

Meeting Minutes

Capital Regional District Board

Wednesday, October 9, 2024

1:05 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

DIRECTORS: C. Plant (Chair), M. Little (Vice Chair), P. Brent, S. Brice, J. Brownoff (1:08 pm)(EP), J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins (EP), S. Goodmanson, G. Holman, P. Jones, S. Kim (for M. Alto)(EP), D. Kobayashi, C. McNeil-Smith, K. Murdoch, D. Murdock (1:12 pm), J. Rogers (for S. Tobias), L. Szpak, M. Tait (EP), D. Thompson, A. Wickheim, K. Williams, R. Windsor

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; R. Smith, Acting General Manager, Parks, Recreation & Environmental Services; D. Elliott, Senior Manager, Regional Housing; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors M. Alto, S. Tobias

The meeting was called to order at 1:02 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in a preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Thompson, **SECONDED** by Director Kobayashi,
That agenda item 6.5. be moved to be considered as agenda item 8.1.b., item 6.6. be moved to be considered as agenda item 8.1.c. and that the agenda be approved as amended.
CARRIED

3. ADOPTION OF MINUTES

3.1. [24-952](#) Minutes of the September 11, 2024 Capital Regional District Board Meeting

MOVED by Director Coleman, **SECONDED** by Director Brent,
That the minutes of the Capital Regional District Board meeting of September 11, 2024 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

Chair Plant stated that the City of Langford's appointment to the CRD Board made their appointment to the CRD Boards for two years for Director Szpak and two years for incoming Director Harder. Director Szpak's last day will be October 31, 2024 and he thanked her for her service. Chair Plant stated he is not seeking re-election as Board Chair in November and that he has served as Board Chair for six years and it has been a rewarding experience. He thanked directors and staff for their professionalism, dedication, and friendship. He looks forward to joining the directors around the table under the leadership of a new chair.

Director Brownoff joined the meeting electronically at 1:08 pm.

Director Murdock joined the meeting in person at 1:12 pm.

**MOVED by Director Little, SECONDED by Director Murdoch,
That the meeting be recessed.
CARRIED**

The meeting went into recess at 1:24 pm.

The meeting reconvened at 1:27 pm.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

- 5.2.1. [24-1004](#) Delegation - Jonathan O'Riordan; Representing Mt. Work Coalition: Re: Agenda Item: 7.3. Short-term Biosolids Management Plan - October Update

J. O'Riordan spoke to Item 7.3.

6. CONSENT AGENDA

**MOVED by Director McNeil-Smith, SECONDED by Director Coleman,
That consent agenda items 6.1. through 6.4. and 6.7. through 6.19. be approved.
CARRIED**

- 6.1. [24-936](#) Liquid Waste Management Plan Engagement Plan

This report was received for information.

- 6.2. [24-957](#) Core Area Wastewater Service Esquimalt Nation Capacity Allocation Request

This report was received for information.

- 6.3. [24-882](#) BC Active Transportation Grant - Infrastructure Grant Application - SSI - Rainbow Road Pedestrian and Bike Path
- 1) That the Rainbow Road pedestrian and bike path be considered a priority project.
 - 2) That an application to the Province of British Columbia Active Transportation - Infrastructure Grant Program for up to \$315,000 be progressed for the purpose of construction of the Rainbow Road Path on Salt Spring Island.
 - 3) That the funding provided through the British Columbia Active Transportation Infrastructure Grant Program will be supported with up to \$135,000 budgeted from the Salt Spring Island Local Community Commission's Financial Plan; and
 - 4) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting Active Transportation Infrastructure Grant funds and overseeing grant management for the proposed project.
- CARRIED**
- 6.4. [24-994](#) BC Active Transportation Grant - Infrastructure Grant Application - Pender Island, Schooner Way - School Trail
- 1) That the shovel ready Schooner Way-School Trail on Pender Island be considered a priority project.
 - 2) That an application to the Province of British Columbia Active Transportation - Infrastructure Grant Program for \$500,000 be progressed for the purpose of construction of Phase 2 of the Schooner Way-School Trail on North Pender Island within the required timeline.
 - 3) That the funding provided through the British Columbia Active Transportation - Infrastructure Grant Program will be supported with contributions from the Pender Island Parks and Recreation Commission's Financial Plan; and
 - 4) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting Active Transportation - Infrastructure Grant funds and overseeing grant management for the proposed project.
- CARRIED**
- 6.7. [24-851](#) New Hartland Policies - Quarterly Update
- This report was received for information.
- 6.8. [24-865](#) Update on Corporate Greenhouse Gas Emissions Targets
- This report was received for information.
- 6.9. [24-870](#) Climate Budgeting Update
- That staff be directed to:
1. Work internally on the elements of Climate Budgeting to understand what new governance mechanisms would look like in practice.
 2. Develop public communications materials, based on the latest greenhouse gas inventory data, for use by the CRD and local governments that more clearly communicate the urgency of this policy issue; and
 3. Utilize Climate Budgeting approaches in the CRD's next climate action strategy planning cycle.
- CARRIED**

- 6.10. [24-873](#) Solid Waste Disposal: Hartland Landfill Tonnage Report - July 2024
This report was received for information.
- 6.11. [24-836](#) Legislative and General Government, Facilities Management Services - 2025 Operating and Capital Budgets
To ask staff to report to Committee of the Whole on October 30th meeting regarding possible cost-savings in the entire Provisional 2025 budget.
CARRIED
- 6.12. [24-939](#) Upcoming Alternative Approval Processes and Communication Options
That staff be directed to include a communications plan in the AAP Requirements Report that is approved by the Board prior to the commencement of each AAP process.
CARRIED
- 6.13. [24-867](#) Capital Regional District Accessibility Plan
That the Capital Regional District Accessibility Plan be approved.
CARRIED
- 6.14. [24-942](#) Regional Resident Survey Progress Report
This report was received for information.
- 6.15. [24-880](#) Motion with Notice: Chair Elections (Director Alto)
Whereas annual elections for local government leadership can be disruptive to operational and strategic decision-making, resolved that the CRD advocate to the Minister of Municipal Affairs to make changes to the Local Government Act to allow for 2-year terms for Regional District Board Chairs and Vice-chairs.
CARRIED
- 6.16. [24-860](#) Designation of Watershed Security Officers
Appoint Nathan Prenger as Watershed Security Officer for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681.
CARRIED
- 6.17. [24-868](#) Safety on Multi-Use Trails
1. That staff engage a consultant to develop a study to build on previous efforts and provide recommendations to further enhance safety on the CRD's multi-use trails in light of the evolving characteristics of trail users, including the increasing prevalence of motorized personal mobility devices, such as e-bikes.
2. That staff report back to the Regional Parks Committee on the findings of the safety study through bi-annual Regional Trestle Renewal, Trail Widening and Lighting Project updates.
CARRIED

- 6.18. [24-757](#) Motion with Notice: Island View Beach Regional Park Boat Launch (Director Windsor)
- Be it resolved that staff reexamine and report to the Regional Parks Committee on the feasibility of reconstructing the marine access ramp at Island View Beach regional park as a regional asset including all necessary steps (permits, etc) and consulting Tsawout First Nation and other relevant stakeholders.**
- CARRIED**
- 6.19. [24-955](#) 2024 Committee and External Membership Appointments - Update #5
- This report was received for information.**

7. ADMINISTRATION REPORTS

- 7.1. [24-964](#) CAO Quarterly Progress Report No. 3, 2024
- T. Robbins presented Item 7.1. for information.
- 7.2. [24-937](#) CRD Evolves 2024-2025
- T. Robbins presented Item 7.2. for information.
- 7.3. [24-935](#) Short-term Biosolids Management Plan - October Update
- R. Smith presented Item 7.3. for information.
- Discussion ensued regarding:
- alternative plans if primary operator is not available
 - short-term storage issues in rainy weather
 - planned annual maintenance cycles related to market driven limitations
 - storage capacity of contractors facility in Richmond
 - procurement process for thermal processing and options for multiple waste streams and integrated resource management
- 7.4. [24-903](#) Bylaw No. 4644: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 4, 2024
- N. Chan spoke to Item 7.4.
- MOVED by Director Brice, SECONDED by Director Jones,**
- 1. That Bylaw No. 4644, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment Bylaw No. 4, 2024", be introduced and read a first, second, and third time.**
- CARRIED**
- MOVED by Director Brice, SECONDED by Director Jones,**
- 2. That Bylaw No. 4644 be adopted.**
- CARRIED**

8. REPORTS OF COMMITTEES

Electoral Areas Committee**8.1. [24-827](#) Bylaw No. 4631: Tax Exemption (Permissive) Bylaw, 2024**

**MOVED by Director Brent, SECONDED by Director Holman,
1. That Bylaw No. 4631, "Tax Exemption (Permissive) Bylaw, 2024", be
introduced and read a first, second and third time.
CARRIED**

**MOVED by Director Brent, SECONDED by Director Holman,
2. That Bylaw No. 4631 be adopted.
CARRIED**

8.1.b. [24-892](#) Motion with Notice: SSI Electoral Area Director and Local Community Commissioners Remuneration (Director Holman)

Discussion ensued regarding:

- future implications of changes to remuneration
- change in Electoral Area Director workload since commission establishment
- clarification of the proposed income amounts

**MOVED by Director Brent, SECONDED by Director Holman,
WHEREAS the newly-established Salt Spring Island Local Community
Commission (LCC) has now assumed responsibility for the administration of most
local Salt Spring services that were formerly the sole responsibility of the local
CRD Director;
THEREFORE be it resolved that staff report back to the Electoral Areas Committee
on the policy implications on the remuneration for the Salt Spring Island CRD
Director and LCC Commissioners being revised to better reflect the shift in
responsibilities, by reducing the Director's annual remuneration by \$10,000 per
year and increasing LCC Commissioner annual remuneration by \$2,500 per year,
starting in 2025.**

**MOVED by Director de Vries, SECONDED by Director Caradonna,
That the main motion be amended by:
- add the words "options and" after the word "policy"
- adding the word "including" before the words "by reducing"
CARRIED**

**Opposed: Brownoff, Coleman, Desjardins, Jones, Kobayashi, Murdoch, Rogers,
Williams, Windsor**

**The question was called on the main motion as amended:
WHEREAS the newly-established Salt Spring Island Local Community
Commission (LCC) has now assumed responsibility for the administration of most
local Salt Spring services that were formerly the sole responsibility of the local
CRD Director;
THEREFORE be it resolved that staff report back to the Electoral Areas Committee
on the policy options and implications on the remuneration for the Salt Spring
Island CRD Director and LCC Commissioners being revised to better reflect the
shift in responsibilities, including by reducing the Director's annual remuneration
by \$10,000 per year and increasing LCC Commissioner annual remuneration by
\$2,500 per year, starting in 2025.
CARRIED**

- 8.1.c. [24-893](#) Motion with Notice: Advocacy to Province for Rural Housing Stream (Director Brent)

MOVED by Director Brent, **SECONDED** by Director Holman,
WHEREAS housing needs are critical in rural communities and coastal islands, and rural housing projects which have applied for BC Housing support have not received it;
THEREFORE the CRD Board resolves to send a letter to the Premier and Minister of Housing, after the election, calling on the Province to consider creating a rural housing stream and supports to facilitate construction of projects suited with the unique constraints of rural housing.
CARRIED

Juan de Fuca Land Use Committee

- 8.2. [24-842](#) Zoning Bylaw Amendment Application for That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the South of the Southerly Boundary of Plan 503RW and to the West of a Boundary Parallel to and Perpendicularly Distant 575 Feet from the Easterly Boundary of that Part of Said Section Shown Outlined in Red on Said Plan 913R, Except Part in Plan VIP80043 (PID: 009-592-130) - 9285 Invermuir Road

MOVED by Director Wickheim, **SECONDED** by Director Kobayashi,
1. That the referral of proposed Bylaw No. 4616, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 166, 2024", to the Shirley-Jordan River Advisory Planning Commission; CRD departments; Pacheedaht First Nation; T'Sou-ke First Nation; BC Hydro; District of Sooke; Island Health; Ministry of Forests - Archaeology Branch; Ministry of Forests - Water Protection Section; Ministry of Water, Land and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke School District #62 be approved and the comments received.
CARRIED

MOVED by Director Wickheim, **SECONDED** by Director Kobayashi,
2. That proposed Bylaw No. 4616 be introduced and read a first, second and third time.
CARRIED

MOVED by Director Wickheim, **SECONDED** by Director Kobayashi,
3. That adoption of proposed Bylaw No. 4616 be withheld pending receipt by the CRD of a Preliminary Layout Review from the Ministry of Transportation and Infrastructure for subdivision application SU000766.
CARRIED

- 8.3. [24-841](#) Zoning Bylaw Amendment Application That Part of Lot 2, Section 60, Renfrew District, Plan 6764 Lying to the South of the 66 Foot Road Dedicated by Said Plan (PID: 003-175-201) - 9333 Invermuir Road
- MOVED by Director Wickheim, SECONDED by Director Kobayashi,**
1. That the referral of proposed Bylaw No. 4615, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 165, 2024", to the Shirley-Jordan River Advisory Planning Commission; CRD departments; Pacheedaht First Nation; T'Sou-ke First Nation; BC Hydro; District of Sooke; Island Health; Ministry of Forests - Archaeology Branch; Ministry of Forests - Water Protection Section; Ministry of Water, Land and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke School District #62 be approved and the comments received.
CARRIED
- MOVED by Director Wickheim, SECONDED by Director Kobayashi,**
2. That proposed Bylaw No. 4615 be introduced and read a first, second and third time.
CARRIED
- MOVED by Director Wickheim, SECONDED by Director Kobayashi,**
3. That adoption of proposed Bylaw No. 4615 be withheld pending receipt by the CRD of a Preliminary Layout Review from the Ministry of Transportation and Infrastructure for subdivision application SU000763.
CARRIED

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

- 10.1. [24-1020](#) Notice of Motion: Recycle BC Soft Plastics Multi-family Residences Pilot Program (Director Caradonna)
- Director Caradonna proposed the following Notice of Motion for consideration at the next meeting of the Environmental Services Committee:
- "Given that RecycleBC has opted to expand a pilot program to undertake home-based collection of soft plastics at select multi-family residences across the region;
That CRD staff report back on the potential to partner with RecycleBC on this program, and to report more generally on the costs, implications, and potential benefits of the CRD incorporating home-based collection of soft plastics into the CRD's recycling program over time."

10.2. [24-1022](#) Notice of Motion: Peninsula and Area Agricultural Commission (Director Windsor)

Director Windsor proposed the following Notice of Motion for consideration at the next meeting of the Planning and Protective Services Committee:

"THEREFORE BE IT RESOLVED that the Capital Regional District explores assuming responsibility of the Peninsula and Area Agricultural Commission as a regional committee."

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. [24-953](#) Motion to Close the Meeting

Meeting went into Recess

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

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

CARRIED

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

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

CARRIED

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

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

CARRIED

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

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

CARRIED

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

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

CARRIED

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

6. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter.

CARRIED

The Capital Regional District Board moved to the Closed Session at 2:31 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 4:44 pm without report.

14. ADJOURNMENT

MOVED by Director Little, **SECONDED** by Director McNeil-Smith,
That the October 9, 2024 Capital Regional District Board meeting be adjourned at
4:44 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER