



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

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Wednesday, February 9, 2022

1:00 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. [22-099](#) Minutes of the January 12, 2022 Capital Regional District Board Meeting

**Recommendation:** That the minutes of the Capital Regional District Board meeting of January 12, 2022 be adopted as circulated.

**Attachments:** [Minutes - January 12, 2022](#)

### 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

##### 5.2.1. [22-132](#) Delegation - Marcie McLean; Resident of Highlands: Re: Agenda Item 8.4.: Bylaw No. 4453 - Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022

- 5.2.2. [22-133](#) Delegation - Josh Nobleman; Representing Vancouver Island Slacklining Association: Re: Agenda Item 8.7.: Regional Parks - Strategic Plan Update
- 5.2.3. [22-134](#) Delegation - Alison Spriggs; Resident of Victoria: Re: Agenda Item 8.7.: Regional Parks - Strategic Plan Update
- 5.2.4. [22-135](#) Delegation - Vicky Husband; Resident of Highlands: Re: Agenda Item 8.7.: Regional Parks - Strategic Plan Update

## 6. CONSENT AGENDA

- 6.1. [22-084](#) Grant Application for Anderson Cove (East Sooke) Water Service Extension

**Recommendation:** The Juan de Fuca Water Distribution Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:  
That staff be directed to prepare and submit an application for an Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality grant for the water service extension to the Anderson Cove area of the Juan de Fuca Water Distribution service area.  
(NWA)

**Attachments:** [Staff Report: Grant Application for Anderson Cove \(E.Sooke\) Water Svc. Ext.](#)  
[Attachment 1: Water Main Extension Map](#)  
[Attachment 2: JDF Electoral Area Director Letter to Residents](#)  
[Attachment 3: RGS Map 5 – JDF Water Svc. Area \(East Sooke & Otter Point\)](#)

- 6.2. [22-098](#) Cedars of Tuam Water New Well Grant Application, Loan Authorization and Water Conservation Plan

**Recommendation:** The Cedars of Tuam Water Service Commission recommends the Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the Board supports an application for grant funding for the SSI: Cedars of Tuam - New Well and Water Treatment Plant Project through the Investing in Canada Infrastructure Program - Green Infrastructure - Environmental Quality Program; and that the Board supports the project and commits to any associated ineligible costs and cost overruns.
2. That the Board review, accept and endorse the Cedars of Tuam Water Conservation Plan, Revised January 2022.
3. That staff be directed to proceed with preparing the Loan Authorization Bylaw, authorizing the borrowing up to \$600,000 with the amortization term of 30 years.
4. That staff be directed to present the project and funding option to the ratepayers; and bring forward a report to the Commission on the results of the public engagement, and ratepayer's preferred electoral assent process.

(NWA)

**Attachments:** [Staff Report: Cedars of Tuam Water Commission New Well Grant Application](#)  
[Appendix A: Cedars Of Tuam Water Conservation Plan - Revised Jan 2022](#)

- 6.3. [22-093](#) Investing in Canada Infrastructure Program - Green Infrastructure - Environment Quality Grant Application for the Skana Water System Storage Tank Replacement
- Recommendation:** The Skana Water Service Committee recommends the Electoral Areas Committee recommend to the Capital Regional District Board:  
That staff be directed to submit an application for an Investing in Canada Infrastructure Program - British Columbia - Green Infrastructure - Environmental Quality grant for the project's grant-eligible costs for the Skana Water System Storage Tank Replacement.  
(NWA)
- Attachments:** [Staff Report: Green Infra. Env. Quality Appl. for Skana Tank Replacement](#)
- 6.4. [22-111](#) Request for Governance Study by the Magic Lake Property Owners' Society, North Pender Island
- Recommendation:** That the Electoral Areas Committee recommend to the Capital Regional District Board:  
That the Board advance the request of the Magic Lake Property Owners' Society to the Ministry of Municipal Affairs to evaluate the local context of the Magic Lake Estates neighborhood on North Pender Island and request the Ministry consider funding a Governance and Services Study to examine governance concerns within the community and provide options and alternatives to address those concerns.  
(NWA)
- Attachments:** [Staff Report: Request for Governance Study by the MLPOS North Pender Isl.](#)  
[Appendix A: Letter from Magic Lake Property Owners Association](#)
- 6.5. [22-125](#) Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island
- Recommendation:** That the Electoral Areas Committee recommends to the Capital Regional District Board:  
That the Regulation of Vacation Rentals on the Southern Gulf Islands and Salt Spring Island report be received for information.  
(NWA)
- Attachments:** [Staff Report: Regulation of Vacation Rentals on the SGIs and SSI](#)  
[Appendix A: Letter from Islands Trust, Nov. 9, 2021](#)  
[Appendix B: UBCM Priorities for Action on Short-Term Rentals](#)
- 6.6. [22-039](#) 2020 Regional Greenhouse Gas Inventory
- Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:  
That the 2020 Regional Greenhouse Gas Inventory report be received for information.  
(NWA)
- Attachments:** [Staff Report: 2020 Regional Greenhouse Gas Inventory](#)  
[Appendix A: 2020 GPC BASIC & Community GHG Inventory - Stantec](#)  
[Appendix B: 2007 Base Year & 2020 Reporting Year - Stantec](#)  
[Appendix C: Capital Region CO2E Emissions Per Capita](#)

**6.7.      [22-034](#)      Zero-Emissions Fleet Initiative - Final Study Report**

**Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:  
That the Zero-Emissions Fleet Initiative Final Study Report be received for information.  
(NWA)

**Attachments:**      [Staff Report: Zero-Emissions Fleet Initiative - Final Study Report](#)  
                         [Appendix A: Zero-Emissions Fleet Initiative - Final Study Report](#)

**6.8.      [22-074](#)      First Nations Relations Operational Update**

**Recommendation:** The First Nations Relations Committee recommends to the Capital Regional District Board:  
That the First Nations Relations Operational Update report be received for information.  
(NWA)

**Attachments:**      [Staff Report: First Nations Relations Operational Update](#)

**6.9.      [21-642](#)      Capital Regional District Board Policy on Regional Grants-in-Aid**

**Recommendation:** The Governance Committee recommends to the Capital Regional District Board:  
1. That the Capital Regional District Board Policy on Regional Grants-in-Aid report be received for information.  
(NWA)

[At the February 2, 2022 Governance Committee meeting, the following motion arising was carried:]

The Governance Committee recommends to the Capital Regional District Board:  
2. That the policy of Grants-in-Aid levied only against the taxpayers of an individual municipality be removed, and the option of the Grants-in-Aid for individual electoral areas be retained.  
(NWA)

**Attachments:**      [Staff Report: CRD Board Policy Regional Grants-in-Aid](#)  
                         [Appendix A: CRD Board Minutes from February 23, 1994](#)  
                         [Appendix B: History of Past Regional GIA Requests](#)

**6.10.     [22-042](#)      2022 Performing Arts Facilities Select Committee Terms of Reference**

**Recommendation:** The Performing Arts Facilities Select Committee recommends to the Capital Regional District Board:  
That the 2022 Performing Arts Facilities Select Committee Terms of Reference attached at Appendix A be approved.  
(NWA)

**Attachments:**      [Staff Report: 2022 PAF Select Committee TOR](#)  
                         [Appendix A: 2022 PAFSC TOR](#)

**6.11.      [22-048](#)      2022 Regional Parks Committee Terms of Reference**

**Recommendation:** [At the January 26, 2022 Regional Parks Committee, the motion to receive the 2022 Terms of Reference was defeated and the following motion arising was carried:]  
That the Terms of Reference be referred back to the Board Chair to work with staff, the Chair and Vice Chair of the Regional Parks Committee, and Chair of the Transportation Committee to bring back a Terms of Reference to reflect the intersectionality of regional trails between Parks and Transportation.  
(NWA)

**Attachments:**      [Staff Report: 2022 Regional Parks Committee Terms of Reference](#)  
[Appendix A: RPC Terms of Reference](#)  
[Appendix B: RPC Terms of Reference \(redlined\)](#)

**7. ADMINISTRATION REPORTS****7.1.      [22-115](#)      Bylaw No. 4478: Cedars of Tuam Loan Authorization Bylaw No. 2, 2022**

**Recommendation:** 1. That Bylaw No. 4478, "Cedars of Tuam Loan Authorization Bylaw No. 2, 2022", be introduced and read a first, second and third time; and  
(WA)  
2. That the referral of Bylaw No. 4478 to the Inspector of Municipalities for approval be withheld until staff report back on the result of the grant application.  
(NWA)

**Attachments:**      [Staff Report: Bylaw No. 4478 Cedars of Tuam Loan Authorization Bylaw No. 2.](#)  
[Appendix A: Bylaw 4478](#)

**8. REPORTS OF COMMITTEES****Electoral Areas Committee****8.1.      [22-090](#)      Bylaw No. 4480 - Building Permit Information Reports - Fee Increase**

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
1) That Bylaw No. 4480, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 3, 2022" be introduced and read a first, second, and third time; and  
2) That Bylaw No. 4480 be adopted.  
(NWA, 2/3 on adoption)

**Attachments:**      [Staff Report: Bylaw No. 4480 Bldg Permit Info Rpts. Fee Increase](#)  
[Appendix A: Bylaw No. 4480](#)

**Governance Committee**

**8.2.      [22-094](#)      Cost Recovery Options and Cost Allocations for Freedom of Information (FOI) Requests**

**Recommendation:** [At the February 2, 2022 Governance Committee meeting, the Committee defeated Recommendation 1 to include a \$10 application fee for general FOI requests and carried Recommendations 2 and 3 as presented:]  
The Governance Committee recommends to the Capital Regional District Board:  
2. That staff be directed to further investigate and establish appropriate categories of building and property records which are available to the public without a FOI request in accordance with section 71 of the Freedom of Information and Protection of Privacy Act and the Copyright Act, including setting prescribed fees for providing copies of available records; and,  
3. That staff report back with proposed amendments to Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010" to include a list of routinely available records and their associated fees.  
(NWA)

**Attachments:**      [Staff Report: Cost Recovery Options and Cost Allocations for FOI Requests](#)  
                         [Appendix A: Bylaw No. 3945](#)

**8.3.      [22-095](#)      Bylaw No. 4479 - "Delegations Amendment to Board Procedures Bylaw"**

**Recommendation:** The Governance Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4479, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 12, 2022" be introduced and read a first, second and third time.  
2. That Bylaw No. 4479 be adopted.  
(NWA, 2/3 on adoption)

**Attachments:**      [Staff Report: Delegations Amendment Procedures Bylaw](#)  
                         [Appendix A: Bylaw 4479](#)  
                         [Appendix B: Bylaw 3828 Consolidated \(redlined\)](#)  
                         [Appendix C: Delegation Procedures – Electronic Presentations](#)

**8.4.      [22-097](#)      Bylaw No. 4453 - "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022"**

**Recommendation:** The Governance Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4453, "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022", be introduced and read a first, second, and third time.  
(WP - All except SGI & SSI, and 2/3 vote)  
2. That Bylaw No. 4453 be adopted.  
(WP - All except SGI & SSI, and 2/3 vote)  
3. That staff be directed to advise service participants of Bylaw No. 4453.  
(NWA)

**Attachments:**      [Staff Report: Bylaw 4453, "VFC and YJC Commission Bylaw No. 1, 2022"](#)  
                         [Appendix A: Correspondence with VFC&YJC and its recommendations](#)  
                         [Appendix B: Oct. 2021 Ltr. to VFC&YJC from A/ADM Paul Craven](#)  
                         [Appendix C: Jan.10, 2022 Ltr. from C. Day encl adopted motions & AGM](#)  
                         [Appendix D: Redlined Draft Bylaw No. 4453, showing modifications](#)  
                         [Appendix E: Bylaw No. 4453](#)

**Juan de Fuca Land Use Committee**

- 8.5.        [22-016](#)        Zoning Amendment for Lot 28, Section 15, Otter District, Plan VIP87643  
                                 - 3312 Otter Point Road

**Recommendation:** The Land Use Committee recommends to the Capital Regional District (CRD) Board:

1. That the referral of proposed Bylaw No. 4454, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 154, 2021", to the Otter Point Advisory Planning Commission, appropriate CRD departments, BC Hydro, District of Sooke, FLNR - Archaeology Branch, FLNR - Ministry of Forests, Lands, Natural Resource Operations and Rural Development, FLNR - Water Protection, Island Health, Ministry of Environment & Climate Change Strategy - Environmental Protection and Sustainability, Ministry of Transportation & Infrastructure, Otter Point Fire Department, RCMP, Sc'ianew First Nation, and T'Sou-ke First Nation be approved and the comments received;
2. That proposed Bylaw No. 4454 be introduced and read a first time and read a second time; and
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. 4454.  
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

**Attachments:**        [Staff Report: Zoning Amendment for 3312 Otter Point Road](#)  
                                 [Appendix A: Subject Property](#)  
                                 [Appendix B: Site Plan](#)  
                                 [Appendix C: Bylaw No. 4454](#)  
                                 [Appendix D: Referral Comments](#)

**Performing Arts Facilities Select Committee**

- 8.6.        [22-040](#)        Costs and Timeline Associated with a Region-Wide Referendum on a  
                                 Full Regional Performing Arts Facilities Service

**Recommendation:** [At the January 19, 2022 Performing Arts Select Committee meeting, the Select Committee defeated the Recommendation and referred the report to the February CRD Board meeting without a recommendation.

The defeated staff recommendation is provided below for information:  
That the Costs and Timeline Associated with a Region-Wide Referendum on a Full Regional Performing Arts Facilities Service report be received for information and policy options for sub-regional performing arts facilities services be considered.]

**Attachments:**        [Staff Report: Costs Timeline Referendum - Regional PAF Service](#)  
                                 [Appendix A: Cost Estimate for Region-Wide Referendum](#)  
                                 [Appendix B: Amended Bylaw No. 4445, Arts Facilities Service](#)  
                                 [Appendix C: Communications Plan For Public Awareness](#)  
                                 [Appendix D: Updated Service Plan for Regional Service](#)

**Regional Parks Committee**

**8.7.      [22-056](#)      Regional Parks - Strategic Plan Update**

**Recommendation:** [At the January 26, 2022 Regional Parks Committee meeting, the following motion was carried "That the items in the missions, and values and principles be revised prior to the Board meeting so that they appear in alphabetical order." An Updated Appendix B: Presentation (February 9, 2022) is attached. The recommendation was amended to remove "vision" and carried as follows:]

The Regional Parks Committee recommends to the Capital Regional District Board:

1. That the proposed values and mission statements and proposed priorities be accepted for stakeholder, First Nations and public input.

(NWA)

[The following motion arising asking that staff give consideration to including additional stakeholder groups was carried:]

That the Regional Parks Committee recommends to the Capital Regional District Board:

2. That the following stakeholder groups be considered:

a) That the following parties that deliver key services throughout Sooke and JDF Region, be invited to participate as key stakeholders in the strategic planning process: Sooke Region Historical Society (Museum and Visitor Info Centre), Wildwise Sooke and the Sooke Region Community Health Network (SRCHN),

b) Our Earth Our Future, Climate Justice Victoria, Salt Spring Island Trail and Nature Club, Victoria Community Association Network, Saanich Community Association Network, and community associations in Colwood, Oak Bay, Highlands and elsewhere in the region.

(NWA)

[The following motion arising directing staff to consult with a stakeholder group was carried:]

That the Regional Parks Committee recommends to the Capital Regional District Board:

3. That the South Island Disc Golf Society be added to the list of stakeholders.

(NWA)

[Following the removal of "vision" from the main recommendation, the following motion arising was carried "That we refer the vision statement back to staff for further revision and have it presented as an option at the February Board meeting with this report."

A supplemental report with vision statement options is attached with the following recommendation:]

4. That the following proposed vision statement be accepted for the new CRD Regional Parks Strategic Plan prior to seeking input from stakeholders, First Nations and the public:

We work cooperatively and respectfully to steward and expand an exceptional system of regional parks and trails that is rich in biodiversity and cultural heritage, resilient to change, connects people to nature and provides healthy outdoor experiences for all.

(NWA)

**Attachments:**      [Staff Report: Regional Parks – Strategic Plan Update](#)  
[Appendix A: Status Review](#)  
[Appendix B: Presentation](#)  
[Updated Appendix B: Presentation \(Feb 9, 2022\)](#)  
[Appendix C: Key Priority Statements](#)  
[Appendix D: Stakeholder Engagement](#)  
[Supplemental Staff Report: Regional Parks - Strategic Plan Vision Statement](#)

## 9. BYLAWS

- 9.1.      [22-109](#)      Bylaw 4085 - "SSI Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021"
- Recommendation:**      That Bylaw 4085 - "SSI Liquid Waste Disposal Additional Local Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2021" be adopted.  
(NWA)
- Attachments:**      [Bylaw No. 4085](#)
- 9.2.      [22-105](#)      Bylaw 4468 - "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 2, 2021"
- Recommendation:**      That Bylaw 4468 - "Capital Regional District Climate Action and Adaptation Service Establishment Bylaw, 2008, Amendment Bylaw No. 2, 2021" be adopted.  
(NWA)
- Attachments:**      [Bylaw No. 4468](#)

## 10. NOTICE(S) OF MOTION

## 11. NEW BUSINESS

## 12. MOTION TO CLOSE THE MEETING

- 12.1.      **22-100**      Motion to Close the Meeting
- Recommendation:**      1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter. [1 item]  
2. That the meeting be closed for Labour Relations under Section (90)(1)(c) of the Community Charter. [4 items]  
3. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter. [1 items]  
4. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 items]  
5. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter. [3 items]

## 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)**