

Meeting Minutes
Capital Regional District Board

Wednesday, March 11, 2015

1:30 PM

6th Floor Boardroom

Present:

Directors: N. Jensen (Chair), D. Howe (Vice Chair), R. Atwell, M. Alto, D Blackwell, S. Brice, J. Brownoff, V. Derman, B. Desjardins, A. Finall, C. Hamilton, L. Helps, M. Hicks, B. Isitt, W. McIntyre, C. Plant, S. Price, J. Ranns, D. Screech, L. Seaton, M. Tait, K. Williams, R. Windsor and G. Young
Staff: R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; T. Robbins, General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; S. Santarossa, Corporate Officer, and S. Norton, Deputy Corporate Officer (Recorder)

The Chair called the meeting to order at 1:30 pm.

1. APPROVAL OF THE AGENDA

**Moved by Director Seaton, Seconded by Director Helps,
That the agenda and supplementary agenda be approved.
CARRIED**

2. ADOPTION OF MINUTES

- 2.1. [15-135](#) Minutes of Special Meeting of January 30, 2015**

**Moved by Director Brownoff, Seconded by Director Seaton,
That the minutes of the special meeting of January 30, 2015 be adopted.
CARRIED**

- 2.2. [15-209](#) Minutes of Meeting of February 11, 2015**

**Moved by Director Seaton, Seconded by Director Williams,
That the minutes of the meeting of February 11, 2015 be adopted.
CARRIED**

3. REPORT OF THE CHAIR

Chair Jensen reported on recent contacts with PPP Canada, Infrastructure Canada and the the Honourable Mary Polak, Minister of the Environment regarding the protection of senior level government funding for the Core Area Wastewater Treatment Project.

4. PRESENTATIONS/DELEGATIONS

4.1 Presentations - None

4.2 Delegations

4.2.1. [15-215](#)

Gary Holman, MLA Saanich North & the Island RE: Data Collection of Packaging and Printed Paper in the Electoral Area Beyond May 2015

Mr. Holman spoke in favour of the staff recommendation for the CRD to cover the Multi Material BC (MMBC) funding shortfall for depot collection of packaging and printed paper in the Electoral Areas until 2019. He asked the Board to consider this funding as a regional approach to recycling. He stressed the importance of these depots to the communities and their efficient management and operation. He advised that he and his MLA colleague, Lana Popham, will continue to lobby the provincial government and MMBC regarding recycling services in rural areas.

4.2.2. [15-229](#)

Lana Popham, MLA Saanich South RE: Data Collection of Packaging and Printed Paper in the Electoral Area Beyond May 2015

Ms. Popham spoke in the favour of the staff recommendation for the CRD to cover the Multi Material BC funding shortfall for depot collection of packaging and printed paper in the Electoral Areas. She expressed concern regarding the lack of transparency and accountability of Multi Material BC in setting their rates for the funding of rural recycling depots, and advised she is following up on this with the Auditor General.

4.2.3. [15-249](#)

Richard Philpot, Pender Island Recycling Society South re agenda item 5.8 Depot Collection of Packaging and Printed Paper in the Electoral Areas Beyond May 2015

Mr. Philpot spoke in favour of the staff recommendation for the CRD to cover the Multi Material BC funding shortfall for depot collection of packaging and printed paper in the Electoral Area, and thanked the Board for its support. He recognized the following recycling society representatives, who had registered to speak but decided not to because of the lengthy agenda: Ann Johnston, Mayne Island Recycling Society; Peter Grant, Salt Spring Island Recycling and Solid Waste Advisory Committee; and Elizabeth Latta, Galiano Island Recycling Resources.

4.2.4. [15-250](#)

Dr. Thomas Maler, re agenda items 5.1 Terms of Reference for the Eastside Public Advisory Committee, 5.2 Eastside Wastewater Treatment and Resource Recovery Select Committee Terms of Reference and 5.12 Integrated Solid Waste and Resource Management Plan Update

Dr. Maler spoke against the application of biosolids to land, because of public health and environmental risks, and spoke in favour of gasification of the sludge. The delegation provided a written submission, on file at Legislative and Information Services.

4.2.5. [15-251](#)

Bryan Gilbert re agenda items 5.2 Eastside Wastewater Treatment and Resource Recovery Select Committee Terms of Reference and 5.10 Kitchen Scraps Processing

Mr. Gilbert expressed his opinion, with respect to the Core Area Wastewater Treatment Project, regarding building the public trust, including life cycle costs in budget calculations, and sharing of information between programs, e.g. kitchen scraps.

5. REPORTS OF COMMITTEES

Core Area Liquid Waste Management Committee

1. [15-189](#) Terms of Reference for the East Side Public Advisory Committee

Moved by Director Helps, Seconded by Direct Brice,
1) That the terms of reference for the Eastside Public Advisory Committee be approved,
2) That the matter of remuneration of reasonable travel expenses for CRD volunteers be forwarded to the Finance Committee for consideration.
CARRIED

2. [15-198](#) EASTSIDE WASTEWATER TREATMENT AND RESOURCE RECOVERY SELECT COMMITTEE - TERMS OF REFERENCE

Moved by Director Helps, Seconded by Director Brice,
1) That the terms of reference for the Eastside Wastewater Treatment and Resource Recovery Select Committee be amended to create a public advisory committee, and that wording be added to Section 1.0 as follows:
"The Eastside Wastewater Treatment and Resource Recovery Select Committee will consider input from a public advisory committee to be established by the Capital Regional District Board regarding the most effective way to engage the public in order to build public support and to get a Plan B approved as soon as possible."
2) That the Eastside Wastewater Treatment and Resource Recovery Select Committee terms of reference as amended be approved.
CARRIED

3. [15-228](#) Seaterra Program and Budget Update No. 20 and No. 21

Moved by Director Screech, Seconded by Director Plant,
That Seaterra Program and Budget Update No. 20 and No. 21 be received for information.
CARRIED

Electoral Area Services Committee

4. [15-165](#) Bylaw No. 4010: South Galiano Island Fire Protection and Emergency Response Service Bylaw Amendment

Moved by Director Howe, Seconded by Director Hicks,
That Bylaw No. 4010, "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 2, 2015" be introduced and read a first and second time.
CARRIED

Moved by Director Howe, Seconded by Director Hicks,
That Bylaw No. 4010 be read a third time.
CARRIED

Moved by Director Howe, Seconded by Director Hicks,
That Bylaw No. 4010 be adopted.
CARRIED

5. [15-166](#) Bylaw No. 4011: Southern Gulf Islands (SGI) Public Library Service

Bylaw Amendment

Moved by Director Howe, Seconded by Director Hicks,
That Bylaw No. 4011, "Southern Gulf Island Public Library Service
Establishment Bylaw No. 1, 2001, Amendment Bylaw No. 2, 2015" be
introduced and read a first and second time.

CARRIED

Moved by Director Howe, Seconded by Director Hicks,
That Bylaw No. 4011 be read a third time.

CARRIED

Moved by Director Howe, seconded by Director Hicks,
That Bylaw No. 4011 be adopted.

CARRIED

6. [15-168](#)

Grants In Aid

Moved by Director Hicks, Second by Director Howe,
That payment be made for the following grants-in-aid:

- 1) Southern Gulf Islands Grant-in-Aid as approved by Director Howe
 - a) Mayne Island Agricultural Society and Fall Fair \$4,000
 - b) Pender Island Golf and Country Club Society \$1,500
 - c) Galiano Community Food Program \$1,850
 - d) SGI Arts Council, Pender Chapter \$2,500
 - e) Mayne Island Fallow Deer Committee \$4,200

CARRIED

7. [15-185](#)

Contract Position - Operational Support Otter Point Fire Department

Moved by Director Hicks, Seconded by Director Howe,
That the contract for Operational Support - Otter Point Fire Department be
approved for a five year term.

CARRIED

Environmental Services Committee

8. [15-124](#)

Depot Collection of Packaging and Printed Paper in the Electoral
Areas Beyond May 2015 (ERM 15-18)

Discussion ensued regarding:

- the importance of recycling as a value in rural areas and on the gulf islands
- the significant contribution of volunteers at the recycling depots
- the concept of regional funding for a regional program vs subsidization of the rural depots
- concerns of all rural areas across BC with the MMBC funding formula for rural recycling depots
- timeline for negotiating with MMBC for a new funding formula

Moved by Director McIntyre, Seconded by Director Helps,

- 1) That the Capital Regional District cover the Multi Material BC funding shortfall for depot collection of packaging and printed paper in the Electoral Areas until April 30, 2019 to coincide with the length of the curbside collection contract.
- 2) That staff negotiate agreements with Multi Material BC and Electoral Area depot operators from May 1, 2015 to April 30, 2019, for approval by the Capital

Regional District Board.

3) That the Capital Regional District Board Chair write to the Minister of Environment to request full compliance by producers and Multi Material BC with the BC Recycling Regulation to provide reasonable access for the collection of residential packaging and printed paper in British Columbia.

CARRIED

Young **OPPOSED**

9. [15-125](#)

Amendment to CRD Ticket Information Authorization Bylaw No. 1857 (ERM 15-21)

Moved by Director Brownoff, Seconded by Director Windsor,
That Bylaw No. 4003, Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 54, 2015, be introduced and read a first time and second time.

CARRIED

Moved by Director Brownoff, Seconded by Director Windsor,
That Bylaw No. 4003 be read a third time.

CARRIED

Moved by Director Brownoff, Seconded Director by Windsor,
That Bylaw No. 4003 be adopted.

CARRIED

10. [15-126](#)

Kitchen Scraps Processing Capacity Update (EHQ 15-19)

Discussion ensued regarding:

- *The importance of odour management in any proposal for citing a compost facility*
- *Timing implications on the RFP process pending the market sounding exercise.*

Moved by Director Brownoff, Seconded by Director Helps,
That the Kitchen Scraps Processing Capacity Update staff report ERM 15-19 be received for information.

CARRIED

11. [15-127](#)

Roundtable on the Environment - Updated Terms of Reference and Strategic Framework (EHQ 15-15)

Moved by Director Brownoff, Seconded by Director Williams,

1) That the Terms of Reference for the Roundtable on the Environment be revised as outlined in Appendix A (of the staff report); and

2) That the Roundtable on the Environment Strategic Framework be received for information.

CARRIED

12. [15-154](#)

Integrated Solid Waste and Resource Management Plan Update (ERM 15-20)

Moved by Director Brownoff, Seconded by Director Tait,
That the Integrated Solid Waste and Resource Management Plan Update staff report ERM 15-20 be received for information.

CARRIED

Finance Committee

13. [15-170](#) Island Corridor Funding Update

Director Isitt advised that the information contained in the staff report was accurate and that he had no additional information at this time. Discussion ensued on the need for maintenance at the railway crossings.

Director Isitt left the meeting at 2:53, stating a possible conflict of interest as the CRD Board representative on the Island Corridor Foundation Board.

[15-170](#) Island Corridor Funding Update

**Moved by Director Derman, Seconded by Director Desjardins,
That the Island Corridor Funding Update staff report be received for information
and that the oral report from Director B. Isitt, as the Capital Regional District
Board representative on the ICF Board, be received for information.
CARRIED**

Director Isitt returned to the meeting at 2:54 pm.

14. [15-171](#) Group Insurance For Elected Officials

**Moved by Director Price, Seconded by Director Windsor,
That the Board support the provision of benefits to the electoral area directors on
a cost shared basis with the CRD.
CARRIED**

**15. [15-173](#) Grant Program: Infrastructure Planning Grant Application to Develop the
Capital Regional District Asset Management Planning Framework**

**Moved by Director Helps, Seconded by Director Desjardins,
That the Capital Regional District (CRD) Board endorse the CRD's application to
the Infrastructure Planning Grant (IPG) program for development of the CRD
Asset Management Planning Framework.
CARRIED**

Juan De Fuca Land Use Committee – Voting Block A**16. [15-186](#) Development Permit with Variance for Lot 7, Section 129, Sooke
District, Plan VIP67208 - 470 Seedtree Road**

**Moved by Director Hicks, seconded by Director Tait,
1) That Steep Slopes; Watercourses, Wetlands and Riparian Areas; and
Sensitive Ecosystems development permit DP-05-12 with variance for Lot 7,
Section 129, Sooke District, Plan VIP67208 be approved subject to the
following conditions:
a) That the proposed development comply with the Steep Slopes;
Watercourses, Wetlands and Riparian Areas; and Sensitive Ecosystems
Development Permit Guidelines outlined in the East Sooke Official
Community Plan, Bylaw No. 3718;
b) That the proposed development comply with the recommendations
outlined in the geotechnical engineer's report prepared by Richard Brimmell,
P.Eng., dated March 8, 2008, (Appendix 3);
c) That the geotechnical engineer's report prepared by Richard Brimmell,**

P.Eng., dated March 8, 2008, be secured via a restrictive covenant registered on title as part of the subdivision process; and

d) That the conditions of this development permit with variance be verified as part of the subdivision process; and

2) That Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Schedule A, Part 1, Section 3.10(4)(a) be varied by reducing the required frontage from 10% of the lot perimeter to 4.4% of the lot perimeter for proposed Lot A and 3.4% of the lot perimeter for proposed Lot B, as shown on the proposed Plan of Subdivision, EPP41954 (Appendix 2) in order to permit a proposed 3-lot subdivision.

CARRIED

Regional Parks Committee

17. [15-226](#) Stairs to the Foreshore and Beach from Witty Beach Road at Witty's Lagoon Regional Park

Discussion ensued regarding the liability risk when taking into consideration the slope has not moved in decades, the shoreline is protected as a Development Permit area, and the importance of this access to the community.

Moved by Director Brice, Seconded by Director Seaton,

1) That the stairs that provide access to the foreshore adjacent to Witty's Lagoon Regional Park be removed and not be replaced for a budgeted amount of \$10,000;

2) That staff be directed to improve trails to the beach at Witty's Lagoon Regional Park utilizing existing accesses, and return with an implementation plan including cost estimates; and

3) That staff be directed to explore additional options for providing safe public access to the beach at Witty's Lagoon Regional Park.

Moved by Director Ranns, Seconded by Director Hicks,

That consideration of 1) be deferred pending a report from staff regarding the risk associated with retaining the stairs.

CARRIED

The Chair divided the motion.

Moved by Director Helps, seconded by Director Screech,

That considered of 2) and 3) also be deferred pending the staff report for 1) above.

CARRIED

Transportation Select Committee

18. [15-132](#) Transportation Select Committee Terms of Reference

Moved by Director Desjardins, Seconded by Director Alto,

That the terms of reference for the Transportation Select Committee as attached in Appendix A of the staff report be approved with the following amendment: under Heading 1. add the words "including ferries, rails and transit" at the end of the 5th bullet, as follows, "To make recommendations to the Board relative to encouraging a strong regional voice on regional transportation matters, including ferries, rail and transit."

CARRIED

6. CORRESPONDENCE

- 6.1. [15-213](#) Letter from Barbara Price, President, Association of Vancouver Island and Coastal Communities, March 3, 2015 RE: AVICC Special Committee on Solid Waste Management

Moved by Director Brownoff, Seconded by Director Windsor,

- 1) That the correspondence be received for information;
- 2) That Director Maja Tait and Russ Smith, Senior Manager Environmental Resource Management represent the CRD on the AVICC Special Committee on Solid Waste Management; and
- 3) That a budget be established to support the committee.

CARRIED

7. ADMINISTRATION REPORTS

Director Desjardins left the meeting at 3:33 pm.

- 7.1. [15-193](#) Bylaw 4004, Capital Regional District Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 3, 2015

Moved by Director Blackwell, Seconded by Director Williams,

That Bylaw No. 4004 "Capital Regional District Water Distribution Local Service Conditions, Fees and Charges Bylaw No. 1, 2013, Amendment Bylaw No. 3, 2015" be introduced and read a first and second time;.

CARRIED

Moved by Director Blackwell, Seconded by Director Tait,

That Bylaw No. 4004 be read a third time.

CARRIED

Moved by Director Blackwell, Seconded by Director Williams,

That Bylaw No. 4004 be adopted.

CARRIED

- 7.2. [15-194](#) Board Strategic Plan Update

Moved by Director Price, Seconded by Director Blackwell,

That the Capital Regional District Board receive this report PPS/RSP 2015-06 Board Strategic Plan Update for information.

CARRIED

Director Desjardins returned to the meeting at 3:56 pm.

- 7.3. [15-197](#) Saanich Peninsula Treatment Plant Wastewater and Marine Environment Program 2013 Annual Report and Update on Technical Water Quality Review Panel Activities

Moved by Director Price, Seconded by Director Seaton

1. That the Saanich Peninsula Treatment Plant Wastewater and Marine Environment Program 2013 Annual Report be approved; and

2. That staff be directed to forward the final report to the Ministry of Environment and all participating stakeholders, and post it on the CRD website.
CARRIED

7.4. [15-206](#) Alternative Approval Process for Bylaw No. 3981 - Juan de Fuca Water Distribution Loan Authorization

S. Santarossa advised that the submission deadline needed to be changed from April 30 to May 4, 2015, because provincial approval of the bylaw was pending.

Moved by Director Hicks, Seconded by Director Tait,

- 1) That in accordance with Section 86(3) of the Community Charter, the date of May 4, 2015 be established as the deadline by which elector responses, under the Alternative Approval Process for CRD Bylaw No. 3981, must be submitted to the CRD by qualified electors within the Juan de Fuca Water Distribution local service area of the Capital Regional District; and
- 2) That the attached Notice of Alternative Approval Process and the Elector Response Form be approved, as amended; and
- 3) That in accordance with Section 801(4) of the Local Government Act, approval of the electors of Bylaw No. 3981 be authorized in the entire service area, which is comprised of the following municipalities within the Capital Regional District: Colwood, Highlands (that part within the RUCSPA set out in Bylaw No. 3820), Langford, Metchosin, Sooke, View Royal and a portion of the Juan de Fuca Electoral Area (East Sooke participating area).

CARRIED

7.5. [15-211](#) Salt Spring Island Transit Review

Moved by Director McIntyre, Seconded by Director Desjardins,
That the Salt Spring Island Transit Review, dated February 2015, be endorsed.
CARRIED

7.6. [15-220](#) Grant Applications to the Strategic Priorities Fund and the Asset Management Planning Program

Moved by Director Seaton, Seconded by Director Brownoff,
That the Capital Regional District (CRD) Board endorse the CRD's grant applications and commit to providing overall grant management for the following projects:

- 1) Strategic Priority Fund
 - a) E&N Rail Trail - Humpback Connector for Phase (3)
 - b) Artificial Turf Playing Field - District of Sooke
 - c) Salt Spring Island and Southern Gulf Islands Integrated Service Plan
 - 2) Asset Management Planning Program
 - a) Capital Regional District Facilities Asset Management
 - b) Capital Regional District Regional Parks Asset Management Strategy
 - c) Information Technology Systems Assessment to Support Asset Management
- CARRIED**

8. NEW BUSINESS

9. MOTION TO CLOSE THE MEETING

9.1. [15-214](#) Motion to Close the Meeting

Moved by Director Brice, Seconded by Director Plant,
That the Board close the meeting 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 agent
of the regional district or another position appointed by the regional district; (e)
the acquisition, disposition or expropriation of land or improvements, if the board
considers that disclosure could reasonably be expected to harm the interests of
the regional district; (j) information that is prohibited, or information that if it
were presented in a document would be prohibited, from disclosure under
section 21 of the Freedom of Information and Protection of Privacy Act; and (2) (b)
the consideration of information received and held in confidence relating to
negotiations between the municipality and a provincial government or the
federal government or both, or between a provincial government or the federal
government or both and a third party.

CARRIED

The Board moved to closed session at 3:38 pm and rose and reported at 4:09 pm.

10. RISE AND REPORT

PPP Canada Inc. Conditional Funding Agreement

That the Board accept the PPP Canada revised proposal for a one year extension to the Conditional Financial Agreement, to March 31, 2016 and submit the Proposed Work Plan Overlay as shown on Appendix B (of the staff report); and that the Board rise and report on the recommendation, the staff report and its attachments.

Eastside Public Advisory Committee - Member Selection

That the following be appointed to the Eastside Public Advisory Committee: Sorrel Marks (Oak Bay), Natasha Thambirajah (Victoria), Bryan Gilbert (Victoria), Jim Knock (Victoria), Trevor Davies (Victoria), Deborah Dickson (Saanich), Don Sutton (Saanich), George Klima (Saanich), Oliver Raymond Travers (Saanich), and Bill Mumford (Saanich).

CRD Nominee to Victoria Airport Authority Board of Directors

That the nomination of Colin Smith as the CRD Nominee to the Victoria Airport Authority Board of Directors for a three year term effective July 18, 2015 to July 17, 2017, be approved.

CRD Committee and Commission Appointments

That the following person be appointed as the Alternate representative for the Juan de Fuca Electoral Area to the West Shore Parks and Recreation Society Board, for a term to expire December 31, 2016, Wally Vowles;

That the following person be appointed to the Saanich Peninsula Wastewater Commission and the Saanich Peninsula Water Commission, for a term to expire December 31, 2015: Ron Barnhart;

That the following persons be appointed to the Willis Point Advisory Planning Commission, for a term to expire December 31, 2018: Joel Cotter, Rick Ellis, Larry Resnick, Robert Scott, and Bill Douglas.

11. ADJOURNMENT

Moved by Director Brownoff, Seconded by Director Helps,

The meeting be adjourned at 4:09 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER