

Meeting Minutes

Capital Regional District Board

Wednesday, May 14, 2025

12:10 PM

**6th Floor Boardroom
625 Fisgard Street
Victoria, BC**

PRESENT

DIRECTORS: C. McNeil-Smith (Chair), M. Little (Vice Chair), M. Alto, P. Brent, S. Brice, J. Brownoff (EP), J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson, C. Harder, G. Holman, D. Kobayashi, K. Murdoch, C. Plant, 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; A. Fraser, General Manager, Infrastructure and Water Services; L. Jones, General Manager, Parks, Recreation and Environmental Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, Corporate Officer/General Manager, Corporate Services; R. Tooke, Senior Manager, Environmental Innovation; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors P. Jones, D. Murdock

The meeting was called to order at 12:17 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Brice, **SECONDED** by Director Desjardins,
That the agenda for the Capital Regional District Board meeting of May 14, 2025
be approved.
CARRIED

3. ADOPTION OF MINUTES

3.1. [25-0537](#) Minutes of the Capital Regional District Board meetings of April 9, 2025
and April 30, 2025

MOVED by Director Kobayashi, **SECONDED** by Director Coleman,
That the minutes of the Capital Regional District Board meetings of April 9, 2025
and April 30, 2025 be adopted as circulated.
CARRIED

3.2. [25-0538](#) Minutes of the Committee of the Whole meeting of April 30, 2025

**MOVED by Director Coleman, SECONDED by Director Little,
That the minutes of the of the Committee of the Whole meeting of April 30, 2025
be adopted as circulated.**

CARRIED

4. REPORT OF THE CHAIR

I am pleased to announce that Director Goodmanson is now appointed to the Hospitals and Housing Committee, as Acting Chair of the Hospital District, I felt it was appropriate to make that appointment. I was recently invited and presented, to what I'll call a CRD-101 presentation to a newcomers club with members from around the region. It was well received and the audience showed their appreciation for the important services we provide in the region. I indicated that the CRD annual report is a great starting place for new residents or those taking an interest in our CRD local government services. While I don't anticipate a surge in inquiries for the annual report, I believe it's an important record of the CRD's accomplishments each year. After reviewing this year's annual report, I want to take a moment to acknowledge the commitment and the work of directors serving not only on the three CRD boards, but also on the many CRD committees and commissions. We receive a tremendous volume of information on the various agendas and while meeting preparation is expected, I want to acknowledge how well prepared directors are for our meetings. This sets the groundwork for the important decisions that we make, which in turn sets in motion the work of staff that leads to the many significant accomplishments, as highlighted in this year's annual report. And all the great ideas that make their way to the board from the public, stakeholders, staff and directors and those that are set in motion by the board, don't become a success until and without the remarkable work of CRD staff. So on behalf of the board, thank you to our staff across the organization and thank you for this year's annual report.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. CONSENT AGENDA

Item 6.13 was removed from the consent agenda and moved to be considered under Administration Reports as item 7.4.

**MOVED by Director Kobayashi, SECONDED by Director Murdoch,
That consent agenda items 6.1. through 6.12. be approved.**

CARRIED

- 6.1. [25-0477](#) 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, Stephen Ford, Sam Skelcher, Kambiz Rezaie, Shubhro Barua, Brendan Dyck, Jordan Tytgat and Naunihal Singh be appointed as Bylaw Enforcement Officers.
- CARRIED**
- 6.2. [25-0480](#) Union of British Columbia Municipalities - Public Notification and Evacuation Route Planning Grant 2025 - Motion of Support
- That staff be 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 project.
- CARRIED**
- 6.3. [25-0560](#) Connected Coast: Last Mile Network Infrastructure Contribution Agreement
- That the Last Mile Network Infrastructure Contribution Agreement with City West Cable & Telephone Corporation be approved and that the Chief Administrative Officer be authorized to execute the agreement.
- CARRIED**
- 6.4. [25-0442](#) Hartland Public Drop-off - Extension of Expanded Hours Pilot
- That the Hartland Landfill and Public Drop-off Depot expanded hours pilot be extended until October 31, 2025.
- CARRIED**
- 6.5. [25-0441](#) Solid Waste Management Plan - 2024 Progress Report
- This report was received for information.
- 6.6. [25-0440](#) Climate Action Strategy – 2024 Progress Report
- This report was received for information.
- 6.7. [25-0310](#) Capital Regional District 2024 Audit Findings Report and Statement of Financial Information.
- That the Capital Regional District 2024 Statement of Financial Information be approved.
- CARRIED**
- 6.8. [25-0311](#) Capital Regional District External Grants 2024 Annual Report
- This report was received for information.
- 6.9. [25-0309](#) Capital Regional District External Grants Update
- This report was received for information.

- 6.10. [25-0351](#) Island View Beach Regional Park - Accessibility Improvements
- That CRD Regional Parks staff continue to collaborate with the District of Central Saanich and Tsawout First Nation, through the Island View Beach Working Group, to identify opportunities for partnership, on new initiatives to improve meaningful accessibility at Island View Beach Regional Park.
CARRIED
- 6.11. [25-0447](#) 2024 Regional Parks & Trails Strategic Plan Progress Report
- This report was received for information.
- 6.12. [25-0451](#) Goldstream Water Treatment Plant Ultraviolet and Controls Upgrade Project Update and Capital Plan Amendment
- That the 2025 Regional Water Supply Five Year Capital Plan be amended to reallocate the \$750,000 of remaining budget from Capital Project #18-07-Replacement of Ultraviolet System and Controls Upgrades to a new Capital Project, #25-24-Water Treatment Plant Improvements Program.
CARRIED

7. ADMINISTRATION REPORTS

- 7.1. [25-0519](#) Capital Region Housing Corporation Annual General Meeting
- K. Lorette spoke to Item 7.1.
- MOVED** by Director Little, **SECONDED** by Director Caradonna,
That the unanimous shareholder's resolution attached as Appendix A to the Capital Region Housing Corporation Annual General Meeting report be approved, and the Chair and Corporate Officer execute it on behalf of the Capital Regional District.
CARRIED
- 7.2. [25-0545](#) Capital Regional District 2024 Annual Report
- T. Robbins presented Item 7.2. for information.

- 7.3. [25-0546](#) AAP Requirements for Bylaw No. 4664: Regional Water Watershed Land Acquisition Loan Authorization Bylaw No. 1, 2025

K. Morley spoke to Item 7.3.

Discussion ensued regarding:

- additional placement of notification at the recreation centre
- whether there are any existing mineral rights on the property
- cost of a referendum

MOVED by Director Plant, SECONDED by Director Windsor,

1. That in accordance with section 86(3) of the Community Charter, the date of June 30, 2025 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4664, must be submitted to the Capital Regional District by qualified electors within the service participating area;

2. That the attached Synopsis of Bylaw No. 4664 (Appendix B), Notice of Alternative Approval Process (Appendix C), Elector Response Form (Appendix D), and AAP communication channels (Appendix E) be approved; and

3. That the total number of registered electors within the service participating area is 315,117 and that 10% of that number is 31,512 electors.

CARRIED

- 7.4. [25-0533](#) Biosolids Beneficial Use Management - April Update

L. Jones presented Item 7.4. for information.

Discussion ensued regarding:

- future planning and budgeting for the service
- alignment of service costs compared with other regional districts
- operating budget for the core area service
- current status of contractor operations
- whether or not alternate strategies are being researched

8. REPORTS OF COMMITTEES

Finance Committee

- 8.1. [25-0313](#) Bylaw No. 4676: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 1, 2025

MOVED by Director Brice, SECONDED by Director Little,

1. That Bylaw No. 4676, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 1, 2025", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Brice, SECONDED by Director Little,

2. That Bylaw No. 4676 be adopted.

CARRIED

8.2. [25-0191](#) 2026 Service and Financial Planning Guidelines

N. Chan spoke to Item 8.2.

Discussion ensued regarding:

- target inflation rate and financial planning
- non-discretionary costs
- 2025 budget targets
- inclusion of solid waste in the five year requisition

**MOVED by Director Brice, SECONDED by Director Desjardins,
That the service and financial planning guidelines be approved, and that staff be
directed to prepare the draft financial plan review based on the timeline
presented.**

CARRIED

Director Murdoch left the meeting at 1:02 pm.

Directors Desjardins and Plant left the meeting at 1:03 pm.

9. BYLAWS**9.1.** [25-0541](#) Adoption of Bylaw No. 4550 - Juan de Fuca Land Use Bylaw, 1992,
Amendment Bylaw No. 160, 2023

**MOVED by Director Wickheim, SECONDED by Director Tait,
That Bylaw No. 4550 - "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw
No. 160, 2023" be adopted.**

CARRIED

9.2. [25-0542](#) Adoption of Bylaw No. 4599 - Juan de Fuca Land Use Bylaw, 1992,
Amendment Bylaw No. 162, 2024

**MOVED by Director Wickheim, SECONDED by Director Tait,
That Bylaw No. 4599 - "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw
No. 162, 2024" be adopted.**

CARRIED

9.3. [25-0543](#) Adoption of Bylaw No. 4615 - Juan de Fuca Land Use Bylaw, 1992,
Amendment Bylaw No. 165, 2024

**MOVED by Director Wickheim, SECONDED by Director Tait,
That Bylaw No. 4615 - "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw
No. 165, 2024" be adopted.**

CARRIED

9.4. [25-0550](#) Adoption of Bylaw No. 4669 - Development Cost Charges Bylaw (Juan de
Fuca Water Distribution), No. 1, 2000, Amendment Bylaw No. 10, 2025

**MOVED by Director Wickheim, SECONDED by Director Tait,
That Bylaw No. 4669 - "Development Cost Charges Bylaw (Juan de Fuca Water
Distribution), No. 1, 2000, Amendment Bylaw No. 10, 2025" be adopted.**

CARRIED

Directors Desjardins and Plant returned to the meeting at 1:05 pm.

10. NOTICE(S) OF MOTION

There were no notice(s) of motion.

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. [25-0548](#) Motion to Close the Meeting

**MOVED by Director Little, SECONDED by Director Goodmanson,
1. 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 Goodmanson,
2. That the meeting be closed for Labour Relations under Section (90)(1)(c) of the
Community Charter.
CARRIED**

**MOVED by Director Little, SECONDED by Director Goodmanson,
3. That the meeting be closed for contract negotiations in accordance with
Section (90)(1)(k) of the Community Charter.
CARRIED**

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

**MOVED by Director Little, SECONDED by Director de Vries
That the meeting be recessed for the meeting of the Capital Regional Hospital
District Board in closed session.
CARRIED**

**The meeting recessed at 1:06 pm to convene the meeting of the Capital Regional
Hospital District Board in closed session.**

The meeting reconvened and went into the Closed Session at 1:11 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 1:31 pm and reported on the following:

In accordance with Bylaw No. 3654, that the following be appointed to the East Sooke Fire Protection and Emergency Response Service Commission for a term expiring December 31, 2025: Edward Helm, Wendy Herring, Mike Yeager

In accordance with Bylaw No. 3654, that the following be appointed to the East Sooke Fire Protection and Emergency Response Service Commission for a term expiring December 31, 2026: Jacqueline Brown, John A. Clarkson, Jonathan Kuzyk, Simon Miles

In accordance with Bylaw No. 2339, that the following be appointed to the Magic Lake Estates Water and Sewer Committee for a term expiring December 31, 2026: Candace Aldridge Sanchez

In accordance with Bylaw No. 2339, that the following be appointed to the Magic Lake Estates Water and Sewer Committee for a term expiring December 31, 2025: Samantha Kobierski

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: Stephen Rybak

That the Capital Regional District Board appoint John Rice to the Royal & McPherson Theatres Society Board for a term ending no later than May 31, 2027.

14. ADJOURNMENT

MOVED by Director Little, SECONDED by Director Murdoch,
That the Capital Regional District Board meeting of May 14, 2025 be adjourned at 1:31 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER