

Meeting Minutes

Capital Regional District Board

Wednesday, January 14, 2026

12:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

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

STAFF: T. Robbins, Chief Administrative Officer; A. Fraser, General Manager, Infrastructure and Water Services; S. Henderson, General Manager, Electoral Area 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; V. Somosan, Acting Chief Financial Officer/General Manager, Finance and Technology; S. Carey, Senior Manager, Legal & Risk Management; C. Neilson, Senior Manager, People, Safety and Culture; D. Ovington, Senior Manager, Salt Spring Island Administration; R. Tooke, Senior Manager, Environmental Innovation; G. Tokgoz, Manager, Transportation; M. Lagoa, Deputy Corporate Officer; J. Ives, Committee Clerk; T. Pillipow, Senior Committee Clerk (Recorder)

EP - Electronic Participation

The meeting was called to order at 12:26 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

**MOVED by Director Murdoch, SECONDED by Director Brice,
That the agenda for the January 14, 2026 session of the Capital Regional District
Board be approved with the following amendment:
- Item 7.3. be moved to be considered as agenda item 9.2.b.
CARRIED**

3. ADOPTION OF MINUTES

**3.1. 26-0013 Minutes of the Capital Regional District Board meeting of December 10,
2025**

**MOVED by Director Murdoch, SECONDED by Director Desjardins,
That the minutes of the Capital Regional District Board meeting of December 10,
2025 be adopted as circulated.
CARRIED**

4. REPORT OF THE CHAIR

Chair McNeil-Smith welcomed everyone back from their holidays.

5. PRESENTATIONS/DELEGATIONS**5.1. Presentations**

There were no presentations.

5.2. Delegations

There were no delegations.

6. MOTION TO CLOSE THE MEETING**6.1. 26-0018 Motion to Close the Meeting**

**MOVED by Director Brice, SECONDED by Director Kobayashi,
That the meeting be closed for personal information in accordance with Section
90(1)(a) of the Community Charter.
CARRIED**

The meeting moved to the Closed Session at 12:29 pm.

The meeting rose from closed session and reconvened at 12:37 pm without report.

Director Tait left the meeting at 12:37 pm.

7. CONSENT AGENDA

**MOVED by Director Kobayashi, SECONDED by Director Coleman,
That consent items 7.1., 7.2., and 7.4. through 7.7. be approved.
CARRIED**

7.1. 25-1254 Capital Regional District 2025 Audit Planning Discussion

That the Capital Regional District 2025 Audit Plan developed by KPMG be approved.

7.2. 25-1258 Capital Regional District External Grants Update

This report was received for information.

7.4. 25-1340 2025 Regional Water Supply Strategic Plan - Final

This report was received for information.

7.5. 26-0022 2026 Terms of Reference for Standing Committees

That the 2026 Terms of Reference for standing committees be approved.

7.6. [25-1285](#) CRD Evolves 2024-2025 Organizational Plan Update

This report was received for information.

7.7. [26-0073](#) 2026 Committee and External Membership Appointments - Update #1

This report was received for information.

8. ADMINISTRATION REPORTS

8.1. [25-1352](#) CAO Quarterly Progress Report No. 4, 2025

Director Tait rejoined the meeting electronically at 12:44 pm.

T. Robbins presented Item 8.1. for information.

Discussion ensued regarding the delay in projects as a result of tendering.

This report was received for information.

Director Goodmanson left the meeting at 12:53 pm.

8.2. [26-0005](#) Biosolids Beneficial Use Management - December Update

L. Jones presented Item 8.2. for information.

Discussion ensued regarding:

- that untreated sludge requires further processing to be considered biosolids
- future reports on the advanced thermal project

This report was received for information.

8.3. [26-0080](#) 252 Gorge Road East - Authority to Enter and Remedy Risk to CRD Works

K. Lorette spoke to Item 8.3.

Discussion ensued regarding:

- timeline and next steps to advance and complete this work
- the scope of authority provided by ss. 290 and 291 of the *Local Government Act*

Director Goodmanson rejoined the meeting in person at 1:06 pm.

