

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

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Wednesday, December 11, 2019

1:10 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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### 1. TERRITORIAL ACKNOWLEDGEMENT

### 2. APPROVAL OF THE AGENDA

### 3. ADOPTION OF MINUTES

- 3.1. [19-1027](#) Minutes of the October 30, 2019 and November 13, 2019 Capital Regional District Board Meetings

**Recommendation:** That the minutes of the Capital Regional District Board meetings of October 30, 2019 and November 13, 2019 be adopted as circulated.  
(NWA)

**Attachments:** [Minutes - October 30, 2019](#)  
[Minutes - November 13, 2019](#)

### 4. REPORT OF THE CHAIR

### 5. PRESENTATIONS/DELEGATIONS

#### 5.1 Presentations

- 5.1.1. [19-1019](#) Archie Galbraith Memorial Scholarship

**Recommendation:** That the Capital Regional District Board present Kaze Nakamura with the 2019 Archie Galbraith Memorial Scholarship.  
(NWA)

**Attachments:** [Staff Report: Archie Galbraith Memorial Scholarship](#)  
[Appendix A: Kaze Nakamura Student Profile](#)

#### 5.2 Delegations

### 6. CONSENT AGENDA

- 6.1. [19-971](#) View Royal Regional Context Statement

**Recommendation:** The Planning and Protective Services Committee recommends to the Capital Regional District Board:  
That the Town of View Royal 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.  
(WA, except SGI & SSI)

**Attachments:** [Staff Report: View Royal Regional Context Statement](#)  
[Appendix A: View Royal Regional Context Statement Referral](#)  
[Appendix B: Regional Context Statement Evaluation](#)

**6.2.      [19-972](#)      North Saanich Regional Context Statement**

**Recommendation:** The Planning and Protective Services Committee recommends to the Capital Regional District Board:  
That the District of North 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.  
(WA, except SGI & SSI)

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

**6.3.      [19-973](#)      Municipal Feedback on Foodlands Access Program Feasibility Study**

**Recommendation:** The Planning and Protective Services Committee recommends to the Capital Regional District Board:  
a) That the Board receive the municipal feedback;  
b) That the Board direct staff to confirm municipal land donations; and  
c) That should land donations be confirmed, the Board direct staff to develop a business case with input from supportive municipal councils.  
(NWA)

**Attachments:** [Staff Report: Muni Feedback-Foodlands Access Prog Feasibility Study](#)  
[Revised Appendix A: Summary of Municipal Input](#)  
[Appendix A: Summary of Municipal Input](#)  
[Appendix B: Municipal Responses-Proposed Reg'l Foodland Access Prog](#)

**6.4.      [19-980](#)      Dog Management Policy Framework**

**Recommendation:** The Parks & Environment Committee recommends to the Capital Regional District Board:  
That the Dog Management Policy Framework be approved for use by Regional Parks.  
(WA)

**Attachments:** [Staff Report: Dog Management Policy Framework](#)  
[Appendix A: Dog Management Policy Framework](#)

**6.5.      [19-983](#)      Mount Parke Regional Park and St. John Point Regional Park - Approval of Management Plans**

**Recommendation:** The Parks & Environment Committee recommends to the Capital Regional District Board:  
1. That the Mt. Parke Regional Park Management Plan be approved; and,  
2. That the St. John Point Regional Park Management Plan be approved.  
(WA)

**Attachments:** [Staff Report: Mt Parke & St. John Point Regional Parks - Management Plans](#)  
[Appendix A: Mount Parke Management Plan](#)  
[Appendix B: St. John Point Management Plan](#)

**6.6.**      [19-982](#)      Mill Farm Regional Park Reserve - Approval of Interim Management Guidelines

**Recommendation:** The Parks & Environment Committee recommends to the Capital Regional District Board:  
That the Interim Management Guidelines for Mill Farm Regional Park Reserve be approved.  
(WA)

**Attachments:** [Staff Report: Mill Farm Regional Park - Interim Management Guidelines](#)  
[Appendix A: Interim Management Guidelines - Mill Farm Rgnl Park Reserve](#)

**6.7.**      [19-852](#)      Mapping Sunken Vessels

**Recommendation:** That the Parks & Environment Committee recommend to the Capital Regional District Board:  
That this report is received for information.  
(NWA)

**Attachments:** [Staff Report: Mapping Sunken Vessels](#)  
[Appendix A: Potential Underwater Mapping and Number of Sunken Vessels](#)

