

Meeting Minutes

Capital Regional District Board

Wednesday, February 14, 2024

1:05 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

DIRECTORS: C. Plant (Chair), M. Little (Vice Chair), M. Alto, K. Armour (for B. Desjardins), P. Brent, S. Brice, J. Caradonna, C. Coleman, Z. de Vries (1:18 pm), S. Goodmanson (2:47 pm), G. Holman, P. Jones, D. Kobayashi, C. McNeil-Smith, K. Murdoch, L. Szpak, M. Tait (EP), D. Thompson, S. Tobias (EP), M. Westhaver (for D. Murdock), A. Wickheim, K. Williams, R. Windsor

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; S. May, Acting, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carey, Senior Manager of Legal Services; D. Elliott, Senior Manager, Regional Housing; C. Gilpin, Manager, Arts & Culture; G. Harris, Senior Manager, Environmental Protection; S. Henderson, Senior Manager, Real Estate; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors J. Brownoff, B. Desjardins, D. Murdock

The meeting was called to order at 1:05 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Brice, **SECONDED** by Director Little,
That the agenda for the February 14, 2024 session of the Capital Regional District Board be approved with the following amendment:
- Item 6.2. be moved to be considered as agenda item 8.2.
CARRIED

3. ADOPTION OF MINUTES

3.1. [24-169](#) Minutes of the January 10, 2024 Capital Regional District Board Meeting

MOVED by Director Williams, **SECONDED** by Director Windsor,
That the minutes of the Capital Regional District Board meeting of January 10, 2024 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

Thank you staff and directors who attended the retirement celebration of former Parks and Environmental Services General Manager Hutcheson, and thank you for your service. The hiring of the new Parks and Environmental Services General Manager will take place over the next few months, and we expect to receive a recommendation from the selection committee in April. The agenda before us today ranges from the alternative approval process results to the extension of the campground in Central Saanich, it is interesting the scope of items that we as a board deal with. I want to thank everyone who worked to shape the recommendations coming forward, including staff.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. CONSENT AGENDA

Item 6.7. was removed from the consent agenda and moved to be considered under Administration Reports as Item 8.3.

**MOVED by Director Caradonna, SECONDED by Director Wickheim,
That consent agenda items 6.1., 6.3. through 6.6., and 6.8. through 6.15. be
approved.**

CARRIED

- 6.1. [24-151](#) Union of British Columbia Municipalities Grant for Emergency Support Services - Motion of Support

That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for the Emergency Support Services Grant 2024 and direct staff to provide overall grant management.

CARRIED

- 6.3. [24-057](#) Measures to Reduce Regional Greenhouse Gas Emissions

That the Climate Action service initiate a 2024 budget amendment for \$190,000 utilizing existing service budget reserves to accelerate climate mitigation action in order to get on track to achieve our 2038 GHG targets, including to accommodate:

- 1. a one-year auxiliary term position to develop a community mobilization program and undertake regional education activities; and**
- 2. additional policy analysis, regulatory reviews, and greenhouse gas (GHG) modelling related to innovative policy approaches identified through the GHG policy mapping initiative.**
- 3. to report back on modelling expanded mass transit in the CRD and its potential climate impacts.**

CARRIED

- 6.4. [24-056](#) Boats Management Options in Regional Waters for Local Governments
1. That staff host a regional workshop regarding boats management options for local governments.
 2. That Chair Plant contact appropriate provincial and federal ministers requesting their participation as well as their senior staff at the workshop.
- CARRIED**
- 6.5. [24-060](#) 2024 Appointments Advisory Committee
- That the membership of the Appointments Advisory Committee for 2024 include Governance Committee Chair Little and the following two committee members: Governance Committee Vice Chair Goodmanson and Director Brice.
- CARRIED**
- 6.6. [24-146](#) CRD Engagement Practices and Platforms
- This report was received for information.
- 6.8. [24-128](#) Future Housing Priorities and Partnerships Framework
1. That staff begin advancing efforts under the Regional Housing: Acquisition Strategy; and
 2. That the CRD negotiate and execute a Memorandum of Understanding with the Southern Gulf Islands Tourism Partnership to receive \$100,000 for staff coordination of the Rural Housing Program pilot scoping.
 3. That the Rural Housing Pilot Project Analysis and recommendations be referred to the Electoral Areas Committee for their review and possible recommendations to the Board.
- CARRIED**
- 6.9. [24-101](#) Reaching Home Program Agreement
- That Capital Regional District staff be authorized to negotiate, execute agreements with the Government of Canada and receive funds through the Reaching Home Program and do all things incidental to finalize such agreements and deliver the program.
- CARRIED**
- 6.10. [24-029](#) Regional Growth Strategy Indicators Report
- That staff include the Regional Growth Strategy Indicators report and appendix as part of future Board Strategic Priorities check-ins.
- CARRIED**
- 6.11. [24-051](#) Capital Regional District Emergency HazMat Team Service Review
- That staff be directed to distribute the report and to engage interest holders and to report back to the Committee with an implementation plan.
- CARRIED**

- 6.12. [24-062](#) Island View Beach Regional Park Campground - Operating Season Extension Pilot
That the operating season for the Island View Beach Regional Park campground be extended to the end of the Thanksgiving weekend each year.
CARRIED
- 6.13. [24-085](#) Regional Parks Internal Inclusion and Accessibility Audit
This report was received for information.
- 6.14. [24-059](#) Regional Water Supply 2024 Capital Plan Update
Approve updating the 2024 Regional Water Supply Service Capital Budget and Five Year Capital Plan to include 2024 budget updates for projects 24-19, 20-16, 20-17, 21-03, 19-16, 18-18 and 21-11 as outlined in Appendix A.
CARRIED
- 6.15. [24-175](#) 2024 Committee and External Membership Appointments - Update #1
That the Board receive for information the updated 2024 Committee and External Membership Appointments as attached.
CARRIED

7. ADMINISTRATION REPORTS

7.1. [24-174](#) AAP Results & Adoption for Bylaw 4552 - Borrowing for Land Assembly, Housing and Land Banking Service

K. Morley spoke to Item 7.1.

Director de Vries joined the meeting in person at 1:18 pm.

MOVED by Director Caradonna, SECONDED by Director Brent,
1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4552 (Appendix B) be received.

Discussion ensued regarding:

- legislative requirements and risk of the process being challenged
- cost analysis to support additional notification for future approval processes

**MOVED by Director Windsor, SECONDED by Director Caradonna,
That the meeting be recessed.**

CARRIED

The meeting went into recess at 1:31 pm.

The meeting reconvened at 1:34 pm.

Discussion ensued regarding:

- accessibility issues obtaining the form
- integration of using newer technology such as BC Services Card to verify elector responses
- previous examples of loan authorization bylaws not linked to the financial plan
- service establishment and loan authorization process

The question was called:

1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4552 (Appendix B) be received.

CARRIED

MOVED by Director Caradonna, SECONDED by Director Brent,

2. That Bylaw No. 4552, "Land Assembly, Housing and Land Banking Loan Authorization Bylaw No. 3, 2023" be adopted.

CARRIED

Opposed: Armour, Jones, Kobayashi, Wickheim, Windsor

Motion Arising:

**MOVED by Director Holman, SECONDED by Director Murdoch,
That staff be directed to bring to the Governance Committee a report with options for scaling and/or varying the notification process for CRD's Alternate Approval Processes.**

Discussion ensued regarding:

- analysis of existing processes
- public notice bylaw related to statutory public notices
- increasing communication efforts

The question was called on the motion arising:

That staff be directed to bring to the Governance Committee a report with options for scaling and/or varying the notification process for CRD's Alternate Approval Processes.

CARRIED

7.2. [24-093](#) The History and Possible Future of the Performing Arts Facilities Select Committee

N. Chan spoke to Item 7.2.

Discussion ensued regarding strategic initiative check in timing.

MOVED by Director Caradonna, SECONDED by Director Alto,
That Capital Regional District 10b-2 to “scale up regional support for performing arts facilities within the region” be evaluated in terms of its scope and level of priority along with consideration to establish a new select committee at the next annual check-in of the 2023-2026 CRD Corporate Plan in late spring 2024.

CARRIED

7.3. [24-137](#) Recommendation to Award Contract 2023-909, East Coast Interceptor and Bowker Sewer Rehabilitation 2024

A. Fraser spoke to Item 7.3.

MOVED by Director Murdoch, SECONDED by Director Kobayashi,
That Contract No. 2023-909, East Coast Interceptor and Bowker Sewer Rehabilitation 2024, be awarded to Insituform Technologies Ltd. for an amount of \$7,505,825 (excluding GST); and authorize staff to expend up to an additional \$400,000 in contract contingency funds as required during the execution of the project.

CARRIED

7.4. [24-161](#) Biosolids Monthly Update - February

S. May presented Item 7.4. for information.

Discussion ensued regarding:

- plans for the equipment at the end of trial period
- contractor update
- clarification of procurement process and timeline
- June 2024 deadline to submit a plan to the Province

7.5. [24-100](#) 902 Foul Bay Road Housing Agreement Rescission Bylaw

K. Lorette spoke to Item 7.5.

MOVED by Director Caradonna, SECONDED by Director Szpak,
1. That Bylaw No. 4600, “Resale Control and Housing Agreement Rescission Bylaw (902 Foul Bay Road), 2024”, be introduced and read a first, second and third time.

CARRIED

MOVED by Director Caradonna, SECONDED by Director Szpak,
2. That Bylaw No. 4600 be adopted.

CARRIED

8. REPORTS OF COMMITTEES

Electoral Areas Committee

- 8.1. [24-194](#) Motion with Notice: Amendment to Board Procedures Bylaw (Director Holman)

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That staff report to CRD Governance Committee regarding the implications and process for amending the Board Procedures Bylaw so that the CRD Board Chair participates in the Electoral Areas Committee on a voice without vote basis.

CARRIED

S. Goodmanson joined the meeting in person at 2:46 pm.

8.2. [24-195](#)

Municipal and Regional District Tax: Designation of Southern Gulf Islands Tourism Partnership Society as the Designated Destination Management Organization

Discussion ensued regarding:

- implications on existing agreement
- use of tourism funds towards supportive housing
- economic impact to the board
- source of the funding

MOVED by Director Brent, SECONDED by Director Holman,

1. That the CRD Board Chair write a letter of support for Destination BC to designate the Southern Gulf Islands Tourism Partnership (SGITP) as the Destination Marketing Organization for the next five years for the Southern Gulf Islands and Salt Spring Island Electoral Areas as the designated accommodation area.

CARRIED

MOVED by Director Brent, SECONDED by Director Holman,

- 1. That SGITP commit to devoting the full amount of Online Accommodation Platform (OAP) Municipal and Regional District Tax (MRDT) revenues to affordable housing initiatives, except for an instance when there was a severe unanticipated decline in other MRDT revenues or a significant change in the programs the SGITP is supporting, to the extent that it could compromise the SGITP's ability to deliver its core marketing programs.**
- 2. That approximately \$100,000 of online MRDT be allocated annually to the CRD rural housing program, approximately \$50,000 for the Housing Now program, subject to changes over time in these programs and changes in online MRDT revenue.**
- 3. That \$100,000 of online MRDT (OAP) revenue in 2024 be allocated to SGITP's existing \$200,000 capital reserve for housing.**
- 4. That best efforts be made to ensure an equitable distribution of MRDT-related funding between electoral areas.**

MOVED by Director Holman, SECONDED by Director Wickheim,

That the main motion be amended by adding the following words to the transmittal statement:

"That the Electoral Areas Committee and Capital Regional District Board recommend to the Southern Gulf Islands Tourism Partnership (SGITP):"

CARRIED

The question was called on the main motion as amended:

That the Electoral Areas Committee and Capital Regional District Board recommend to the Southern Gulf Islands Tourism Partnership (SGITP):

- 1. That SGITP commit to devoting the full amount of Online Accommodation Platform (OAP) Municipal and Regional District Tax (MRDT) revenues to affordable housing initiatives, except for an instance when there was a severe unanticipated decline in other MRDT revenues or a significant change in the programs the SGITP is supporting, to the extent that it could compromise the SGITP's ability to deliver its core marketing programs.**
- 2. That approximately \$100,000 of online MRDT be allocated annually to the CRD rural housing program, approximately \$50,000 for the Housing Now program, subject to changes over time in these programs and changes in online MRDT revenue.**

- 3. That \$100,000 of online MRDT (OAP) revenue in 2024 be allocated to SGITP’s existing \$200,000 capital reserve for housing.
 - 4. That best efforts be made to ensure an equitable distribution of MRDT-related funding between electoral areas.
- CARRIED**

8.3. [24-153](#) Board Code of Conduct - Draft Bylaw Review

Discussion ensued regarding:
 - exclusion of staff and public from submitting complaints
 - preliminary assessment process

- MOVED** by Director Little, **SECONDED** by Director Murdoch,
- 1. That staff be directed to finalize the Board Code of Conduct Bylaw inclusive of the terms set out in the draft attached at Appendix A.
 - 2. That the Board Code of Conduct Bylaw go directly to the Regional Board for readings and adoption at the March Board meeting.
 - 3. Direct staff modify bylaw Section 18 to reference Board Chair and CAO as the parties to whom a Board Member may submit a complaint.
 - 4. Staff bring forward a document for Directors to sign to show their acceptance and support for the Code of Conduct following adoption of the bylaw.
 - 5. That staff develop a reporting out mechanism for the committee to review and conduct a review of this bylaw after the first year and report back to the Governance Committee.
 - 6. That staff be directed to include a separate one-page flowchart of the Board Code of Conduct for easy Board reference.
- CARRIED**

9. BYLAWS

9.1. [24-177](#) Adoption of Bylaw 4574 - Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 3, 2023

MOVED by Director Wickheim, **SECONDED** by Director Kobayashi,
 That Bylaw 4574, “Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 3, 2023” be adopted.
CARRIED

10. NOTICE(S) OF MOTION

There were no notice(s) of motion.

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. [24-178](#)

Motion to Close the Meeting

MOVED by Director Little, **SECONDED** by Director Murdoch,

1. That the meeting be closed for Appointments in accordance with Section 90(1) (a) of the Community Charter.

CARRIED

MOVED by Director Little, **SECONDED** by Director Murdoch,

2. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter.

CARRIED

MOVED by Director Little, **SECONDED** by Director Murdoch,

3. 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 3:26 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 3:57 pm and reported on the following:

- In accordance with the Elk/Beaver Lake Recreational Use Advisory Committee Terms of Reference that the following be appointed to the Elk/Beaver Lake Recreational Use Advisory Committee for a term to expire December 31, 2025: Kyle Wiens

- In accordance with the Elk/Beaver Lake Recreational Use Advisory Committee Terms of Reference that the following be appointed to the Elk/Beaver Lake Recreational Use Advisory Committee for a term to expire December 31, 2026: Mick Collins, Jamie Disbrow, Peter Fargey, Pierre Malo

- In accordance with CRD Bylaw No. 3561 that the following be appointed to the Pender Island Parks and Recreation Commission for a term to expire December 31, 2024: Cecilia Suh

- In accordance with CRD Bylaw No. 3561 that the following be appointed to the Pender Island Parks and Recreation Commission for a term to expire December 31, 2025: George Leroux

- In accordance with the Solid Waste Advisory Committee Terms of Reference that the following be appointed to the Solid Waste Advisory Committee for a term to expire December 31, 2026: Melissa Hauzer

- In accordance with CRD Bylaw No. 3523 that the following be appointed to the Southern Gulf Islands Library Commission for a term to expire December 31, 2025: Mari Warrior

14. ADJOURNMENT

MOVED by Director Little, **SECONDED** by Director Szpak,
That the February 14, 2024 Capital Regional District Board meeting be adjourned
at 3:58 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER