



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, December 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. [24-1329](#) Minutes of the October 30, 2024 and the minutes of the November 13, 2024 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of October 30, 2024 and November 13, 2024 be adopted as circulated.

Attachments: [Minutes - October 30, 2024](#)
[Minutes - November 13, 2024](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

- 5.1.1 **24-1335** Presentation: Marie-Terese Little, Vice Chair of CRD Board Re: Archie Galbraith Bursary (Pearson College)

5.2. 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.

6. CONSENT AGENDA

- 6.1. [24-1075](#) Archie Galbraith Memorial Scholarship 2024
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Archie Galbraith Memorial Scholarship](#)
 [Appendix A: Student Profile - Avery Carswell](#)
- 6.2. [24-1218](#) 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, Tanveer Garg, Vanessa
McGregor, Karen O'Brien, Cole Bains, and Eric Jellema be appointed as Bylaw
Enforcement Officers.
(NWA)
- Attachments:** [Staff Report: Appointment of Officers](#)
- 6.3. [24-1153](#) Healthy Waters Project for Tod Creek on the Saanich Peninsula -
November Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Healthy Waters Project for Tod Creek - November Update](#)
 [Appendix A: Raincoast Healthy Waters: Prelim. Watershed Report - Tod Creek](#)
- 6.4. [24-1180](#) Solid Waste Market Research and Engagement Study
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Solid Waste Market Research and Engagement Study](#)
 [Appendix A: Solid Waste Market Research & Engagement Study - Malatest](#)
- 6.5. [24-1185](#) Solid Waste Management Plan - Three-Year Cycle
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Solid Waste Management Plan - Three-Year Cycle](#)
- 6.6. [24-1189](#) Award of Contract ERM2024-007 - Hauling and Processing of Kitchen
Scraps
- Recommendation:** The Environmental Services Committee recommends to the Capital Regional District
Board:
That Contract ERM2024-007, Hauling and Processing of Kitchen Scraps, be awarded
to Convertus Canada Ltd. from March 1, 2025 to February 28, 2030, at the rate of \$130
per tonne and an estimated cost of \$1,560,000 per year, plus GST.
(NWA)
- Attachments:** [Staff Report: Award of Contract - Hauling & Processing of Kitchen Scraps](#)

- 6.7. [24-1152](#) Vancouver Island and Coastal Communities Climate Summit - Summary Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: VICC Climate Summit - Summary Report](#)
[Appendix A: VICC 2024 Virtual Climate Summit Report \(Sept 2024\)](#)
- 6.8. [24-1269](#) Inclusive Regional Governance Study Grant Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Inclusive Regional Governance Study Grant Update](#)
[Appendix A: Inclusive Regional Governance Study Grant Draft Final Report](#)
- 6.9. [24-1275](#) Amendments to Remuneration for Elected Officials of the Salt Spring Electoral Area
- Recommendation:** The Governance Committee recommends to the Capital Regional District Board: That the Capital Regional District Board approve the Board Remuneration and Travel Expense Reimbursement Policy as amended, effective January 1, 2025. (NWA)
- Attachments:** [Staff Report: Amendments to Remuneration for Elected Officials for SSI EA](#)
[Appendix A: Board Remuneration and Travel Expenses Reimbursement Policy](#)
- 6.10. [24-1286](#) 2025 Appointment of Liaison to Accessibility Advisory Committee
- Recommendation:** [At the December 4, 2024 Governance Committee meeting, a motion was carried to appoint Chair Little of the Governance Committee.]
The Governance Committee recommends to the Capital Regional District Board: That Governance Committee Chair Marie-Terese Little be appointed as the Governance Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2025. (NWA)
- Attachments:** [Staff Report: 2025 Appointment of Liaison to Accessibility Advisory Committee](#)
[Appendix A: Accessibility Advisory Committee Terms of Reference](#)
[Appendix B: Previous Staff Report dated April 5, 2023](#)

6.11. [24-1085](#) 2024 Interim Housing Needs Report for the Juan de Fuca Electoral Area

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

1. That the 2024 Juan de Fuca Electoral Area Interim Housing Needs Report, be received and published on the CRD website;
2. That staff be directed to amend the 2020 Capital Regional District Housing Needs Assessment by attaching the 2024 Juan de Fuca Electoral Area Interim Housing Needs Report as an appendix; and
3. That staff be directed to submit the amended 2020 Capital Regional District Housing Needs Assessment to the Province demonstrating that the legislative requirements have been met.

(NWA)

Attachments: [Staff Report: 2024 Interim Housing Needs Report for the JdFEA](#)
 [Appendix A: 2024 JdFEA Interim Housing Needs Report](#)
 [Appendix B: 2020 Housing Needs Report](#)

6.12. [24-1209](#) Wrigglesworth Lake Regional Park - Interim Management Guidelines

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board: That the Wrigglesworth Lake Regional Park Interim Management Guidelines be adopted.
(WP - All)

Attachments: [Staff Report: Wrigglesworth Lake Regional Park – IMG](#)
 [Appendix A: Wrigglesworth Lake Regional Park – IMG](#)

6.13. [24-1208](#) Regional Trestles Renewal, Trails Widening and Lighting Project Update
- November 2024

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board: That the Regional Trestles Renewal, Trails Widening and Lighting Project Update - November 2024 be forwarded to the Transportation Committee for information.
(NWA)

Attachments: [Staff Report: Regional Trestles Renewal, Trails Widening & Lighting Project](#)
 [Appendix A: Swan Lake and Brett Avenue Trestles: Profile Views of Options](#)
 [Appendix B: Initial Construction Sequencing Map](#)

6.14. [24-1219](#) 2024 Capital Regional District Regional Parks and Trails Resident Survey

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board: That the Resident Survey results and final report be adopted and published on the CRD website.
(NWA)

Attachments: [Staff Report: 2024 CRD Regional Parks & Trails Resident Survey](#)
 [Appendix A: 2024 CRD Regional Parks & Trails Resident Survey Report](#)
 [Appendix B: 2024 Resident Survey Fact Sheet](#)
 [Presentation: 2024 CRD Regional Parks & Trails Resident Survey Results](#)

6.15. [24-1252](#) Municipal Regional District Tax (MRDT) Letter of Support for Town of Sidney

Recommendation: That the Capital Regional District Board provide a letter of support for the Sidney Business Improvement Area Society to levy a 3% Municipal Regional District Tax (MRDT) in the Town of Sidney from 2025 to 2030.
(NWA)

Attachments: [Staff Report: MRDT Letter of Support for Town of Sidney](#)
 [Appendix A: Request Letter from Sidney BIA Society \(Nov 7, 2024\)](#)
 [Appendix B: Sidney Five-Year Tourism Plan Summary](#)
 [Appendix C: Town of Sidney - Letter of Support \(Dec 3, 2024\)](#)

6.16. [24-1330](#) 2025 Committee and External Membership Appointments

Recommendation: That the Board receive the standing committee appointments and endorse the external appointments and nominations put forward in the attachment.
(NWA)

Attachments: [2025 Committee and External Membership Appointments](#)

7. ADMINISTRATION REPORTS

7.1. [24-1239](#) 2025 Schedule of Regular Board Meetings

Recommendation: 1. That the regular meetings for the Capital Regional District Board be scheduled in 2025 on the second Wednesday of each month as follows: January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13 (at the call of the Chair), September 10, October 8, November 12 (inaugural), December 10.
2. That the regular meeting of the Capital Regional District Board be scheduled in 2025 to commence at 11:00 am.
(NWA)

Attachments: [Staff Report: 2025 Schedule of Regular Meetings](#)
 [Appendix A: 2025 Board and Committee Schedule Revised \(Redlined\)](#)

7.3. [24-1319](#) Short-term Biosolids Management Plan - December Update

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

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

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. [24-1127](#) Bylaw Nos. 4648 and 4649: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4648, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024", be introduced and read a first, second and third time; and
(NWA)
 2. That Bylaw No. 4648 be adopted.
(NWA, 2/3rds on adoption)
 3. That Bylaw No. 4649, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024", be introduced and read a first, second and third time; and
(WP - JDF & SGI)
 4. That Bylaw No. 4649 be adopted.
(WP - JDF & SGI, 2/3rds on adoption)

- Attachments:** [Staff Report: Bylaw 4648 and 4649 Fees Charges Bylaws](#)
[Appendix A: Bylaw No. 4648](#)
[Appendix B: Bylaw No. 4649](#)
[Appendix C: Bylaw Nos. 4648 and 4649 Changes Summary](#)

8.2. [24-1176](#) Bylaw No. 4625: Lyall Harbour/Boot Cove Water Local Service Committee Bylaw Amendment - Conditional Water License Holder and Committee Membership

- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4625 cited as, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time.
(NWA)
 2. That Bylaw No. 4625 be adopted.
(NWA, 2/3rds on adoption)

- Attachments:** [Staff Report: LH/BC Proposed Bylaw Amendment](#)
[Appendix A: Media Release March 20, 2020](#)
[Appendix B: Bylaw No. 1875 Unofficial Consolidation \(Redlined\)](#)
[Appendix C: Bylaw No. 4625](#)

8.3. [24-1284](#) Bylaw No. 4655: Southern Gulf Islands Small Craft Harbours Regulation Amendment

Recommendation: The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4655, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024", be introduced and read a first, second, and third time.
(NWA)
2. That Bylaw No. 4655 be adopted.
(NWA, 2/3rds on adoption)

Attachments: [Staff Report: Bylaw No. 4655 - SGI Small Craft Harbours Reg Amendment](#)
[Appendix A: Bylaw No. 4655](#)
[Appendix B: Bylaw No. 2844 Unofficial Consolidation \(Redlined\)](#)
[Appendix C: Southern Gulf Islands Harbours Proposed Rates 2025](#)

Environmental Services Committee**8.4. [24-1181](#) Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881 Amendment and Adoption of Bylaw Nos. 4636 and 4646**

Recommendation: [At the November 20, 2024 Environmental Services Committee meeting, both bylaws were recommended for adoption. Following the meeting, staff noticed an omission and revised Bylaw No. 4636 to increase the disposal fee for Commercial Load of Uncontaminated Demolition Waste from \$150 to \$155 per tonne. A revised Appendix B and Appendix D are attached for readings and adoption.]
The Environmental Services Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4636, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013, Amendment Bylaw No. 6, 2024", be read a first, second and third time; and
(WA)
2. That Bylaw No. 4636 be adopted.
(WA, 2/3rds on adoption)
3. That Bylaw No. 4646, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 80, 2024", be read a first, second and third time; and
(WA)
4. That Bylaw No. 4646 be adopted.
(WA, 2/3rds on adoption)

Attachments: [Staff Report: Hartland Bylaw No. 3881 Amendment & Bylaws 4636 & 4646](#)
[Appendix A: Staff Report to CRD Board - May 10, 2023](#)
[Appendix B \(Revised\): Bylaw No. 4636](#)
[Appendix B: Bylaw No. 4636](#)
[Appendix C: Bylaw No. 4646](#)
[Appendix D \(Revised\): Bylaw No. 3881 - Redlined Consolidation](#)
[Appendix D: Bylaw No. 3881 - Redlined Consolidation](#)
[Appendix E: Bylaw No. 1857 - Redlined Schedule 19](#)

Governance Committee

8.5. [24-1076](#) Bylaw No. 4642: Changes to Officers and Officers' Titles

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4642, cited as "Officers', General Managers' and Management Staff's Bylaw No.1, 2006, Amendment Bylaw No.8, 2024" be introduced and read a first, second, and third time.
(NWA)
2. That Bylaw No. 4642 be adopted.
(NWA, 2/3rds on adoption)

Attachments: [Staff Report: Bylaw No. 4642: Changes to Officers and Officers' Titles](#)
[Appendix A: Bylaw No. 4642](#)
[Appendix B: Bylaw No. 3343 - Unofficial Consolidation \(Redlined\)](#)

Juan de Fuca Land Use Committee

- 8.6. [24-1173](#) Zoning Bylaw Amendment Application for the subject properties between Shirley and Jordan River described as:
- Parcel A (DD 104752I) of District Lot 745, Renfrew District; PID: 009-594-159
 - Parcel B (DD52657I) of District Lot 745, Renfrew District; PID: 009-594-183
 - District Lot 175, Renfrew District; PID: 023-414-308

Recommendation: The Land Use Committee Recommends to the Capital Regional District Board:

1. That the referral of proposed Bylaw No. 4550, "Juan de Fuca Land Use Bylaw, 1992, Amendment No. 160, 2023"; to the Shirley-Jordan River Advisory Planning Commission; Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; Pacheedaht First Nation T'Sou-ke First Nation; BC Hydro; BC Parks; District of Sooke; Island Health; Ministry of Forests Archaeology Branch, BC Wildfire Service, and Water Protection; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke District #62 be approved and comments be received;
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
2. That proposed Bylaw No. 4599 be read a first and second time; and 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. 4550;
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)
3. That prior to adoption of proposed Bylaw No. 4550, the landowner registers a covenant in favour of the Capital Regional District prohibiting subdivision on District Lot 175, Renfrew District (PID: 023-414-308); and that staff be directed to ensure that all conditions are satisfied towards completion and registration; and
4. That prior to adoption of proposed Bylaw No. 4550, the landowner registers a statutory right-of-way for a public trail in favour of the Capital Regional District providing connectivity between existing Juan de Fuca Community Parks trails and backcountry trails, 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 Bylaw Amendment Application](#)
[Appendix A: Location, Zoning, and DPA Map](#)
[Appendix B: Current Forestry \(AF\) and Resource Land \(RL\) Zones](#)
[Appendix C: Proposed Silviculture Campground \(CR-5\) Zone](#)
[Appendix D: Environmental Review, prepared by Steve Toth, Dec 20/23](#)
[Appendix E: Visitor Access and Servicing Route Plans](#)
[Appendix F: Proposed Bylaw No. 4550](#)
[Appendix G: Referral Comments](#)

Regional Parks Committee

8.7. [24-987](#) Bylaw No. 4640: Amendment to the Capital Regional District Parks Services and Facilities Fees and Charges Bylaw No. 3675

Recommendation: [At the October 23, 2024 Regional Parks Committee meeting, the committee first raised a motion arising to revise the gradual pay parking increases at Thetis Lake and Sooke Potholes in proposed Bylaw No. 4640 in 2025 to \$5 daily and \$40 per season, and in 2026 to \$6 daily and \$50 per season. The Committee then passed the recommendation for readings and adoption of the attached Appendix A (Revised): Bylaw No. 4640.

At the November 13, 2024 Capital Regional District Board meeting, the Board introduced and gave first, second and third reading to Bylaw No. 4640. The Bylaw did not pass a two-thirds weighted vote on adoption. Section 228 of the Local Government Act requires at least two-thirds vote to adopt a bylaw at the same meeting as third reading; in all other cases, adoption only requires a majority vote in favour.

The Board then passed a motion to refer Bylaw No. 4640 to a future meeting of the CRD Board:]

The Regional Parks Committee recommends to the Capital Regional District Board:
That Bylaw No. 4640 be adopted.
(WP - All)

Attachments: [Staff Report: Bylaw No. 4640 - Amendment to Bylaw No. 3675](#)
[Appendix A \(Revised\): Bylaw No. 4640](#)
[Appendix A: Bylaw No. 4640](#)

Regional Water Supply Commission

8.8. [24-1200](#) Bylaw No. 4652, Water Advisory Committee Bylaw Amendment

Recommendation: [At the November 22, 2024 Regional Water Supply Commission meeting, the Commission requested the following revisions for clarity to the following:
- Correction to number of members to read "10 to 15 members plus First Nations representation" in Appendix E & F (Revised)
- Changing commission membership to bulleted list in Appendix C, E, F (Revised)
- Adding a note that First Nations participants would be ex officio members in Appendix B, C, E, F (Revised)
A REVISED Bylaw No. 4652 (Appendix B) and REVISED Terms of Reference (Appendix C) have been attached to this report for adoption.]

That the Regional Water Supply Commission recommend to the Capital Regional District Board:

a) That Bylaw No. 4652 cited as "Water Advisory Committee Bylaw No. 1, 1997, Amendment Bylaw No. 1, 2024", be introduced and read a first, second, and a third time.

(NWA)

b) That Bylaw No. 4652 be adopted.

(NWA, 2/3rds on adoption)

c) That, upon adoption of Bylaw No. 4652, the revised Water Advisory Committee Terms of Reference be approved for 2025.

(NWA)

Attachments: [Staff Report: Bylaw No. 4652, Water Advisory Committee Bylaw Amendment](#)

[Appendix A: Bylaw No. 2541](#)

[Appendix B: \(Revised\) Amendment Bylaw No. 4652.pdf](#)

[Appendix B: Amendment Bylaw No. 4652](#)

[Appendix C: \(Revised\) Bylaw No. 2541, Unofficial Redlined Consolidation](#)

[Appendix C: Bylaw No. 2541, Unofficial Redlined Consolidation](#)

[Appendix D: Water Advisory Committee Terms of Reference - Current](#)

[Appendix E: \(Revised\) Updated Water Advisory Committee TOR, Redlined Vers](#)

[Appendix E: Updated Water Advisory Committee TOR, Redlined Version](#)

[Appendix F: \(Revised\) Updated Committee Terms of Reference - Clean Version](#)

[Appendix F: Updated Committee Terms of Reference - Clean Version](#)

9. BYLAWS**10. NOTICE(S) OF MOTION****10.1. [24-1272](#) Motion with Notice: Review of the McPherson Playhouse Operating Agreement (Director Caradonna)**

Recommendation: The Board direct staff to work with Royal McPherson Theatre Society and City of Victoria staff to review and update the current McPherson Playhouse operating agreement, including issues related to maintenance and community access.
(NWA)

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

12.1. [24-1331](#) 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 Contract Negotiations in accordance with Section (90)(1)(k) 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 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)