

## Meeting Minutes

### Governance and First Nations Relations Committee

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Wednesday, October 1, 2025

9:30 AM

6th Floor Boardroom  
625 Fisgard St.  
Victoria BC V8W 1R7

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**PRESENT:**

Directors: M. Little (Chair), M. Alto, P. Brent, D. Cavens (for B. Desjardins), C. Coleman, K. Murdoch, D. Murdock, C. Plant, M. Tait (EP), K. Williams (EP), C. McNeil-Smith (Board Chair, ex officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; S. Henderson, General Manager, Electoral Area Services; K. Morley, Corporate Officer/General Manager, Corporate Services; C. Neilson, Senior Manager, Human Resources & Corporate Safety; F. Lopez, Manager, Strategic Planning; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: B. Desjardins, R. Windsor (Vice Chair)

The meeting was called to order at 9:31 am.

#### 1. Territorial Acknowledgement

Director Coleman provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by Director Brent, SECONDED by Director Coleman,  
That the agenda for the Governance and First Nations Relations Committee  
meeting of October 1, 2025 be approved.  
CARRIED**

#### 3. Adoption of Minutes

- 3.1. [25-0957](#) Minutes of the Governance and First Nations Relations Committee Meeting of August 6, 2025

**MOVED by Director Coleman, SECONDED by Alternate Director Cavens,  
That the minutes of the Governance and First Nations Relations Committee  
meeting of August 6, 2025 be adopted as circulated.  
CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [25-0896](#) Legislative and General Government, Facilities Management Services - 2026 Operating and Capital Budgets

N. Chan spoke to Item 6.1.

Discussion ensued on the following:

- allocations, transfers from reserves, and cost recovery
- requisition, net changes and off-sets for the organization
- departmental increases, annualization of FTEs and impacts of costs
- capital projects decision making and future implications
- 5-year projection versus first year of the 5-year capital budget
- budget for boardroom improvements and washroom upgrades
- resources for human resources and enterprises
- equipment replacement fund

**Director Tait left the meeting at 10:27 am.**

**MOVED by Director Plant, SECONDED by Director Brent,  
The Governance and First Nations Relations Committee recommends the  
Committee of the Whole recommend to the Capital Regional District Board:  
That Appendices A through R, the Legislative and General Government, Facilities  
Management Services Operating and Capital Budgets be approved as presented  
and form the basis of the Provisional 2026-2030 Financial Plan.**

Discussion ensued on the following:

- transfer of FTEs from other departments
- CRD evolves and departmental changes
- capital expenditure, capital funds, reductions and deferrals
- operating and capital budget guidelines and funded structures
- increases in requisitions and reserve funds
- boardroom improvements, population increases and respective representation
- clarification between approving bodies for budgets and FTEs

Motion Arising:

**MOVED by Director Murdoch, SECONDED by Director Brent,  
That options be included to reduce the Regional Water Supply Commission's FTE  
increases and to defer non-critical projects.**

**MOVED by Director Plant, SECONDED by Director Brent,  
That the motion arising be amended to add the words "across all service areas"  
after the words "non-critical projects".**

**CARRIED**

The question was called on the motion arising as amended:  
**That options be included to reduce the Regional Water Supply Commission's FTE increases and to defer non-critical projects across all service areas.**  
**CARRIED**

The question was called on the main motion:  
**The Governance and First Nations Relations Committee recommends the Committee of the Whole recommend to the Capital Regional District Board: That Appendices A through R, the Legislative and General Government, Facilities Management Services Operating and Capital Budgets be approved as presented and form the basis of the Provisional 2026-2030 Financial Plan.**  
**CARRIED**

**6.2.**     [25-0969](#)     Regional District Services and Service Review Options - Next Steps

T. Robbins spoke to Item 6.2.

**Directors Alto and Murdock left the meeting at 11:15 am.**

Discussion ensued on the following:  
- population meeting needs and current demands  
- staff level check-ins and informal mechanisms for needs

**Director Murdoch left the meeting at 11:30 am.**

**MOVED by Director Plant, SECONDED by Director Brent,**  
**The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:**  
**1. Initiate planning activities required to advance the governance check-in, annual service reviews, and shared IT infrastructure, as outlined in Appendix A to C.**  
**2. Continue progressing the sub-regional service profiles, regular reporting on CRD Evolves, staff vacancy management strategy, and updated public participation framework, in alignment with existing workplans and as detailed in actions 1 and 3 in Table 1 and Appendices D and E.**  
**CARRIED**

**7. Notice(s) of Motion**

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED by Director Brent, SECONDED by Director Coleman,**  
**That the Governance and First Nations Relations Committee meeting of October 1, 2025 be adjourned at 11:33 am.**  
**CARRIED**

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CHAIR

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RECORDER