

Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, November 8, 2017

1:50 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES

3. REPORT OF THE CHAIR

4. PRESENTATIONS/DELEGATIONS

4.1 Presentations

4.2 Delegations

- 4.21. [17-845](#) Delegation - James Anderson Re: Bylaw No. 4093 Regional
Transportation Service Establishment Bylaw

Attachments: [Delegation: James Anderson](#)

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 November 8, 2017 prior to the CRD Board meeting.
The following are the staff recommendations:*

- 5.1. [17-784](#) Wastewater Treatment Project Quarterly Report July - September 2017

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

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

5.2. [17-700](#) Wastewater Treatment Project Monthly Report - August 2017

Recommendation: That the Core Area Liquid Waste Management Committee recommends to the Capital Regional District Board:
That this report be received for information.
(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria and View Royal)

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

5.3. [17-790](#) Core Area Liquid Waste Management Plan - Annual Program Reports

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

1. That the following annual reports be approved:
 - a) Core Area Liquid Waste Management Plan - 2016 Annual Programs Report
 - b) Macaulay and Clover Points Wastewater and Marine Environment Program - 2016 Annual Report
 - c) Regional Source Control Program - 2016 Annual Report
 - d) Esquimalt Lagoon Stewardship Initiative - 2016 Annual Report
 - e) Gorge Waterway Initiative - 2016 Annual Report
 - f) Core Area Stormwater Quality - 2016 Annual Report
 - g) Trucked Liquid Waste Program - 2016 Annual Report
 - h) Inflow & Infiltration Management Program - 2016 Annual Summary; and
2. That the annual reports fulfilling regulatory requirements be forwarded to the BC Ministry of Environment.
(WP - Colwood, Esquimalt, Langford, Oak Bay, Saanich, Victoria and View Royal)

Attachments: [Staff Report: Core Area LWMP - 2016-2017 Programs Report](#)
 [Appendix A: Core Area LWMP – 2016 Annual Programs Report](#)
 [Appendix B: Macaulay & Clover Points Wastewater & Marine Env - 2016 AR](#)
 [Appendix C: Regional Source Control Program - 2016 Annual Report](#)
 [Appendix D: Esquimalt Lagoon Stewardship Initiative - 2016 Annual Report](#)
 [Appendix E: Gorge Waterway Initiative - 2016 Annual Report](#)
 [Appendix F: Core Area Stormwater Quality - 2016 Annual Report](#)
 [Appendix G: Trucked Liquid Waste Program - 2016 Annual Report](#)
 [Appendix H: Core Area I&I Program - Annual Report \(with Attachments A-C\)](#)
 [Appendix H: Attachments D & E](#)

5.4. [17-803](#) Low-Flow Household Appliances

Recommendation: That the Core Area Liquid Waste Management Committee recommend to the Capital Regional District Board:
That staff be directed to continue with existing educational efforts that encourage the installation of low-flow household appliances.
(NWA)

Attachments: [Staff Report: Low-Flow Household Appliances](#)
 [Appendix A: Technical Memo - Kerr Wood Leidal](#)

Electoral Area Services Committee

- 5.5.** [17-726](#) Implications of the Building Act, Building Regulations, and BC Energy Step Code for the Capital Regional District
- Recommendation:** That the Electoral Area Services Committee recommends to the Capital Regional District Board:
That staff update the building bylaw to reflect language contained in the Municipal Insurance Association document in order to address risk managements perspectives.
(NWA)
- Attachments:** [Staff Report: Implications Blding Act, Regs, & BC Energy Step Code for CRD](#)
[Appendix A: Prov'l Policy: Local Gvt Implementation-BC Energy Step Code](#)
- 5.6.** [17-645](#) Feasibility Study Reserve Fund
- Recommendation:** [The original staff recommendation was changed at the meeting as follows:]
That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the Feasibility Study Reserve Fund be discontinued and the proceeds be distributed back to the Electoral Areas.
(WA)
- Attachments:** [Staff Report: Feasibility Study Reserve Fund](#)
- 5.7.** [17-709](#) Community Works Fund Applications
- Recommendation:** That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the following Community Works Fund applications be approved:
1. Mayne Island Early Childhood Society, Child Care Facility at Mayne Island School: \$41,750
2. Pender Island Parks and Recreation Service, Gardom Pond Dam Decommissioning \$100,000
3. Salt Spring Island (SSI) Parks and Recreation Service, SSI Bike Park: \$33,000
(NWA)
- Attachments:** [Staff Report: Community Works Fund Applications](#)
[Appendix A: Mayne Island Early Childhood Society CWF Application](#)
[Appendix B: Pender Island Parks & Recreation CWF Application](#)
[Appendix C: SSI Parks & Recreation CWF Application](#)
[Appendix D: CRD Board Approved CWF Investments 2017-09-30](#)
- 5.8.** [17-694](#) Salt Spring Island Parks and Trails Naming Convention Policy
- Recommendation:** That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Area Service Committee that the Capital Regional District Board approve the attached SSI Community Parks and Community Trails Naming Convention Policy.
(NWA)
- Attachments:** [Staff Report: SSI Parks and Trails Naming Convention](#)

Environmental Services Committee

- 5.9. [17-761](#) Revision 3 of the Solid Waste Management Plan - Planning Timeline Update
- Recommendation:** That the Environmental Services Committee recommend to the Capital Regional District Board:
That staff be directed to resume work on the development of Revision 3 of the Solid Waste Management Plan, as outlined in the proposed planning timeline.
(WP - All)
- Attachments:** [Staff Report: Revision 3 of SWMP - Planning Timeline Update](#)
 [Appendix A: Revision 3, SWMP - Chronology 2012-2015](#)
 [Appendix B: Revision 3, SWMP - Proposed Planning Timeline](#)
- 5.10. [17-766](#) Solid Waste Advisory Committees - Revised Approach
- Recommendation:** [The original staff recommendation was changed at the meeting as follows:]
That the Environmental Services Committee recommend to the Capital Regional District Board:
1. That the Terms of Reference for the Public and Technical Solid Waste Advisory Committee be approved;
2. That staff be directed to initiate the process of recruiting members, including a representative from Willis Point and the District of Highlands, for recommendation to the Capital Regional District Board from the Environmental Services Committee; and
3. That the existing Public and Technical Advisory Committee and Solid Waste Advisory Committee structure be dissolved.
(NWA)
- Attachments:** [Staff Report: Solid Waste Advisory Committees - Revised Approach](#)
 [Appendix A: SWAC and PTAC TOR](#)
 [Appendix B: New Solid Waste Advisory Committee TOR](#)
- 5.11. [17-591](#) Kitchen Scraps Hauling and Processing
- Recommendation:** That the Environmental Services Committee recommend to the Capital Regional District Board:
That staff be directed to issue a 3-year tender for kitchen scraps hauling and processing that begins March 1, 2018 and expires February 28, 2021.
(WP - All)
- Attachments:** [Staff Report: Kitchen Scraps Hauling and Processing](#)

5.12. [17-750](#) Environmental Resource Management - 2016 Annual Report

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

1. That the following reports be approved:
 - a) Environmental Resource Management 2016 Annual Report
 - b) Hartland Landfill Operating & Environmental Monitoring 2016 Annual Report; and
2. That the annual report fulfilling regulatory requirements be forwarded to the BC Ministry of Environment.

[An additional recommendation was made at the meeting as follows:]

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

That the Capital Regional District Hartland landfill monitor two wells in Willis Point.
(WP - All)

Attachments: [Staff Report: Environmental Resource Mgmt-2016 Annual Report](#)
 [Appendix A: Annual Report](#)
 [Appendix B: Hartland Landfill Operating & Env Monitoring Report](#)
 [Appendix B, Attachment 1 - Landfill Gas Monitoring](#)
 [Appendix B, Attachment 2 - Surface Water & Leachate Monitoring](#)
 [Appendix C: Solid Waste "At A Glance" Handout 2016](#)

5.13. [17-741](#) Abandoned Boats Program Funding Update

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

That an additional \$100,000 be made available on a first-come, first-serve basis from the Environmental Resource Management Division Sustainability Reserve to pay the tipping fee costs for municipally- and electoral area-endorsed boating-related marine debris within the region not covered by the CRD's Transport Canada Abandoned Boats Program funding application.
(WP - All)

Attachments: [Staff Report: Abandoned Boats Program Funding Update](#)
 [Appendix A: CRD Work Plan for Removal of Abandoned/Derelict Vessels](#)
 [Appendix B: CRD Education and Awareness Grant Application Summary](#)
 [Appendix C: Funding Request Letter from Central Saanich - Oct 2, 2017](#)

Finance Committee**5.14. [17-776](#) 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: Grants Dashboard](#)

5.15. [17-775](#) Bylaw 4215: Revenue Anticipation Borrowing (General Purpose)

Recommendation: That the Finance Committee recommend to the Capital Regional District Board:
That Bylaw No. 4130, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2018" be introduced and read a first and second time.

That Bylaw No. 4130, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2018" be read a third time.

That Bylaw No. 4130, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2018" be adopted.
(WA - 2/3 Maj.)

Attachments: [Staff Report: Bylaw 4215 Revenue Anticipation Borrowing](#)
 [Appendix A: Bylaw 4215 Revenue Anticipation Borrowing No. 1, 2018](#)

5.16. [17-751](#) Bylaw 4212: 2017 to 2021 Financial Plan, Amendment Bylaw No.3, 2017

Recommendation: That the Finance Committee recommend to the Capital Regional District Board:
That Bylaw 4212, cited as "2017 to 2021 Financial Plan, Amendment Bylaw No. 3, 2017" be introduced and read a first and second time.

That Bylaw 4212, cited as "2017 to 2021 Financial Plan, Amendment Bylaw No. 3, 2017" be read a third time.

That Bylaw 4212, cited as "2017 to 2021 Financial Plan, Amendment Bylaw No. 3, 2017" be adopted.
(WA)

Attachments: [Staff Report: Bylaw 4212: 2017-2021 Financial Plan Amendment No. 3](#)
 [Appendix A: Bylaw 4212 Financial Plan Amendment No. 3, 2017](#)
 [Appendix B: Bylaw 4212 Schedules A & B Financial Summaries](#)

Juan De Fuca Land Use Committee**5.17. [17-691](#) Park Dedication for Subdivision of Lot 1, Section 97, Renfrew District, Plan EPP24972 - 17086 Parkinson Road (SU000687)**

Recommendation: That the Land Use Committee recommends to the CRD Board:
That the requirement for parkland dedication in accordance with Section 510 of the Local Government Act, for the proposed bare land strata subdivision of Lot A, Section 97, Renfrew District, Plan EPP71912 as shown in the plan prepared by J.E. Anderson & Associates dated May 26, 2017, be received in the form of cash in lieu of parkland.
(Voting Block A)

Attachments: [Staff Report](#)
 [Appendix A: Location Map](#)
 [Appendix B: Proposed Subdivision Plan](#)
 [LUC Minutes Excerpt](#)

- 5.18. [17-693](#) Development Variance Permit for Lot 3, Sections 45-A and 46-A, Highland District, Plan VIP22641

Recommendation: That the Land Use Committee recommends to the Capital Regional District Board:

That Development Variance Permit VA000143 for Lot 3, Sections 45-A and 46-A, Highland District, Plan VIP22641, to reduce the required front yard setback from 6.0 m to 5.0 m and to reduce the required rear yard setback from 6 m to 0.91 m, for the purpose of allowing the siting of an existing single-family dwelling and deck, be approved.

(Voting Block A)

Attachments:

[Staff Report](#)

[Appendix 1: Subject Property Map](#)

[Appendix 2: Site Plan](#)

[Appendix 3: Existing Floor Plans](#)

[Appendix 4: Proposed Floor Plans](#)

[Appendix 5: Letters from Neighbouring Property Owners](#)

[Appendix 6: Development Variance Permit VA000143](#)

[LUC Minutes Excerpt](#)

Transportation Committee

- 5.19. [17-767](#) Bylaw No. 4093 Regional Transportation Service Establishment Bylaw

Recommendation: That the Transportation Committee recommend to the Capital Regional District Board:

a) That Bylaw No. 4093 "Regional Transportation Service Establishment Bylaw, 2017" be introduced and read a first and second time, and read a third time; and

b) That the Board direct staff to forward Bylaw No. 4093 "Regional Transportation Service Establishment Bylaw, 2017" to the Inspector of Municipalities for approval. (NWA)

Attachments:

[Staff Report: Bylaw #4093 Reg'l Transport'n Svc Establish't Bylaw](#)

[Attachment 1: Bylaw #4093 Reg'l Transportation Svc](#)

[Attachment 2: Correspondence re Mayors' Transport'n Advisory Cttee](#)

[Attachment 3: Transportation Initiatives](#)

[Attachment 4: Voter Assent Options](#)

Regional Parks Committee

5.20. [17-722](#) Regional Parks Strategic Plan - 2012-2021

Recommendation: That the Regional Parks Committee recommend to the Capital Regional District Board:

That this report be received for information.
(WP - All)

Attachments: [Staff Report: Regional Parks Strategic Plan – 2012-2021](#)
 [Attachment 1: Regional Parks Strategic Plan 2012-2021](#)
 [Attachment 2: Status Summary of Strategic Priorities](#)

6. CORRESPONDENCE**6.1. [17-841](#) UBCM Follow-Up Correspondence**

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

Attachments: [Letter from Ministry of Environment](#)
 [Letter from Ministry of Transportation and Infrastructure](#)

7. ADMINISTRATION REPORTS**7.1. [17-793](#) Voting Strength Distribution**

Recommendation: That this report be received for information.
(NWA)

Attachments: [Staff Report: Weighted Vote Distribution](#)
 [Appendix A: Correspondence from the Ministry of Municipal Affairs and Housing](#)
 [Appendix B: Correspondence from Victoria and Saanich](#)
 [Appendix C: Weighted Vote Strength for CRD Regional and Hospital Board](#)

REVISED

7.2. [17-835](#) Community Emergency Preparedness Fund Emergency Social Services Grant Application

Recommendation: That the submission of a grant application for \$25,000 to the Union of BC Municipalities Community Emergency Preparedness Fund for a combined three Electoral Area Emergency Support Services Project be authorized and that the Board supports the current proposed activities and its willingness to provide overall grant management.
(NWA)

Attachments: [Staff Report: Community Emerg Preparedness Fund ESS Grant App](#)
 [Appendix A: Grant Application](#)
 [Appendix B: Grant Application Supplement](#)

7.3. [17-846](#) Provincial Direction on Regional Growth Strategy Non-Binding Dispute Resolution

Recommendation: That the Minister of Municipal Affairs and Housing be advised that the Capital Regional District is unable to conclude the non-binding dispute resolution process by November 30, 2017 and that a binding process be directed as soon as possible.

That in accordance with the Local Government Act, the Minister of Municipal Affairs and Housing be advised that settlement by "final proposal arbitration" is the Board's preferred method for resolving disputed Regional Growth Strategy provisions.
(NWP - All except SSI and SGI)

Attachments: [Staff Report: Provincial Direction on RGS Non-Binding Dispute Resolution](#)
[Appendix A: Correspondence from Minister Municipal Affairs & Housing](#)
[Appendix B: February 8, 2017 CRD Board Staff Report](#)
[Appendix C: Dispute Resolution Process Diagram](#)

8. BYLAWS

8.1. [17-819](#) Bylaw No. 4204 Core Area Wastewater Treatment Program Loan Authorization

Recommendation: That Bylaw No. 4204, "Core Area Wastewater Treatment Program Loan Authorization Bylaw No. 1, 2017" be adopted.
(WA)

Attachments: [Bylaw No. 4204 - Core Area Wastewater Treatment Program Loan Authorization](#)

9. NEW BUSINESS

10. MOTION TO CLOSE THE MEETING

10.1. [17-842](#) Motion to Close the Meeting

Recommendation: That the meeting 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 agenda of the municipality or another person appointed by the municipality; (c) labour relations or other employee relations; and (g) litigation or potential litigation affecting the municipality.
(NWA)

11. 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)