

## Meeting Minutes

### Capital Regional District Board

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Wednesday, September 13, 2017

1:35 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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#### PRESENT:

DIRECTORS: B. Desjardins (Chair), D. Howe (Vice Chair), M. Alto, R. Atwell, D. Blackwell, S. Brice, V. Sanders (for J. Brownoff), A. Finall, C. Hamilton, J. Loveday (for L. Helps), M. Hicks, B. Isitt, N. Jensen, W. McIntyre, D. Murdock, C. Plant, S. Price, J. Ranns, D. Screech, L. Seaton, R. Kasper (for M. Tait), K. Williams, R. Windsor, G. Young.

STAFF: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer, L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; C. Nielson, Senior Manager, Human Resources; B. Reems, Corporate Officer; and E. Gorman, Deputy Corporate Officer (Recorder)

The meeting was called to order at 1:57 p.m.

#### 1. APPROVAL OF THE AGENDA

**MOVED** by Director Alto, **SECONDED** by Director Windsor,  
That the agenda be approved as circulated.  
**CARRIED**

#### 2. ADOPTION OF MINUTES

2.1. [17-675](#) Minutes for Adoption

**MOVED** by Director Alto, **SECONDED** by Director Windsor,  
That the minutes attached be adopted as circulated.  
**CARRIED**

2.2. [17-664](#) Revised Minutes of June 14, 2017 Meeting, for corrected item 5.6

**MOVED** by Director Windsor, **SECONDED** by Director Price,  
That the minutes of the June 14, 2017 meeting be adopted as ammended.  
**CARRIED**

#### 3. REPORT OF THE CHAIR

The Chair spoke to the Department of Fisheries and Ocean's request for all the regional districts to come together with a representative to the Offshore of Pacific Area of Interested Advisory Committee and the decision that the Capital Regional District Board be invited to the table as a whole.

Director McIntyre spoke to the recent Salt Spring Island Referendum.

Director Hicks spoke to the revised plan for Island View Beach and the last minute entry by Tsawout First, Nation which will be tabled for a while, putting any decision on hold for the time being.

#### **4. PRESENTATIONS/DELEGATIONS**

##### **4.1 Presentations**

There were none.

##### **4.2 Delegations**

There were none.

#### **5. REPORTS OF COMMITTEES**

##### **Core Area Liquid Waste Management Committee**

- 5.1.     [17-549](#)         Wastewater Treatment Project Monthly Report - May 2017
- MOVED by Director Brice, SECONDED by Director Screech,**  
          **That the report be received for information.**  
          **CARRIED**
- 5.2.     [17-609](#)         Wastewater Treatment Project Quarterly Report - April to June 2017
- MOVED by Director Brice, SECONDED by Director Screech,**  
          **That the report be received for information.**  
          **CARRIED**
- 5.3.     [17-610](#)         Monthly Wastewater Treatment Project Report - July 2017
- MOVED by Director Brice, SECONDED by Director Screech,**  
          **That the report be received for information.**  
          **CARRIED**
- 5.4.     [17-616](#)         Core Area Inflow and Infiltration Management Plan - 2017 Update  
                              (Five-Year Update)
- MOVED by Director Jensen, SECONDED by Director Blackwell,**  
          **1. That the Core Area Inflow and Infiltration Management Plan 2017 Update**  
          **be received for information; and**  
          **2. That staff be directed to submit the plan update to the Ministry of**  
          **Environment and Climate Change Strategy.**  
          **CARRIED**
- 5.5.     [17-648](#)         Replacement of Core Area Wastewater Treatment Project Board  
                              Member

**MOVED by Director Brice, SECONDED by Director Blackwell,  
That this report be received for information.  
CARRIED**

## **Environmental Services Committee**

### **5.6.     [17-647](#)           Single Use Plastic Bag Ban - Draft Model Bylaw**

A discussion ensued regarding having this Bylaw at the regional level.  
The Chair spoke to the possibility of Recycle BC coming to give a presentation to the Board.

**MOVED by Director Brice, SECONDED by Director Williams,  
That the Single Use Plastic Bag Ban Draft Model Bylaw be received for  
information and distributed to municipalities in the Capital Region.  
CARRIED**

### **5.7.     [17-615](#)           Regional Invasive Species Coordinator**

A discussion ensued regarding the revival of the Solid Waste Advisory committee and the timing for a plan moving forward.

**MOVED by Director Hamilton, SECONDED by Director Hicks,  
1. Staff bring back a report on alternative solutions to service establishment  
such as adding the Regional Invasive Species Coordinator function to an  
existing service such as Parks; and  
2. That the new service be supported by a half-time coordinator and  
provincial funding for 2018, and that staff propose service level changes, if  
necessary, for 2019 and beyond.  
CARRIED**

### **5.8.     [17-618](#)           Adjustment of Hartland General Refuse Tipping Fee Rate**

**MOVED by Director Blackwell, SECONDED by Director Windsor,  
That the solid waste advisory committee be revived and until then, don't  
make further changes to the tipping fee.  
CARRIED**

### **5.9.     [17-631](#)           Advanced Integrated Resource Management - Facilities Tour Plan**

A discussion ensued regarding the following:  
- criteria being brought forward for a facilities tour plan  
- the possibility of future travel,  
- the obligation to determine a beneficial use plan by 2019 and how to integrate  
IRM  
- a pilot project or preliminary business plan  
- how to determine the final goal

**MOVED by Director Desjardins, SECONDED by Director Ranns,  
Direct staff to consolidate the technical reports and work of the IRM  
Committee and Task Force and work with the consultant to report back on  
development of the criteria to move the IRM project forward.  
CARRIED**

**MOVED by Director Murdock, SECONDED by Director Desjardins,**

Confirm that the project will move forward without any travel expense at this time.

**CARRIED**

**5.10.**     [17-633](#)

Advanced Integrated Resource Management - Procurement and Project Plan Update

**MOVED** by Director Hamilton, **SECONDED** by Director McIntyre,  
That the request for qualifications outline and IRM Project Plan be referred back to staff.

**CARRIED**

**MOVED** by Director Hamilton, **SECONDED** by Director McIntyre,  
That Salt Spring Island be considered as a sub-regional IRM project alternative within the procurement process.

**CARRIED**

**5.11.**     [17-632](#)

Integrated Resource Management Technology Gap Analysis - Biosolids Jurisdictional Review

**MOVED** by Director Hamilton, **SECONDED** by Director Hicks,  
1. That the Integrated Resource Management Technology Gap Analysis and the Biosolids Jurisdictional Review be received for information;  
2. That the Biosolids Jurisdictional Review be submitted to the Minister of Environment and Climate Strategy; and  
3. That these reports be forwarded to the Saanich Peninsula and Gulf Islands Wastewater Commissions and the District of Sooke for information.

**CARRIED**

**5.12.**     [17-630](#)

Waste Flow Management Policy Backgrounder

**MOVED** by Director Hamilton, **SECONDED** by Director Blackwell,  
Move to receive this report with forwarding the report to the Solid Waste Advisory Committee (to be established)

**CARRIED**

#### **Finance Committee**

**5.13.**     [17-527](#)

Capital Regional District Grants Update

**MOVED** by Director Howe, **SECONDED** by Director Williams,  
That this report be received for information.

**CARRIED**

**5.14.**     [17-442](#)

Bylaw No. 4203: 2017-2021 Financial Plan, Amendment No. 2, 2017

**MOVED** by Director Howe, **SECONDED** by Director Williams,  
That Bylaw 4203, cited as "2017 to 2021 Financial Plan, Amendment Bylaw No. 2, 2017," be introduced and read a first and second time.

**CARRIED**

**MOVED** by Director Howe, **SECONDED** by Director Williams,  
That Bylaw 4203, cited as "2017 to 2021 Financial Plan, Amendment Bylaw No. 2, 2017," be read a third time.

**CARRIED**

**MOVED** by Director Howe, **SECONDED** by Director Williams,  
That Bylaw 4203, cited as "2017 to 2021 Financial Plan, Amendment Bylaw  
No. 2, 2017," be adopted.  
**CARRIED**

**5.15.     [17-604](#)**           2018 Service Plan Summary Discussion

**MOVED** by Director Howe, **SECONDED** by Director Williams,  
That the 2018 Service Plan Summary Discussion report be received for  
information and referred to Committees and Commissions for information as  
part of the 2018 service and financial planning process.  
**CARRIED**

**5.16.     [17-596](#)**           Bylaw 4204: Core Area Wastewater Treatment Program Loan  
Authorization Bylaw No. 1, 2017

**MOVED** by Director Howe, **SECONDED** by Director Williams,  
That Bylaw No. 4204, cited as "Core Area Wastewater Treatment Program  
Loan Authorization Bylaw No 1, 2017" be introduced and read a first time and  
second time.  
**CARRIED**

**MOVED** by Director Howe, **SECONDED** by Director Williams,  
That Bylaw No. 4204, cited as "Core Area Wastewater Treatment Program  
Loan Authorization Bylaw No 1, 2017" be read a third time.  
**CARRIED**

**5.17.     [17-625](#)**           Recoverable Overtime for Exempt Staff Deployed for Emergency  
Response

**MOVED** by Director Howe, **SECONDED** by Director Williams,  
That in the event of a formally declared emergency circumstance, and where  
the salary costs of such emergency circumstance are fully recoverable, that  
overtime worked by Exempt Staff be provided in the form of paid  
compensation at the rates permitted to be recovered.  
**CARRIED**

### **Governance Committee**

**5.18.     [17-629](#)**           Electronic Participation at Capital Regional District (CRD) Southern  
Gulf Islands Electoral Area Commission Meetings

Mr. Reems spoke to the Bylaw.  
A discussion ensued regarding all three electoral areas being included.

**MOVED** by Director Ranns, **SECONDED** by Director Howe,  
1. That Bylaw 4206, "Capital Regional District Board Procedures Bylaw, 2012,  
Amendment Bylaw No. 6, 2017," be introduced and read a first and second  
time;  
**CARRIED**  
**MOVED** by Director Ranns, **SECONDED** by Director Howe,  
2. That Bylaw 4206, "Capital Regional District Board Procedures Bylaw, 2012,  
Amendment Bylaw No. 6, 2017," be read a third time; and  
**CARRIED**

MOVED by Director Ranns, SECONDED by Director Howe,  
3. That Bylaw 4206, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 6, 2017," be adopted.  
CARRIED

5.19. [17-619](#) Reporting of Serious Misconduct Policy

MOVED by Director Ranns, SECONDED by Director Howe,  
That this report be received for information.  
CARRIED

### Planning and Protective Services Committee

5.20. [17-624](#) Community Health and Wellbeing Project Update

MOVED by Director Finall, SECONDED by director Alto,  
That the Community Health and Wellbeing Project Update report be received for information.  
CARRIED

5.21. [17-602](#) Regional Food and Agriculture Strategy Recommendations Update

MOVED by Director Finall, SECONDED by Director Murdock,  
That this staff report be received for information and 2018 funding of a feasibility study/business case be supported.  
CARRIED  
OPPOSED: Director Ranns

## 6. CORRESPONDENCE

6.1. [17-639](#) Correspondence: Metro Vancouver Letter re: UBCM Resolution on EV Charging

MOVED by Director Howe, SECONDED by Director Alto,  
That the correspondence be received for information.  
CARRIED

## 7. ADMINISTRATION REPORTS

7.1. [17-614](#) Public Hearing Report on Bylaw No. 4167, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 8, 2017"

MOVED by Director Hicks, SECONDED by Director Blackwell,  
That the minutes that form the Report of the Public Hearing, which is certified as a fair and accurate summary of the representations that were made at the Public Hearing held on August 14, 2017, for Bylaw No. 4167, "Comprehensive Community Development Plan for Port Renfrew, Bylaw No. 1, 2003, Amendment Bylaw No. 8, 2017", be received.  
CARRIED

MOVED by Director Hicks, SECONDED by Director Blackwell,  
That Bylaw No. 4167 be amended to remove reference to the Ministry of Transportation and Infrastructure.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,  
That Bylaw No. 4167, as amended, be read a third time and adopted.

**CARRIED**

- 7.2.     [17-640](#)     Board Strategic Priorities and Corporate Plan Initiatives - Priorities Dashboard Progress Report

**MOVED** by Director Howe, **SECONDED** by Director Blackwell,  
That the Priorities Dashboard Progress Report No. 3 - 2017 as attached in Appendix A be confirmed.

**CARRIED**

- 7.3.     [17-665](#)     Community Works Fund Applications

**MOVED** by Director Howe, **SECONDED** by Director Williams,  
That the following Community Works Fund application be approved:  
Pender Parks and Recreation Commission, Thieves Bay Park Lawn Enhancement: \$46,100

**CARRIED**

## **8. BYLAWS**

- 8.1.     [17-654](#)     Adoption of Bylaws

**MOVED** by Director Hicks, **SECONDED** by Director Howe,  
That Bylaw No. 4149 "Salt Spring Island Community Parks Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4150 "Juan de Fuca Community Parks Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4151 "Salt Spring Island Community Recreation Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4152 "Galiano Island Community Recreation Services, Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4153 "Mayne Island Community Recreation Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4154 "Saturna Island Community Recreation Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4155 "Pender Island Community Recreation Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4156 "Galiano Island Community Parks Services, Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4157 "Saturna Island Community Parks Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4158 "Pender Island Community Parks Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4159 "Mayne Island Community Parks Services Conversion Bylaw No. 1, 2017" be adopted.

That Bylaw No. 4161 "Shirley Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 2, 2017" be adopted.

That Bylaw No. 4162 "Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 7, 2017" be adopted.

That Bylaw No. 4166 "Traffic Safety Commission Establishment Bylaw No. 1, 1990, Amendment Bylaw No. 4, 2017" be adopted.

That Bylaw No. 4176 "Pender Islands Fire Protection and Emergency Response Services Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 5, 2017" be adopted.

That Bylaw No. 4189 "Salt Spring Island Street Lighting Service Establishment Bylaw No. 1, 2011, Amendment Bylaw No. 1, 2017" be adopted.  
CARRIED

## 9. MOTION WITH NOTICE

### 9.1. [17-638](#) Motion with Notice: Establishment of Regional Transportation Service

A discussion ensued regarding the following:

- creating a regional transportation forum
- the timing to gain support for this opportunity
- the scope of the motion
- a broader transportation plan, including with other regions
- how to approach others and get them on board

**MOVED** by Director Screech, **SECONDED** by Director Windsor,  
That staff take the necessary measures to establish a regional transportation service within the next six months, including a counter petition process if necessary.

**MOVED** by Director Atwell, **SECONDED** by Director Blackwell,  
That the motion be amended to include:  
"including a binding referendum question on the next municipal election in October 2018".  
After a point of order, the amendment was ruled in order.

**MOVED** by Director Windsor, **SECONDED** by Director Price  
That the Chair's ruling be appealed.  
"Shall the Chair be sustained?"  
Opposed: Young, Price, Isitt, Windsor, Williams, Loveday, Jensen, Plant, Screech, and Murdock.  
CHAIR SUSTAINED



MOVED by Director Plant, SECONDED by Director Finall  
That due to more information from staff, the amendment be ruled out of order.  
After a point of order, the Chair ruled the amendment out of order.

MOVED by Director Ranns, SECONDED by Director Blackwell,  
That the main motion be amended to remove "including a counter petition  
process if necessary".  
CARRIED  
Opposed: Directors Isitt, Windsor, Hicks, Alto, Loveday and Screech

The question was called on the main motion, as amended:  
MOVED by Director Screech, SECONDED by Director Windsor,  
That staff take the necessary measures to establish a regional transportation  
service (within the next six months).  
CARRIED  
Opposed: Director Hamilton, Hicks, Seaton and Blackwell

## 10. NEW BUSINESS

## 11. MOTION TO CLOSE THE MEETING

### 11.1. [17-661](#) Motion to Close the Meeting

MOVED by Director Loveday, SECONDED by Director Windsor,  
That the meeting be closed in accordance with the Community Charter Part 4,  
Division 3, 90 (1)(a) personal information about an identifiable individual who  
holds or is being considered for a position as an officer, employee or agenda of  
the municipality or another position appointed by the municipality; (c) labour  
relations or other employee relations; (g) litigation or potential litigation affecting  
the regional district; negotiations and related discussions respecting the  
proposed provision or a regional service that are at their preliminary stages and  
that, in the view of the Board, could reasonably be expected to harm the  
interests of the regional district if they were held in public.  
CARRIED

### 17-739 Rise and Report

The following persons were appointed as representatives to the Stick Allison  
Water Local Service Committee for a term ending October 31st, 2019:  
Brian Russell  
Mel Serink  
The following persons were appointed as representatives to the Traffic Safety  
Commission for a term ending December 31st, 2018:  
Janelle Hatch  
The following persons were appointed as representatives to the Mayne Island  
Parks and Recreation Commission for a term ending December 31st, 2018:  
Debra Bell  
The following persons were appointed as representatives to the Regional Food  
and Agriculture Task Force:  
Rudi Wallace

## 12. ADJOURNMENT

MOVED by Director Loveday, SECONDED by Director Windsor,

That the meeting be adjourned at 3:49 p.m.  
**CARRIED**

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER