

Meeting Minutes

Capital Regional District Board

Wednesday, April 9, 2025

12:05 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

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, D. Cavens (for B. Desjardins), C. Coleman, Z. de Vries, S. Goodmanson, C. Harder (EP), G. Holman, P. Jones, S. Kim (for M. Alto) (EP), K. Murdoch, D. Murdock, D. Thompson, S. Tobias, M. Westhaver (for C. Plant), A. Wickheim, K. Williams, R. Windsor

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Infrastructure and Water Services; G. Harris, Acting General Manager, Parks, Recreation & Environmental Services; L. Jones, General Manager, Parks, Recreation & Environmental Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, General Manager, Corporate Services; Z. Gray, Manager, Website and Public Engagement; M. MacIntyre, Senior Manager, Regional Parks; R. Tooke, Senior Manager, Environmental Innovation; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors B. Desjardins, D. Kobayashi, C. Plant, M. Tait

The meeting was called to order at 12:07 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Little, **SECONDED** by Director Murdoch,
That the agenda for the Capital Regional District Board meeting of April 9, 2025
be approved.
CARRIED

3. ADOPTION OF MINUTES

3.1. [25-0422](#) Minutes of the March 12, 2025 Capital Regional District Board Meeting

MOVED by Director Brice, **SECONDED** by Director Brent,
That the minutes of the Capital Regional District Board meeting of March 12, 2025
be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

I look forward to seeing Directors and colleagues who are planning to attend the Association of Vancouver Island Coastal Communities (AVICC) convention in Nanaimo this coming weekend. I'd like to provide an update that the AVICC has accepted our request for a late resolution regarding requesting moving to two-year terms for board chair and I look forward to speaking to that when it comes to the floor at the convention.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

- 5.2.1. 25-0456** Delegation - Andrea Miller; Resident of View Royal: Re: Agenda Item 8.2. Wildlife Attractants in the Capital Region

A. Miller spoke to Item 8.2.

6. CONSENT AGENDA

MOVED by Director Windsor, **SECONDED** by Director Coleman,
That consent agenda items 6.1. through 6.12. be approved.
CARRIED

- 6.1.** [25-0328](#) 2024 Community Works Fund Annual Report
This report was received for information.
- 6.2.** [25-0329](#) 2024 Electoral Areas Grants-In-Aid Annual Report
This report was received for information.
- 6.3.** [25-0371](#) Core Area Wastewater Treatment Plant Odour Mitigation Update
This report was received for information.
- 6.4.** [25-0377](#) Regional Resident Experience Survey
This report was received for information.
- 6.5.** [25-0403](#) Freedom of Information and Protection of Privacy Act (FOIPPA) 2024 Overview
This report was received for information.

- 6.6. [25-0230](#) Deactivating the Capital Regional District X (Twitter) account
1. That the CRD begin the process of deactivating its X account on April 10, 2025 using the following deactivation procedure:
- a) Inform CRD X followers that the CRD will no longer post to this account.
 - b) Publish a message stating the account is inactive and direct followers to the CRD website and other Social Media Channels.
 - c) Continue to monitor the growth of Bluesky and consider CRD adopting the platform when it sufficiently matures.
2. Within six months, that the account move from inactive status to full deletion.
- CARRIED**
- 6.7. [25-0389](#) Letter from Ben Geselbracht, AVICC President; re: Feedback Requested - Reforming the Local Government Act - A Roadmap
- This report was received for information.
- 6.8. [25-0224](#) Development Variance Permit for Lot 7, District Lot 29, Otter District, Plan VIP59848 - 7827 Dalrae Place
- That Development Variance Permit VA000164 to vary Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040, Part 2, be approved as follows:
- a. Section 6.07(c) is varied by reducing the flanking yard setback requirement for proposed Lot A from 6 m to 4 m; and
 - b. Section 6.07(d) is varied by reducing the rear yard setback requirement for proposed Remainder Lot 7 from 10 m to 5.5 m;
- for the purpose of alleviating undue hardship for a two-lot subdivision of Lot 7, District Lot 29, Otter District, Plan VIP59848, pursuant to the Riparian Areas Protection Regulation.
- CARRIED**
- 6.9. [25-0235](#) Regional Growth Strategy Indicators Report
- This report was received for information.
- 6.10. [25-0248](#) Capital Regional District Emergency Hazmat Team Service Review Implementation Plan
- That the 2025-2027 Capital Regional District Emergency Hazmat Team Service Review Implementation Plan be approved.
- CARRIED**
- 6.11. [24-1024](#) Motion with Notice: Peninsula and Area Agricultural Commission (Director Windsor)
- This report was received for information.
- 6.12. [25-0352](#) 2025 Provincial Budget Highlights
- This report was received for information.

7. ADMINISTRATION REPORTS

- 7.1. [25-0412](#) CAO Quarterly Progress Report No. 1, 2025
T. Robbins presented Item 7.1. for information.
- 7.2. [25-0438](#) Biosolids Beneficial Use Management - March Update
L. Jones presented Item 7.2. for information.
- 7.3. [25-0433](#) AAP Requirements for Bylaw No. 4634: Sooke and Electoral Area Recreation and Facilities Service 2025 Capital Project Loan Authorization Bylaw No. 1, 2025
K. Morley spoke to Item 7.3.

Alternate Director Westhaver left the meeting electronically and joined the meeting in person at 12:20 pm.

Discussion ensued regarding:

- newspaper advertising format
- budget requirements for additional marketing in future

MOVED by Alternate Director Bateman, SECONDED by Director Wickheim,
1. That in accordance with section 86(3) of the Community Charter, the date of May 23, 2025 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4634, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4634 (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 18,255 and that 10% of that number is 1,826 electors.
CARRIED

Motion Arising:

MOVED by Alternate Director Bateman, SECONDED by Director Wickheim,
That some additional funding be dedicated towards marketing this Alternative Approval Process.

Director Murdock left the meeting at 12:30 pm.

Moved by Director Caradonna, SECONDED by Director de Vries,
That the motion arising be amended to strike the words "some additional funding" be replaced with the words "additional efforts".
CARRIED

The question was called on the motion arising as amended:
That additional efforts be dedicated towards marketing this Alternative Approval Process.
CARRIED
Opposed: Windsor

7.4. [25-0443](#) Regional District Services and Service Review Options

T. Robbins presented Item 7.4. for information.

Director Murdock returned to the meeting at 12:40 pm.

Discussion ensued regarding:

- synopsis of regional services for each participant
- regional water service supply requirements
- services, cost impacts and revenue sources related to service review

8. REPORTS OF COMMITTEES**Electoral Areas Committee****8.1. [25-0405](#) Bylaw No. 4671: CRD Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025 and Bylaw No. 4673: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025**

MOVED by Director Brent, SECONDED by Director Holman,

1. That Bylaw No. 4671, "Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Brent, SECONDED by Director Holman,

2. That Bylaw No. 4671 be adopted.

CARRIED

Director Williams left the meeting at 1:09 pm.

MOVED by Director Brent, SECONDED by Director Holman,

3. That Bylaw No. 4673, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Brent, SECONDED by Director Holman,

4. That Bylaw No. 4673 be adopted.

CARRIED

Director Williams returned to the meeting at 1:10 pm.

Environmental Services Committee**8.2. [25-0236](#) Wildlife Attractants in the Capital Region**

Director Tobias spoke to Item 8.2.

Discussion ensued regarding:

- clarification of the campaign related to existing resources
- timing of the working group feedback

Director Jones left the meeting at 1:20 pm.

**MOVED by Director Tobias, SECONDED by Director Caradonna,
That staff be directed to explore creating a public awareness campaign
regarding reducing Wildlife Attractants and interactions in the Capital Region.
And that this work be done in coordination with other organizations involved in
this work.
CARRIED**

Governance and First Nations Relations Committee**8.3. [25-0179](#) Bylaw No. 4668: CRD Delegation Bylaw No. 1, 2017, Amendment Bylaw
No. 5, 2025**

**MOVED by Director Little, SECONDED by Director Brice,
1. That Bylaw No. 4668, "Capital Regional District Delegation Bylaw No. 1, 2017,
Amendment Bylaw No. 5, 2025" be read a first, second and third time; and
CARRIED**

**MOVED by Director Little, SECONDED by Director Brice,
2. That Bylaw No. 4668 be adopted.
CARRIED**

**8.4. [25-0404](#) Bylaw No. 4520: CRD Board Procedures Bylaw, 2012, Amendment Bylaw
No. 13, 2025**

**MOVED by Director Little, SECONDED by Director Brice,
1. That Bylaw No. 4520, "Capital Regional District Board Procedures Bylaw, 2012,
Amendment Bylaw No. 13, 2025" be introduced and read a first, second, and third
time.
CARRIED
Opposed: Windsor**

**MOVED by Director Little, SECONDED by Director Brice,
2. That Bylaw No. 4520 be adopted.
CARRIED
Opposed: Windsor**

**MOVED by Director Little, SECONDED by Director Brice,
3. That the "CRD Best Practices Guide for Meetings" be updated to reflect the
changes to electronic meetings and electronic participation.
CARRIED
Opposed: Windsor**

Director Thompson left the meeting at 1:23 pm.

Juan de Fuca Water Distribution Commission

- 8.5. [25-0386](#) Juan de Fuca Water Distribution Development Cost Charge Program Update

MOVED by Director Wickheim, SECONDED by Director Williams,
1. That Bylaw No. 4669, "Development Cost Charge Bylaw (Juan de Fuca Water Distribution), No. 1, 2000, Amendment Bylaw No. 10, 2025", be introduced and read a first, second and third time.
CARRIED

Director Jones returned to the meeting at 1:24 pm.

MOVED by Director Wickheim, SECONDED by Director Little,
2. That Bylaw No. 4669 be forwarded to the Inspector of Municipalities for approval.
CARRIED

9. NOTICE(S) OF MOTION

There were no notice(s) of motion.

10. NEW BUSINESS

There was no new business.

11. MOTION TO CLOSE THE MEETING

- 11.1. [25-0423](#) Motion to Close the Meeting

MOVED by Director Little, SECONDED by Director Murdoch,
1. 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,
2. 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,
3. That such disclosures could reasonably be expected to harm the interests of the Regional District.
CARRIED

MOVED by Director Little, SECONDED by Director Murdoch,
4. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter.
CARRIED

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

Director Thompson returned to the meeting at 1:26 pm.

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

The Capital Regional District Board moved to the Closed Session at 1:26 pm.

12. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 5:29 pm
without report.

13. ADJOURNMENT

MOVED by Director Caradonna, SECONDED by Director Murdoch,
That the Capital Regional District Board meeting of April 9, 2025 be adjourned at
5:29 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER