



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, September 13, 2017

1:35 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

2.1. [17-675](#) Minutes for Adoption

Recommendation: That the minutes attached be adopted as circulated.
(NWA)

Attachments: [Minutes: July 12, 2017 Meeting](#)
[Minutes: August 2, 2017 Special Meeting](#)

2.2. [17-664](#) Revised Minutes of June 14, 2017 Meeting, for corrected item 5.6

Attachments: [Revised Minutes of June 14, 2017 Meeting for Corrected Item 5.6](#)

3. REPORT OF THE CHAIR

4. PRESENTATIONS/DELEGATIONS

4.1 Presentations

4.2 Delegations

5. REPORTS OF COMMITTEES

Core Area Liquid Waste Management Committee

*The following items will be considered by the Core Area Liquid Waste Management Committee at its meeting on September 13, 2017 prior to the CRD Board meeting.
The following are the staff recommendations:*

5.1. [17-549](#) Wastewater Treatment Project Monthly Report - May 2017

Recommendation: That the Core Area Liquid Waste Management Committee receive this report for information and forward to the CRD Board.
(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria & View Royal)

Attachments: [Staff Report: Wastewater Treatment Project Monthly Report - May 2017](#)
[Appendix A: WTP Monthly Report - May 2017](#)

5.2. [17-609](#) Wastewater Treatment Project Quarterly Report - April to June 2017

Recommendation: That the Core Area Liquid Waste Management Committee receive this report for information and forward to the CRD Board.

(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria & View Royal)

Attachments: [Wastewater Treatment Project Quarterly Report April-June 2017](#)
[Appendix A: WTP Quarterly Report April-June 2017](#)

5.3. [17-610](#) Monthly Wastewater Treatment Project Report - July 2017

Recommendation: That the Core Area Liquid Waste Management Committee receive this report for information and forward to the CRD Board.

(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria & View Royal)

Attachments: [Wastewater Treatment Project Monthly Report - July 2017](#)
[Appendix A: WTP Monthly Report - July 2017](#)

5.4. [17-616](#) Core Area Inflow and Infiltration Management Plan - 2017 Update (Five-Year Update)

Recommendation: That the Core Area Liquid Waste Management Committee recommend to the Capital Regional District Board:

1. That the Core Area Inflow and Infiltration Management Plan 2017 Update be received for information; and
2. That staff be directed to submit the plan update to the Ministry of Environment and Climate Change Strategy.

(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria & View Royal)

Attachments: [SR: Core Area Inflow & Infiltration Management Plan - 2017 Update](#)
[Appendix A: Core Area I&I Management Plan - Executive Summary](#)
[Appendix B - Part 1 - I&I Plan - Full Report - 2017 \(KWL & CRD\)](#)
[Appendix B - Part 2 - I&I Plan - Full Report - 2017 \(KWL & CRD\)](#)
[Appendix B - Part 3 - I&I Plan - Full Report - 2017 \(KWL & CRD\)](#)
[Presentation: Core Area I&I Management Plan - 5-Year Update](#)

5.5. [17-648](#) Replacement of Core Area Wastewater Treatment Project Board Member

Recommendation: That this report be received for information.

(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria & View Royal)

Attachments: [SR: Replacement of CAWWT Project Board Member](#)

Environmental Services Committee

The following items will be considered by the Environmental Services Committee at its meeting on September 13, 2017 prior to the CRD Board meeting. The following are the staff recommendations:

5.6. [17-647](#) Single Use Plastic Bag Ban - Draft Model Bylaw

Recommendation: That the Single Use Plastic Bag Ban Draft Model Bylaw be received for information and distributed to municipalities in the Capital Region.

(WP - All)

Attachments: [SR: Single Use Plastic Bag Ban - Draft Model Bylaw](#)
[Appendix A: Draft Model Bylaw](#)

5.7. [17-615](#) Regional Invasive Species Coordinator

Recommendation: That the Environmental Services Committee recommend to the Capital Regional District Board:

1. That staff be directed to bring forward an establishing bylaw for a new Regional Invasive Species service for the purposes of coordinating Invasive Species management and education in the Capital Region; and

2. That the new service be supported by a half-time coordinator and provincial funding for 2018, and that staff propose service level changes, if necessary, for 2019 and beyond.

(WP - All)

Attachments: [SR: Regional Invasive Species Coordinator](#)
[Appendix A: Example of Requisition Cost-Sharing Breakdown](#)

5.8. [17-618](#) Adjustment of Hartland General Refuse Tipping Fee Rate

Recommendation: That the Environmental Services Committee recommend to the Capital Regional District Board:

That the Hartland landfill tipping fee rate of \$110 per tonne for general refuse be reduced to \$105 per tonne beginning January 1, 2018, with an annual review of the tipping fee rate to be conducted in consideration of the Environmental Resource Management Reserve Fund balance and potential waste export risk.

(WP-All)

Attachments: [Staff Report: Adj - Hartland Landfill Gen Refuse Tipping Fee Rate](#)
[Appendix A: Graph - ERM Reserve Fund Balance](#)
[Reference: AVICC Solid Waste Overview - Table](#)

5.9.. [17-631](#) Advanced Integrated Resource Management - Facilities Tour Plan

Recommendation: [The original staff recommendation was amended at the Integrated Resource Management Advisory Committee meeting.]

That the Integrated Resource Management Advisory Committee recommend to the Environmental Services Committee:

1) That the Chairs of the Capital Regional District Board, the Integrated Resource Management Advisory Committee, and the Environmental Services Committee, 1 member of staff, and 1 consultant conduct the tour as described, with the list reduced to those facilities in the report that include more than one waste stream, and,

2) That efforts be made to arrange meetings with three stakeholder groups in proximity to each facility as follows:

- a) Labour unions representing operational employees
 - b) Neighbourhood associations representing residents, and
 - c) Environmental Non-Governmental Organizations independent of the operator.
- (WP - All)

Attachments: [Staff Report: Advanced IRM - Facilities Tour Plan](#)
[Appendix A: IRM Facility Tour Plan](#)
[Presentation: IRM Roadmap and Work Plan Next Steps](#)

5.10. [17-633](#) Advanced Integrated Resource Management - Procurement and Project Plan Update

Recommendation: That the Integrated Resource Management Advisory Committee recommend to the Environmental Services Committee:

1. That the Request for Qualifications Outline and Integrated Resource Management Project Plan be received for information and that the final documents be brought back to the Capital Regional District Board for approval once the facility tour is complete; and

2. That Salt Spring Island be considered as a sub-regional IRM project alternative within the procurement process.

(WP - All)

Attachments: [Staff Report: Advanced IRM Management - Procurement & Project Plan Update](#)
[Appendix A: IRM Project Plan Outline \(HDR\)](#)
[Appendix B: IRM RFQ - Draft Outline \(HDR\)](#)

5.11. [17-632](#) Integrated Resource Management Technology Gap Analysis -
Biosolids Jurisdictional Review

Recommendation: That the Integrated Resource Management Advisory Committee recommend to the Environmental Services Committee:

1. That the Integrated Resource Management Technology Gap Analysis and the Biosolids Jurisdictional Review be received for information;
2. That the Biosolids Jurisdictional Review be submitted to the Minister of Environment and Climate Strategy; and
3. That these reports be forwarded to the Saanich Peninsula and Gulf Islands Wastewater Commissions and the District of Sooke for information.

(WP - All)

Attachments: [Staff Report: IRM Technology Gap Analysis - Biosolids Jurisdictional Review](#)
[Appendix A: IRM Technology Gap Analysis \(HDR\)](#)
[Appendix B: Beneficial Reuse of Biosolids - Jurisdictional Review \(EDI\)](#)

5.12. [17-630](#) Waste Flow Management Policy Backgrounder

Recommendation: That the Integrated Resource Management Advisory Committee recommend to the Environmental Services Committee:

That this report be received for information.

(WP - All)

Attachments: [Staff Report: Waste Flow Management Policy Backgrounder](#)

Finance Committee

5.13. [17-527](#) Capital Regional District Grants Update

Recommendation: That the Finance Committee recommend to the Capital Regional District Board:
That this report be received for information.

(NWA)

Attachments: [Staff Report: CRD Grants Update](#)
[Appendix A: CRD Grants Dashboard](#)
[Appendix B: Community Works Fund Summary](#)
[Appendix C: Minister Sohi To Premier Horgan Letter](#)

- 5.14. [17-442](#) Bylaw No. 4203: 2017-2021 Financial Plan, Amendment No. 2, 2017
- Recommendation:** That it be recommended to the Capital Regional District Board:
That Bylaw 4203, cited as "2017 to 2021 Financial Plan, Amendment Bylaw No. 2, 2017," be introduced and read a first and second time.
- That Bylaw 4203, cited as "2017 to 2021 Financial Plan, Amendment Bylaw No. 2, 2017," be read a third time.
- That Bylaw 4203, cited as "2017 to 2021 Financial Plan, Amendment Bylaw No. 2, 2017," be adopted.
(WA)
- Attachments:** [Staff Report: Bylaw 4203: 2017-2021 Financial Plan Amendment 2](#)
[Appendix A: Bylaw 4203 Financial Plan Amendment No. 2, 2017](#)
[Schedule B: Capital Plan Expenditure Summary](#)
- 5.15. [17-604](#) 2018 Service Plan Summary Discussion
- Recommendation:** That the Finance Committee recommend to the Capital Regional District Board:
That the 2018 Service Plan Summary Discussion report be received for information and referred to Committees and Commissions for information as part of the 2018 service and financial planning process.
(NWA)
- Attachments:** [Staff Report: 2018 Service Plan Summary Discussion](#)
[Appendix A: CRD Planning Process](#)
[Appendix B: Corporate Service Plan Update Summary](#)
[Organizational Development Plan](#)
- 5.16. [17-596](#) Bylaw 4204: Core Area Wastewater Treatment Program Loan Authorization Bylaw No. 1, 2017
- Recommendation:** That the Finance Committee recommend to the Capital Regional District Board:
That Bylaw No. 4204, cited as "Core Area Wastewater Treatment Program Loan Authorization Bylaw No 1, 2017" be introduced and read a first time, and second time.
- That Bylaw No. 4204, cited as "Core Area Wastewater Treatment Program Loan Authorization Bylaw No 1, 2017" be read a third time.
(WA)
- Attachments:** [Staff Report: Bylaw 4204 Core Area WTP Loan Authorization](#)
[Appendix A: Core Area WTP Estimated Cash Flow](#)
[Appendix B: Bylaw 4204 CATWP Loan Authorization](#)

5.17. [17-625](#) Recoverable Overtime for Exempt Staff Deployed for Emergency Response

Recommendation: That the Finance Committee recommend to the CRD Board to approve:
That in the event of a formally declared emergency circumstance, and where the salary costs of such emergency circumstance are fully recoverable, that overtime worked by Exempt Staff be provided in the form of paid compensation at the rates permitted to be recovered.
(NWA)

Attachments: [Staff Report: Exempt Overtime in Emergency Circumstances](#)

Governance Committee

5.18. [17-629](#) Electronic Participation at Capital Regional District (CRD) Southern Gulf Islands Electoral Area Commission Meetings

Recommendation: That the Governance Committee recommend to the Capital Regional District Board:
1. That Bylaw 4206, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 6, 2017," be introduced and read a first and second time;
2. That Bylaw 4206, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 6, 2017," be read a third time; and
3. That Bylaw 4206, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 6, 2017," be adopted.
(NWA)

Attachments: [Staff Report: Electronic Participation](#)
[Appendix A: Bylaw 4206](#)

5.19. [17-619](#) Reporting of Serious Misconduct Policy

Recommendation: [The original staff recommendation was changed at the Governance Committee Meeting.]
That the Governance Committee recommend to the Capital Regional District Board that the Reporting of Serious Misconduct Policy be approved, with the amendment that the CAO will inform the Board Chair of all reports made under the policy.
(NWA)

Attachments: [Staff Report: Reporting of Serious Misconduct Policy](#)
[Appendix A: Policy](#)

Planning and Protective Services Committee

5.20. [17-624](#) Community Health and Wellbeing Project Update

Recommendation: That the Planning and Protective Services Committee recommends to the Capital Regional District Board:

That the Community Health and Wellbeing Project Update report be received for information.
(NWA)

Attachments: [Staff Report: Community Health and Wellbeing Project Update](#)
 [Appendix A: An Update on the Progress of the ROM Collaborative](#)
 [Appendix B: Implications of Proposed CHW Plan Actions](#)
 [Appendix C: How the CRD Contributes to Health & Wellbeing](#)
 [Appendix D: Island Health Letter - CHN for Southern Gulf Islands](#)

5.21. [17-602](#) Regional Food and Agriculture Strategy Recommendations Update

Recommendation: That the Planning and Protective Services Committee recommend to the Capital Regional District Board:

That this staff report be received for information and 2018 funding of a feasibility study/business case be supported.
(NWA)

Attachments: [Staff Report: RFAS Strategy Recommendations Update](#)
 [Appendix 1: 2017 RFAS Recommendation Progress](#)
 [Appendix 2: Reg'l Food & Farmland Trust Research & Responses](#)
 [Appendix 3: Letters/Motions-Support Reg'l Food & Farmland Trust](#)
 [Correspondence from N Saanich](#)
 [LATE Correspondence from Saanich](#)

6. CORRESPONDENCE**6.1.** [17-639](#) Correspondence: Metro Vancouver Letter re: UBCM Resolution on EV Charging

Recommendation: That the correspondence be received for information.
(NWA)

Attachments: [Correspondence: Metro Vancouver on EV Charging](#)

7. ADMINISTRATION REPORTS

- 7.1. [17-614](#) Public Hearing Report on Bylaw No. 4167, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 8, 2017"

Recommendation: a) That the minutes that form the Report of the Public Hearing, which is certified as a fair and accurate summary of the representations that were made at the Public Hearing held on August 14, 2017, for Bylaw No. 4167, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 8, 2017", be received;

b) That Bylaw No. 4167 be amended to remove reference to the Ministry of Transportation and Infrastructure; and

c) That Bylaw No. 4167, as amended, be read a third time and adopted.
(VOTING BLOCK A)

Attachments: [Staff Report: Public Hearing Report on Bylaw No. 4167](#)
[Appendix 1: Proposed Bylaw No. 4167](#)
[Appendix 2: Report of the Public Hearing August 14, 2017](#)

- 7.2. [17-640](#) Board Strategic Priorities and Corporate Plan Initiatives - Priorities Dashboard Progress Report

Recommendation: That the Priorities Dashboard Progress Report No. 3 - 2017 as attached in Appendix A be confirmed.
(NWA)

Attachments: [Appendix A: Priorities Dashboard Progress Report No. 7 - Q3](#)
[Staff Report: Priorities Dashboard](#)

- 7.3. [17-665](#) Community Works Fund Applications

Recommendation: That the following Community Works Fund application be approved:
Pender Parks and Recreation Commission, Thieves Bay Park Lawn Enhancement:
\$46,100

Attachments: [Staff Report: CWF Application](#)
[Appendix A: CRD Board Approved CWF Investments 2017-08-31](#)
[Appendix B: Pender Island Parks and Recreation Application](#)

8. BYLAWS

8.1. [17-654](#) Adoption of Bylaws

- Recommendation:** That Bylaw No. 4149 "Salt Spring Island Community Parks Conversion Bylaw No. 1, 2017" be adopted.
- That Bylaw No. 4150 "Juan de Fuca Community Parks Services Conversion Bylaw No. 1, 2017" be adopted.
- That Bylaw No. 4151 "Salt Spring Island Community Recreation Conversion Bylaw No. 1, 2017" be adopted.
- That Bylaw No. 4152 "Galiano Island Community Recreation Services, Conversion Bylaw No. 1, 2017" be adopted.
- That Bylaw No. 4153 "Mayne Island Community Recreation Services Conversion Bylaw No. 1, 2017" be adopted.
- That Bylaw No. 4154 "Saturna Island Community Recreation Services Conversion Bylaw No. 1, 2017" be adopted.
- That Bylaw No. 4155 "Pender Island Community Recreation Services Conversion Bylaw No. 1, 2017" be adopted.
- That Bylaw No. 4156 "Galiano Island Community Parks Services, Conversion Bylaw No. 1, 2017" be adopted.
- That Bylaw No. 4157 "Saturna Island Community Parks Services Conversion Bylaw No. 1, 2017" be adopted.
- That Bylaw No. 4158 "Pender Island Community Parks Services Conversion Bylaw No. 1, 2017" be adopted.
- That Bylaw No. 4159 "Mayne Island Community Parks Services Conversion Bylaw No. 1, 2017" be adopted.
- That Bylaw No. 4161 "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 2, 2017" be adopted.
- That Bylaw No. 4162 "Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 7, 2017" be adopted.
- That Bylaw No. 4166 "Traffic Safety Commission Establishment Bylaw No. 1, 1990, Amendment Bylaw No. 4, 2017" be adopted.
- That Bylaw No. 4176 "Pender Islands Fire Protection and Emergency Response Services Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 5, 2017" be adopted.
- That Bylaw No. 4189 "Salt Spring Island Street Lighting Service Establishment Bylaw No. 1, 2011, Amendment Bylaw No. 1, 2017" be adopted.

(All votes are NWA)

Attachments: [Bylaw No. 4149](#)
[Bylaw No. 4150](#)
[Bylaw No. 4151](#)
[Bylaw No. 4152](#)
[Bylaw No. 4153](#)
[Bylaw No. 4154](#)
[Bylaw No. 4155](#)
[Bylaw No. 4156](#)
[Bylaw No. 4157](#)
[Bylaw No. 4158](#)
[Bylaw No. 4159](#)
[Bylaw No. 4161](#)
[Bylaw No. 4162](#)
[Bylaw No. 4166](#)

9. MOTION WITH NOTICE

9.1. [17-638](#) Motion with Notice: Establishment of Regional Transportation Service

Recommendation: That staff take the necessary measures to establish a regional transportation service within the next six months, including a counter petition process if necessary.
(NWA)

Attachments: [Motion with Notice: Establishment of Regional Transportation Service](#)

10. NEW BUSINESS

11. MOTION TO CLOSE THE MEETING

11.1. [17-661](#) Motion to Close the Meeting

Recommendation: That the be closed in accordance with the Community Charter Part 4, Division 3, 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; (c) labour relations or other employee relations; (d) the security of the property of the municipality; (g) litigation or potential litigation affecting the regional district; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the municipality if they were held in public; and (m) a matter that, under another enactment, is such that the public may be excluded from the meeting.
(NWA)

12. 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)