



## Notice of Meeting and Meeting Agenda Capital Regional District Board

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Wednesday, May 11, 2022

1:10 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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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. [22-314](#) Minutes of the April 13, 2022 Capital Regional District Board Meeting

**Recommendation:** That the minutes of the Capital Regional District Board meeting of April 13, 2022 be adopted as circulated.

**Attachments:** [Minutes - April 13, 2022](#)

### 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 for "Addressing the Board" on our website 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](mailto:crdboard@crd.bc.ca).*

### 6. CONSENT AGENDA

#### 6.1. [22-322](#) 2019-2022 Board Strategic Priorities-Annual check-in

**Recommendation:** The Committee of the Whole recommends to the Capital Regional District (CRD) Board:  
That the current level of effort on CRD Board Priorities be maintained and that staff, through the next service planning process, provide recommendations in funding, timing and service levels for 2023 focused on operational adjustments.  
(NWA)

**Attachments:** [Staff Report: 2019-22 Board Strategic Priorities-Annual Check-in](#)  
[Presentation: 2019-22 Board Strategic Priorities-Annual Check-in](#)  
[Appendix A: 2019-22 CRD Board Strategic Priorities](#)  
[Appendix B: 2019-22 CRD Board Strategic Priorities Progress Rpt \(2022\)](#)  
[Appendix C: 2019-22 CRD Corporate Plan Progress Rpt \(2022\)](#)

**6.2.**      [22-299](#)      Board Orientation and Strategic Plan 2023-2027

**Recommendation:** The Committee of the Whole recommends to the Capital Regional District Board:  
That the Board Orientation and Strategic Planning process and timeline be endorsed.  
(NWA)

**Attachments:** [Staff Report: Board Orientation and Strategic Plan 2023-2027](#)  
[Appendix A: CRD Board Orient'n & Strategic Plan Timeline \(2022\)](#)

**6.3.**      [22-273](#)      Southern Gulf Islands Housing Strategy

**Recommendation:** The Electoral Areas Committee recommends the Capital Regional District Board:  
That the Southern Gulf Islands Housing Strategy be endorsed.  
(NWA)

**Attachments:** [Staff Report: Southern Gulf Islands Housing Strategy](#)  
[Appendix A: SGI Housing Strategy](#)  
[Appendix B: SGI Market Analysis March 2022](#)

**6.4.**      [22-260](#)      Capital Regional District Climate Action - 2021 Annual Report

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

**Attachments:** [Staff Report: CRD Climate Action - 2021 Annual Report](#)  
[Appendix A: CRD 2021 Climate Action Annual Report](#)

**6.5.**      [22-236](#)      Meeting the Solid Waste Management Plan Targets through Material  
Stream Diversion

**Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:  
1. That staff be directed to initiate a procurement process for further processing of divertible materials, and return to the Environmental Services Committee in January 2023 with financial implications and proposed amendments to the Hartland Tipping Fee and Regulation Bylaw No. 3881 and associated operational implications.  
(NWA)

The Solid Waste Advisory Committee recommends the Environmental Services Committee recommends to the Capital Regional District Board:  
2. That further attention be focused towards construction material source separation, and information be brought back to the Solid Waste Advisory Committee on what can be done.  
(NWA)

**Attachments:** [Staff Report: Meeting the SWMP Targets through Material Stream Diversion](#)

**6.6.**      [22-262](#)      Solid Waste - 2021 Annual Report

**Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:  
That the Solid Waste Advisory Committee, in its plan monitoring role, be directed to review the 2021 Plan Monitoring Update (Appendix A - of the Solid Waste 2021 Annual Report).  
(NWA)

**Attachments:** [Staff Report: Solid Waste - 2021 Annual Report](#)  
[Appendix A: 2021 Solid Waste Annual Report](#)

6.7. [22-085](#) Capital Regional District 2021 Audit Findings Report & Statement of Financial Information

**Recommendation:** The Finance Committee recommends to the Capital Regional District Board:  
That the Capital Regional District 2021 Statement of Financial Information be approved.  
(NWA)

**Attachments:** [Staff Report: CRD 2021 Audit Report and SOFI](#)  
[Presentation: 2021 Statement of Financial Information](#)  
[Appendix A: CRD 2021 Statement of Financial Information](#)  
[Appendix B: CRD 2021 Unaudited Financial Statements](#)  
[Appendix C: 2021 Other Financial Statement Analysis](#)  
[Appendix D: DBRS Rating Methodology](#)  
[Appendix E: 2021 Additional Financial Analysis](#)  
[Appendix F: Audit Findings Report](#)  
[Appendix G: KPMG Management Letter](#)

6.8. [22-159](#) 2023 Service and Financial Planning Guidelines

**Recommendation:** The Finance Committee recommends to the Capital Regional District Board:  
That the financial planning guidelines as presented be approved and that staff be directed to prepare the draft financial plan review based on the timeline presented.  
(NWA)

**Attachments:** [Staff Report: 2023 Service and Financial Planning Guidelines](#)  
[Appendix A: Corporate Planning Framework](#)  
[Appendix B: 2023 Financial Planning Timetable](#)

6.9. [22-217](#) 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: CRD Grants Dashboard](#)

6.10. [22-193](#) Capital Regional District External Grants 2021 Annual Report

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

**Attachments:** [Staff Report: CRD External Grants 2021 Annual Report](#)  
[Appendix A: CRD External Grants Activity 2021](#)  
[Appendix B: Alignment with Community Needs](#)

6.11. [22-267](#) 2021 Safe Restart Program Update

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

**Attachments:** [Staff Report: 2021 Safe Restart Program Update](#)  
[Appendix A: Regional and Local Services Projects](#)

6.12. [22-268](#) 2022 Federal Budget Highlights

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

**Attachments:** [Staff Report: 2022 Federal Budget Highlights](#)  
[Appendix A: 2022 Federal Budget Highlights](#)

6.13. [22-290](#) Procurement Policy Amendments for Procurement from Indigenous Businesses

**Recommendation:** The First Nations Relations Committee recommends to the Capital Regional District Board:  
That the Procurement Policy be amended as attached as Appendix "A".  
(NWA)

**Attachments:** [Staff Report: Procurement Policy Amendments](#)  
[Appendix A: Draft Procurement Policy 2022 \[Redlined\]](#)

6.14. [22-271](#) First Nations Relations Communications Framework

**Recommendation:** [At the April 27, 2022 First Nations Relations Committee meeting, the following motion arising was carried:]  
That the First Nations Relations Committee recommends to the Capital Regional District Board:  
That the First Nations Relations Communication Framework report be circulated to member municipalities.  
(NWA)

**Attachments:** [Staff Report: First Nation Relations Communications Framework](#)  
[Appendix A: First Nation Relations Communications Framework](#)

## 7. ADMINISTRATION REPORTS

7.1. [22-285](#) Capital Regional District 2021 Annual Report

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

**Attachments:** [Staff Report: Capital Regional District 2021 Annual Report](#)  
[Appendix A: Capital Regional District 2021 Annual Report](#)

7.2. [22-286](#) Capital Region Housing Corporation Annual General Meeting

**Recommendation:** That the unanimous shareholder's resolution attached as Appendix A to the Capital Region Housing Corporation Annual General Meeting report be approved, and the Chair and Corporate Officer execute it on behalf of the Capital Regional District. (NWA)

**Attachments:** [Staff Report: Capital Region Housing Corporation-AGM](#)  
[Appendix A: Unanimous Resolution of Shareholders of CRHC](#)  
[Appendix B: 2021 Audited Financial Statements](#)  
[Appendix C: 2021 Annual Report](#)

## 8. REPORTS OF COMMITTEES

### Electoral Areas Committee

#### 8.1. [22-310](#) SGI and JDF Local Service Committee/Commission Bylaw Amendments - Annual General Meeting and Appointments

**Recommendation:** That the Electoral Areas Committee recommend to the Capital Regional District Board:

- 1) That Bylaw No. 4446 cited as, "Lyll Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 2) That Bylaw No. 4446 be adopted.
  
- 3) That Bylaw No. 4447 cited as, "Magic Lake Estates Water and Sewer Committee Bylaw 1995, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 4) That Bylaw No. 4447 be adopted.
  
- 5) That Bylaw No. 4448 cited as, "Sticks Allison Water Local Service Committee Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 6) That Bylaw No. 4448 be adopted.
  
- 7) That Bylaw No. 4449 cited as, "Surfside Park Estates Water Service Committee Bylaw No. 1, 2003, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 8) That Bylaw No. 4449 be adopted.
  
- 9) That Bylaw No. 4450 cited as, "Skana Water Service Committee Bylaw No. 1, 2003, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 10) That Bylaw No. 4450 be adopted.
  
- 11) That Bylaw No. 4451 cited as, "Port Renfrew Utility Services Committee Bylaw No. 1, 2005, Amendment Bylaw No. 4, 2022", be introduced and read a first, second, and third time.
- 12) That Bylaw No. 4451 be adopted.
  
- 13) That Bylaw No. 4452 cited as, "Wilderness Mountain Water Service Commission Bylaw No. 1, 2008, Amendment Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
- 14) That Bylaw No. 4452 be adopted.

(NWA, 2/3 on adoption)

**Attachments:** [Staff Report: SGI & JDF Local Service Bylaw Amendments – AGM & Appts.](#)  
[Appendix A: Bylaw No. 4446 \(Lyll Harbour Boot Cove\)](#)  
[Appendix B: Bylaw No. 4446 - Redlined](#)  
[Appendix C: Bylaw No. 4447 \(Magic Lake Estates\)](#)  
[Appendix D: Bylaw No. 4447 - Redlined](#)  
[Appendix E: Bylaw No. 4448 \(Sticks Allison \)](#)  
[Appendix F: Bylaw No. 4448 - Redlined](#)  
[Appendix G: Bylaw No. 4449 \(Surfside Park Estates\)](#)  
[Appendix H: Bylaw No 4449 - Redlined](#)  
[Appendix I: Bylaw No. 4450 \(Skana Water\)](#)  
[Appendix J: Bylaw No. 4450 - Redlined](#)  
[Appendix K: Bylaw No. 4451 \(Port Renfrew Utility\)](#)  
[Appendix L: Bylaw No. 4451 - Redlined](#)  
[Appendix M: Bylaw No. 4452 \(Wilderness Mountain\)](#)  
[Appendix N: Bylaw No. 4452 - Redlined](#)

## Finance Committee

8.2. [22-161](#) Bylaw No. 4490: Financial Plan Amendment No. 1, 2022

**Recommendation:** The Finance Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4490, "2022 to 2026 Financial Plan Bylaw, 2022, Amendment Bylaw No. 1, 2022" be introduced and read a first, second, and third time; and  
2. That Bylaw No. 4490 be adopted.  
(WA, 2/3 on adoption)

**Attachments:** [Staff Report: Bylaw 4490 Financial Plan Amend No.1, 2022](#)  
[Appendix A: Bylaw 4490 Financial Plan Amend No.1 w/Schedule B](#)

## Juan de Fuca Land Use Committee

8.3. [22-211](#) Development Variance Permit for Lot 1, Section 89, Sooke District, Plan 26576, except part in Plan 35281 - 1381 Pike Road

**Recommendation:** The Land Use Committee recommends to the Capital Regional District Board:  
That Development Variance Permit VA000156 for Lot 1, Section 89, Sooke District, Plan 26576, except part in Plan 35281 to vary the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 1, Section 3.10(4)(a) by reducing the minimum frontage requirement for proposed Lot 1 from 10% of the lot perimeter (34.3 m) to 3 % of the lot perimeter (10.51 m) for the purpose of permitting a three-lot subdivision, be approved.  
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

- Attachments:**      [Staff Report: DVP for 1381 Pike Road](#)  
[Appendix A: Subject Property Map](#)  
[Appendix B: Subdivision Plan from DP000252](#)  
[Appendix C: Updated Sub. Plan, J.E.Anderson & Assoc. Nov.18/21](#)  
[Appendix D: Permit VA000156](#)

### **Sooke and Electoral Area Parks and Recreation Commission**

**8.4.      [22-288](#)      Asset Management Planning Program: Union of British Columbia Municipalities - 2022 Grant Application**

- Recommendation:** The Sooke & Electoral Area Parks and Recreation Commission recommends to the Capital Regional District Board:
1. That an application to the Union of British Columbia Municipalities Asset Management Planning Program for 2022 be supported; and
  2. That staff be directed to provide overall grant management.  
(NWA)

- Attachments:**      [Staff Report: Asset Management Planning Program: UBCM Grant Application](#)

### **Transportation Committee**

**8.5.      [22-258](#)      Regional Parks Strategic Plan Update**

- Recommendation:** [At the April 20, 2022 Transportation Committee meeting, the following three motions arising were carried:]  
The Transportation Committee recommends to the Capital Regional District Board:
1. That the CRD Board change the name of the Regional Parks Strategic Plan to Regional Parks and Trails Strategic Plan upon adoption.
  2. To direct staff to include actions in the Regional Parks and Trails Strategic Plan to improve the service levels for trails, including detour route considerations, trail maintenance, consideration of network expansion to address gaps and educational and enforcement activities to support mode shift and reduce users conflicts.
  3. To direct staff to develop a funding strategy for regional trails to support the Regional Parks and Trails Strategic Plan, which also includes the widening and lighting plan.  
(NWA)

- Attachments:**      [Staff Report: Regional Parks Strategic Plan Update](#)  
[Appendix A: Strategic Plan Update Process](#)  
[Appendix B: Proposed Direction of Regional Parks Strategic Plan](#)  
[Appendix C: Presentation](#)

**8.6.      [22-261](#)      Update on Transportation Priorities**

- Recommendation:** [At the April 20, 2022 Transportation Committee meeting, the following motion arising was carried:]  
The Transportation Committee recommends to the Capital Regional District Board:  
To direct staff to, in conjunction with reporting on the 2022 Origin and Destination Survey, report back on options and implications on improving data collection in support of monitoring changes in active transportation, mode shift, and emissions reductions, including interim surveys that complement the Origin and Destination Survey surveys and Screen Line surveys to help monitor daily trends for all transportation modes.  
(NWA)

**Attachments:**      [Staff Report: Update on Transportation Priorities](#)  
[Appendix A: Regional Transportation Priority Tracking Table](#)

## 9. BYLAWS

## 10. NOTICE(S) OF MOTION

### 10.1.      [22-265](#)      Motion with Notice: COVID Sewage Monitoring (Director Desjardins)

**Recommendation:** That the Capital Regional District Board request that staff bring a report to the CRD Board on the benefit and implementation of monitoring Sewage from McLoughlin for the benefit of understanding COVID levels in our community.  
(NWA)

## 11. NEW BUSINESS

## 12. MOTION TO CLOSE THE MEETING

### 12.1.      [22-317](#)      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 under Section (90)(1)(c) of the Community Charter. [1 item]
3. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter. [2 Items]
4. That such disclosures could reasonably be expected to harm the interests of the Regional District. [2 Items]
5. 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)**