

Meeting Minutes

Capital Regional District Board

Wednesday, September 10, 2025

12:05 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

DIRECTORS: C. McNeil-Smith (Chair), M. Little (Vice Chair), M. Alto (12:32 pm), P. Brent (EP), S. Brice, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson, K. Harper (for J. Brownoff) (EP), G. Holman, P. Jones, D. Kobayashi, K. Murdoch, D. Murdock (EP), C. Plant, L. Szpak, M. Tait, D. Thompson, S. Tobias (EP), A. Wickheim, K. Williams, R. Windsor

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; D. Elliott, Acting General Manager, Housing, Planning and Protective Services; A. Fraser, General Manager, Infrastructure and Water Services; S. Henderson, General Manager, Electoral Area Services; G. Harris, Acting General Manager, Parks, Recreation & Environmental Services; L. Jones, General Manager, Parks, Recreation and Environmental Services; K. Morley, Corporate Officer/General Manager, Corporate Services; F. Lopez, Manager, Strategic Planning; R. Tooke, Senior Manager, Environmental Innovation; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Guest: G. Horth, Capital Region Emergency Service Telecommunications (CREST)

Regrets: Director J. Brownoff

The meeting was called to order at 12:16 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Kobayashi, **SECONDED** by Director Tait,
That the agenda for the Capital Regional District Board meeting of September 10, 2025 be approved.
CARRIED

3. ADOPTION OF MINUTES

3.1. [25-0897](#) Minutes of the Capital Regional District Board meeting of July 9, 2025

**MOVED by Director Tait, SECONDED by Director Kobayashi,
That the minutes of the Capital Regional District Board meeting of July 9, 2025 be
adopted as circulated.**

CARRIED

4. REPORT OF THE CHAIR

The meeting began with a moment of reflection on the tragic drowning of a 19-year-old man at Upper Thetis Lake on September 4. The Capital Regional District (CRD) extended condolences to the victim's family and gratitude to staff, the public, and emergency responders involved.

The Chair highlighted upcoming priorities, including the 2026 service planning and budget discussions, with key presentations scheduled for October 29. Progress on the Performing Arts Facilities Establishment Bylaw will continue, with committee review on October 1 and a Board recommendation on October 8. Directors will attend the UBCM Conference (Sept 22-26) to advocate for affordable housing, transportation integration, and reconciliation. Meetings with provincial staff will also address funding priorities for the Electoral Areas. Looking ahead, the Board will hold its annual Chair and Vice-Chair elections in November, followed by committee appointments. Finally, the Chair acknowledged Gord Horth's retirement after nearly 20 years leading CREST, thanking him for his contributions and welcoming Al Marston as the incoming General Manager.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

5.1.1. [25-0924](#) Presentation: Gord Horth (General Manager) Capital Region Emergency Service Telecommunications (CREST); Re: Member Agency Report

G. Horth presented Item 5.1.1.

Director Alto joined the meeting in person at 12:32 pm.

Discussion ensued regarding:

- current economic challenges facing the organization
- user rates and call answer levies
- clarification of the funding for CREST

5.2. Delegations

There were no delegations.

6. CONSENT AGENDA

**MOVED by Director Goodman, SECONDED by Director Murdoch,
That consent agenda items 6.1. through 6.11. be approved.**

CARRIED

- 6.1. [25-0908](#) Appointment of Officers – Bylaw Enforcement
- That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681, Taylor Francks, Ismaeel Ali, Alexander Moch and Curtis Campbell be appointed as Bylaw Enforcement Officers.
- CARRIED**
- 6.2. [25-0577](#) Liquid Waste Management Plan – Amendment No. 13 Inflow and Infiltration
- That Amendment No. 13 to the Core Area Liquid Waste Management Plan be submitted to the Province of British Columbia Ministry of Environment and Parks for approval.
- CARRIED**
- 6.3. [25-0792](#) Kosapsum Nation Capacity Transfer - Service Agreement Update
- This report was received for information.
- 6.4. [25-0793](#) Core Area Liquid Waste Management Committee 2025 Mid-Year Capital Projects and Operations Update
- This report was received for information.
- 6.5. [25-0836](#) Presentation: Brendan McShane, VP Operations, Western Canada, Recycle BC and SK Recycles; Re: Expanding Collection Opportunities
- This presentation was received for information.
- 6.6. [25-0781](#) Motion with Notice: Blue Box Recycling Programs in Schools (Director Caradonna)
1. That staff report back on how the Solid Waste Management Plan could be leveraged to extend the recycling program to schools across the region (not including the City of Victoria) as well as other institutional customers.
2. The CRD staff write to school districts within the Capital Regional District to inform/remind them of their obligations to participate in recycling and food scraps programs as established via municipal and regional district bylaw and the solid waste management program. And to thank them for the programs that already exist in their schools.
- CARRIED**
- 6.7. [25-0406](#) CRD Support for Sc'ianew First Nation to Host Tribal Journeys
- This report was received for information.
- 6.8. [25-0878](#) Improving Meeting Accessibility: Introduction of Hearing Assistive Technology
- This report was received for information.

- 6.9. [25-0882](#) Representation on CRD Commissions and non-Board Committees
1. That a statement welcoming applications from all people including those with diverse backgrounds, abilities and lived experiences be added to all postings seeking new members to CRD Commissions and non-Board Committees.
 2. At the beginning of each term, that the CRD Board send a letter asking that Municipal Councils consider diversity when making its municipal appointments to CRD Commissions and non-Board Committees.
- CARRIED
- 6.10. [25-0573](#) Motion with Notice: Repaving and Intersection Advocacy (B. Webster)
- That the Salt Spring Island Local Community Commission (LCC) recommend that Capital Regional District Board Chair to write to the B.C. Minister of Transportation and Transit requesting:
1. In order to enhance road safety, increase active transportation options and support expanded public transit along Salt Spring Island's primary north-south transportation corridor, that the Ministry place a high priority on repaving and widening paved shoulders on Fulford-Ganges Road from Cranberry Road to the planned Blackburn/Cusheon Bridge.
 2. In order to improve safety, reduce congestion and enable planning for other projects in the Ganges core, undertake an options study of long-term solutions to the intersection of Fulford-Ganges Road and Lower Ganges Road on Salt Spring Island.
- CARRIED
- 6.11. [25-0877](#) Capital Regional District External Grants Update
- This report was received for information.

7. ADMINISTRATION REPORTS

- 7.1. [25-0889](#) Bylaw No. 4710: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 3, 2025
- N. Chan spoke to Item 7.1.
- MOVED by Director Brice, SECONDED by Director Murdoch,
1. That Bylaw No. 4710, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 3, 2025", be introduced and read a first, second and third time.
- CARRIED
- MOVED by Director Brice, SECONDED by Director Murdoch,
2. That Bylaw No. 4710 be adopted.
- CARRIED

7.2. [25-0875](#) Strategic Priorities Fund – Grant Applications

N. Chan spoke to Item 7.2.

Discussion ensued regarding the timing of the grant approval process.

**MOVED by Director Desjardins, SECONDED by Director Windsor,
The Capital Regional District Board supports the following four projects'
application submissions and commits to covering any cost overruns. Staff are
instructed to apply for, negotiate, and if successful, enter into an agreement and
do all such things necessary for accepting grant funds and overseeing grant
management for the proposed projects as below.**

Capital Infrastructure Stream

1) Biosolids Advanced Thermal Plant

2) Main No. 1 Hydraulic Grade Line Increase

3) Rainbow Recreation Centre Building Envelope Renewal Project

Capacity Building Stream

4) SEAPARC Infrastructure Growth Plan

CARRIED

7.3. [25-0923](#) Biosolids Beneficial Use Management – July and August Update

L. Jones presented item 7.3. for information.

Discussion ensued regarding the land reclamation process.

7.4. [25-0881](#) Service Planning 2026

T. Robbins presented Item 7.4. for information.

Discussion ensued regarding budget guidelines related to the 2026 requisition rates.

8. REPORTS OF COMMITTEES**Salt Spring Island Local Community Commission**

8.1. [25-0222](#)

Bylaw No. 4647 SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025

S. Henderson spoke to Item 8.1.

MOVED by Director Holman, **SECONDED** by Director Murdoch,
1. That Bylaw No. 4647, "SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be introduced and read a first, second, and third time.

MOVED by Director Holman, **SECONDED** by Director Murdoch,
That Part 1 of the main motion be amended by striking the words "second, and third time" and inserting the words "and second time".

CARRIED

The question was called on Part 1 of the main motion as amended:

1. That Bylaw No. 4647, "SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be introduced and read a first and second time.

CARRIED

Motion Arising

MOVED by Director Holman, **SECONDED** by Director Windsor,
That Bylaw No. 4647 be amended so that the maximum requisition is no greater than a 25% increase.

Discussion ensued regarding the rationale of limiting the maximum requisition.

Referral Motion

MOVED by Director Plant, **SECONDED** by Director Tait,
That Bylaw No. 4647 and the proposed amendment of an increase no greater than 25% to a maximum requisition be referred back to the Salt Spring Island Local Community Commission for consideration.

Alternate Director Harper left the meeting at 1:21 pm.

Discussion ensued regarding impact of referring the motion to the Commission.

The question was called on the Referral Motion:

That Bylaw No. 4647 and the proposed amendment of an increase no greater than 25% to a maximum requisition be referred back to the Salt Spring Island Local Community Commission for consideration.

DEFEATED

Opposed: Alto, Brent, Brice, Coleman, Desjardins, Goodmanson, Holman, Jones, Kobayashi, Little, McNeil-Smith, Murdock, Szpak, Tobias, Williams, Windsor

The question was called on the Motion Arising:

2. That Bylaw No. 4647 be amended so that the maximum requisition is no greater than a 25% increase.

CARRIED

MOVED by Director Windsor, **SECONDED** by Director Desjardins,
3. That amended Bylaw No. 4647 be brought back the Capital Regional District

Board for third reading.
CARRIED

Directors Goodmanson and Kobayashi left the meeting at 1:51 pm.

9. BYLAWS

- 9.1. [25-0894](#) Adoption of Bylaw No. 4510 - Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025

MOVED by Director Wickheim, **SECONDED** by Director Windsor,
That Bylaw No. 4510 - "Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025" be adopted.
CARRIED

- 9.2. [25-0927](#) Adoption of Bylaw No. 4670 – Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025

MOVED by Director Coleman, **SECONDED** by Director Windsor,
That Bylaw No. 4670 - "Water Distribution Local Service Area Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 6, 2025" be adopted.
CARRIED

Director Kobayashi returned to the meeting at 1:53 pm.

- 9.3. [25-0928](#) Adoption of Bylaw No. 4696 – Juan de Fuca Grant-In-Aid Services Conversion Bylaw No. 1, 2025

MOVED by Director Wickheim, **SECONDED** by Director Desjardins,
That Bylaw No. 4696 - "Juan de Fuca Grant-In-Aid Services Conversion Bylaw No. 1, 2025" be adopted.
CARRIED

- 9.4. [25-0929](#) Adoption of Bylaw No. 4697 – Salt Spring Island Grant-In-Aid Services Conversion Bylaw No. 1, 2025

MOVED by Director Holman, **SECONDED** by Director Desjardins,
That Bylaw No. 4697 - "Salt Spring Island Grant-In-Aid Services Conversion Bylaw No. 1, 2025" be adopted.
CARRIED

- 9.5. [25-0931](#) Adoption of Bylaw No. 4698 – Southern Gulf Islands Grant-In-Aid Services Conversion Bylaw No. 1, 2025

