



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, October 9, 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. [24-952](#) Minutes of the September 11, 2024 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of September 11, 2024 be adopted as circulated.

Attachments: [Minutes - Sept. 11, 2024](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.2. Delegations

5.2.1. [24-1004](#) Delegation - Jonathan O'Riordan; Representing Mt. Work Coalition: Re: Agenda Item: 7.3. Short-term Biosolids Management Plan - October Update

6. CONSENT AGENDA

6.1. [24-936](#) Liquid Waste Management Plan Engagement Plan

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

Attachments: [Staff Report: Liquid Waste Management Plan Engagement Plan](#)
[Appendix A: Report to TCAC \(February 13, 2024\)](#)

- 6.2.** [24-957](#) Core Area Wastewater Service Esquimalt Nation Capacity Allocation Request
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: CAWW Service Esquimalt Nation Capacity Allocation Request](#)
[Appendix A: Bylaw No. 2312](#)
[Appendix B: Sample Letter](#)
- 6.3.** [24-882](#) BC Active Transportation Grant - Infrastructure Grant Application - SSI - Rainbow Road Pedestrian and Bike Path
- Recommendation:** That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board:
- 1) That the Rainbow Road pedestrian and bike path be considered a priority project.
 - 2) That an application to the Province of British Columbia Active Transportation - Infrastructure Grant Program for up to \$315,000 be progressed for the purpose of construction of the Rainbow Road Path on Salt Spring Island.
 - 3) That the funding provided through the British Columbia Active Transportation Infrastructure Grant Program will be supported with up to \$135,000 budgeted from the Salt Spring Island Local Community Commission's Financial Plan; and
 - 4) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting Active Transportation Infrastructure grant funds and overseeing grant management for the proposed project. (NWA)
- Attachments:** [Staff Report: BCAT Application SSI Rainbow Rd Ped. & Bike Path](#)
[Appendix A: Location Map and Draft Engineered Trail Design](#)
- 6.4.** [24-994](#) BC Active Transportation Grant - Infrastructure Grant Application - Pender Island, Schooner Way - School Trail
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
- 1) That the shovel ready Schooner Way-School Trail on Pender Island be considered a priority project.
 - 2) That an application to the Province of British Columbia Active Transportation - Infrastructure Grant Program for \$500,000 be progressed for the purpose of construction of Phase 2 of the Schooner Way-School Trail on North Pender Island within the required timeline.
 - 3) That the funding provided through the British Columbia Active Transportation - Infrastructure Grant Program will be supported with contributions from the Pender Island Parks and Recreation Commission's Financial Plan; and
 - 4) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting Active Transportation - Infrastructure Grant funds and overseeing grant management for the proposed project. (NWA)
- Attachments:** [Staff Report: BCAT Application Pender Island Schooner Way Trail](#)
[Appendix A: Location Map and Draft Engineering Trail Design](#)

- 6.5. [24-892](#) Motion with Notice: SSI Electoral Area Director and Local Community Commissioners Remuneration (Director Holman)
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: WHEREAS the newly-established Salt Spring Island Local Community Commission (LCC) has now assumed responsibility for the administration of most local Salt Spring services that were formerly the sole responsibility of the local CRD Director;
- THEREFORE be it resolved that the remuneration for the Salt Spring Island CRD Director and LCC Commissioners be revised to better reflect the shift in responsibilities, by reducing the Director's annual remuneration by \$10,000 per year and increasing LCC Commissioner annual remuneration by \$2,500 per year, starting in 2025.
(NWA)
- Attachments:** [Memo: Notice of Motion](#)
- 6.6. [24-893](#) Motion with Notice: Advocacy to Province for Rural Housing Stream (Director Brent)
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: WHEREAS housing needs are critical in rural communities and coastal islands, and rural housing projects which have applied for BC Housing support have not received it;
- THEREFORE the CRD Board resolves to send a letter to the Premier and Minister of Housing calling on the Province to consider creating a rural housing stream and supports to facilitate construction of projects suited with the unique constraints of rural housing.
(NWA)
- Attachments:** [Memo: Notice of Motion](#)
- 6.7. [24-851](#) New Hartland Policies - Quarterly Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: New Hartland Policies - Quarterly Update](#)
- 6.8. [24-865](#) Update on Corporate Greenhouse Gas Emissions Targets
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Update on Corporate Greenhouse Gas Emissions Targets](#)
[Appendix A: Timeline of Work - Recent CRD Board Directives & CAS Renewal](#)
[Appendix B: P & A Action Details: CRD Corporate GHG Reduction Projects](#)

6.9. [24-870](#) Climate Budgeting Update

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

That staff be directed to:

1. Work internally on the elements of Climate Budgeting to understand what new governance mechanisms would look like in practice.
2. Develop public communications materials, based on the latest greenhouse gas inventory data, for use by the CRD and local governments that more clearly communicate the urgency of this policy issue; and
3. Utilize Climate Budgeting approaches in the CRD's next climate action strategy planning cycle.

(NWA)

Attachments: [Staff Report: Climate Budgeting Update](#)
[Appendix A: What We Heard Summary Report - Climate Workshop \(Dec 2023\)](#)
[Appendix B: Climate Budgeting Report - C40 Cities & Arup](#)

6.10. [24-873](#) Solid Waste Disposal: Hartland Landfill Tonnage Report - July 2024

Recommendation: [At the September 25, 2024 Environmental Advisory Committee meeting, staff noted a typographical error. In July 2024, 14,021 tonnes of general refuse was received at Hartland. Attached is a revised Appendix A.]

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

Attachments: [Staff Report: Solid Waste Disposal: Hartland Landfill Tonnage Report - July/24](#)
[Appendix A: Solid Waste Disposal: Hartland Landfill Tonnage Report \(Revised\)](#)
[Appendix A: Solid Waste Disposal: Hartland Landfill Tonnage Report](#)

6.11. [24-836](#) Legislative and General Government, Facilities Management Services -
2025 Operating and Capital Budgets

Recommendation: [At the October 2, 2024 Governance Committee meeting, the recommendation to the October 30th provisional budget meetings of COW and Board was carried. Discussion on the proposed budget increases ensued and the following motion arising was carried:]

The Governance Committee recommends to the Capital Regional District Board:
To ask staff to report to Committee of the Whole on October 30th meeting regarding possible cost-savings in the entire Provisional 2025 budget.
(NWA)

Attachments: [Staff Report: Leg & Gen Gov Facilities Mgmt-2025 Operating Capital Budgets](#)

[Appendix A: 2025 Leg & Gen Consolidated Operating Budget](#)

[Appendix B: Budget Board Expenditures](#)

[Appendix C: Budget Other Leg & Gen Climate](#)

[Appendix D: Budget CAO Exec Services](#)

[Appendix E: Budget Corp Services](#)

[Appendix F: Budget Real Estate](#)

[Appendix G: Budget HR](#)

[Appendix H: Budget Finance](#)

[Appendix I: Budget Health & Capital Planning Status](#)

[Appendix J: Budget IT](#)

[Appendix K: Budget GM Planning & Protective Services](#)

[Appendix L: Budget Corp Emergency](#)

[Appendix M: Budget First Nations Relations](#)

[Appendix N: Budget GM PES](#)

[Appendix O: Budget Corp Comms](#)

[Appendix P: GM - EA Services](#)

[Appendix Q: Budget Facility Mgmt](#)

6.12. [24-939](#) Upcoming Alternative Approval Processes and Communication Options

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
That staff be directed to include a communications plan in the AAP Requirements Report that is approved by the Board prior to the commencement of each AAP process. (NWA)

Attachments: [Staff Report: Upcoming AAP's and Communication Options](#)
[Appendix A: Public Notice Bylaw](#)
[Appendix B: Examples of Public Notices on Website](#)
[Appendix C: Public Notice Policy](#)
[Appendix D: Previous Staff Report re: Bylaw No. 4566 \(August 2, 2023\)](#)
[Appendix E: AAP Communications Plan Options](#)
[Appendix F: Future Planned and Potential AAPs \(2024-2025\)](#)

6.13. [24-867](#) Capital Regional District Accessibility Plan

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
That the Capital Regional District Accessibility Plan be approved. (NWA)

Attachments: [Staff Report: CRD Accessibility Plan](#)
[Appendix A: Accessibility Plan](#)

6.14. [24-942](#) Regional Resident Survey Progress Report

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

Attachments: [Staff Report: Regional Resident Survey Progress Report](#)

6.15. [24-880](#) Motion with Notice: Chair Elections (Director Alto)

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
Whereas annual elections for local government leadership can be disruptive to operational and strategic decision-making, resolved that the CRD advocate to the Minister of Municipal Affairs to make changes to the Local Government Act to allow for 2-year terms for Regional District Board Chairs and Vice-chairs. (NWA)

6.16. [24-860](#) Designation of Watershed Security Officers

Recommendation: The Regional Water Supply Commission recommends that the Capital Regional District Board:
Appoint Nathan Prenger as Watershed Security Officer for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681. (NWA)

Attachments: [Staff Report: Designation of Watershed Security Officers](#)

6.17. [24-868](#) Safety on Multi-Use Trails

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
1. That staff engage a consultant to develop a study to build on previous efforts and provide recommendations to further enhance safety on the CRD's multi-use trails in light of the evolving characteristics of trail users, including the increasing prevalence of motorized personal mobility devices, such as e-bikes.
2. That staff report back to the Regional Parks Committee on the findings of the safety study through bi-annual Regional Trestle Renewal, Trail Widening and Lighting Project updates.
(NWA)

Attachments: [Staff Report: Safety on Multi-Use Trails](#)

6.18. [24-757](#) Motion with Notice: Island View Beach Regional Park Boat Launch
(Director Windsor)

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:
Be it resolved that staff reexamine and report to the Regional Parks Committee on the feasibility of reconstructing the marine access ramp at Island View Beach regional park as a regional asset including all necessary steps (permits, etc) and consulting Tsawout First Nation and other relevant stakeholders.
(NWA)

6.19. [24-955](#) 2024 Committee and External Membership Appointments - Update #5

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

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

7. ADMINISTRATION REPORTS**7.1.** [24-964](#) CAO Quarterly Progress Report No. 3, 2024

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

Attachments: [Staff Report: CAO Quarterly Progress Report No. 3, 2024](#)
 [Appendix A: Photographs of Corporate Activities and Initiatives](#)
 [Appendix B: Board Priorities Dashboard Progress Q3, 2024](#)
 [Appendix C: Board Priorities Dashboard - Summary of Completed Actions](#)
 [Appendix D: Capital Regional District Advocacy Strategy](#)
 [Appendix E: Advocacy Dashboard Progress Q3, 2024](#)
 [Appendix F: Operating Variance Financial Report Q2, 2024](#)
 [Appendix G: Capital Variance Financial Report Q2, 2024](#)
 [Appendix H: Human Resources Trends and Corporate Safety](#)

7.2. [24-937](#) CRD Evolves 2024-2025

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

Attachments: [Staff Report: CRD Evolves 2024-2025](#)
[Appendix A: Scope Overview](#)

7.3. [24-935](#) Short-term Biosolids Management Plan - October Update

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

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

7.4. [24-903](#) Bylaw No. 4644: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 4, 2024

Recommendation: 1. That Bylaw No. 4644, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 4, 2024", be introduced and read a first, second, and third time; and (WA)
2. That Bylaw No. 4644 be adopted. (WA, 2/3rds on adoption)

Attachments: [Staff Report: Bylaw 4644, 2024-28 Financial Plan Amendment No. 4](#)
[Appendix A: Bylaw 4644](#)

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. [24-827](#) Bylaw No. 4631: Tax Exemption (Permissive) Bylaw, 2024

