

## Meeting Minutes

### Committee of the Whole

---

Wednesday, April 30, 2025

12:00 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC V8W 1R7

---

#### Strategic Planning

##### PRESENT

DIRECTORS: C. McNeil-Smith (Chair), M. Little (Vice Chair), M. Alto, J. Bateman (for M. Tait), P. Brent, S. Brice, J. Brownoff, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson, C. Harder, G. Holman, P. Jones, D. Kobayashi, K. Murdoch, C. Plant, S. Riddell (for R. Windsor), D. Thompson, S. Tobias, M. Westhaver (for D. Murdock) (EP), A. Wickheim, K. Williams

STAFF: T. Robbins, Chief Administrative Officer; V. Somosan, Acting Chief Financial Officer; A. Fraser, General Manager, Infrastructure and Water Services; L. Jones, General Manager, Parks, Recreation & Environmental Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, General Manager, Corporate Services; F. Lopez, Manager, Strategic Planning; R. Smith, Senior Manager, Environmental Resource Management; R. Tooke, Senior Manager, Environmental Innovation; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors Murdock, Tait, Windsor

The meeting was called to order at 12:02 pm.

#### 1. Territorial Acknowledgement

Vice Chair Little provided the Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Coleman, **SECONDED** by Director Goodmanson,  
That the agenda for the Committee of the Whole meeting of April 30, 2025 be  
approved.  
**CARRIED**

#### 3. Ptesentations/Delegations

##### 3.1. Presentations

There were no presentations.

##### 3.2. Delegations

- 3.2.1. 25-0505** Delegation - Gord Baird; Chair, Regional Water Supply Commission and Juan de Fuca Water Distribution Commission: Re: Agenda Item 4.2. Regional District Services and Service Review Options (continued).

G. Baird spoke to Item 4.2.

**MOVED by Director Desjardins, SECONDED by Director Kobayashi,  
That the rules of the Capital Regional District Board Procedures Bylaw be  
suspended to allow multiple speaking opportunities.**

**CARRIED**

#### **4. Special Meeting Matters**

- 4.1. [25-0494](#)** Board Priorities Annual Check In

T. Robbins, K. Lorette, L. Jones, and K. Morley spoke to Item 4.1.

Discussion ensued regarding:

- clarification of the regional trails and widening project
- CRD contribution to the Songhees Nation Land rapid housing initiative
- number of initiatives completed since beginning of the current board term

An informal round table discussion ensued regarding current progress and additional efforts related to the Board priorities.

**MOVED by Director Brent, SECONDED by Director Kobayashi,  
The Committee of the Whole recommends to the Capital Regional District Board:  
1. That the current level of effort on Board Priorities be maintained.**

Discussion ensued regarding:

- clarification of board priority 12.b-5. elections and electoral processes
- consideration to separate Arts and Recreation into two distinct priorities
- adding challenges and barriers related to delivery of the corporate plan to quarterly reporting
- communications strategy with Federal Ministers related to advancing affordable housing
- engagement with Island Health regarding the 10 year capital plan
- water rates related to conservation measures
- level of capacity related to new initiatives
- metrics associated with work done to achieve board priorities

The question was called:

**The Committee of the Whole recommends to the Capital Regional District Board:  
1. That the current level of effort on Board Priorities be maintained.  
CARRIED**

**MOVED by Director Brent, SECONDED by Director Kobayashi,  
The Committee of the Whole recommends to the Capital Regional District Board:  
2. That staff, through the service and financial planning processes, provide  
recommendations on funding, timing and service levels for 2026 in accordance  
with 2023-2026 Board Priorities and Corporate Plan.  
CARRIED**

Motion Arising:

**MOVED by Director Plant, SECONDED by Director Brent,**

**The Committee of the Whole recommends to the Capital Regional District Board:**

- 1. That staff be requested to separate financial reporting as best as possible to delineate spending in Arts and Recreation in future budget documents for remainder of our term in 2026; and,**
- 2. Recommend to staff that in preparation for future Corporate Plans the service areas of Arts and Recreation be reported upon separately.**

Discussion ensued regarding:

- impact of staff resources to undertake this work
- clarification that the process will separate the services not the facilities

The question was called:

**The Committee of the Whole recommends to the Capital Regional District Board:**

- 1. That staff be requested to separate financial reporting as best as possible to delineate spending in Arts and Recreation in future budget documents for remainder of our term in 2026; and,**
- 2. Recommend to staff that in preparation for future Corporate Plans the service areas of Arts and Recreation be reported upon separately.**

**CARRIED**

**4.2.**     [25-0495](#)

**Regional District Services and Service Review Options (continued)**

T. Robbins spoke to item 4.2.

Discussion ensued regarding:

- review of all existing services
- efficiencies, cost savings, and technical security opportunities related to operational infrastructure
- determining service priorities and efficiencies at the regional and sub-regional level
- differences between CRD evolves and service review
- process of executing a formal service review
- corporate, financial, and service level risk assessment

**The meeting went into recess at 3:03 pm.**

**The meeting reconvened at 3:16 pm.**

**MOVED by Director Harder, SECONDED by Director Murdoch,**

**That the meeting be extended past the 3 hour scheduled time.**

**CARRIED**

**MOVED** by Director Plant, **SECONDED** by Director Brent,  
The Committee of the Whole recommends to the Capital Regional District Board:  
That staff be directed to report back to the CRD Board with specific  
recommendations on:

1. Build CRD service profile catalogues for subregional services with a minimum one million dollar budget.
2. That the CAO and Board Chair schedule a regular governance check in.
3. Provide quarterly progress reporting on CRD Evolves implementation.
4. Conduct one to two services reviews per year on an ongoing basis.
5. Explore partnership opportunities.

**MOVED** by Director Plant, **SECONDED** by Director Brent,  
That the main motion be amended by adding the following words to the end of  
Part 5 "(e.g. in shared IT infrastructure and programs)."  
**CARRIED**

**MOVED** by Director Caradonna, **SECONDED** by Director Brent,  
That the main motion be amended by adding "Part 6. Pursue staff vacancy  
management, where appropriate."  
**CARRIED**

Discussion ensued regarding:

- potential timeline of service review
- Board orientation to include service profiles at beginning of each terms

**MOVED** by Director Murdoch, **SECONDED** by Director Caradonna,  
That the main motion be amended by adding "Part 7. Provide options for service  
level feedback from the public (where services are public facing) to inform board  
service level discussions."

Discussion ensued regarding the merit of restricting feedback to public facing  
services.

**MOVED** by Director Plant, **SECONDED** by Director Brent,  
That the question be called on the amendment.  
**CARRIED**

**Opposed:** Brownoff, Desjardins, Tobias, Westhaver

The question was called on the amendment:

**That the main motion be amended by adding "Part 7. Provide options for service  
level feedback from the public (where services are public facing) to inform board  
service level discussions."**

**CARRIED**

**Opposed:** Brownoff, de Vries, Desjardins, Harder, Kobayashi, Little, Tobias,  
Westhaver

Director Alto left the meeting at 3:48 pm

**MOVED** by Director Thompson, **SECONDED** by Director Caradonna,  
That the main motion be amended to add the word "prioritized" to Part 4 before  
the words "service reviews".

Discussion ensued regarding the impact of adding the word prioritized.

Director Tobias left the meeting at 3:51 pm

The question was called on the amendment:

**That the main motion be amended to add the word 'prioritized' to part 4 before the words "service reviews".**

**DEFEATED**

**Opposed: Bateman, Brent, Coleman, de Vries, Desjardins, Goodmanson, Harder, Jones, Kobayashi, Little, McNeil-Smith, Murdoch, Plant, Wickheim, Williams, Westhaver**

Discussion ensued regarding:

- services impacted by the one million dollar threshold
- clarification of regular governance check in
- scope of service review
- feedback opportunities for staff
- historical account of services that have been de-funded
- concerns related to redundancy in services

The question was called on the main motion as amended:

**The Committee of the Whole recommends to the Capital Regional District Board: That staff be directed to report back to the CRD Board with specific recommendations on:**

- 1. Build CRD service profile catalogues for subregional services with a minimum one million dollar budget.**
- 2. That the CAO and Board Chair schedule a regular governance check in.**
- 3. Provide quarterly progress reporting on CRD Evolves implementation.**
- 4. Conduct one to two services reviews per year on an ongoing basis.**
- 5. Explore partnership opportunities (e.g. in shared IT infrastructure and programs).**
- 6. Pursue staff vacancy management, where appropriate.**
- 7. Provide options for service level feedback from the public (where services are public facing) to inform board service level discussions.**

**CARRIED**

**Opposed: Jones**

## **5. Motion to Report to the Board**

### **5.1. [25-0492](#) Motion to Report to the Board**

**MOVED by Director Little, SECONDED by Director Harder,**

**That the Committee of the Whole report to the Capital Regional District Board at the April 30, 2025 special meeting regarding Items 4.1. and 4.2.**

**CARRIED**

## **6. Adjournment**

**MOVED by Director Murdoch, SECONDED by Director Little,**

**That the Committee of the Whole meeting of April 30, 2025 be adjourned at 4:12 pm.**

**CARRIED**

---

CHAIR

CERTIFIED CORRECT:

---

CORPORATE OFFICER