MOVED by Director Brent, **SECONDED** by Director Windsor,
That Bylaw No. 4698 - "Southern Gulf Islands Grant-In-Aid Services Conversion Bylaw No. 1, 2025" be adopted.
CARRIED

10. NOTICE(S) OF MOTION

10.1. [25-0987](#)**Notice of Motion: Off-Leash Dogs in the Governor General Area at Elk/Beaver Lake Regional Park**

Director Plant proposed the following Notice of Motion for consideration at the next meeting of the Regional Parks Committee:

"WHEREAS Elk/Beaver Lake Regional Park is a well-used recreation area that serves a wide variety of residents across the Capital Region, including many dog owners; and

WHEREAS demand for dedicated off-leash dog park areas continues to grow across the region, reflecting the increasing number of residents with dogs and the importance of providing safe, designated spaces that balance recreation with environmental and community considerations; and

WHEREAS the area adjacent to Elk Lake Road known as the Governor General area in Saanich may provide an opportunity for better accommodating off-leash dogs that could relieve pressure on existing multi-use park trails and enhance the overall visitor experience;

Therefore:

Be it resolved that CRD Parks staff be directed to review and report back on potential options for better accommodating off-leash dogs in the Governor General Area at Elk/Beaver Lake Regional Park along Elk Lake Road in Saanich, including site suitability, impacts to park use, environmental considerations, community input, and estimated costs."

Director Tait left the meeting at 1:56 pm.

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. [25-0914](#)**Motion to Close the Meeting**

MOVED by Director Little, **SECONDED** by Director Murdoch,
That the meeting be closed for Appointments in accordance with Section 90(1)(a)
of the Community Charter.

CARRIED

MOVED by Director Little, **SECONDED** by Director Murdoch,
That the meeting be closed for Labour Relations in accordance with Section (90)
(1)(c) of the Community Charter.

CARRIED

MOVED by Director Little, **SECONDED** by Director Murdoch,
That the meeting be closed for Land Acquisition/Disposition in accordance with
Section 90(1)(e) of the Community Charter.

CARRIED

MOVED by Director Little, **SECONDED** by Director Murdoch,
That such disclosures could reasonably be expected to harm the interests of the
Regional District.

CARRIED

MOVED by Director Little, **SECONDED** by Director Murdoch,
That the meeting be closed for Proposed Service and Contract Negotiations in
accordance with Section 90(1)(k) of the Community Charter.

CARRIED

MOVED by Director Little, **SECONDED** by Director Murdoch,
That such disclosures could reasonably be expected to harm the interests of the
Regional District.

CARRIED

MOVED by Director Little, **SECONDED** by Director Murdoch,
That the meeting be closed for Intergovernmental Negotiations in accordance
with Section 90(2)(b) of the Community Charter.

CARRIED

The meeting went into recess at 1:58 pm.

The meeting reconvened and moved to the Closed Session at 2:09 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 3:32 pm and reported on the following:

In accordance with Letters Patent, that the following be appointed to the Saanich Peninsula Water Commission for a term expiring December 31, 2026: Micah Claxton

In accordance with Bylaw No. 2788, that the following be appointed to the Sooke and Electoral Area Parks and Recreation Commission for a term expiring August 31, 2026: Raymond Finlayson

In accordance with Bylaw No. 3523, that the following be appointed to the Southern Gulf Islands Public Library Commission for a term expiring December 31, 2026: James Gilbert

In accordance with Bylaw No. 2541, that the following be appointed to the Water Advisory Committee for a term expiring December 31, 2026: Micah Claxton

That the Regional Parks Committee be permitted to meet in closed session to discuss Intergovernmental Relations in accordance with Section 90(2)(b) of the Community Charter.

14. ADJOURNMENT

MOVED by Director Little, SECONDED by Director Murdoch,
That the Capital Regional District Board meeting of September 10, 2025 be adjourned at 3:32 pm.
CARRIED

CHAIR**CERTIFIED CORRECT:**

CORPORATE OFFICER