



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

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Wednesday, December 9, 2020

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. [20-782](#) Minutes of the October 14, 2020, October 28, 2020 and November 18, 2020 Capital Regional District Board Meetings

**Recommendation:** That the minutes of the Capital Regional District Board meetings of October 14, 2020, October 28, 2020 and November 18, 2020 be adopted as circulated.

**Attachments:** [Minutes - October 14, 2020](#)  
[Minutes - October 28, 2020](#)  
[Minutes - November 18, 2020](#)

### 4. REPORT OF THE CHAIR

### 5. PRESENTATIONS/DELEGATIONS

#### 5.1. Presentations

- 5.1.1. [20-512](#) Presentation: Dave Cowen (Chair) and Ian Robertson (CEO), Greater Victoria Harbour Authority; Re: Member Agency Report

**Attachments:** [Presentation: GVHA - Member Agency Report to CRD](#)

- 5.1.2. [20-784](#) Presentation: Paul Gerrard (CRD Representative) and Geoff Dickson (President/CEO), Victoria Airport Authority; Re: Report to Nominators

**Attachments:** [Presentation: VAA Report to Nominators](#)

#### 5.2. Delegations

- 5.2.1. [20-799](#) Delegation - David Calder; Representing Rowing British Columbia: Re: Agenda Item 7.6.: Rowing BC - NextGen Performance Centre - Expression of Interest

**6. CONSENT AGENDA****6.1.      [20-736](#)      Capital Regional District External Grants Update**

**Recommendation:** The Governance and Finance Committee recommends to the Capital Regional District Board:  
That the Capital Regional District External Grants Update be received for information.  
(NWA)

**Attachments:**      [Staff Report: CRD External Grants Update](#)  
                          [Appendix A: CRD Grants Dashboard](#)

**6.2.      [20-726](#)      Parcel Tax Roll Review Panel Appointments**

**Recommendation:** The Governance and Finance Committee recommends to the Capital Regional District Board:  
1. That the Parcel Tax Roll Review Panel meeting be held on Wednesday, 10 March 2021, at 12:15 pm in Room 651 of the Capital Regional District offices, 625 Fisgard Street, Victoria, BC., and;  
2. That the following individuals be appointed to the Parcel Tax Roll Review Panel for the year 2021:  
    Colin Plant, CRD Board Chair  
    Mike Hicks, Director, Juan de Fuca Electoral Area  
    David Howe, Director, Southern Gulf Islands Electoral Area  
    Gary Holman, Director, Salt Spring Island Electoral Area  
(NWA)

**Attachments:**      [Staff Report: Parcel Tax Roll Review Panel Appointments](#)

**6.3.      [20-751](#)      Service Fee Agreement re Sewer Charges - District of Oak Bay**

**Recommendation:** The Governance and Finance Committee recommends to the Capital Regional District Board:  
That the Service Fee Agreement re Sewer Charges - District of Oak Bay report be received for information.  
(NWA)

**Attachments:**      [Staff Report: Service Fee Agreement Sewer Charges Oak Bay](#)  
                          [Appendix A: District of Oak Bay Service Fee Agreement Sewers](#)  
                          [Appendix B: Oak Bay Resolution CRD-LWM Agreement](#)

**6.4.      [20-614](#)      Juan de Fuca Agricultural Land Reserve Application Policy BRD05**

**Recommendation:** [At its October 20, 2020 meeting the Juan de Fuca Land Use Committee amended the recommendation as noted below.]  
That the Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:  
a) That the Agricultural Land Reserve Application Policy be approved, as amended; and  
b) That the staff be directed to initiate an amendment to the Juan de Fuca Electoral Area Development Fees and Procedures Bylaw, 2018, Bylaw No. 3885, to increase the application fees for OCP and zoning amendment applications where exclusion from the ALR is also required or requested.  
(Voting Block A & B:  
Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke  
Block B - JDF EA, Central Saanich, Highlands, Langford (Blackwell), Saanich  
(Haynes))

**Attachments:**      [Staff Report](#)  
[Appendix A: Juan de Fuca Agricultural Land Reserve Application Policy](#)  
[Amended Juan de Fuca Agricultural Land Reserve Application Policy](#)  
[LUC Minutes Excerpt](#)

**6.5.**      [20-721](#)      Non-Farm Use Agricultural Land Reserve Application for Section 81,  
Sooke District - East Sooke Regional Park

**Recommendation:** The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:  
That the non-farm use and soil deposit within the Agricultural Land Reserve application AG000081 for expansion of a parking lot and construction of a picnic shelter on Section 81, Sooke District, be supported and forwarded to the Agricultural Land Commission along with any public comments received.  
(NWA)

**Attachments:**      [Staff Report](#)  
[Appendix A: Subject Property Map](#)  
[Appendix B: Non-Farm Use Application](#)  
[LUC Minutes Excerpt](#)

**6.6.**      [20-720](#)      Radio Communication and Broadcasting Antenna Systems Application  
for Block A, District Lot 49, Otter District - 3727 Otter Point Road

**Recommendation:** The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:  
That a statement of concurrence be provided for the proposed 45.0 m radio communications tower and 48.2 m antenna on Block A, District Lot 49, Otter District for the purpose of improving public safety radio coverage.  
(Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

**Attachments:**      [Staff Report](#)  
[Appendix A: Subject Property Map](#)  
[Appendix B: Development Proposal](#)  
[Appendix C: Comments Received](#)  
[Appendix D: Applicant's Response Letter](#)  
[Appendix E: Evaluation Criteria](#)  
[LUC Minutes Excerpt](#)

**6.7.**      [20-793](#)      2021 Schedule of Regular Board Meetings

**Recommendation:** That the regular meetings for the Capital Regional District Board will be scheduled on the second Wednesday of each month in 2021: January 13, February 10, March 10, April 14, May 12, June 9, July 14, August 11 (at the call of the Chair), September 8, October 13, November 10, December 8.  
(NWA)

**6.8.**      [20-794](#)      2021 Standing Committee Terms of Reference

**Recommendation:** That the Board approve the 2021 Terms of References for Standing Committees attached as Appendix A.

**Attachments:**      [Staff Report: 2021 Standing Committee Terms of Reference](#)  
[Appendix A: 2021 Standing Committees Terms of Reference](#)

**6.9.**      [20-792](#)      2021 Committee and External Membership Appointments

**Recommendation:**      That the Board receive the standing committee appointments and endorse the external appointments and nominations put forward in the attachment.  
(NWA)

**Attachments:**      [2021 Board and Committee Membership Appointments](#)

## **7. ADMINISTRATION REPORTS**

**7.1.**      [20-783](#)      Archie Galbraith Memorial Scholarship 2020

**Recommendation:**      That the Capital Region District Board recognize the recommendation of Pearson College selection committee to award the 2020 Archie Galbraith Memorial Scholarship to Brooke O'Toole.  
(NWA)

**Attachments:**      [Staff Report: Archie Galbraith Memorial Scholarship 2020](#)  
[Appendix A: Student Profile Brooke O'Toole](#)

**7.2.**      [20-773](#)      Bylaw No. 4396: 2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 5, 2020

**Recommendation:**      1. That Bylaw No. 4396, "2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 5, 2020" be introduced and read a first, second, and third time; and  
2. That Bylaw No. 4396 be adopted.  
(WA, 2/3rds on adoption)

**Attachments:**      [Staff Report: Bylaw No. 4396 Financial Plan Amendment 5, 2020](#)  
[Appendix A: Bylaw No. 4396 with Schedules A & B](#)

**7.3.**      [20-713](#)      Bylaw Nos. 4389 and 4395: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

**Recommendation:**      1. That Bylaw No. 4389 cited as "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 9, 2020" be introduced and read a first, second, and third time.  
2. That Bylaw 4389 be adopted.  
(WP - JDF EA & SGI, 2/3rds on adoption)  
3. That Bylaw No. 4395 cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2020" be introduced and read a first, second, and third time.  
4. That Bylaw No. 4395 be adopted.  
(NWA, 2/3rds on adoption)

**Attachments:**      [Staff Report: Bylaw Nos. 4389 and 4395, Fees & Charges Electoral Areas](#)  
[Appendix A: Bylaw No. 4389 SGI & JDF Utility Fees Charges Amendment 9](#)  
[Appendix B: Bylaw No. 4395 SSI Utility Fees Charges Amendment 14](#)  
[Appendix C: Bylaws 4389 & 4395 Changes Summary](#)

**7.4.**      [20-750](#)      Bylaws No. 4393, 4394: Florence Lake Improvement District Conversion to CRD Service

- Recommendation:** 1. That Bylaw No. 4393, Florence Lake Water System Local Service Establishment Bylaw No. 1, 2020, be introduced and read a first, second, and third time;  
2. That Elector approval for Bylaw No. 4393 be obtained via alternative approval process, and if successful, referred to the Inspector of Municipalities for approval; (NWA)  
3. That Bylaw No. 4394, Florence Lake Water System Local Service Loan Authorization Bylaw No. 1, 2020, be introduced and read a first, second, and third time; and (WA)  
That Elector approval for Bylaw No. 4394 be obtained via alternative approval process, and if successful, referred to the Inspector of Municipalities for approval. (NWA)

**Attachments:** [Staff Report: Florence Lake Improvement District Conversion](#)  
[Appendix A: Bylaw No. 4393](#)  
[Appendix B: Bylaw No. 4394](#)

**7.5.      [20-731](#)**      Bylaw No. 4371: Salt Spring Island Water, Sewer, and Liquid Waste Disposal Commission Bylaw No. 1, 2010, Amendment No. 1, 2020

**Recommendation:** The Fernwood Water Local Service Commission and the Highland Water and Sewer Services Commission recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw 4371, "Salt Spring Island Water, Sewer, and Liquid Waste Disposal Commission Bylaw No. 1, 2010, Amendment No. 1, 2020" be introduced and read a first, second, and third time.
2. That Bylaw 4371 be adopted.  
(NWA, 2/3rds on adoption)

**Attachments:** [Staff Report: SSI Water and Sewer Commission Update](#)  
[Appendix A: Bylaw 4371](#)

**7.6.      [20-798](#)**      Rowing BC - NextGen Performance Centre - Expression of Interest

**Recommendation:** That the Capital Regional District Board endorse staff responding to the Rowing BC Expression of Interest in order to continue exploring the concept of the NextGen Performance Centre to be located at Elk/Beaver Lake Regional Park.

**Attachments:** [Staff Report: Rowing BC, NextGen Performance Centre, Expression of Interest](#)  
[Appendix A: BC NextGen Performance Centre - EOI and RFP](#)

## 8. REPORTS OF COMMITTEES

### Arts Commission

**8.1.      [20-754](#)**      Bylaw 4367: to Broaden Access to the Arts Advisory Council and Introduce a Conflict of Interest and Recusal Mechanism

**Recommendation:** The Arts Commission recommends to Capital Regional District Board:  
1. That Bylaw No. 4367, "CRD Arts Advisory Council Bylaw, 2002, Amendment Bylaw No. 3, 2020" be introduced and read a first, second, and third time; and  
2. That Bylaw No. 4367 be adopted.  
(WP - Esquimalt, Highlands, Metchosin, Oak Bay, Saanich, Sooke, SGI, Victoria , View Royal, 2/3rds on adoption)

**Attachments:**      [Staff Report: Bylaw 4367 Broaden Access to Arts Advisory Council](#)  
[Appendix A: Bylaw 4367 Arts Advisory Council Amending 2973](#)

## Committee of the Whole

### 8.2.      [20-787](#)      Transportation Gap Summary

**Recommendation:**    That the Committee of the Whole recommends to the Capital Regional District Board  
That staff work with jurisdictional partners to develop a list of potential transportation priorities that would be most beneficial to the region as a whole and report back to the Board for prioritization.  
(NWA)

**Attachments:**      [Staff Report: Transportation Gap Summary](#)  
[Appendix A: Transportation Related Plans](#)  
[Appendix B: Transportation Timeline](#)  
[Appendix C: Transportation Jurisdictional Roles & Responsibilities](#)  
[Appendix D: CRD involvement in external projects](#)  
[Appendix E: Recent and Planned MoTI Transportation Projects in the CRD](#)  
[Appendix F: Regional Transportation Plan](#)  
[Presentation: Transportation Gap Summary](#)

## Governance and Finance Committee

### 8.3.      [20-725](#)      Bylaw No. 4392: Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2020

**Recommendation:**    The Governance and Finance Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4392, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2020" be introduced and read a first, second, and third time.  
2. That Bylaw 4392 be adopted.  
(WA, 2/3rds on adoption)

**Attachments:**      [Staff Report: Bylaw No. 4392 Revenue Anticipation Borrowing CRD](#)  
[Appendix A: Bylaw No. 4392 Revenue Anticipation Borrowing](#)

### 8.4.      [20-735](#)      COVID-19 Safe Restart Grants for Local Governments

- Recommendation:** [At the December 2, 2020 Governance and Finance Committee meeting, the following motion was amended and carried with the addition of items #4 and #5:]  
The Governance and Finance Committee recommends to the Capital Regional District Board:
1. That staff allocate the \$1.4 million CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix D;
  2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
  3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage EA Directors to determine allocation to specific services;
  4. That the CRD Board Chair, after consulting with the Union of British Columbia Municipalities, write and meet with the Premier and Minister responsible to advocate for an additional allocation of funding for electoral areas and First Nations;
  5. That the CRD Board consider re-distributing any unspent funds from the Regional Services allocation prior to the end of 2021.  
(NWA)

- Attachments:** [Staff Report: COVID-19 Safe Restart Grants for Local Govts](#)  
[Appendix A: Safe Restart Allocation Letter from Ministry](#)  
[Appendix B: Regional Districts & Municipal Allocation of Grants](#)  
[Appendix C: Demographics, Population Estimates, CRD July 1](#)  
[Appendix D: Summary of the Grant Allocation](#)

## Juan de Fuca Land Use Committee

### 8.5. [20-547](#) Regional Growth Strategy Consistency - Port Renfrew Comprehensive Community Development Plan

- Recommendation:** [At the October 14, 2020 Capital Regional District Board meeting, this item was POSTPONED to December 9, 2020]

The Planning, Transportation and Protective Services Committee recommends to the Capital Regional District Board:  
That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 10, 2018" be reviewed as it relates to Bylaw No. 4017 "Capital Regional District Regional Growth Strategy Bylaw No.1, 2016" and be deemed consistent with the 2018 RGS Bylaw No. 4017.  
(WA - except SGI & SSI)

- Attachments:** [Staff Report: RGS Consistency-Port Renfrew Comprehensive Comm Dev Plan](#)  
[Appendix A: RGS Evaluation Table – Bylaw 4096](#)  
[Appendix B: Local Area Planning Staff Report to JdF LUC](#)  
[Appendix B Supplementary: Amended Supplementary Report to LUC](#)

### 8.6. [20-329](#) Comprehensive Community Development Plan Amendment Application for: That Part of Section 97, Renfrew District as Shown Coloured Red on Plan 344R (PID: 009-592-342); Lot 1, Section 97, Renfrew District, Plan EPP24972 (PID: 028-991-125);

That Part of District Lot 17, Renfrew District Shown Outlined in Red on Plan 347R (PID: 009-575-006); and  
Those Parts of Block A and B, District Lot 751, Together with  
Unsurveyed Crown Foreshore or Land Covered by Water Being Part of the Bed of Port San Juan, All Within Renfrew District, Shown Outlined in Red on Licence V905027, Containing 3.86 Hectares, More or Less

**Recommendation:** [At the October 14, 2020 Capital Regional District Board meeting, this item was POSTPONED to December 9, 2020]

[At the September 15, 2020 Juan de Fuca Land Use Committee meeting, the following motion was amended:]

That the Land Use Committee recommends to the Capital Regional District (CRD) Board:

- a) That the referral of proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" to a Public Information Meeting in Port Renfrew, the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Cowichan Valley Regional District; Department of Fisheries and Oceans; District of Sooke; Island Health; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; Pacheedaht First Nation; RCMP; Sooke School District #62 be approved and the comments received;
- b) That proposed Bylaw No. 4096, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 13, 2020" be introduced and read a first time and read a second time;
- c) That in accordance with the provisions of Section 469 of the Local Government Act, the Director for the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a public hearing with respect to Bylaw No. 4096; and
- d) That prior to adoption of the bylaws, the applicant:
  - i. Register a covenant on the title of the lands pursuant to Section 219 of the Land Title Act in favour of the CRD securing the Archaeological Impact Assessment prepared by Duncan McLaren, PhD, dated July 31, 2018, and the geotechnical report prepared by Bruce Dagg, P.Eng., dated November 19, 2015, and require that any land alteration requiring blasting or excavation within 100 m of a sea cave be reviewed and monitored by a geotechnical engineer and monitored by a representative from the Pacheedaht;
- e) That Plan Nos. 1 and 2 of Bylaw No. 4096 be amended to remove a part of Lot 1, Section 97, Renfrew District, Plan EPP24972 prior to public hearing.  
(Voting Block A: JDF EA, Colwood, Langford\*, Metchosin, Sooke)



**Attachments:**      [Amended Supplementary Staff Report](#)  
[Appendix A \(Amended Supplementary\): Correspondence-Pacheedaht FN](#)  
[Appendix B \(Amended Supplementary\): Bylaw No. 4096](#)  
[Proposed Bylaw No. 4096 - As Amended September 15, 2020](#)  
[Supplementary Staff Report](#)  
[Appendix A \(Supplementary\): Correspondence-Pacheedaht FN](#)  
[Staff Report](#)  
[Appendix A: Subject Property Map](#)  
[Appendix B: Orthophoto Plan](#)  
[Appendix C: Site Plans](#)  
[Appendix D: Concept Sketch](#)  
[Appendix E: Proposed Bylaw No. 4096](#)  
[Appendix F: Referral Comments](#)  
[Appendix G: Environmental Report](#)  
[LUC Minutes Excerpt](#)

## 9. BYLAWS

### 9.1.      [20-737](#)      Regional Water Supply - Fee and Charge Bylaw Amendment

**Recommendation:**    1. That Bylaw No. 4386 cited as "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 22, 2020" be introduced and read a first, second, and third time.  
2. That Bylaw No. 4386 be adopted.  
(WP - All except SGI & SSI, 2/3rds on adoption)

**Attachments:**      [Bylaw: 4386 Water Supply Fee Charge Amendment 2021](#)

### 9.2.      [20-738](#)      Juan de Fuca Water Distribution Service - Conditions, Fees and Charges Bylaw Amendment

**Recommendation:**    1. That Bylaw No. 4387 cited as "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 10, 2020" be introduced and read a first, second, and a third time.  
2. That Bylaw No. 4387 be adopted.  
(WP - Colwood, Langford, Metchosin, Sooke, View Royal, JDF EA, 2/3rds on adoption)

**Attachments:**      [Bylaw: 4387 Water Distribution Local Service Amendment 2021](#)

### 9.3.      [20-739](#)      Saanich Peninsula Water Service - Bulk Water Rate Bylaw Amendment

**Recommendation:**    1. That Bylaw No. 4388 cited as "Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 40, 2020" be introduced and read a first, second, and a third time.  
2. That Bylaw No. 4388 be adopted.  
(WP - Central Saanich, North Saanich & Sidney, 2/3rds on adoption)

**Attachments:**      [Bylaw: 4388 Bulk Water Rates Bylaw Amendment 2021](#)

## 10. NOTICE(S) OF MOTION

**11. NEW BUSINESS****12. MOTION TO CLOSE THE MEETING****12.1.     [20-780](#)       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 Land Acquisition in accordance with Section 90(1)(e) of the Community Charter.
  3. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 item]
  4. 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)**