



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

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Wednesday, December 8, 2021

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. [21-886](#) Minutes of the November 10, 2021 Capital Regional District Board Meeting

**Recommendation:** That the minutes of the Capital Regional District Board meeting of November 10, 2021 be adopted as circulated.

**Attachments:** [Minutes - November 10, 2021](#)

### 4. REPORT OF THE CHAIR

### 5. PRESENTATIONS/DELEGATIONS

*In keeping with directives from the Province of BC, there is limited space for the public to attend CRD Board meetings in-person at this time. However, the public may continue to view meeting materials and Live Webcasts online. If you wish to attend a meeting in-person, please email [legserv@crd.bc.ca](mailto:legserv@crd.bc.ca).*

*CRD encourages delegations to participate electronically. Please complete the online application for "Addressing the Board" on our website and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the CRD Board at [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca).*

#### 5.1. Presentations

#### 5.2. Delegations

### 6. CONSENT AGENDA

**6.1.      [21-864](#)      Parcel Tax Roll Review Panel**

**Recommendation:** 1. That the Parcel Tax Roll Review Panel meeting be held on Wednesday, 9 March 2022, at 12:00 pm in Room 652 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 2022:  
- 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](#)

**6.2.      [21-858](#)      Community Resiliency Initiative Grant: FireSmart Community Funding & Supports**

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That the Board support an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Community Funding & Supports program and direct staff to provide overall grant management.  
(NWA)

**Attachments:**      [Staff Report: Community Resiliency Initiative Grant-FireSmart](#)  
[Appendix A: UBCM FireSmart Comm. Funding & Supports Appl.](#)

**6.3.      [21-698](#)      Update to CRD Reporting of Serious Misconduct Policy**

**Recommendation:** [Following discussion at the December 1, 2021 Governance Committee meeting, Appendix A was revised as attached:]  
The Governance Committee recommends to the Capital Regional District Board: That the Capital Regional District's Reporting of Serious Misconduct Policy be updated to ensure the involvement of the Chief Financial Officer in any concern that may have real or perceived financial implications.  
(NWA)

**Attachments:**      [Staff Report: Reporting of Serious Misconduct Policy](#)  
[Revised Appendix A: Reporting of Serious Misconduct Policy](#)  
[Appendix A: Reporting of Serious Misconduct Policy](#)

**6.4.      [21-699](#)      Process to Claim Expenses under CRD Board Remuneration and Travel Expense Reimbursement Policy**

**Recommendation:** The Governance Committee recommends to the Capital Regional District Board: That Schedule 1 of the Capital Regional District's Board Remuneration and Travel Expense Reimbursement Policy be updated to include the administrative process for the claiming of expenses, as found in Appendix A.  
(NWA)

**Attachments:**      [Staff Report: Board Remuneration and Travel Expense Reimbursement Policy](#)  
[Appendix A: Board Remuneration and Travel Expense Reimbursement Policy](#)

- 6.5.      [21-814](#)      Radio Communication and Broadcasting Antenna Systems Applications for:
1. Section 64, Renfrew District - West Coast Road;
  2. District Lot 348, Renfrew District - West Coast Road; and
  3. District Lot 319, Renfrew District - West Coast Road.

**Recommendation:**    The Juan de Fuca Land Use Committee recommends to the Capital Regional District Board:

1. That a statement of concurrence be provided to Rogers Communications for the proposed 63 m radio communication and broadcasting antenna system on Section 64, Renfrew District (LP000028);
2. That a statement of concurrence be provided to Rogers Communications for the proposed 52 m radio communication and broadcasting antenna system on District Lot 348, Renfrew District (LP000029); and
3. That a statement of concurrence be provided to Rogers Communications for the proposed 97 m radio communication and broadcasting antenna system on District Lot 319, Renfrew District (LP000030).

(NWA)

**Attachments:**      [Staff Report: Radio Comm. & Broadcasting Ant. Sys. Appls.](#)  
[Appendix A: Subject Property Map LP000028](#)  
[Appendix B: Development Proposal LP000028](#)  
[Appendix C: Subject Property Map LP000029](#)  
[Appendix D: Development Proposal LP000029](#)  
[Appendix E: Subject Property Map LP000030](#)  
[Appendix F: Development Proposal LP000030](#)  
[Appendix G: Evaluation Criteria](#)

- 6.6.      [21-890](#)      2022 Juan de Fuca Water Distribution Capital Plan Amendment

