



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

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Wednesday, October 12, 2022

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. [22-601](#) Minutes of the August 10, 2022 and the minutes of the September 21, 2022 Capital Regional District Board meetings

**Recommendation:** That the minutes of the Capital Regional District Board meetings of August 10, 2022 and September 21, 2022 be adopted as circulated.

**Attachments:** [Minutes - August 10, 2022](#)  
[Minutes - September 21, 2022](#)

- 3.2. [22-615](#) Minutes of Previous Committee and Commission Meetings

**Recommendation:**

1. That the minutes of the Committee of the Whole meeting of May 11, 2022 be adopted as circulated.
2. That the minutes of the CAO Recruitment Selection Committee meeting of July 20, 2022 be adopted as circulated.
3. That the minutes of the Committee of the Whole meeting of September 21, 2022 be adopted as circulated.

**Attachments:** [Minutes - COW May 11, 2022](#)  
[Minutes - CAORSC July 20, 2022](#)  
[Minutes - COW September 21, 2022](#)

### 4. REPORT OF THE CHAIR

### 5. PRESENTATIONS/DELEGATIONS

*The public are welcome to attend CRD Board meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.bc.ca/address](http://www.crd.bc.ca/address) no later than 4:30 pm two days before the meeting 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).*

**6. CONSENT AGENDA****6.1.      [22-569](#)      Capital Regional District External Grants Update**

**Recommendation:** There is no recommendation. This report is for information only.

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

**6.2.      [22-599](#)      McLoughlin Point Wastewater Treatment Plant - Performance Period Closeout**

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:**      [Staff Report: McLoughlin Point Wastewater Treatment Plan - Performance Period](#)

**6.3.      [22-227](#)      Wastewater Treatment Project (WTP) Final Funding and Financing Strategy Performance**

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:**      [Staff Report: WTP Final Funding & Financing Strategy Performance](#)  
                         [Appendix A: WTP Financing Strategy Report Jan. 2019](#)  
                         [Appendix B: Project Completion Report May 2016-May 2021](#)

**6.4.      [22-573](#)      Core Area Inflow & Infiltration Program - 2022 Summary**

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:**      [Staff Report: Core Area Inflow & Infiltration Program - 2022 Summary](#)  
                         [Appendix A: Core Area I&I Program - 2022 Report \(October 2022\)](#)  
                         [Appendix B: Map Summarizing I&I in the CRD's Core Area](#)  
                         [Appendix C: Table Measured Flows to Allocated Flows \(Bylaw 4304\)](#)

**6.5.      [22-597](#)      2022/23 B.C. Active Transportation Infrastructure Grant Application - Merchant Mews Pathway**

**Recommendation:** The Salt Spring Island Transportation Commission recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:  
That approval be given to submit a 2022/23 Active Transportation Infrastructure grant application for the Salt Spring Island Electoral Area Merchant Mew pathway project in the amount of \$130,000; and further that the project proceed as soon as project funding is approved and local weather conditions allow.  
(NWA)

**Attachments:**      [Merchant Mews Pathway - Active Transportation Grant - Staff Report](#)

**6.6.      [22-610](#)      Saturna Island Fire Medical Patient Transportation (Alternate Director Brent)**

**Recommendation:** That staff be directed to report back with amendments to Bylaw No. 2165, "Saturna Island Fire Protection and Emergency Response Local Service Contribution Establishment Bylaw No. 1, 1993" to include medical patient transportation.  
(NWA)

**6.7.      [22-572](#)      Regional Housing First Program: Project Update, Third Quarter, 2022**

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:**      [Staff Report: RHFP-Project Update, Third Quarter 2022](#)  
                         [Appendix A: RHFP Capital Project Summary, October 2022](#)

**6.8.      [22-538](#)      Development Permit with Variance for Lot 14, Section 97, Sooke District, Plan 14282 - 35 Seagirt Road**

**Recommendation:** The Land Use Committee recommends to the CRD Board:  
That Development Permit with Variance DV000090, for Lot 14, Section 97, Sooke District, Plan 14282, to vary Juan de Fuca Land Use Bylaw No. 2040, Part 2, Section 10.09(b) by reducing the side yard setback requirement from 6 m to 3 m to authorize construction of a single family dwelling with secondary suite and related services, be approved.  
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

**Attachments:**      [Staff Report: Development Permit with Variance DV000090](#)  
                         [Appendix A: Subject Property Map](#)  
                         [Appendix B: Site Plan with Requested Variance](#)  
                         [Appendix C: Building Drawings](#)  
                         [Appendix D: Permit DV000090](#)  
                         [Appendix E: Development Permit Guidelines](#)

**6.9.      [22-537](#)      Development Permit with Variance for Strata Lot 5, Section 16, Otter District, Strata Plan VIS7096 - 11-7450 Butler Road**

**Recommendation:** The Land Use Committee recommends to the Capital Regional District Board:  
That Development Permit with Variance DV000087, for Strata Lot 5, Section 16, Otter District, Strata Plan VIS7096 to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 2, Section 27B.09(d)(ii) by reducing the rear yard setback requirement from 4.5 m to 0.6 m for the purpose of constructing an industrial building and to authorize the siting of a permanent shipping container, be approved.  
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

**Attachments:**      [Staff Report: Development Permit with Variance DV000087](#)  
                         [Appendix A: Subject Property Map](#)  
                         [Appendix B: Proposed Building Plans – Additional Industrial Building](#)  
                         [Appendix C: Site Plan and Requested Variance](#)  
                         [Appendix D: Development Permit Guidelines](#)  
                         [Appendix E: Permit DV000087](#)

**6.10.**      [22-541](#)      Juan de Fuca Water Distribution Service 2023 Operating and Capital Budget

**Recommendation:** The Juan de Fuca Water Distribution Commission recommends the Committee of the Whole recommend that the Capital Regional District Board:

1. Approve the 2023 Operating and Capital Budget and the Five Year Capital Plan;
2. Approve the 2023 Juan de Fuca Water Distribution Service retail water rate of \$2.5466 per cubic metre, adjusted if necessary, by any change in the Regional Water Supply wholesale water rate;
3. Direct staff to balance the 2022 actual operating deficit or surplus on the 2022 capital fund transfer; and
4. Direct staff to amend the Water Distribution Local Service Conditions, Fees and Charges Bylaw accordingly.

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

**Attachments:**      [Staff Report: JDF Water Distribution Service 2023 Operating and Capital Budget](#)  
[Appendix A: Draft JDF Water Distribution Service 2023 Budget](#)  
[Appendix B: Long Term Debt Obligations Summary](#)  
[Appendix C: Retail and Wholesale Water Rate History and Projection](#)  
[Appendix D: Seagirt Improvement District](#)

**6.11.**      [22-567](#)      Regional Water Service 2023 Operating and Capital Budget

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

1. Approve the 2023 Operating and Capital Budget and the Five Year Capital Plan;
2. Approve the 2023 wholesale water rate of \$0.7698 per cubic metre;
3. Approve the 2023 agricultural water rate of \$0.2105 per cubic metre;
4. Direct staff to balance the 2022 actual revenue and expense on the transfer to the water capital fund; and
5. Direct staff to amend the Water Rates Bylaw accordingly.

(WP - All except SGI & SSI)

**Attachments:**      [Staff Report: RWS 2023 Operating and Capital Budget](#)  
[Appendix A: 2023 Regional Water Supply Service Budget](#)  
[Appendix B: Long Term Debt Obligations Summary](#)  
[Appendix C: Agricultural Water Volumes and Rate Payments for 2011 – 2021](#)  
[Appendix D: Wholesale Water Rate History and Projection](#)

**6.12.     [22-561](#)     Saanich Peninsula Wastewater Service 2023 Operating and Capital Budget**

**Recommendation:** The Saanich Peninsula Wastewater Commission recommends that the Capital Regional District Board:

1. Approve the 2023 Saanich Peninsula trunk sewers, treatment and disposal operating and capital budget and the 2023 Saanich Peninsula Liquid Waste Management Plan (LWMP) program budgets including the LWMP administration budget, the Saanich Peninsula Stormwater Quality Management Program budget and the Saanich Peninsula Stormwater Source Control budget, and the Harbours Environmental Action Service (Peninsula) budget;
2. Direct staff to update carry forward balances in the 2023 Capital Budget for changes after year end; and
3. Direct staff to balance the 2022 actual revenue and expense on the transfer to capital reserve fund.

(WP - Central Saanich, North Saanich, Sidney)

**Attachments:**     [Staff Report: Saanich Peninsula Wastewater Service 2023 Operating and Capital Budget](#)  
                          [Appendix A: 2023 Saanich Peninsula Wastewater Service Budget](#)

**6.13.     [22-559](#)     Saanich Peninsula Water Service - 2023 Operating and Capital Budget**

**Recommendation:** The Saanich Peninsula Water Commission recommends that the Capital Regional District Board:

1. Approve the 2023 operating and capital budget;
2. Approve the 2023 Saanich Peninsula bulk water rate of \$1.1439 per cubic metre, and Agricultural Research Station water rate of \$1.1791 per cubic metre, adjusted if necessary by any changes in the CRD Regional Water Supply wholesale water rate;
3. Direct staff to balance the 2022 actual revenue and expense on the transfer to capital reserve fund;
4. Direct staff to update carry forward balances in the 2023 Capital Budget for changes after year end; and,
5. Direct staff to amend the Bulk Water Rates Bylaw accordingly.

(WP - Central Saanich, North Saanich, Sidney)

**Attachments:**     [Saanich Peninsula Water 2023 Operating and Capital Budget](#)  
                          [Appendix A: 2023 Saanich Peninsula Water Service Budget](#)  
                          [Appendix B: Saanich Peninsula Water Rate and Regional Water Supply Rate H](#)  
                          [Appendix C: Agricultural Water Volumes and Rate Payments 2011 - 20210](#)

**7. ADMINISTRATION REPORTS**

**7.1.      [22-583](#)      CAO Quarterly Progress Report No. 3, 2022**

**Recommendation:**    There is no recommendation. This report is for information only.

**Attachments:**        [Staff Report: CAO Quarterly Progress Report Q3, 2022](#)  
                                 [Appendix A: Photographs of Corporate Activities and Initiatives](#)  
                                 [Appendix B: Board Priorities Dashboard Progress Q3, 2022](#)  
                                 [Appendix C: Board Priorities Dashboard - Summary of Completed Actions](#)  
                                 [Appendix D: Corporate Climate Change Initiatives](#)  
                                 [Appendix E: Advocacy Dashboard Progress Q3, 2022](#)  
                                 [Appendix F: Operating Variance Report Q2, 2022](#)  
                                 [Appendix G: Capital Variance Report Q2, 2022](#)  
                                 [Appendix H: Human Resources Trends and Corporate Safety Q2, 2022](#)

**7.2.      [22-525](#)      Bylaw No. 4513: Revenue Anticipation (General Purpose) Bylaw No. 1, 2022**

**Recommendation:**    1. That Bylaw No. 4513, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2022", be introduced and read a first, second, and third time.  
                                 (WA)  
                                 2. That Bylaw No. 4513 be adopted.  
                                 (WA, 2/3rds on adoption)

**Attachments:**        [Staff Report: CRD Bylaw No. 4513 Revenue Anticipation](#)  
                                 [Appendix A: Bylaw No. 4513](#)

**7.3.      [22-546](#)      Bylaw No. 4515: Solid Waste Disposal Loan Authorization Bylaw No. 1, 2022**

**Recommendation:**    1. That Bylaw No. 4515, "Solid Waste Disposal Loan Authorization Bylaw No. 1, 2022", be introduced and read a first, second and third time; and  
                                 (WA)  
                                 2. That Bylaw No. 4515 be referred to the Inspector of Municipalities for approval, and if received, that staff conduct an alternative approval process for the entire service area, as per section 345 of the Local Government Act, and, if successful, that Bylaw 4515 then be brought forward for adoption.  
                                 (NWA with 2/3rds)

**Attachments:**        [Staff Report: Solid Waste Disposal Loan Authorization Bylaw No. 4515](#)  
                                 [Appendix A: Bylaw No. 4515 Solid Waste Disposal Loan Authorization](#)

**7.4.      [22-529](#)      Bylaw No. 4516: Financial Plan Amendment No. 3, 2022**

**Recommendation:**    1. That Bylaw No. 4516, "2022 to 2026 Financial Plan Bylaw, 2022, Amendment Bylaw No. 3, 2022", be introduced and read a first, second, and third time; and  
                                 (WA)  
                                 2. That Bylaw No. 4516 be adopted.  
                                 (WA, 2/3rds on adoption)

**Attachments:**        [Staff Report: Bylaw 4516 Financial Plan Amendment 3, 2022](#)  
                                 [Appendix A: Bylaw No. 4516 Financial Plan Amendment 3, 2022](#)

7.5. [22-565](#) Bylaw No. 4521: Capital Regional District Regional Services Operating Reserve Funds Bylaw No. 1, 2016, Amendment No. 3, 2022

**Recommendation:** 1. That Bylaw No. 4521, "Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment No. 3, 2022", be introduced and read a first, second and third time; and  
(WA)  
2. That Bylaw No. 4521 be adopted.  
(WA, 2/3rds on adoption)

**Attachments:** [Staff Report: Bylaw No. 4521 Operating Reserve Fund Amendment 3](#)  
[Appendix A: BL No. 4521 Regional Services Operating Reserve Amend 3](#)

7.6. [22-593](#) Bylaw No. 4522 - Regional Goose Management Service

**Recommendation:** 1. That Bylaw No. 4522, "Canada Goose Management Service Establishment Bylaw No. 1, 2022", be introduced and read a first, second, and third time;  
(NWA)  
2. That participating area approval be obtained by regional alternative approval process; and  
(NWA with 2/3rds)  
3. That Bylaw No. 4522 be forwarded to the Inspector of Municipalities for review of the elector approval method.  
(NWA)

**Attachments:** [Staff Report: Bylaw No. 4522 - Regional Goose Management Service](#)  
[Appendix A: Bylaw No. 4522 - Goose Management Service Establishment Bylaw](#)  
[Appendix B: Goose Management Service - Participant Apportionment](#)

## 8. REPORTS OF COMMITTEES

### Electoral Areas Committee

8.1. [22-530](#) Bylaw No. 4514: Tax Exemption (Permissive) Bylaw, 2022

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4514, "Tax Exemption (Permissive) Bylaw, 2022", be introduced and read a first, second and third time;  
(WA)  
2. That Bylaw No. 4514 be adopted.  
(WA, 2/3rds on adoption)

**Attachments:** [Staff Report: Bylaw No. 4514 Permissive Tax Exemption](#)  
[Appendix A: Bylaw No. 4514 Tax Exemption \(Permissive\) Bylaw, 2022](#)  
[Appendix B: Correspondence](#)  
[Appendix C: BC Assessment Property Classifications](#)  
[Appendix D: EA Permissive Tax Exemption Application Process](#)

### Environmental Services Committee

**8.2.      [22-486](#)      BC Local Government Climate Action Program - Funding Distribution**

**Recommendation:** [On September 21, 2022, the Electoral Areas Committee passed the staff recommendation and advanced the report to the CRD Board meeting that afternoon. At the CRD Board meeting, the following motion was made and subsequently referred to the Environmental Services Committee along with the supplemental information attached to this report:

That the CRD Board allocate \$73,150 of the funding available through the new provincial climate funding in 2022 to help complete the Vancouver Island and Coastal Communities Climate Leadership Plan

At the September 28, 2022 Environmental Services Committee meeting, the committee passed an amended version of the referred motion (with funding from reserves) and endorsed the staff recommendation as follows:]

The Environmental Services Committee recommends to the Capital Regional District Board:

1. That the funding associated with the new BC Local Government Climate Action Program in 2022, 2023 and 2024 be distributed as follows: \$79,496 for CRD Climate Action Service; \$11,512 for Juan de Fuca Electoral Area; \$24,552 for Salt Spring Island Electoral Area; and \$10,522 for Southern Gulf Islands Electoral Area.

(WP - All)

2. That the CRD Board allocate \$73,150 of the funding available through reserves to help complete the Vancouver Island and Coastal Communities Climate Leadership Plan.

(WA)

**Attachments:**      [Staff Report: BC LG Climate Action Program - Funding Distribution](#)  
[Supplemental Staff Report: Local Gov't Climate Action Program - Allocation](#)  
[Supplemental - Appendix A: Funding Request Letter](#)  
[Supplemental - Appendix B: Background Report](#)  
[Supplemental - Appendix C: Van Island Climate Leadership Plan - Budget](#)  
[Supplemental - Appendix D: Community Energy Assoc. - Scope of Work](#)  
[Supplemental - Appendix E: Letter of Support - UVic Researchers](#)  
[Supplemental - Appendix F: News Release - New LGCAP - May 2022](#)

**8.3.      [22-566](#)      Award of Contract ERM2022-006 - Curbside Collection of Packaging and Printed Paper**

**Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:

1. That staff be directed to enter into a six-year contract with GFL Environmental Incorporated to provide residential curbside blue box collection from January 1, 2024 to December 31, 2029; and,

2. That the Chief Administrative Officer be authorized to execute the contract and do all things incidental to finalizing the agreement.

(WA)

**Attachments:**      [Staff Report: Award of Contract ERM2022-006 - Curbside Collection](#)  
[Appendix A: CRD Curbside Collection - Request for Proposals](#)



**8.4.      [22-558](#)      Hartland Area Road Access Mitigation**

- Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:
1. That Kirk & Co.'s recommended community options be approved and funded to a maximum of \$4 million from the 2023 Environmental Resource Management capital budget; and  
(WA)
  2. That staff work with the District of Saanich to finalize the identified intersection improvements prior to moving forward with the Willis Point Road parking lot.  
(NWA)
- [At the September 28, 2022 Environmental Services Committee meeting, the following motion arising was passed:]
3. That staff reassess options for a passing lane.  
(NWA)

**Attachments:**      [Staff Report: Hartland Area Road Access Mitigation](#)  
                             [Appendix A: Hartland Landfill: Commercial Vehicle Rd Access Change - Report](#)

**Juan de Fuca Land Use Committee****8.5.      [22-539](#)      Zoning Bylaw Amendment to Add Detached Accessory Suite as a Permitted Accessory Use in the Wildwood Terrace 4 (WT-4) Zone**

- Recommendation:** The Land Use Committee recommends to the Capital Regional District (CRD) Board:
1. That the referral of proposed Bylaw No. 4496, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 156, 2022", to the Shirley-Jordan River 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 Section, Island Health, Ministry of Transportation & Infrastructure, Pacheedaht First Nation, RCMP, Sooke School District #62, and T'Sou-ke First Nation be approved and the comments received;
  2. That proposed Bylaw No. 4496 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. 4496.  
(NWP - Voting Block A: JDF EA, Colwood, Langford (Blackwell), Metchosin, Sooke)

**Attachments:**      [Staff Report: Zoning Bylaw Amendment RZ000278](#)  
                             [Appendix: A Zoning Map](#)  
                             [Appendix B: Detached Accessory Suites](#)  
                             [Appendix C: Proposed Bylaw No. 4496](#)  
                             [Appendix D: Referral Comments](#)  
                             [Appendix E: Current Wildwood Terrace 4 Zone – WT-4](#)  
                             [Appendix F: Proposed Wildwood Terrace 4 Zone – WT-4](#)

- 8.6. [22-544](#) Zoning Amendment for That Part of Section 17, Otter District, Lying East of Otter Point Road, Except Parcel C (DD43782I) And Except Parts in Plans 3054 And 17721 - 3542 & 1-3542 Otter Point Road

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

- a) That the referral of proposed Bylaw No. 4423, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 153, 2021" to the Otter Point Advisory Planning Commission; the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; CRD departments; BC Hydro; Department of Fisheries and Oceans; District of Sooke; Ministry of Agriculture; Ministry of Environment and Climate Change Strategy; Ministry of Forests, Lands and Natural Resource Operations; Ministry of Transportation and Infrastructure; RCMP; Sooke School District #62; and T'Sou-ke First Nation be approved and the comments received;
- b) That proposed Bylaw No. 4423, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 153, 2021" be introduced and read a first time and read a second time; and
- c) 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. 4423.

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

**Attachments:** [Staff Report: Zoning Amendment Application RZ000273](#)  
[Appendix A: Subject Property and Zoning Map](#)  
[Appendix B: Rezoning and Subdivision Plan](#)  
[Appendix C: Proposed Bylaw No. 4423](#)  
[Appendix D: Referral Comments](#)  
[Appendix E: Traffic Impact Study by Watt Consulting Group – March 3, 2022](#)  
[Appendix F: Storm Water Management Brief by JEA – March 3, 2022](#)

## 9. BYLAWS

## 10. NOTICE(S) OF MOTION

## 11. NEW BUSINESS

## 12. MOTION TO CLOSE THE MEETING

- 12.1. **22-611** Motion to Close the Meeting

**Recommendation:**

- 1. That the meeting be closed for Labour Relations in accordance with Section 90(1)(c) of the Community Charter. [2 items]
- 2. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter. [2 items]
- 3. That such disclosures could reasonably be expected to harm the interests of the Regional District. [ 2 Items]
- 4. That the meeting be closed for Legal Update in accordance with Section 90(1)(i) of the Community Charter. [1 item]

## 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)**