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4631, "Tax Exemption (Permissive) Bylaw, 2024", be introduced and read a first, second and third time; and (WA)
2. That Bylaw No. 4631 be adopted. (WA, 2/3rds on adoption)

Attachments: [Staff Report: Bylaw No. 4631 Permissive Tax Exemption 2024](#)
[Appendix A: Bylaw No. 4631](#)
[Appendix B: Correspondence Tax Exempt Requests](#)
[Appendix C: BC Assessment Property Classifications](#)
[Appendix D: Permissive Tax Exempt Application Process](#)

Juan de Fuca Land Use Committee

- 8.2. [24-842](#) Zoning Bylaw Amendment Application for That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the South of the Southerly Boundary of Plan 503RW and to the West of a Boundary Parallel to and Perpendicularly Distant 575 Feet from the Easterly Boundary of that Part of Said Section Shown Outlined in Red on Said Plan 913R, Except Part in Plan VIP80043 (PID: 009-592-130) - 9285 Invermuir Road

Recommendation: The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

1. That the referral of proposed Bylaw No. 4616, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 166, 2024", to the Shirley-Jordan River Advisory Planning Commission; CRD departments; Pacheedaht First Nation; T'Sou-ke First Nation; BC Hydro; District of Sooke; Island Health; Ministry of Forests - Archaeology Branch; Ministry of Forests - Water Protection Section; Ministry of Water, Land and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke School District #62 be approved and the comments received; (NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
2. That proposed Bylaw No. 4616 be introduced and read a first, second and third time; and (NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
3. That adoption of proposed Bylaw No. 4616 be withheld pending receipt by the CRD of a Preliminary Layout Review from the Ministry of Transportation and Infrastructure for subdivision application SU000766. (NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments: [Staff Report: Zoning Amendment Application RZ000286](#)
[Appendix A: Subject Property and Zoning Map](#)
[Appendix B: Rural \(A\) Zone](#)
[Appendix C: Rural Residential 6A \(RR-6A\) Zone](#)
[Appendix D: Proposed Subdivision Plan](#)
[Appendix E: Proposed Bylaw No. 4616](#)
[Appendix G: Water and Sewerage Servicing Assessment and Environmental As](#)
[Appendix F: Referral Comments](#)

- 8.3. [24-841](#) Zoning Bylaw Amendment Application That Part of Lot 2, Section 60, Renfrew District, Plan 6764 Lying to the South of the 66 Foot Road Dedicated by Said Plan (PID: 003-175-201) - 9333 Invermuir Road

Recommendation: The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

1. That the referral of proposed Bylaw No. 4615, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 165, 2024", to the Shirley-Jordan River Advisory Planning Commission; CRD departments; Pacheedaht First Nation; T'Sou-ke First Nation; BC Hydro; District of Sooke; Island Health; Ministry of Forests - Archaeology Branch; Ministry of Forests - Water Protection Section; Ministry of Water, Land and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke School District #62 be approved and the comments received; (NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
2. That proposed Bylaw No. 4615 be introduced and read a first, second and third time; and (NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
3. That adoption of proposed Bylaw No. 4615 be withheld pending receipt by the CRD of a Preliminary Layout Review from the Ministry of Transportation and Infrastructure for subdivision application SU000763. (NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments: [Staff Report: Zoning Amendment Application RZ000285](#)
[Appendix A: Subject Property and Zoning Map](#)
[Appendix B: Rural \(A\) Zone](#)
[Appendix C: Rural Residential 3 \(RR-3\) Zone](#)
[Appendix D: Proposed Subdivision Plan](#)
[Appendix E: Proposed Bylaw No. 4615](#)
[Appendix F: Referral Comments](#)
[Appendix G: Environmental DP Review Report and RAPR Assessment](#)

9. BYLAWS

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

12.1. [24-953](#) 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 Labour Relations in accordance with Section 90(1)(c) of the Community Charter. [2 items]
 3. That the meeting be closed for Land Acquisition 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 the Legal Update in accordance with Section 90(1)(i) of the Community Charter. [2 items]
 6. 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)**