



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

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Wednesday, May 13, 2020

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. [20-287](#) Minutes of the April 08, 2020 Capital Regional District Board Meeting

**Recommendation:** That the minutes of the Capital Regional District Board meeting of April 08, 2020 be adopted as circulated.  
(NWA)

**Attachments:** [Minutes - April 8, 2020](#)

### 4. REPORT OF THE CHAIR

### 5. PRESENTATIONS/DELEGATIONS

*Please note that during the COVID-19 situation, as Board meetings are electronic and with very limited in-person capacity, submissions will be accepted in written form only – no in-person presentations.*

### 6. CONSENT AGENDA

#### 6.1. [20-265](#) 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: External Grants Update Dashboard](#)

#### 6.2. [20-290](#) Salt Spring Island Shared Services Society - Rural Economic Dividend Grant

**Recommendation:** That the Capital Regional District Board authorize staff to incorporate a society and perform such other tasks as to fulfil the terms of the Rural Economic Dividend Program grant.  
(NWA)

**Attachments:** [Staff Report: SGI Shared Services Society](#)  
[Appendix A: Shared Services Constitution](#)  
[Appendix B: Shared Services Bylaws](#)

**6.3.      [20-275](#)      Rural Islands Economic Online Marketing Program**

**Recommendation:** The Capital Regional District Board amends the 2020 Community Economic Development Commission Five Year Financial Plan to fund a project with Rural Island Economic Partnership (RIEP) to develop an online business directory and marketing plan for rural businesses in the amount of \$10,000 funded from operating reserves subject to the RIEP returning funds on a proration basis upon securing contributions from RIEP partners participating in the project.  
(NWA)

**Attachments:**      [Staff Report: Rural Islands Economic Online Partnership Marketing Program](#)  
                         [Appendix A: Proposal - Covid-19 Economic Recovery Marketing Program](#)

**7. ADMINISTRATION REPORTS****7.1.      [20-264](#)      Capital Regional District 2019 Audit Findings Report and Statement of Financial Information**

**Recommendation:** That the Capital Regional District 2019 Audit Findings Report be received and the Capital Regional District 2019 Statement of Financial Information be approved.  
(NWA)

**Attachments:**      [Staff Report: CRD 2019 Audit Findings & Statement of Financial Information](#)  
                         [Presentation: CRD 2019 Statement of Financial Information](#)  
                         [Appendix A: CRD 2019 Statement of Financial Information](#)  
                         [Appendix B: CRD 2019 Unaudited Statements](#)  
                         [Appendix C: DBRS Rating Methodology](#)  
                         [Appendix D: CRD Additional Financial Analysis](#)  
                         [Appendix E: CRD 2019 Audit Findings Report](#)  
                         [Appendix F: KPMG Management Letter](#)

**7.2.      [20-299](#)      Capital Regional District 2019 Annual Report**

**Recommendation:** That the Capital Regional District 2019 Annual Report be received for information.  
(NWA)

**Attachments:**      [Staff Report: CRD 2019 Annual Report](#)  
                         [Appendix A: CRD 2019 Annual Report](#)

**7.3.      [20-292](#)      Capital Regional District Climate Action - 2019 Annual Report**

**Recommendation:** 1. That the Capital Regional District (CRD) Board receive the draft 2019 Climate Action Annual Report for information; and  
2. That staff complete all Climate Action Revenue Incentive Program reporting requirements, incorporate them into the Capital Regional District Climate Action 2019 Annual Report, and submit to the Province by the reporting deadline (currently June 1, 2020) and post on the CRD website.  
(NWA)

**Attachments:**      [Staff Report: CRD Climate Action - 2019 Annual Report](#)  
                         [Appendix A: Draft CRD 2019 Climate Action Annual Report](#)

**7.4.      [20-303](#)      2019-2022 Board Priorities - Annual Check-In**

- Recommendation:** a) That the initiatives and actions that deliver on Board Strategic Priorities be continued in accordance with the approved 2019-2022 Board Strategic Priorities; and  
b) That staff, through the service planning process, provide recommendations on funding, timing and service levels for 2021 in accordance with the approved 2019-2022 Corporate Plan.  
(NWA)  
c) That the Capital Regional District Board extend the previously approved two-year increase of \$95,000 for climate action initiatives, including a potential extension of the BC Hydro matching funding for the Community Energy Manager and to provide staff support to seek grant funds and update the CRD Climate Action Strategy.  
(WA)  
d) That the Land Acquisition Fund be maintained at the current rate of \$20 per average residential household assessment.  
(WA)

**Attachments:** [Staff Report: 2019-2022 Board Priorities - Annual Check-In](#)  
[Appendix A: CRD Board Strategic Priorities](#)  
[Appendix B: Presentation \(Delivering the 2019-2022 Corporate Plan\)](#)  
[Appendix C: Briefing on COVID-19 Pandemic Impacts to 2020 Svc Plan](#)  
[Appendix D: Accelerating CRD Response to Climate Emergency – NoM](#)  
[Appendix E: Improving Capacity of the Regional Parks LAF - NoM](#)

**7.5.      [20-263](#)      2021 Service and Financial Planning Guidelines**

**Recommendation:** That the Capital Regional District Board approve the financial plan guidelines as presented and that staff be directed to prepare the draft financial plan review based on the timeline presented.  
(NWA)

**Attachments:** [Staff Report: 2021 Service and Financial Planning Guidelines](#)  
[Appendix A: 2021 Corporate Planning Framework](#)  
[Appendix B: 2021 Financial Planning Timetable](#)

**7.6.      [20-308](#)      Proposed Amendment to Liquid Waste Management Core Area and Western Communities Service Establishment Bylaw No. 2312 (as amended by Bylaw No. 3028 and 3319)**

**Recommendation:** 1. That Bylaw No. 4304, "Liquid Waste Management Core Area and Western Communities Service Establishment Bylaw No. 1, 1995, Amendment Bylaw No. 3, 2020" be introduced and read a first time, second and third time.  
(WP - Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Colwood and Langford)  
2. That staff be directed to refer Bylaw No. 4304 to the participant councils for consent requesting that the participants provide a written response by no later than June 30, 2020.  
3. That staff be directed to submit the Bylaw No. 4304 to the Inspector of Municipalities for approval upon receiving two-thirds consent of the participants.  
(NWA)

**Attachments:**      [Staff Report: Proposed Bylaw No. 2312 Amendment](#)  
[Appendix A: Report to Core Area Liquid Waste Management Committee](#)  
[Appendix B: CRD Bylaw 2312 Update – CRD Core Area Flow Allocation Method](#)  
[Appendix C: Bylaw No. 2312 redlined with amendments](#)  
[Appendix D: Bylaw No. 4304](#)

**7.7.      [20-226](#)      Regional Parks - 2020 to 2021 Land Acquisition Strategy Criteria**

**Recommendation:**      That the 2018 to 2019 Regional Parks Land Acquisition Criteria be approved as the acquisition criteria for the Regional Parks Land Acquisition Strategy 2020 to 2021. (WA)

**Attachments:**      [Staff Report: RP – 2020-2021 Land Acquisition Strategy Criteria](#)  
[Appendix A: 2018 to 2019 Regional Parks Land Acquisition Criteria](#)  
[Letter from Mayor Screech, View Royal, re CRD LAF](#)  
[Letter from Deputy Corporate Officer, Langford, re CRD Parks LAF](#)

**7.8.      [20-309](#)      Board and Committee Meetings for June-August**

**Recommendation:**      1. That the Board hereby waive the 5 days' notice of special meetings as per s. 9(1) of the CRD Board Procedures Bylaw, until the end of June 2020; and  
2. That the Board receive the revised May-December 2020 schedule for information. (NWA)

**Attachments:**      [Schedule Board And Committee Mtgs May-Dec 2020](#)

**8. REPORTS OF COMMITTEES**

**9. BYLAWS**

**10. NOTICE(S) OF MOTION**

**11. NEW BUSINESS**

**12. CORRESPONDENCE**

**12.1.      [20-297](#)      Correspondence - Goose Egg Addling**

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

**Attachments:**      [Correspondence - Goose Egg Addling](#)

**13. MOTION TO CLOSE THE MEETING**

**13.1.      [20-312](#)      Motion to Close the Meeting**

- Recommendation:**
1. That the meeting be closed for Land Acquisition under s. 90 (1)(e) of the Community Charter; and
  2. That such disclosure could reasonably be expected to harm the interests of the Regional District [1 item].
  3. That the meeting be closed for Appointments under s. 90 (1)(a) of the Community Charter [1 item].
  4. That the meeting be closed for Labour Relations under s. 90 (1)(c) of the Community Charter [1 item].  
(NWA)

#### **14. RISE AND REPORT**

#### **15. 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)**