**Recommendation:**    That the Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board:  
That the 2022 Juan de Fuca Water Distribution Service Capital Budget and Five Year Capital Plan be amended as shown in Appendix A.  
(NWA)

**Attachments:**      [2022 Juan de Fuca Water Distribution Capital Plan Amendment](#)  
[Appendix A: Prop. Amendment to the 2022 JDFWD Capital Plan](#)

**6.7.      [21-849](#)      Regional Growth Strategy Indicator Report**

**Recommendation:** The Planning and Protective Services Committee recommends to the Capital Regional District Board:  
That the Regional Growth Strategy Indicator Report be received for information.  
(NWA)

[At the November 17, 2021 Planning and Protective Services Committee meeting, the following motion arising carried:]

The Planning and Protective Services Committee recommends to the Capital Regional District Board:  
That the Regional Growth Strategy Indicator Report be forwarded to municipal councils for information.  
(NWA)

**Attachments:**      [Staff Report: Regional Growth Strategy Indicators Report](#)  
                             [Appendix A: Regional Growth Strategy Indicators Report 2021](#)

**6.8.      [21-685](#)      Capital Region Emergency Service Telecommunications Inc. (CREST)  
Service Agreement Renewal**

**Recommendation:** The Planning and Protective Services Committee recommends to the Capital Regional District Board:  
That the Chief Administrative Officer be authorized to enter into a new regional service agreement with CREST to provide general emergency radio communications services, with annual contributions limited to inflationary adjustments.  
(WA)

**Attachments:**      [Staff Report: CREST Agreement Renewal](#)  
                             [Appendix A: CREST Relationship Diagram](#)  
                             [Appendix B: Historical Payments](#)  
                             [Appendix C: Agreement CRD-CREST 2022](#)  
                             [Appendix D: CREST Members Agreement 2007](#)

**6.9.      [21-850](#)      Mountain Biking Opportunities in Regional Parks**

**Recommendation:** [At the November 24, 2021 Regional Parks Committee meeting, the recommendation and following amendment carried:]  
The Regional Parks Committee recommends to the Capital Regional District Board:  
1. That the Mountain Biking Opportunities in Regional Parks report be received for information.  
2. That the Regional Parks Committee direct staff to report to the Capital Regional District Board in a closed meeting on options for creating a third permitted Mountain Biking area in the region.  
(NWA)

**Attachments:**      [Staff Report: Mountain Biking Opportunities in Regional Parks](#)  
                             [Appendix A: Short-term Actions to Support MBAC Report](#)

**6.10.     [21-854](#)     Regional Parks - Strategic Plan Update**

**Recommendation:** [At the November 24, 2021 Regional Parks Committee meeting, the recommendation and following three amendments carried:]  
The Regional Parks Committee recommends to the Capital Regional District Board:  
1. That the Board extend the 2012-2021 Regional Parks Strategic Plan's term for eight months and that staff bring back an updated Strategic Plan for Board approval in July 2022.  
2. And that a workshop of the Regional Parks Committee members be convened in January 2022 to provide input on the plan.  
3. That staff report back at the January workshop with a list of proposed stakeholders for direct engagement.  
4. That the committee request that staff, including the First Nations Relations division, engage all First Nations in the region in an early, meaningful and ongoing manner in the development of the plan.  
(NWA)

**Attachments:**     [Staff Report: Regional Parks - Strategic Plan Update](#)  
                          [Appendix A: 2012-2021 – Status of Strategic Priorities](#)

**6.11.     [21-855](#)     CRD Regional Parks - Interpretive Program**

**Recommendation:** The Regional Parks Committee recommends to the Capital Regional District Board:  
That the CRD Regional Parks Interpretive Program report be received for information.  
(NWA)

**Attachments:**     [Staff Report: CRD Regional Parks – Interpretive Program](#)

**6.12.     [21-883](#)     2022 Schedule of Regular Board Meetings**

**Recommendation:** That the regular meetings for the Capital Regional District Board will be scheduled in 2022 on the second Wednesday of each month except for the month of September as follows: January 12, February 9, March 9, April 13, May 11, June 8, July 13, August 10 (at the call of the Chair), September 21 (special), October 12, November 16 (inaugural), December 14.  
(NWA)

**Attachments:**     [Staff Report: 2022 Schedule of Reg. Board Meetings](#)

**6.13.     [21-896](#)     2022 Standing Committee Terms of Reference**

**Recommendation:** That the Board approve the 2022 Terms of Reference for Standing Committees attached as Appendix A.  
(NWA)

**Attachments:**     [Staff Report: 2022 Standing Committee Terms of Reference](#)  
                          [Appendix A: 2022 Standing Committees' Terms of Reference \(redlined\)](#)

**6.14.     [21-893](#)     2022 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:**     [2022 Board and Committee Membership Appointments](#)

## 7. ADMINISTRATION REPORTS

### 7.1. [21-853](#) Archie Galbraith Memorial Scholarship 2021

**Recommendation:** That the Capital Regional District Board recognize the recommendation of Pearson College Selection Committee to award the 2021 Archie Galbraith Memorial Scholarship to Brooke O'Toole.  
(NWA)

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

### 7.2. [21-876](#) Bylaw No. 4466: Update to Water Distribution Local Service Conditions, Fees and Charges

**Recommendation:** 1. That Bylaw No. 4466, "Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 11, 2021", be introduced and read a first, second and third time; and  
2. That Bylaw No. 4466 be adopted.  
(WP - Colwood, Highlands, Langford, Metchosin, Sooke, View Royal, JDF EA, 2/3rds on adoption)

**Attachments:** [Staff Report: Bylaw No. 4466 Water Distribution Fees and Charges](#)  
[Appendix A: Bylaw No. 4466](#)

## 8. REPORTS OF COMMITTEES

### Performing Arts Facilities Select Committee

#### 8.1. [21-877](#) Advancing a Full Regional Performing Arts Facilities Service without Alternative Approval Process

**Recommendation:** The Performing Arts Facilities Select Committee recommends to the Capital Regional District Board:  
That the Advancing a Full Regional Performing Arts Facilities Service without Alternative Approval Process report be received for information.  
(NWA)

**Attachments:** [Staff Report: Advancing a Regional Performing Arts Facilities Service](#)  
[Appendix A: Decision-Making Flowchart](#)  
[Appendix B: Letter from Langford](#)  
[Appendix C: Bylaw No. 4445 Performing Arts Facilities Service](#)

**8.2.      [21-878](#)      Options for Sub-regional Performing Arts Facilities Services**

**Recommendation:** The Performing Arts Facilities Select Committee recommends to the Capital Regional District Board:  
That the Royal and McPherson Theatres Services Advisory Committee be directed to reconsider changes to Bylaws No. 2587, "Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998", and No. 2685, "McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999", to create greater budgetary flexibility for the funding of the Royal Theatre and McPherson Playhouse.  
(NWA)

**Attachments:**      [Staff Report: Subregional Performing Arts Facilities Service](#)  
                         [Appendix A: Decision Making Flowchart](#)  
                         [Appendix B: Bylaw No. 2587 Royal Theatre Service](#)  
                         [Appendix C: Bylaw No. 2685 McPherson Playhouse Service](#)

**Electoral Areas Committee****8.3.      [21-846](#)      Amendments to Bylaw 2844, Southern Gulf Islands Small Craft Harbours Regulation Bylaw**

**Recommendation:** The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:  
1. That Bylaw No. 4469, "Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 8, 2021" be introduced and read a first, second, and a third time.  
2. That Bylaw No. 4469 be adopted.  
(NWA, 2/3rds on adoption)

**Attachments:**      [Staff Report: Amendments to Bylaw 2844, SGI Small Craft Harbours Regulation](#)  
                         [Appendix A: Bylaw 4469, Amendment Bylaw](#)  
                         [Appendix B: Bylaw 2844, Unofficial Redline Showing Changes](#)

**8.4.      [21-879](#)      Amendment to Bylaw No. 2452, "Southern Gulf Islands Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996."**

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4472, "Southern Gulf Islands Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 1, 2021" be introduced and read a first, second, and third time.  
2. That Bylaw No. 4472, "Southern Gulf Islands Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 1, 2021" be referred to the SGI Electoral Area Director for consent; and,  
3. That Bylaw No. 4472, "Southern Gulf Islands Stormwater Quality Management Extended Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 1, 2021" be advanced to the Inspector of Municipalities for approval.  
(NWA)

**Attachments:**      [Staff Report: Amendment to Bylaw No. 2452](#)  
                         [Appendix A: Bylaw No. 2452](#)  
                         [Appendix B: Amendment Bylaw No. 4472](#)

8.5.        [21-885](#)        Bylaw No. 4441: Pender Islands Health Care Centre Contribution Service Establishment Bylaw - Assent Voting (Referendum) Results and Adoption

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

- 1) That the Chief Election Officer's declaration of official assent voting results be received for information.
- 2) That Bylaw No. 4441, "Pender Islands Health Care Centre Contribution Service Establishment Bylaw No. 1, 2021" be adopted.

(NWA)

**Attachments:**        [Staff Report: Pender Isl. Referendum Results & Bylaw 4441 Adoption](#)  
                         [Appendix A: Bylaw 4441](#)  
                         [Appendix B: Official Assent Voting Results](#)

### Governance Committee

8.6.        [21-722](#)        Review of Delegation Speaking Time in the Board Procedures Bylaw

**Recommendation:** [At the December 1, 2021 Governance Committee, only recommendation #1 was carried followed by two motions arising:]  
The Governance Committee recommends to the Capital Regional District Board:

1. a) That the maximum speaking time for each delegation be reduced to 3 minutes; and
- b) That staff review the impact of this procedural change and report back to the committee by the first quarter of 2024.
2. To refer the question of correspondence relating to agenda items back to staff to report back through the Governance Committee.

(NWA)

**Attachments:**        [Staff Report: Review of Delegation Speaking Time](#)  
                         [Appendix A: Minutes Excerpt on Delegations](#)  
                         [Appendix B: Bylaw 3828 CRD Board Proc. \(Consolidated\)](#)  
                         [Appendix C: Jurisdictional Review of Speaking Times](#)

### Juan de Fuca Land Use Committee



**8.7.**        [21-813](#)        Zoning Amendment Application for Section 42, Otter District, Clark Road & Aythree Way (PID: 009-497-790)

**Recommendation:** (At its November 16, 2021 meeting the Juan de Fuca Land Use Committee amended the recommendation as noted below.)  
The Land Use Committee recommends to the Capital Regional District (CRD) Board:  
1. That the referral of proposed Bylaw No. 4422, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 152, 2021" directed by the Juan de Fuca Land Use Committee to the Otter Point Advisory Planning Commission; appropriate CRD departments; BC Hydro; District of Sooke; Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNR) Archaeology Branch, Ecosystems Branch and Water Protection Section; Island Health; Ministry of Agriculture; Ministry of Transportation & Infrastructure; Otter Point Fire Department; RCMP; Sooke School District #62; and Sc'ianew and T'Sou-ke First Nations be approved and the comments received;  
2. That proposed Bylaw No. 4422, "Juan de Fuca Land Use Bylaw No. 1992, Amendment Bylaw No. 152, 2021", as included in the supplementary agenda be introduced, as amended, and read a first time and read a second time;  
3. 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 4422; and  
4. That prior to adoption of proposed Bylaw No. 4422, the following conditions be met:  
a. Submission of a Section 11 Approval under the Water Sustainability Act for Changes In or About a Stream and/or a Conditions & Impacts Report prepared by a Qualified Environmental Professional, as well as completion of any recommended restoration measures to the satisfaction of the Province and the CRD;  
b. Approval of a frontage variance and development permit to authorize the subdivision of Section 42, Otter District.  
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

**Attachments:**        [Staff Report: Zoning Amendment Application](#)  
[Appendix A: Subject Property](#)  
[Appendix B: Forestry AF Zone](#)  
[Appendix C: Subdivision Plan](#)  
[Appendix D: Proposed Development](#)  
[Appendix E: Bylaw No. 4422](#)  
[Appendix F: Referral Comments](#)  
[Appendix G: Hydrogeology Report](#)  
[Amended Bylaw No. 4422](#)

## 9. BYLAWS

**9.1.**        [21-907](#)        Bylaw 4442 - "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021"

**Recommendation:** That Bylaw 4442 - "Port Renfrew Water Supply Local Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2021" be adopted.  
(NWA)

**Attachments:**        [Bylaw No.4442](#)

- 9.2. [21-899](#) Bylaw 4381 - "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 149, 2020"

**Recommendation:** That Bylaw 4381 - "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 149, 2020" be adopted.

(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

**Attachments:** [Bylaw No.4381](#)

## 10. NOTICE(S) OF MOTION

## 11. NEW BUSINESS

## 12. MOTION TO CLOSE THE MEETING

- 12.1. [21-892](#) Motion to Close the Meeting

**Recommendation:** That the meeting be closed for:

1. Appointments in accordance with Section 90(1)(a) of the Community Charter. [2 items]
2. That the meeting be closed for Labour Relations under Section (90)(1)(c) of the Community Charter. [1 item]
3. Land Acquisition in accordance with Section 90(1)(e) of the Community Charter. [1 item]
4. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 item]
5. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter. [1 item]

## 13. 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)**