**6.8.**      [19-988](#)      Hartland Landfilling Operations - Award of Contract 19-2005

**Recommendation:** The Parks & Environment Committee recommends to the Capital Regional District Board:  
1. That Contract 19-2005, Hartland Landfilling Operations July 2020 to June 2025, be awarded to Ralmax Contracting Ltd. for a five-year term, with the first year tendered amount estimated at \$1,805,732.25;  
2. That the Contract include an annual unit rate adjustment of 1.5% in years 2021 to 2025; and  
3. That the Chief Administrative Officer be authorized to finalize and execute the Contract.  
(WA)

**Attachments:** [Staff Report: Hartland Landfilling Operations - Award of Contract 19-2005](#)  
[Appendix A: Invitation to Tender 19-2005- Operation of Hartland Landfill](#)

**6.9.**      [19-849](#)      Reducing Single-Use Expanded Polystyrene Waste Items

**Recommendation:** That the Parks & Environment Committee recommend to the Capital Regional District Board:  
That Capital Regional District staff report the results of the Province's Plastics Action Plan Policy Consultation Paper when they are available and recommend next steps.  
(NWA)

**Attachments:**     [Staff Report: Reducing Single Use Expanded Polystyrene Waste Items](#)  
[Appendix A: UBCM Resolutions Backgrounder](#)  
[Appendix B: Plastics Action Plan Policy Consultation Paper](#)

**6.10.     [19-999](#)     AAP for Bylaws 4326 and 4327 - Regional Housing First Program**

**Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:

- 1) That in accordance with section 86(3) of the Community Charter, the date of February 18, 2020 be confirmed as the deadline by which electoral response, under the Alternate Approval process for CRD Bylaws No. 4326 and 4327, must be submitted to the Capital Regional District by qualified electors within the Salt Spring Island, Southern Gulf Island and Juan de Fuca Electoral Areas;
- 2) That the attached Notice of Alternative Approval Process and the Elector Response Form be approved; and
- 3) That the total number of registered electors within the service areas is as follows:
  - a. For Salt Spring Island, 9,095 and that 10% of that number is 910 electors;
  - b. For the Southern Gulf Islands Electoral Area, 5003 and that 10% of that number is 500 electors; and
  - c. For the Juan de Fuca Electoral Area, 5754 and that 10% of that number is 575 electors.

(NWA)

**Attachments:**     [Staff Report RHFP AAP](#)  
[Appendix A: Bylaws No. 4326 and 4327 at Third Reading](#)  
[Appendix B: Driftwood-RHFP-AAP Jan 2020](#)  
[Appendix C: Elector Response Form](#)

**6.11.     [19-1018](#)     Salt Spring Island Child Care Space Creation Project**

**Recommendation:** That the Salt Spring Parks and Recreation Commission recommend that the Capital Regional District Board direct staff to submit an application for grant funding for the Salt Spring Island Child Care Space Creation project through the Child Care Space Creation Program; and that the Board supports the project and commits to its share \$175,000 of the project and the minimum 15 years of operations.

(NWA)

**Attachments:**     [Staff Report: SSI Child Care Space Creation](#)  
[Attachment A: Child Care Inventory](#)  
[Attachment B: Project Charter](#)  
[Attachment C: Conceptual Drawing](#)

**6.12.     [19-993](#)     Saanich Peninsula Water Service - 2020 Operating and Capital Budget**

**Recommendation:** That the Saanich Peninsula Water Commission recommend that the Capital Regional District Board:

1. Approve the 2020 operating and capital budget.
2. Approve the 2020 Saanich Peninsula bulk water rate of \$1.0223 per cubic metre, and the Agricultural Research Station water rate of \$1.0575 per cubic metre, adjusted if necessary by any changes in the CRD Regional Water Supply wholesale water rate.
3. Direct staff to balance the 2019 actual revenue and expense on the transfer to capital reserve fund.
4. Direct staff to amend the Bulk Water Rate Bylaw accordingly.

(WP - Central Saanich, North Saanich & Sidney)

**Attachments:**      [Staff Report: Saanich Peninsula Water Service - 2020 Operating and Capital Budget](#)  
[Appendix A: 2020 Operating and Capital Budget](#)  
[Appendix B: Saanich Peninsula Water Rate and Regional Water Supply Rate History](#)  
[Appendix C: Agricultural Water volumes and Rate Payments 2011 - 2018](#)

**6.13.      [19-820](#)**      Juan de Fuca Water Distribution Service - 2020 Operating and Capital Budget

**Recommendation:**      That the Juan de Fuca Water Distribution Commission recommends that the Capital Regional District Board:

1. Approve the 2020 Capital Budget and the Five Year Capital Plan.
2. Approve the 2020 Operating Budget.
3. Approve the 2020 Juan de Fuca Water Distribution Service retail water rate of \$2.2159 per cubic metre, adjusted if necessary by any change in the Regional Water Supply wholesale water rate.
4. Amend the Water Distribution Local Service Conditions, Fees and Charges Bylaw accordingly.

(WP - Colwood, Langford, Metchosin, Sooke, View Royal, JDF EA)

**Attachments:**      [Juan de Fuca Water Distribution Service - 2020 Operating and Capital Budget](#)  
[Appendix A: 2020 Juan de Fuca Water Distribution Service budget](#)  
[Appendix B: Long Term Debt Obligations Summary](#)  
[Appendix C: Retail and Wholesale Water Rate History and Projection](#)

**6.14.      [19-846](#)**      Regional Water Supply Service - 2020 Operating and Capital Budget

**Recommendation:**      That the Regional Water Supply Commission recommends that the Capital Regional District Board:

1. Approve the 2020 Capital Budget and the Five Year Capital Plan.
2. Approve the 2020 Operating Budget.
3. Approve the 2020 wholesale water rate of \$0.6968 per cubic metre.
4. Approve the 2020 agricultural water rate of \$0.2105 per cubic metre.
5. Direct staff to balance the 2019 actual revenue and expense on the transfer to the water capital fund.
6. Direct staff to amend the Water Rates Bylaw accordingly.

(WP, All except SGI & SGI)

**Attachments:**      [Staff Report: 2020 Operating and Capital Budget](#)  
[Appendix A: 2020 Regional Water Supply Service Budget](#)  
[Appendix B: Long Term Debt Obligations Summary](#)  
[Appendix C: Agricultural Water Volumes and Rate Payments for 2011 - 2018](#)  
[Appendix D: Wholesale Water Rate History and Projection](#)

## **7. ADMINISTRATION REPORTS**

**7.1.      [19-1035](#)**      2020 Appointments to CRD Standing Committee, Select Committees and Other Bodies

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

(NWA)

**Attachments:**      [2020 Committees and External Membership Appointments](#)

*Updated attachment*

**7.2.**      [19-1013](#)      Capital Regional District External Grants Update

**Recommendation:** That the Capital Regional District External Grants Update be received for information.  
(NWA)

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

**7.3.**      [19-1000](#)      Bylaw No. 4338: Revenue Anticipation Borrowing (General Purpose)  
Bylaw No. 2, 2019

**Recommendation:** 1. That Bylaw No. 4338, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 2, 2019" be introduced and read a first, second, and third time.  
2. That Bylaw 4338 be adopted.  
(WA, 2/3rds maj. on adoption)

**Attachments:**      [Staff Report: Bylaw 4338 Revenue Anticipation No 2, 2019](#)  
                         [Appendix A: Bylaw No. 4338 CRD Revenue Anticipation Resolution](#)

**7.4.**      [19-997](#)      Bylaw Nos. 4244 and 4333: Amendments to Operating Reserve Bylaw  
Nos. 4102 and 4146

**Recommendation:** 1. That Bylaw No. 4244 cited as the "Capital Regional District Regional Services  
Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 2, 2019" be  
introduced and read a first, second and third time.  
2. That Bylaw No. 4244 be adopted.  
3. That Bylaw No. 4333 cited as the "Capital Regional District Electoral Area Services  
Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 2, 2019" be  
introduced and read a first, second and third time;  
4. That Bylaw No. 4333 be adopted.  
(WA, 2/3rds maj. on adoption)

**Attachments:**      [Staff Report: Bylaws 4244 and 4333, Operating Reserve Fund Amendments](#)  
                         [Appendix A: Bylaw No. 4244 Regional Services Operating Reserve Amendmen](#)  
                         [Appendix B: Bylaw No. 4333 Electoral Area Services Operating Reserve Amenc](#)

**7.5.**      [19-1025](#)      Parcel Tax Roll Review Panel

**Recommendation:** 1. That the Parcel Tax Roll Review Panel meeting be held on Wednesday, 11 March  
2020, 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 2020:  
    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](#)

**7.6.**      [19-1030](#)      Amendment No. 12 to Core Area Liquid Waste Management Plan -  
Update

**Recommendation:** That staff be directed to forward the District of Oak Bay's submission to the Minister of Environment and Climate Change Strategy, together with the additional high-level financial analysis, including Tax Impact and Total Project Cost by Scenario (attached as Appendix C), to specifically address the Minister's requirements under the Core Area Liquid Waste Management Plan.

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

**Attachments:** [Staff Report: Amendment No. 12 to CALWMP - Update](#)  
[Appendix A: Minister's Conditional Approval Letter - June 20, 2018](#)  
[Appendix B: Program Update: Combined Sewer Separation in Oak Bay](#)  
[Appendix C: Summary - Tax Impact and Total Project Cost by Scenario](#)

**7.7.      [19-1034](#)      Process and Timing for Confirming Board Strategic Direction**

**Recommendation:** That the Board hold its annual check-in on strategic priorities at a Committee of the Whole meeting to be held on April 29, 2020 to confirm alignment of priorities and resources, and inform the 2021 service and financial planning processes.  
(NWA)

**Attachments:** [Staff Report: Process & Timing-Confirming Brd Strategic Direction](#)  
[Appendix A: 2019-2022 CRD Board Priorities on a Page](#)  
[Appendix B: 2019-2022 CRD Board Priorities on a Page](#)  
[Appendix C: Annotated CRD Planning Framework](#)

**7.8.      [19-1045](#)      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 2020: January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12 (at the call of the Chair), September 9, October 14, December 9.  
(NWA)

## **8. REPORTS OF COMMITTEES**

### **Electoral Areas Committee**

*[The following reports will be considered by the Electoral Areas Committee on December 11, 2019. The following are the staff recommendations:]*

**8.1.      [19-955](#)      Salt Spring Island Liquid Waste Facility Regulations**

**Recommendation:** That the Salt Spring Island Liquid Waste Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4286 cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 12, 2019" be introduced and read at first, second, and a third time.
2. That Bylaw No. 4286 be adopted.
3. That Bylaw No. 4287 cited as "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 65, 2019" be introduced and read at first, second, and a third time.
4. That Bylaw No. 4287 be adopted.

(NWA, 2/3rds maj. on adoption)

**Attachments:**      [Staff Report: SSI Liquid Waste Facility Regulations](#)

[Attachment A: 4286 SSI Liquid Waste Bylaw Amendment](#)

[Attachment B: 4287 Ticket Authorization](#)

**8.2.**      [19-1031](#)      Magic Lake Estates Wastewater System Loan Authorization -  
Presentation of Assent Voting (Referendum) Results

**Recommendation:**      That the Electoral Areas Committee recommends to the Capital Regional District Board:

1) That the Chief Election Officer's Proclamation of Official results be received for information.

2) That Bylaw No. 4320, "Magic Lake Estates Wastewater System Loan Authorization Bylaw No. 3, 2019", be adopted.  
(NWA)

**Attachments:**      [Staff Report: MLE Referendum Results](#)

[Appendix A: Final Results - MLE Referendum](#)

[Appendix B: Bylaw 4320](#)

[Appendix C: Report of July 10, 2019](#)

**8.3.**      [19-1023](#)      Bylaw No. 4341: Temporary Borrowing (South Galiano Fire Hall)  
Bylaw No. 1, 2019

**Recommendation:**      The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4341, Temporary Borrowing (South Galiano Fire Hall) Bylaw No. 1, 2019, be introduced and read a first, second and third time;  
2. That Bylaw 4341 be adopted.  
(WA), 2/3rds maj. on adoption)

**Attachments:**      [Staff Report: Bylaw 4341 Temporary Borrowing South Galiano Fire Hall](#)

[Appendix A: Bylaw No. 4341 Temporary Borrowing South Galiano Fire Hall](#)

**8.4.**      [19-1015](#)      Bylaw Nos. 4337 and 4339: Fees and Charges Bylaw Amendments  
for Utilities within the Three Electoral Areas

**Recommendation:**      The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4337 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. 8, 2019" be introduced and read a first, second, and third time.  
2. That Bylaw 4337 be adopted.  
3. That Bylaw No. 4339 cited as " Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2019" be introduced and read a first, second, and third time.  
4. That Bylaw No. 4339 be adopted.  
(NWA, 2/3rds maj. on adoption)

**Attachments:**      [Staff Report: Bylaws 4337 & 4339 Utilities Fees Charges Electoral Areas](#)

[Appendix A: Bylaw 4337 Utility Fees Charges Juan de Fuca Electoral Area](#)

[Appendix B: Bylaw 4339 Utility Fees Charges Salt Spring Island Electoral Area](#)

[Appendix C: Bylaws 4337 & 4339 Schedule Changes Summary](#)

**Juan De Fuca Land Use Committee**



**8.5.**      [19-853](#)      Zoning Amendment Application for Lot 12, Section 128, Sooke District, Plan VIP58851 - 5495 Mt. Matheson Road

**Recommendation:** (At its November 19, 2019 meeting the Juan de Fuca Land Use Committee amended the recommendation as noted below.)  
That the Land Use Committee recommends to the Capital Regional District (CRD) Board:  
a) That the referral of proposed Bylaw No. 4314, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 146, 2019" directed by the Juan de Fuca Land Use Committee to the East Sooke Advisory Planning Commission; the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; appropriate CRD departments; BC Hydro; District of Sooke; Island Health; FLNR - Archaeology Branch; Ministry of Transportation & Infrastructure; RCMP; Scia'new First Nation; Sooke School District #62; and T'Sou-ke First Nation be approved and the comments received;  
b) That proposed Bylaw No. 4314, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 146, 2019" be introduced and read a first time; and  
c) That the owner confirm with CRD Protective Services or CRD Building Inspection how the proposed development can be accessed by emergency vehicles and meet the National Fire Protection Association standard 1142 Water Supplies for Suburban and Rural Fire Fighting or an equivalent level of protection prior second reading and a public hearing.  
(Voting Block A - JDF EA, Colwood, Langford\*, Metchosin, Sooke)

**Attachments:**      [Staff Report](#)  
[Appendix 1: Subject Property Map](#)  
[Appendix 2: Rural Residential 6A Zone](#)  
[Appendix 3: Proposed Bylaw No. 4314](#)  
[Appendix 4: Referral Comments](#)  
[Appendix 5: Swell Environmental Consulting Report](#)  
[LUC Minutes Excerpt](#)

## 9. BYLAWS

**9.1.**      [19-1042](#)      Saanich Peninsula Water Service - Bulk Water Rates Bylaw Amendment

**Recommendation:** 1. That Bylaw No. 4336 cited as "Bulk Water Rates Bylaw, 1977, Amendment Bylaw No. 39, 2019" be introduced and read a first, second, and a third time.  
2. That Bylaw No. 4336 be adopted.  
(WP - Central Saanich, North Saanich & Sidney)

**Attachments:**      [Bylaw 4336 Bulk Water Rates Bylaw Amendment](#)

**9.2.**      [19-1043](#)      Juan de Fuca Water Distribution Service - Conditions, Fees and Charges Bylaw Amendment

**Recommendation:** 1. That Bylaw No. 4335 cited as "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 9, 2019" be introduced and read a first, second, and a third time.  
2. That Bylaw No. 4335 be adopted.  
(WP - Colwood, Langford, Metchosin, Sooke, View Royal, JDF EA)

**Attachments:**      [Bylaw 4335 Water Distribution Fee Charge Amendment 2020](#)

**9.3.      [19-1044](#)      Regional Water Supply - Fee and Charge Bylaw Amendment**

**Recommendation:** 1. That Bylaw No. 4334 cited as "Water Supply Local Service Area Fee and Charge Bylaw No. 1, 1997, Amendment Bylaw No. 21, 2019" be introduced and read a first, second, and a third time.  
2. That Bylaw No. 4334 be adopted.  
(WP, All except SGI & SGI)

**Attachments:**      [Bylaw 4334 Water Supply Fee Charge Amendment 2020](#)

**10. NOTICE(S) OF MOTION****11. NEW BUSINESS****12. MOTION TO CLOSE THE MEETING****12.1.      [19-1040](#)      Motion to Close the Meeting**

**Recommendation:** 1. A) That the meeting be closed for a Proposed Municipal Service in accordance with the Community Charter section 90(1)(k) Proposed Service, section 90(1)(i) Legal Advice, and section 90(1)(m) Another enactment (FOIPPA).  
B) In the view of the board, the discussion could reasonably be expected to harm the interests of the regional district if they were held in public. [1 item]  
2. That the meeting be closed for Appointments in accordance with the Community Charter section 90 (1)(a). [2 items]  
(NWA)

**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)**