



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, February 12, 2025

12:00 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

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. [25-0104](#) Minutes of the January 8, 2025 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of January 8, 2025 be adopted as circulated.

Attachments: [Minutes - January 8, 2025](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.2. Delegations

5.2.1. [25-0138](#) Delegation - Shellie MacDonald; Resident of Saanich: Re: Agenda Item: 7.4. AAP Results & Adoption for Bylaw 4602 - Foodlands Access Service Establishment Bylaw No. 1, 2024

5.2.2. [25-0140](#) Delegation - Linda Geggie; Representing CRFAIR: Re: Agenda Item: 7.4. AAP Results & Adoption for Bylaw 4602 - Foodlands Access Service Establishment Bylaw No. 1, 2024

5.2.3. [25-0141](#) Delegation - Jonathan O'Riordan; Representing Peninsula Biosolids Coalition: Re: Agenda Item: 7.2. Short-term Biosolids Management Plan - February Update

5.2.4. [25-0139](#) Delegation - Jason Austin; Resident of Central Saanich: Re: Agenda Item: 7.4. AAP Results & Adoption for Bylaw 4602 - Foodlands Access Service Establishment Bylaw No. 1, 2024

- 5.2.5. [25-0142](#) Delegation - Brian Webster; Resident of Salt Spring Island: Re: Agenda Item: 7.4. AAP Results & Adoption for Bylaw 4602 - Foodlands Access Service Establishment Bylaw No. 1, 2024
- 5.2.6. [25-0143](#) Delegation - David Lawson; Resident of Central Saanich: Re: Agenda Item: 7.4. AAP Results & Adoption for Bylaw 4602 - Foodlands Access Service Establishment Bylaw No. 1, 2024
- 5.2.7. [25-0144](#) Delegation - Brett Smyth; Resident of North Saanich: Re: Agenda Item: 7.4. AAP Results & Adoption for Bylaw 4602 - Foodlands Access Service Establishment Bylaw No. 1, 2024
- 5.2.8. [25-0145](#) Delegation - Robert Maxwell; Resident of Central Saanich: Re: Agenda Item: 7.4. AAP Results & Adoption for Bylaw 4602 - Foodlands Access Service Establishment Bylaw No. 1, 2024
- 5.2.9. [25-0148](#) Delegation - Katie Underwood; Representing Peas n' Carrots Farm: Re: Agenda Item: 7.4. AAP Results & Adoption for Bylaw 4602 - Foodlands Access Service Establishment Bylaw No. 1, 2024

6. CONSENT AGENDA

- 6.1. [25-0091](#) Union of British Columbia Municipalities Emergency Support Services Equipment and Training Grant 2025 - Motion of Support

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

1. That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for Emergency Support Services Equipment and Training Grant for 2025; and
2. That Edward Robbins, Chief Administrative Officer, or their duly authorized delegate, be authorized to apply for, negotiate, and execute agreements with the Union of British Columbia Municipalities and receive funds through the Community Emergency Preparedness for Emergency Support Services Equipment and Training Grant and do all things incidental to finalize such agreements and deliver the program.

(NWA)

Attachments: [Staff Report: UBCM CEPF ESS Training Grant 2025](#)
 [Appendix A: CEPF ESS Equip't & Training Grant 2025 App'n Form](#)

- 6.2. [24-1353](#) Motion with Notice: Speed Limits in Electoral Areas (Director Wickheim)

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

Whereas Incorporated areas have the ability to set speed limits to reflect local conditions and hazards, and that Electoral Areas have similar conditions and hazards in select spots,

Therefore we seek the Capital Regional District Board to advocate to the Province (Ministry of Transportation and Transit) for the ability of Electoral Areas to establish speed limits and hazard signage in their rural areas.

(NWA)

Attachments: [Memo: Notice of Motion](#)

- 6.3.** [25-0003](#) Summary of Recommendations from Other Water Commissions and Committees
- Recommendation:** [At the January 15, 2025 Regional Water Supply Commission meeting, the following motion arising was carried:]
The Regional Water Supply Commission recommends to the Capital Regional District Board:
To request that staff prepare correspondence to the Province to encourage a review of the conditions required for farm status by BC Assessment.
(NWA)
- Attachments:** [Summary of Recommendations from other Water Commissions & Committees](#)
- 6.4.** [25-0029](#) 2025 Appointments Advisory Committee
- Recommendation:** [At the February 5, 2025 Governance and First Nations Committee, Committee Vice Chair Windsor and Director Brent volunteered to serve on the committee.]
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the membership of the Appointments Advisory Committee for 2025 include Governance and First Nations Relations Committee Chair Little and the following two committee members: Vice Chair Windsor, and Director Brent.
(NWA)
- Attachments:** [Staff Report: 2025 Appointments Advisory Committee](#)
 [Appendix A: CRD Appointment of Public Members to External Boards Policy](#)
- 6.5.** [25-0068](#) First Nations Relations Operational Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: First Nations Relations Operational Update](#)
- 6.6.** [25-0089](#) Public Website Redesign Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Public Website Redesign Update](#)
 [Appendix A: Presentation](#)
 [Appendix C: Integrations](#)
 [Appendix B Part 1: Design Concept - CRD](#)
 [Appendix B Part 2: Design Concept - CRHC](#)
 [Appendix B Part 3: Design Concept - Panorama Recreation](#)
 [Appendix B Part 4: Design Concept - SEAPARC](#)
 [Appendix B Part 5: Design Concept - Salt Spring Island PARC](#)
 [Appendix B Part 6: Design Concept - PrepareYourself.ca](#)

- 6.7. [25-0099](#) Presentation: Jennifer Fox and Allison Dunnet, BC Housing, Jamie Proctor, CRD; Re. Aligning the Federal/Provincial Homelessness Response
- Recommendation:** There is no recommendation. This presentation is for information only.
- Attachments:** [Presentation: Aligning Federal/Provincial Homelessness Response](#)
- 6.8. [25-0079](#) Reaching Home Contribution Agreement Extension
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That Edward Robbins, Chief Administrative Officer, or their duly authorized delegate, be authorized to negotiate and execute agreements with the Government of Canada and receive funds through the Reaching Home Program and do all things incidental to finalize such agreements and deliver the program.
(WA)
- Attachments:** [Staff Report: Reaching Home Contribution Agreement Extension](#)
[Appendix A: 2024-2026 Capital Region Community Plan](#)
[Appendix B: Current Reaching Home Program Sub-Projects 2024-26](#)
[Appendix C: Reaching Home Prgm Community Advisory Board ToR](#)
[Appendix D: RHP Amendment Agreement No. 5 – 2024-2028](#)
- 6.9. [24-1337](#) Motion with Notice: Rural Housing Program Suite Incentive (Director Holman)
- Recommendation:** [At the February 5, 2025 Hospitals and Housing Committee, Director Holman moved the following amended motion with notice which was seconded:
"The Hospitals and Housing Committee recommends to the Capital Regional District Board:
That staff report on the merits of a possible modest incentive for the Housing Now program." (NWA)
Following discussion, a vote was taken, and the above motion with notice was DEFEATED.]
- There is no recommendation from the Hospitals and Housing Committee.
- Attachments:** [Memo: Notice of Motion](#)
- 6.10. [25-0076](#) Remuneration for Juan de Fuca Water Distribution Commission
- Recommendation:** The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board:
That remuneration for Commissioners of the Juan de Fuca Water Distribution Commission be considered in the next comprehensive review of the Capital Regional District (CRD) Board Remuneration and Travel Expenses Reimbursement Policy.
(NWA)
- Attachments:** [Staff Report: Remuneration for Juan de Fuca Water Distribution Commission](#)
[Appendix A: Board Remuneration and Travel Expense Reimbursement Policy](#)
[Appendix B: August 13, 2003 CRD Board Meeting Excerpt](#)
[Appendix C: Excerpts from the Water Supply and Sooke Hills Protection Reg.](#)

7. ADMINISTRATION REPORTS**7.1. [24-1320](#) Canada Housing Infrastructure Fund**

Recommendation: That the Capital Regional District Board direct staff to implement a Development Cost Charge rate freeze for Capital Regional District services from April 4, 2024 until April 4, 2027 to allow member municipalities to pursue funding opportunities under the Canadian Housing Infrastructure Fund.
(NWA)

Attachments: [Staff Report: Canadian Housing Infrastructure Fund](#)
 [Appendix A: CHIF-Before you apply-Applicant Guide](#)
 [Appendix B: CHIF Frequently Asked Questions](#)

7.2. [25-0098](#) Short-term Biosolids Management Plan - February Update

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

Attachments: [Staff Report: Short-term Biosolids Management Plan - February Update](#)

7.3. [25-0088](#) AAP Results & Adoption for Bylaw 4575 - Biodiversity and Environmental Stewardship Coordination Establishing Bylaw No. 1, 2023

Recommendation: 1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4575 (Appendix B) be received; and
(NWA)
2. That Bylaw No. 4575, "Biodiversity and Environmental Stewardship Coordination Establishing Bylaw No. 1, 2023" be adopted.
(NWA)

Attachments: [Staff Report: AAP Results & Adoption for Bylaw No. 4575](#)
 [Appendix A: Bylaw No. 4575](#)
 [Appendix B: Certificate of Results for Bylaw No. 4575](#)

7.4. [25-0087](#) AAP Results & Adoption for Bylaw 4602 - Foodlands Access Service Establishment Bylaw No. 1, 2024

Recommendation: 1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4602 (Appendix B) be received; and
(NWA)
2. That Bylaw No. 4602, "Foodlands Access Service Establishment Bylaw No. 1, 2024" be adopted.
(NWA)

Attachments: [Staff Report: AAP Results & Adoption for Bylaw No. 4602](#)
 [Appendix A: Bylaw No. 4602](#)
 [Appendix B: Certificate of Results for Bylaw No. 4602](#)
 [Supplemental: Community Charter, S. 86](#)
 [Correspondence: Letter from C. Saanich, Jan. 30, 2025](#)

7.5. [25-0112](#) Third Reading of Amended Bylaw No. 4634 - Sooke and Electoral Area Recreation and Facilities Service Loan Authorization Bylaw No. 1, 2025

- Recommendation:**
1. That third reading of Bylaw No. 4634, "Sooke and Electoral Area Recreation and Facilities Service 2025 Capital Project Loan Authorization Bylaw No. 1, 2024," be rescinded;
(WA)
 2. That Bylaw No. 4634 be amended as follows:
 - inserting the words "recreational service" before "capital projects" throughout the bylaw;
 - Under WHEREAS C., inserting the words "including heat recovery capital improvements and the construction and development of a skateboard park," following the words, "capital projects";
 - Under section 1, inserting the words ", including heat recovery capital projects and the construction and development of a skateboard park,";
 - Replacing section 3 in its entirety with:
"3. This Bylaw may be cited as "Sooke and Electoral Area Recreation and Facilities Service Loan Authorization Bylaw No. 1, 2025"";(NWA)
 3. That Bylaw No. 4634, "Sooke and Electoral Area Recreation and Facilities Service Loan Authorization Bylaw No. 1, 2025" be read a third time as amended;
(WA)
 4. That participating area approval for Bylaw No. 4634, as amended, be obtained for the entire service area by alternative approval process; and
(NWA, with 2/3rds vote on AAP for entire service area)
 5. That Bylaw No. 4634, as amended, be forwarded to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: Third Reading of Amended Bylaw No. 4634](#)
[Appendix A: Bylaw No. 4634 \(as amended\)](#)
[Appendix B: Bylaw No. 4634 \(redlined\)](#)

7.6. [25-0102](#) Regional Trestles Renewal, Trails Widening & Lighting Project - Active Transportation Fund Grant Application

- Recommendation:** That staff be directed to apply for, negotiate and, if successful, enter into an agreement with the Active Transportation Fund and do all such things necessary for accepting grant funds and overseeing grant management to implement the Project.
(NWA)

Attachments: [Staff Report: Regional Trestles & Trails Widening & Lighting Grant Application](#)

8. REPORTS OF COMMITTEES

Juan de Fuca Water Distribution Commission

8.1. [24-1109](#) Bylaw No. 4653 - Ticket Information Authorization Bylaw, 1990, Amendment No. 81, 2024

Recommendation: [The staff report was originally presented at the December 3, 2024 meeting of the Juan de Fuca Water Distribution Commission. There was a typographical error in the staff report title and recommendation which has been corrected to reflect "Amendment Bylaw No. 81" to the "Capital Regional District Ticket Information Authorization Bylaw, 1990" as follows:]

The Juan de Fuca Water Distribution Commission recommends to the Capital Regional District Board:

1. That Bylaw No. 4653, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 81, 2024", be introduced and read a first, second, and third time; and

(NWA)

2. That Bylaw No. 4653 be adopted.

(NWA)

Attachments: [Staff Report: Bylaw No. 4653 - Ticket Information Authorization Bylaw Amendr](#)
[Appendix A: Bylaw No. 4653](#)

Juan de Fuca Land Use Committee

8.2. [25-0072](#) Public Hearing Report on Bylaw No. 4518, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 158, 2022"

Recommendation: 1) That the minutes that form the Report of the Public Hearing for Bylaw No. 4518, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 158, 2022", which are certified as a fair and accurate summary of the representations that were made at the public hearing held on November 12, 2024, for Bylaw No. 4518, be received;
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

2) That Bylaw No. 4518 be read a third time; and
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

3) That prior to adoption of Bylaw No. 4518:

a. A commercial access permit be issued by the Ministry of Transportation and Infrastructure; and

b. The landowner provide an amenity contribution by registering a statutory right-of-way adjacent to West Coast Road in favour of the Capital Regional District for the purpose of establishing a public trail, and that staff be directed to ensure that all conditions are satisfied towards completion and registration.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments: [Staff Report: Public Hearing Report on Bylaw No. 4518](#)
[Appendix A: Proposed Bylaw No. 4518](#)
[Appendix B: Report of the Public Hearing November 12, 2024](#)

Electoral Areas Committee

- 8.3.** [24-1376](#) Bylaw No. 4654: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 82, 2025 and Bylaw No. 4656: Water Regulations Bylaw, 1990, Amendment Bylaw No. 1, 2025
- Recommendation:** 1. That Bylaw No. 4654, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 82, 2025", be introduced and read a first, second, and third time;
(NWA)
2. That Bylaw No. 4654 be adopted;
(NWA)
3. That Bylaw No. 4656, "Water Regulations Bylaw, 1990, Amendment Bylaw No. 1, 2025", be introduced and read a first, second, and third time; and
(NWA)
4. That Bylaw No. 4656 be adopted.
(NWA)
- Attachments:** [Staff Report: Bylaws No. 4654 & 4656](#)
[Appendix A: Bylaw No. 4654](#)
[Appendix B: Bylaw No. 4656](#)
[Appendix C: Bylaw No. 1792 Consolidated \(to 4656\) - DRAFT](#)
- 8.4.** [25-0080](#) Bylaw No. 4435: Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025 and Bylaw No. 4672: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 83, 2025
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4435, "Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025" be introduced and read a first, second, and third time;
(NWA)
2. That Bylaw No. 4435 be forwarded to the Ministry of Environment and Parks for Ministerial approval prior to adoption;
(NWA)
3. That Bylaw No. 4672, "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 83, 2025" be introduced and read a first, second, and third time; and
(NWA)
4. That Bylaw No. 4672 be returned with Bylaw No. 4435 for adoption.
(NWA)
- Attachments:** [Staff Report: Bylaw No. 4435 JdF Soil Removal & 4672 Ticket Info Auth.](#)
[Appendix A: Proposed Bylaw No. 4435](#)
[Appendix B: Bylaw No. 4672](#)
[Appendix C: Bylaw No. 3941](#)

Governance and First Nations Relations Committee

8.5. [25-0096](#) Proposed Amendments to the CRD Board Procedures Bylaw

Recommendation: [Attached as SUPPLEMENTAL is the current provisions in the Board Procedures Bylaw for electronic participation at Commission meeting and electronic participation in case of emergency or special circumstance.]
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That staff be directed to prepare an amending bylaw to the "Capital Regional District Board Procedures Bylaws, 2012" to include the proposed amendments on electronic meetings and electronic participation (Appendix A) and miscellaneous updates (Appendix B).
(NWA)

Attachments: [Staff Report: Proposed Amendments to the CRD Board Procedures Bylaw](#)
[Appendix A: Proposed Amendments - Electronic Meetings and Participation](#)
[Appendix B: Proposed Amendments - Miscellaneous Updates](#)
[Supplemental: Current Bylaw No. 3828 Electronic Participation Excerpts \(29.1 +](#)

9. BYLAWS**9.1. [25-0105](#) Adoption of Bylaw No. 4590 - Economic Development Commission
Establishing Bylaw No. 1, 1990, Amendment Bylaw No. 1, 2024**

Recommendation: That Bylaw No. 4590 - "Economic Development Commission Establishing Bylaw No. 1, 1990, Amendment Bylaw No. 1, 2024" be adopted.
(NWA)

Attachments: [Bylaw No. 4590](#)

**9.2. [25-0106](#) Adoption of Bylaw No. 4591 - Economic Development Commission
Establishing Bylaw No. 1, 1990, Amendment Bylaw No. 2, 2024**

Recommendation: That Bylaw No. 4591 - "Economic Development Commission Establishing Bylaw No. 1, 1990, Amendment Bylaw No. 2, 2024" be adopted.
(NWA)

Attachments: [Bylaw No. 4591](#)

**9.3. [25-0107](#) Adoption of Bylaw No. 4594 - Economic Development Service
Establishing Bylaw (Southern Gulf Islands) No. 1, 2024**

Recommendation: That Bylaw No. 4594 - "Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024" be adopted.
(NWA)

Attachments: [Bylaw No. 4594](#)

**9.4. [25-0108](#) Adoption of Bylaw No. 4595 - Economic Development Service
Establishing Bylaw (Juan De Fuca) No. 1, 2024**

Recommendation: That Bylaw No. 4595 - "Economic Development Service Establishing Bylaw (Juan De Fuca) No. 1, 2024" be adopted.
(NWA)

Attachments: [Bylaw No. 4595](#)

10. NOTICE(S) OF MOTION**11. NEW BUSINESS****12. MOTION TO CLOSE THE MEETING****12.1. [25-0110](#) 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. [2 items]
 2. That the meeting be closed for Legal Advice under Section 90(1)(i) of the Community Charter. [1 item]
 3. That the meeting be closed for Contract Negotiations in accordance with Section (90) (1)(k) of the Community Charter. [1 item]
 4. That such disclosures could reasonably be expected to harm the interests of the Regional District. [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)**