

Meeting Minutes

Capital Regional District Board

Wednesday, April 10, 2024

1:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

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

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; L. Hutcheson, Acting General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Bylaw Enforcement; D. Elliott, Senior Manager, Regional Housing; S. Henderson, Senior Manager Real Estate and SGI Administration; C. Nielsen, Senior Manager, Human Resources; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director M. Alto

The meeting was called to order at 1:14 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Little, **SECONDED** by Director Desjardins,
That the agenda for the April 10, 2024 Session of the Capital Regional District Board be approved.
CARRIED

3. ADOPTION OF MINUTES

3.1. [24-360](#) Minutes of the March 13, 2024 Capital Regional District Board Meeting

MOVED by Director Little, **SECONDED** by Director Desjardins,
That the minutes of the Capital Regional District Board meeting of March 13, 2024 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

I wish to remind everyone that we have an opportunity to gather and discuss boat related issues April 30, 2024. All are welcome to attend and you are welcome to pass the invitation on to staff and your council colleagues. Next month we will have our annual review of strategic priorities, but given our relative newness as a Board, it will be only our second opportunity as a Board to consider what we have agreed to focus on. Given where we are in the process for developing services plans and budgets for 2025, this is an opportunity to consider adjusting our efforts to address our priorities. While we all know that once a draft service plan and budget is brought forward, there is an opportunity to review the initiative. I think it is prudent and wise that if a Director wishes to see us do certain things differently, that we try to inform each other about this as soon as possible. I wish to update the Board that to date I have not heard back from Minister Heyman in respect to our request for an extension for the submission of our biosolids long-term plan. I have submitted a letter and called the Minister twice and I will update the Board using the correspondence portal and it will be included that month's monthly biosolids update. Climate change adaptation and mitigation is something that this board takes a strong stance on and I encourage you to review the important items on our consent agenda and share the information with your staff. There is a new and informative website the CRD has created that I encourage everyone to visit: heat.prepareyourself.ca. And finally, I wish to end my Chair's remarks by acknowledging this is the last board meeting where Acting General Manager Larisa Hutcheson will be attending as an employee. We are very appreciative of your 33 years of service and wish you nothing but joy in your retirement.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

5.2.1. [24-403](#) Delegation - Philippe Lucas; Representing Biosolid Free BC: Re: Agenda Item: 7.2. Biosolids Monthly Update - April

P. Lucas spoke to Item 7.2.

6. CONSENT AGENDA

Item 6.13. was removed from the consent agenda and moved to be considered under Reports of Committees as item 8.2.

MOVED by Director Coleman, **SECONDED** by Director Szpak,
That consent agenda items 6.1. through 6.12., and 6.14. through 6.21. be approved.
CARRIED

- 6.1. [24-335](#) Union of British Columbia Municipalities Grant for Disaster Risk Reduction - Climate Adaptation 2024 - Motion of Support
- That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for the 2024 Disaster Risk Reduction - Climate Adaptation grant and direct staff to provide overall grant management.
- CARRIED**
- 6.2. [24-297](#) 2023 Electoral Areas Grants-In-Aid Annual Report
- This report was received for information.
- 6.3. [24-296](#) 2023 Community Works Fund Annual Report
- This report was received for information.
- 6.4. [24-346](#) Community Works Fund - Disbursement Process
- That the disbursement process for the Community Works Fund, as described in this report, be implemented for future third party projects.
- CARRIED**
- 6.5. [24-343](#) Household Hazardous Waste Pickup in Electoral Areas - Follow-up
- This report was received for information.
- 6.6. [24-370](#) Port Renfrew Refuse Disposal - Local Service: 2024 Initiatives Update
- That staff be directed to:
1. Continue implementing site upgrades with funding from the Growing Communities Fund.
 2. Work with the business sector on alternative solutions for commercial packaging and printed products.
 3. Continue to transition the depot from caretaker managed, to a site operator model for late 2024; and
 4. Continue discussions for long-term waste management in Port Renfrew with the Pacheedaht First Nation and the broader community.
- CARRIED**
- 6.7. [24-243](#) Curbside Collection of Packaging and Printed Products - 2024 Update
- This report was received for information.

- 6.8. [24-294](#) Material Stream Diversion - Award of Contract ERM2022-010
1. That staff be directed to finalize negotiations, and the Chief Administrative Officer be authorized to enter into a two-year operating and construction contract, for a combined value not to exceed \$12,500,000 (excluding GST) with DL's Bins, for the construction and operation of a material diversion transfer station to begin processing of clean wood, treated wood and asphalt shingles on July 1, 2024;
 2. That staff be directed to return to the Environmental Services Committee with proposed bylaw amendments to shift the ban on carpet and underlay and salvageable wood to Phase 3;
 3. That staff be directed to return to the Environmental Services Committee with proposed bylaw amendments to shift the implementation of the \$300/tonne unsorted load rate to Phase 3; and
 4. That staff immediately begin consultation on policies to restrict the flow of general refuse waste outside of the capital region.
- CARRIED**
- 6.9. [24-244](#) Extreme Heat Vulnerability Mapping and Information Portal Project
- That the results of the Extreme Heat Vulnerability Mapping and Information Portal project for the capital region be referred to municipal councils, the Electoral Areas Committee and First Nations for information.
- CARRIED**
- 6.10. [24-245](#) Climate Projections for the Capital Region
- That the Climate Projections for the Capital Region (2024) report be referred to municipal councils, the Electoral Areas Committee and First Nations for information.
- CARRIED**
- 6.11. [24-350](#) Freedom of Information and Protection of Privacy Act (FOIPPA) 2023 Overview
- This report was received for information.
- 6.12. [24-358](#) Update to Implications Section of Staff Reports
- This report was received for information.
- 6.14. [24-345](#) Board Chair Voting Rights on Standing Committees
- This report was received for information.

- 6.15. [24-266](#) Motion with Notice: Supportive Housing in the Capital Region (Director Caradonna)
- To refer the following motion to staff to report back on the approach that would be taken and that a report come back to the Hospitals and Housing Committee: “1. That the Board direct staff to work with the Reaching Home Program’s Community Advisory Board and/or the Alliance to End Homelessness in Greater Victoria to undertake studies, reports, or analyses on the following topics related to supportive housing across the Capital Region:
- a) A high-level regional resource inventory on services and supports within each jurisdiction that aid unhoused people (e.g. food banks, support services, indoor shelters, and so on.)
 - b) An analysis of the parks, public spaces, or campgrounds available for overnight sheltering for unhoused people across the region;
 - c) In light of the Province handing down supportive housing targets for all jurisdictions over a certain population, an assessment of the potential role for the CRD to play, in collaboration with local governments and BC Housing, in advancing regional supportive housing and sheltering objectives.”
- CARRIED
- 6.16. [24-303](#) District of Saanich Regional Context Statement
- That the District of Saanich regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act.
- CARRIED
- 6.17. [24-304](#) Requirements for Consideration of Regional Growth Strategy Updates
- 1. That CRD staff be directed to undertake the studies listed in Table 1: RGS Studies, identify whether additional policy direction is needed, and report back to the Planning and Protective Services Committee with these findings, and
 - 2. That staff initiate discussions in relation to the Regional Growth Strategy in our government-to-government meetings with First Nations in 2024.
- CARRIED
- 6.18. [24-299](#) Regional Parks and Trails Planning Process Update
- That the updated planning process be adopted and implemented to develop future CRD regional park and trail plans.
- CARRIED
- 6.19. [24-320](#) Regional Parks and Trails Stewardship Plan
- That CRD staff begin First Nations engagement for the development of a Regional Parks and Trails Stewardship Plan.
- CARRIED
- 6.20. [24-361](#) 2024 Committee and External Membership Appointments - Update #3
- This report was received for information.

- 6.21. [24-240](#) Development Variance Permit for Lot 44, Section 4, Renfrew District, Plan VIP83894 - 3620 Piper Lane

That Development Variance Permit VA000161 for Lot 44, Section 4, Renfrew District, Plan VIP83894, to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, to authorize the siting of a utility building as follows:

1. Part 1, Section 4.01(1)(d) to reduce the front yard requirement for an accessory building 15 m to 0.68 m; and
2. Part 1, Section 4.01(1)(h)(i) to reduce the side yard requirement for an accessory building from 1 m to 0.83 m be approved.

CARRIED

7. ADMINISTRATION REPORTS

- 7.1. [24-351](#) CAO Quarterly Progress Report No. 1, 2024

T. Robbins presented Item 7.1. for information.

Discussion ensued regarding the transportation priorities.

- 7.2. [24-359](#) Biosolids Monthly Update - April

L. Hutcheson presented Item 7.2. for information.

Discussion ensued regarding First Nations engagement on the long-term plan.

- 7.3. [24-384](#) Establishment of Bilateral Agreements with Municipalities in the Capital Regional District to Facilitate Implementation of Next Generation 9-1-1

K. Lorette spoke to Item 7.3.

Discussion ensued regarding the network provider and the agreement process.

**MOVED by Director Windsor, SECONDED by Director Murdoch,
That staff be directed to develop and enter into bilateral agreements with local authorities to allow the Capital Regional District to sign the Local Governing Authority Agreement with TELUS for Next Generation 9-1-1 implementation.
CARRIED**

8. REPORTS OF COMMITTEES

Regional Water Supply Commission

- 8.1. [24-268](#) Bylaw No. 4604 - Capital Regional District Water Conservation Bylaw No. 1, 2016, Amendment Bylaw No. 4, 2024

Discussion ensued regarding:

- impact on agricultural use
- water usage and demand

MOVED by Director Coleman, **SECONDED** by Director Murdoch,
1.That Bylaw No. 4604, “Capital Regional District Water Conservation Bylaw No. 1, 2016, Amendment Bylaw No. 4, 2024”, be introduced and read a first, second, and third time.

CARRIED

MOVED by Director Coleman, **SECONDED** by Director Murdoch,
2.That Bylaw No. 4604 be adopted.

CARRIED

Governance Committee

- 8.2. [24-349](#) Board Code of Conduct Bylaw - Complaint Process Flowchart

Discussion ensued regarding elements of the bylaw not reflected in the flowchart.

MOVED by Director Little, **SECONDED** by Director Goodmanson,
That the CRD Board Code of Conduct Bylaw Complaint Process Flowchart attached as Appendix B be approved.

CARRIED

9. BYLAWS

There were no bylaws for consideration.

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. [24-362](#)

Motion to Close the Meeting

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

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

CARRIED

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

2. That the meeting be closed for Labour Relations in accordance with Section (90)(1)(c) of the Community Charter.

CARRIED

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

3. That the meeting be closed for the Expropriation of Land in accordance with Section (90)(1)(e) of the Community Charter.

CARRIED

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

4. That such disclosures could reasonably be expected to harm the interests of the Regional District.

CARRIED

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

5. That the meeting be closed for Litigation in accordance with Section 90(1)(g) of the Community Charter.

CARRIED

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

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

CARRIED

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

7. That the meeting be closed for Intergovernmental Relations under Section 90(2)(b) of the Community Charter.

CARRIED

The Capital Regional District Board moved to the closed session at 2:05 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 4:23 pm and reported on the following:

- 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: Jared Smith

- In accordance with Bylaw No. 4453 that the following be appointed to the Victoria Family Court & Youth Justice Committee for a term to expire December 31, 2026: Cheryl Chaytors, Andrew Holeton, Bill McElroy, Samantha Rapoport

- That the Capital Regional District Board appoint Yves Mayrand to the Royal & McPherson Theatres Society Board for a term ending no later than May 31, 2026.

- That CRD not join the Sue Big Oil campaign initiated by West Coast Environmental Law at this time but reconsider participation in future if the class action is certified.

14. ADJOURNMENT

MOVED by Director Brice, SECONDED by Director Murdoch,
That the April 10, 2024 Capital Regional District Board meeting be adjourned at 4:24 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER