



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

Wednesday, April 10, 2024

1:10 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. [24-360](#) Minutes of the March 13, 2024 Capital Regional District Board Meeting

**Recommendation:** That the minutes of the Capital Regional District Board meeting of March 13, 2024 be adopted as circulated.

**Attachments:** [Minutes - March 13, 2024](#)

### 4. REPORT OF THE CHAIR

### 5. PRESENTATIONS/DELEGATIONS

#### 5.1. 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

### 6. CONSENT AGENDA

- 6.1.     [24-335](#)     Union of British Columbia Municipalities Grant for Disaster Risk Reduction - Climate Adaptation 2024 - Motion of Support
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: 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.  
(NWA)
- Attachments:**     [Staff Report: UBCM Grant-Disaster Risk Reduct'n-Climate Adapt'n 2024](#)  
                          [Appendix A: CEPF Disaster Risk Reduct'n-Climate Adapt'n Grant 2024](#)
- 6.2.     [24-297](#)     2023 Electoral Areas Grants-In-Aid Annual Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:**     [Staff Report: 2023 Grants-In-Aid Annual Report](#)  
                          [Appendix A: 2023 Electoral Areas GIA Awarded](#)  
                          [Appendix B: 2023 Electoral Areas Safe Restart GIA Awarded](#)
- 6.3.     [24-296](#)     2023 Community Works Fund Annual Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:**     [Staff Report: 2023 CWF Annual Report](#)  
                          [Appendix A: CWF Funding Project Balance by EAs](#)  
                          [Appendix B: 2023 CWF Grants Awarded](#)  
                          [Appendix C: 2023 CWF Detailed Breakdown by EA](#)
- 6.4.     [24-346](#)     Community Works Fund - Disbursement Process
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That the disbursement process for the Community Works Fund, as described in this report, be implemented for future third party projects.  
(NWA)
- Attachments:**     [Staff Report: CWF Disbursement Process](#)  
                          [Appendix A: Disbursement Process Chart & Project Examples](#)
- 6.5.     [24-343](#)     Household Hazardous Waste Pickup in Electoral Areas - Follow-up
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:**     [Staff Report: HHW Pickup in Electoral Areas - Follow-up](#)  
                          [Appendix A: Previous HHW Pickup in Electoral Areas Staff Reports](#)

**6.6.**      [24-370](#)      Port Renfrew Refuse Disposal - Local Service: 2024 Initiatives Update

**Recommendation:** The Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:  
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.  
(NWA)

**Attachments:**      [Staff Report: Port Renfrew Refuse Disposal – Local Service: 2024 Initiatives Up](#)  
[Appendix A: Issues and Opportunities Summary](#)

**6.7.**      [24-243](#)      Curbside Collection of Packaging and Printed Products - 2024 Update

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

**Attachments:**      [Staff Report: Curbside Collection of Packaging & Printed Products - Update](#)

**6.8.**      [24-294](#)      Material Stream Diversion - Award of Contract ERM2022-010

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

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.  
(WP - All)

**Attachments:**      [Staff Report: Material Stream Diversion - Award of Contract ERM2022-010](#)  
[Appendix A: Material Stream Diversion Request for Proposals Package](#)  
[Presentation: Material Stream Diversion - Award of Contract ERM2022-010](#)

- 6.9.**      [24-244](#)      Extreme Heat Vulnerability Mapping and Information Portal Project
- Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:  
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.  
(NWA)
- Attachments:**      [Staff Report: Extreme Heat Vulnerability Mapping & Info Portal Project](#)  
                                 [Appendix A: Heat Vulnerability & Analysis Project Final Report](#)
- 6.10.**      [24-245](#)      Climate Projections for the Capital Region
- Recommendation:** [Following the March 20, 2024 Environmental Services Committee meeting, a revised Appendix A has been attached to update climate projection figures. A redlined copy of the changes is provided in the attached Supplemental.]  
The Environmental Services Committee recommends to the Capital Regional District Board:  
That the Climate Projections for the Capital Region (2024) report be referred to municipal councils, the Electoral Areas Committee and First Nations for information.  
(NWA)
- Attachments:**      [Staff Report: Climate Projections for the Capital Region](#)  
                                 [Appendix A \(Revised\): Climate Projections for the Capital Region Report - 2024](#)  
                                 [Appendix A: Climate Projections for the Capital Region Report - 2024 - PCIC](#)  
                                 [Supplemental: Revisions to Climate Projections \(April 2024\)](#)  
                                 [Presentation: Climate Projections for the Capital Region \(2024\)](#)
- 6.11.**      [24-350](#)      Freedom of Information and Protection of Privacy Act (FOIPPA) 2023 Overview
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:**      [Staff Report: Freedom of Information and Protection Privacy Act 2023 Overview](#)  
                                 [Appendix A: 2023 FOI Request Metrics Tables 1- 4](#)
- 6.12.**      [24-358](#)      Update to Implications Section of Staff Reports
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:**      [Staff Report: Update to Implications Section of Staff Reports](#)  
                                 [Appendix A: Climate Implications Guidance Document](#)  
                                 [Appendix B: First Nations Implications Guidance Document](#)  
                                 [Appendix C: Equity, Diversity and Inclusion Implications Guidance Document](#)

**6.13.**     [24-349](#)     Board Code of Conduct Bylaw - Complaint Process Flowchart

**Recommendation:** [Following the April 3, 2024 Governance Committee meeting, a revised Appendix B has been attached to correct typographical issues within the flowchart:]  
The Governance Committee recommends to the Capital Regional District Board:  
That the CRD Board Code of Conduct Bylaw Complaint Process Flowchart attached as Appendix B be approved.  
(NWA)

**Attachments:**     [Staff Report: Board Code of Conduct Bylaw - Complaint Process Flowchart](#)  
[Appendix A: Bylaw No. 4605](#)  
[Appendix B \(Revised\): Board Code of Conduct – Complaint Process Flowchart](#)  
[Appendix B: Board Code of Conduct – Complaint Process Flowchart](#)

**6.14.**     [24-345](#)     Board Chair Voting Rights on Standing Committees

**Recommendation:** [At the April 3, 2024 Governance Committee meeting, the following report was referred to the April 10, 2024 Electoral Areas Committee meeting for information:]  
There is no recommendation. This report is for information only.

**Attachments:**     [Staff Report: Board Chair Voting Rights on Standing Committees](#)

**6.15.**     [24-266](#)     Motion with Notice: Supportive Housing in the Capital Region (Director Caradonna)

**Recommendation:** [At the April 3, 2024 Hospitals and Housing Committee meeting the following referral motion was carried:]  
The Hospitals and Housing Committee recommends to the CRD Board:  
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."  
(NWA)

**Attachments:**     [Memo: Notice of Motion with Unit Map](#)

**6.16.**     [24-303](#)     District of Saanich Regional Context Statement

**Recommendation:** The Planning and Protective Services Committee recommends to the Capital Regional District Board:  
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.  
(NWP - All except SGI & SSI)

**Attachments:**     [Staff Report: District of Saanich Regional Context Statement](#)  
                          [Appendix A: Saanich Regional Context Statement Referral](#)  
                          [Appendix B: Regional Context Statement Evaluation](#)

**6.17.**     [24-304](#)     Requirements for Consideration of Regional Growth Strategy Updates

**Recommendation:** [At the March 20, 2024 Planning and Protective Services Committee meeting, the report recommendation was amended with the addition of item 2 and carried as follows:]  
The Planning and Protective Services Committee recommends to the Capital Regional District Board:  
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.  
(NWA)

**Attachments:**     [Staff Report: Requirements for Consideration of RGS Updates](#)

**6.18.**     [24-299](#)     Regional Parks and Trails Planning Process Update

**Recommendation:** The Regional Parks Committee recommends to the Capital Regional District Board:  
That the updated planning process be adopted and implemented to develop future CRD regional park and trail plans.  
(NWA)

**Attachments:**     [Staff Report: Regional Parks & Trails Planning Process Update](#)  
                          [Appendix A: The Pathway for Regional Parks & Trails Mgmt Planning, 2006](#)  
                          [Appendix B: Regional Parks & Trails Planning Process, March 2024](#)

**6.19.**     [24-320](#)     Regional Parks and Trails Stewardship Plan

**Recommendation:** The Regional Parks Committee recommends to the Capital Regional District Board:  
That CRD staff begin First Nations engagement for the development of a Regional Parks and Trails Stewardship Plan.  
(NWA)

**Attachments:**     [Staff Report: Regional Parks and Trails Stewardship Plan](#)  
                          [Appendix A: Project Steps and Tentative Timeline](#)

**6.20.**     [24-361](#)     2024 Committee and External Membership Appointments - Update #3

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

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

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

**Recommendation:** 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.

(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

**Attachments:**     [Staff Report: Development Variance Permit VA000161](#)

[Appendix A: Subject Property Map](#)

[Appendix B: Site Plan](#)

[Appendix C: Survey Plan and Requested Variances](#)

[Appendix D: Photos](#)

[Appendix E: Ministry of Transportation Setback Permit](#)

[Appendix F: Permit VA000161](#)

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

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

**Attachments:**     [Staff Report: CAO Quarterly Progress Report No. 1, 2024](#)

[Appendix A: Photographs of Corporate Activities and Initiatives](#)

[Appendix B: Board Priorities Dashboard Progress Q1 - 2024](#)

[Appendix C: Board Priorities - Summary of Completed Actions](#)

[Appendix D: Capital Regional District Advocacy Strategy](#)

[Appendix E: Advocacy Dashboard Progress Q1 - 2024](#)

[Appendix F: Operating Variance Financial Report Q4 - 2023](#)

[Appendix G: Capital Variance Financial Report Q4 - 2023](#)

[Appendix H: Human Resources Trends and Corporate Safety](#)

[Appendix I: People, Safety & Culture Strategic Plan](#)

[Appendix J: Corporate Communications & Engagement Strategic Plan](#)

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

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

**Attachments:**      [Staff Report: Biosolids Monthly Update - April](#)

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

**Recommendation:** 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. (WA)

**Attachments:**      [Staff Report: Establish't Bilateral Agrmt w/ Munis for NG911](#)  
                          [Appendix A: TELUS Local Governing Authority Agreement](#)  
                          [Appendix B: E-Comm Letter](#)  
                          [Supplemental: Draft Sample Template \(Metro Van-TELUS\) Agrmt](#)

**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**

**Recommendation:** The Regional Water Supply Commission recommends to the Capital Regional District Board:  
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; and  
(WP - All except SSI & SGI)  
2. That Bylaw No. 4604 be adopted.  
(WP - All except SSI & SGI, 2/3rds on adoption)

**Attachments:**      [Staff Report: Bylaw No. 4604 Water Cons. Bylaw Amendment](#)  
                          [Appendix A: Bylaw No. 4604](#)  
                          [Appendix B: Blacklined version of Bylaw No. 4099, Schedule A](#)

**9. BYLAWS****10. NOTICE(S) OF MOTION****11. NEW BUSINESS****12. MOTION TO CLOSE THE MEETING**



**12.1.**     [24-362](#)     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. [3 items]
  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 the Expropriation of Land 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 Litigation in accordance with Section 90(1)(g) of the Community Charter. [2 items]
  6. That the meeting be closed for Legal Update in accordance with Section 90(1)(i) of the Community Charter. [1 item]
  7. That the meeting be closed for Intergovernmental Relations under Section 90(2)(b) of the Community Charter. [3 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)**