Representing Frozen Coast Farm: Re: Agenda Item: 8.5. Bylaw No. 4602: Foodlands Access Service

6. CONSENT AGENDA

- 6.1. [24-131](#) 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](#)

- 6.2. [24-790](#) Community Resiliency Initiative Grant - 2024 FireSmart Community Funding & Supports

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

Attachments: [Staff Report: Comm Resiliency Initiative Grant](#)
[Appendix A: Approval Letter](#)

- 6.3. [24-711](#) Update to Provincial Local Government Climate Action Program

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
That the funding associated with the extended BC Local Government Climate Action Program be distributed as follows in years 2025 and 2026: \$75,088 for CRD Climate Action Service; \$11,512 for Juan de Fuca Electoral Area; \$24,552 for Salt Spring Island Electoral Area; and \$10,522 for Southern Gulf Islands Electoral Area.
(NWA)

Attachments: [Staff Report: Update to Provincial Local Government Climate Action Program](#)
[Appendix A: Report to EAC re BC Local Gov't Climate Action Program \(2022\)](#)
[Appendix B: Correspondence from Minister Heyman - March 20, 2024](#)
[Appendix C: Local Government Climate Action Program Allocations - July 2024](#)

- 6.4. [24-712](#) Reporting Back on Collaborative Action Regional Boats Workshop
- Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:
1. That staff bring back a report that considers expanding the core area harbours service to a regional service, including costs and resourcing requirements;
 2. That the report, What We Heard Summary Report: Regional Workshop: Collaborative Action to Resolve Boat-Related Issues in the Capital Region, be provided to local governments and First Nations in the capital region for consideration; and
 3. That the CRD Board continue to advocate to the provincial and federal governments to take a leadership role in developing a coast-wide solution that will support local governments.
- (NWA)
- Attachments:** [Staff Report: Reporting Back on Collaborative Action Regional Boats Workshop](#)
[Appendix A: What We Heard Summary Report: Regional Workshop](#)
- 6.5. [24-799](#) Recent Provincial Housing Initiatives
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Recent Provincial Housing Initiatives](#)
[Appendix A: Municipal Housing Targets Table](#)
[Appendix B: Estimated 20 Year Housing Need](#)
[Appendix C: Transit Oriented Development Table and Map](#)
- 6.6. [24-800](#) Thuthiqt Hulelum' (Forest Homes) Grant Application Authority
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:
- That the Chief Administrative Officer, or their duly authorized delegate, be authorized to apply for, negotiate and accept the terms to receive funds, execute agreements and do all things necessary to secure grant funding and financing for the project at 280 Georgeson Bay Road on Galiano Island through funding programs as necessary and as they become available.
- (WA)
- Attachments:** [Staff Report: Thuthiqt Hulelum' \(Forest Homes\) Grant App Auth](#)
- 6.7. [24-742](#) Motion with Notice: Rental Protection Fund (Director de Vries)
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:
- That staff report back to the Hospitals and Housing Committee about options and opportunities with respect to the province's Rental Protection Fund.
- (NWA)

6.8. [24-758](#) Development Variance Permit for Parcel A (DD 800531) of Section 86, Sooke District - 315 Becher Bay Road

Recommendation: The Land Use Committee recommends to the Capital Regional District Board: That Development Variance Permit VA000162 to authorize the construction of a garage and accessory building with a detached accessory suite on Parcel A (DD 800531) of Section 86, Sooke District, to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040:

1. Part 1, Section 4.01 2(c) by increasing the maximum combined total floor area allowance for accessory buildings and structures on a lot with an area of more than 5,000 m² from 250 m² to 314 m²;
 2. Part 1, Section 4.20(f) by increasing the maximum floor area permitted for a detached accessory suite from 90 m² to 103 m²; and
 3. Part 1, Section 4.20(g) by increasing the maximum height of an accessory building used for a detached accessory suite from 7 m to the peak of the roof to 8.37 m;
- be approved and that issuance of the permit be withheld pending approval by the Agricultural Land Commission for a non-adhering residential use in accordance with the Agricultural Land Reserve Use Regulation.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments: [Staff Report: Development Variance Permit VA000162](#)
[Appendix A: Subject Property Map](#)
[Appendix B: Site Plan](#)
[Appendix C: Building Plans – Garage](#)
[Appendix D: Building Plans – Detached Accessory Suite](#)
[Appendix E: Requested Accessory Building Total Floor Area Variance](#)
[Appendix F: Permit VA000162](#)

6.9. [24-759](#) Non-Adhering Residential Use within the Agricultural Land Reserve
Application for Parcel A (DD 80053I) of Section 86, Sooke District - 315
Becher Bay Road

Recommendation: The Land Use Committee recommends to the Capital Regional District Board:
That staff be directed to forward comments from the Juan de Fuca Agricultural Advisory
Planning Commission and the Juan de Fuca Land Use Committee to the Agricultural
Land Commission for the Land Commission's consideration of the non-adhering
residential use application for Parcel A (DD 80053I) of Section 86, Sooke District, in
accordance with Section 34(4) of the Agricultural Land Commission Act.
(NWA)

Attachments: [Staff Report: Non-Adhering Residential Use within the ALR App. AG000085](#)
[Appendix A: Subject Property Map](#)
[Appendix B: Agricultural Land Reserve Map](#)
[Appendix C: Zoning Map](#)
[Appendix D: Proposed Detached Accessory Suite \(Carriage House\)](#)
[Appendix E: Proposed Accessory Building \(Garage\)](#)
[Appendix F: JdF AAPC Minutes](#)
[Appendix G: Site Plan](#)
[Appendix H: Proposal](#)
[Supplemental LUC Comments: Aug. 20, 2024, Draft Meeting Mins Excerpt](#)

6.10. [24-536](#) Bylaw Notice Enforcement and Adjudication System

Recommendation: The Planning and Protective Services Committee recommends to the Capital Regional
District Board:
1. That a Bylaw Notice Enforcement and Adjudication System be endorsed;
2. That staff be directed to prepare bylaws, policies and agreements for the
implementation of the Bylaw Notice Enforcement and Adjudication System provided for
in the Local Government Bylaw Notice Enforcement Act, for the Board's approval; and
3. That staff be directed to work with Court Services Branch, Ministry of Attorney
General to request the Lieutenant Governor in Council of the Province of British
Columbia enact a Regulation under Section 29 of the Local Government Bylaw Notice
Enforcement Act, applying the Act to the Capital Regional District.
(NWA)

Attachments: [Staff Report: Bylaw Notice and Adjudication System](#)
[Appendix A: Local Gvt Bylaw Dispute Adjudication System Tool Kit](#)

6.11. [24-679](#) Wildfire Resilient Futures Initiative Grant Application

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

Attachments: [Staff Report: Wildfire Resilient Futures Initiative Grant Application](#)

6.12. [24-709](#) Motion with Notice: Accessibility at Island View Beach Regional Park
(Director Windsor)

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
That staff report to the Regional Parks Committee on the development and potential partnerships with the District of Central Saanich and Tsawout First Nation on park accessibility improvements in Island View Beach Regional Park around three major areas:
1. Parking facilities;
2. Trails and kiosks; and
3. Development of a wheelchair accessible foreshore (beach) access.
(NWA)

Attachments: [Letter from District of Central Saanich Council \(June 11, 2024\)](#)

6.13. [24-753](#) Septage Diversion to the Saanich Peninsula Wastewater Treatment
Plant

Recommendation: The Saanich Peninsula Wastewater Commission recommends to the Capital Regional District Board:
That the Saanich Peninsula Wastewater Commission continues to support the existing private model for delivery of septage treatment services.
(NWA)

Attachments: [Staff Report: Septage Diversion to the Saanich Peninsula WWTP](#)
[Appendix A: Staff Report to SPWWC - April 17, 2014](#)
[Appendix B: Staff Report to SPWWC - March 16, 2023](#)

7. ADMINISTRATION REPORTS

7.1. [24-761](#) Bylaw No. 4626: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment
No. 3, 2024

Recommendation: 1. That Bylaw No. 4626, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 3, 2024", be introduced and read a first, second, and third time; and
(WA)
2. That Bylaw No. 4626 be adopted.
(WA, 2/3rds on adoption)

Attachments: [Staff Report: Bylaw No. 4626 2024-28 Fin Plan Amend No. 3](#)
[Appendix A: Bylaw No. 4626 Fin Plan Amend No. 3](#)

7.2. [24-822](#) Award of Contract: Construction Services for Hartland Landfill - Cell 5A
Liner

Recommendation: That Contract 30.22.06-04, Construction Services for Hartland Landfill Cell 5A Liner, be awarded to Hall Constructors in the amount of \$6,435,118.62.
(WA)

Attachments: [Staff Report: Award of Contract: Construction Services - Hartland Cell 5A Liner](#)

7.3. [24-811](#) Short-term Biosolids Management Plan - September Update

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

Attachments: [Staff Report: Short-term Biosolids Management Plan - September Update](#)
[Appendix A: Organic Matter Recycling Reg- Tech Working Group Report](#)

7.4. [24-791](#) Service Planning 2025

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

Attachments: [Staff Report: Service Planning 2025](#)
[Appendix A: Corporate Planning Framework](#)

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. [24-762](#) Bylaw No. 4590, 4591, 4594 and 4595 - Electoral Area Economic Development Services

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

1. Bylaw No. 4590, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024", be read a first, second, and third time;
(NWA)
2. Bylaw No. 4591, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 2, 2024", be read a first, second, and third time;
(NWA)
3. Bylaw No. 4594, "Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024", be read a first, second, and third time;
(NWA)
4. Bylaw No. 4595, "Economic Development Service Establishing Bylaw (Juan de Fuca) No. 1, 2024", be read a first, second, and third time;
(NWA)
5. That participating approval for Bylaws No. 4590, 4591, 4594, and 4595, be provided to the respective Electoral Area Directors for consent on behalf of electors;
6. That Bylaws No. 4590, 4591, 4594, and 4595 be forwarded to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: Economic Development Service Changes](#)
[Appendix A: Bylaw No. 4590](#)
[Appendix B: Bylaw No. 4591](#)
[Appendix C: Bylaw No. 4594](#)
[Appendix D: Bylaw No. 4595](#)
[Appendix E: Bylaw No. 1824 \(Redlined\)](#)

8.2. [24-839](#) Establishment of Electoral Area Services Department

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

1. That the CAO be directed to establish a new department for Electoral Area Services under the CRD organizational structure, create a new General Manager position to oversee the new department, and reflect these changes in the 2025 provisional budget and service plans; and
2. That staff be directed to bring back proposed amendments to CRD Bylaw No. 3343 (Officers', General Managers' and Management Staff's Bylaw No. 1, 2006), Schedule A, to incorporate this General Manager position.
(NWA)

Attachments: [Staff Report: Establishment of Electoral Areas Department](#)
[Appendix A: Electoral Area Services List](#)

Hospitals and Housing Committee**8.3.** [24-802](#) Capital Regional District's Role in Regional Homelessness and Alliance to End Homelessness in the Capital Region Funding Increase Request

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

1. That the Capital Regional District (CRD) commits to continue funding the Alliance to End Homelessness in the Capital Region through annually negotiated service agreements at their core service level of \$225,000 to the end of 2026; and
2. That the CRD includes a one-time increase of \$100,000 in the CRD's 2025 Financial Plan for CRD staff to undertake regional engagement to determine the CRD's potential role in advancing regional supportive housing and sheltering objectives.
(WP - All)

Attachments: [Staff Report: CRD Role in Reg'l Homelessness & AEHCR Funding Request](#)
[Appendix A: Motion with Notice from Director Caradonna](#)
[Appendix B: AEHCR Funding Request](#)
[Appendix C: Service Delivery Background and Highlights](#)
[Appendix D: CRD-AEHCR 2024-25 Svc Agreement Deliverables](#)
[Appendix E: Reaching Home Program Staff Rpt & Appendices](#)
[Appendix F: AEHCR 2023-2024 Funding Increase Staff Report](#)

Juan de Fuca Land Use Committee

- 8.4. [24-760](#) Zoning Bylaw Amendment Application for Two Properties Located at 11237 West Coast Road - described as:
- Lot A Section 74 Renfrew District Plan VIP71883 - 11237 West Coast Road; PID: 024-937-207; and
 - That Part of Section 74, Renfrew District Lying to the North of the Northerly Boundary of Plan 109RW; PID: 009-590-412

Recommendation: (At its August 20, 2024 meeting the Juan de Fuca Land Use Committee amended the recommendation as noted below.)

The Land Use Committee recommends to the Capital Regional District Board:

1. That the referral of proposed Bylaw No. 4518, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 158, 2022", to the Shirley-Jordan River Advisory Planning Commission, Pacheedaht First Nation; T'Sou-ke First Nation; CRD departments, BC Hydro; District of Sooke; the Archaeology Branch and Water Protection; the Ministry of Land, Water, and Resource Stewardship; the Ministry of Transportation & Infrastructure; RCMP; and Sooke School District #62 be approved and comments be received;

(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

2. That proposed Bylaw No. 4518, as amended, be introduced and read a first time and read a second time;

(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

3. That in accordance with the provisions of Section 469 of the Local Government Act, the Director of the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4518; and

4. That prior to adoption of Bylaw No. 4518:

a. That a commercial access permit be issued by the Ministry of Transportation and Infrastructure; and

b. That the landowner provide an amenity contribution by registering a statutory right-of-way adjacent to West Coast Road in favour of the Capital Regional District for the purpose of establishing a public trail, and that staff be directed to ensure that all conditions are satisfied towards completion and registration.

(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments:

[Staff Report: Zoning Amendment Application RZ000280](#)

[Appendix A: Subject Property and Zoning Map](#)

[Appendix B: Proposed Amendments to the CR-2 Zone](#)

[Appendix C: Updated Concept Plan](#)

[Appendix D: Supplemental Reports & Supporting Information](#)

[Appendix E: Proposed Bylaw No. 4518](#)

[Appendix F: Referral Comments](#)

[Supplemental: Amended Bylaw No. 4518](#)

Planning and Protective Services Committee

8.5. [24-681](#) Bylaw No. 4602: Foodlands Access Service

Recommendation: [At the July 17, 2024 Planning and Protective Services Committee meeting, the recommendation was amended to add part 4 below on expediting farming in 2025 and carried.

Additional materials include a revised Appendix A: Bylaw No. 4602 and a Supplemental table showing participant apportionment for the service.]

The Planning and Protective Services Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4602, "Foodlands Access Service Establishing Bylaw No. 1, 2024", be introduced and read a first, second and third time;

(NWA)

2. That participating area approval be obtained by regional alternative approval process; and

(NWA with 2/3 vote)

3. That Bylaw No. 4602, be forwarded to the Inspector of Municipalities for approval.

4. Subject to consideration of approval by the municipal inspector, the timing of the AAP, and staff reporting at the September board meeting on the feasibility that the CRD expedite farming in 2025 through this service.

(NWA)

Attachments: [Staff Report: Bylaw No. 4602 Foodlands Access Service](#)

[Appendix A: Revised Draft Bylaw No. 4602](#)

[Appendix A: Draft Bylaw No. 4602](#)

[Appendix B: Proposed Program Budget](#)

[Appendix C: Bear Hill Farm Site Map](#)

[Supplemental: Participant Apportionment](#)

Regional Parks Committee**8.6. [24-508](#) Royal Oak Golf Course Lands - Interim Management Guidelines**

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board: That the Royal Oak Golf Course Lands Interim Management Guidelines be adopted.

(WP - All)

Attachments: [Staff Report: Royal Oak Golf Course Lands – IMGs](#)

[Appendix A: Royal Oak Golf Course Lands – IMGs \(July 2024\)](#)

Sooke and Electoral Area Parks and Recreation Commission

8.7. [24-828](#) Capital Project Funding - SEAPARC

Recommendation: The Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board:
That staff be directed to prepare a new loan authorization bylaw to fund the Sooke Skate Park replacement and phase one of the heat recovery project for SEAPARC Recreation Centre, with electoral approval obtained through the alternative approval process.
(NWA)

Attachments: [Staff Report: Capital Project Funding - SEAPARC](#)

Transportation Committee**8.8. [24-786](#) Bylaw No. 4630: Regional Transportation Service**

Recommendation: The Transportation Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4630, "Regional Transportation Service Establishment Bylaw No. 1, 2024", be introduced and read a first, second and third time;
(NWA)
2. That participating area approval be obtained by regional alternative approval process;
(NWA with 2/3 vote)
3. That Bylaw No. 4630, be forwarded to the Inspector of Municipalities for approval; and
4. That staff be directed to continue to consider governance options and report back in Q1, 2025.
(NWA)

Attachments: [Staff Report: Bylaw No. 4630 Regional Transportation Service](#)
[Appendix A: Draft Bylaw No. 4630](#)
[Appendix B: Participant Cost Apportionment Simulation](#)
[Appendix C: KPMG Base Governance & Operating Model RTS](#)

9. BYLAWS**9.1. [24-751](#) Adoption of Bylaw No. 4560 - "Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2023"**

Recommendation: That Bylaw No. 4560 - "Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2023" be adopted.
(NWA)

Attachments: [Bylaw No. 4560](#)

9.2. [24-755](#) Adoption of Bylaw No. 4588 - "Regional Parks Loan Authorization Bylaw No. 1, 2024"

Recommendation: That Bylaw No. 4588 - "Regional Parks Loan Authorization Bylaw No. 1, 2024" be adopted.
(WA)

Attachments: [Bylaw No. 4588](#)

- 9.3. [24-750](#) Adoption of Bylaw No. 4601 - "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024"

Recommendation: That Bylaw No. 4601 - "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024" be adopted. (NWA)

Attachments: [Bylaw No. 4601](#)

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. [24-831](#) 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 Land Acquisition in accordance with Section 90(1)(e) of the Community Charter. [5 items]
3. That such disclosures could reasonably be expected to harm the interests of the Regional District. [5 Items]
4. That the meeting be closed for the Legal Update 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. [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)