**MOVED by Director Caradonna, SECONDED by Director Szpak,
That, pursuant to ss. 290 and 291 of the Local Government Act, CRD employees
and contractors necessary for investigation of landslip and failure of the slope
and retaining wall located at or around 252 Gorge Road East, endangering CRD
property and services, may enter on, break up, alter, take, or enter into
possession or use of the lands to investigate and remedy concerns.
CARRIED**

9. REPORTS OF COMMITTEES

Electoral Areas Committee

9.1. [26-0004](#) Bylaw No. 4713, Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025

Directors Coleman, Kobayashi, Plant, and Murdock left the meeting at 1:09 pm.

MOVED by Director Brent, SECONDED by Director Holman,
1. That Bylaw No. 4713, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025" be introduced read a first, second and third time; and
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
2. That Bylaw No. 4713 be adopted.
CARRIED

9.2. [25-1346](#) Bylaw No. 4678: Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025

Directors Coleman and Plant rejoined the meeting in person at 1:11 pm.

MOVED by Director Brent, SECONDED by Director Holman,
1. That the attached Certification of Results of Petition for Borrowing - Lyall Harbour/Boot Cove Water Service be received.
CARRIED

Director Kobayashi rejoined the meeting in person at 1:12 pm.

MOVED by Director Brent, SECONDED by Director Holman,
2. That Bylaw No. 4678, "Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025" be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
3. That Bylaw No. 4678 be submitted to the Inspector of Municipalities for approval.
CARRIED

9.2.b. [26-0007](#) Motion with Notice: Communicating Building Permit Fee and Processing Changes (Director Holman)

MOVED by Director Holman, SECONDED by Director Brent,
That the building permit fee and processing changes be reviewed by staff and a report provided to the Electoral Areas Committee after a year.
CARRIED

Finance Committee

9.3. [25-1266](#) Municipal Finance Authority 2026 Spring Issue - Capital Regional District Security Issuing Bylaw Nos. 4742 and 4743

MOVED by Director Brice, **SECONDED** by Director Coleman,
1. That Bylaw No. 4742, "Security Issuing Bylaw No. 1, 2026", be introduced and
read a first, second and third time; and
CARRIED

MOVED by Director Brice, **SECONDED** by Director Coleman,
2. That Bylaw No. 4742 be adopted.
CARRIED

MOVED by Director Brice, **SECONDED** by Director Coleman,
3. That Bylaw No. 4743, "Security Issuing Bylaw No. 2, 2026", be introduced and
read a first, second and third time; and
CARRIED

MOVED by Director Brice, **SECONDED** by Director Coleman,
4. That Bylaw No. 4743 be adopted.
CARRIED

10. BYLAWS

10.1. [26-0067](#) Adoption of Bylaw No. 4370, "Maliview Estates Sewerage System Loan Authorization Bylaw No. 1, 2020"

Director Caradonna left the meeting at 1:15 pm.

Director Murdock rejoined the meeting in person at 1:16 pm.

Directors Desjardins and Szpak left the meeting at 1:16 pm.

MOVED by Director Holman, **SECONDED** by Director Goodmanson,
That Bylaw No. 4370, "Maliview Estates Sewerage System Loan Authorization
Bylaw No. 1, 2020" be adopted.
CARRIED

10.2. [26-0068](#) Adoption of Bylaw No. 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025"

Director de Vries left the meeting at 1:17 pm.

MOVED by Director Holman, **SECONDED** by Director Goodmanson,
That Bylaw No. 4373, "Maliview Estates Sewerage Local Service Establishment
Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025" be adopted.
CARRIED

10.3. [26-0069](#) Adoption of Bylaw No. 4647, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025"

MOVED by Director Holman, SECONDED by Director Goodmanson, That Bylaw No. 4647, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be adopted.

CARRIED

10.4. [26-0072](#) Adoption of Bylaw No. 4518, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 158, 2022"

MOVED by Director Wickheim, SECONDED by Director Goodmanson, That Bylaw No. 4518, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 158, 2022" be adopted.

CARRIED

Director Desjardins rejoined the meeting in person at 1:18 pm.

10.5. [26-0070](#) Adoption of Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025"

Director Tobias left the meeting at 1:18 pm.

MOVED by Director Wickheim, SECONDED by Director Goodmanson, That third reading of Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025" be rescinded.

CARRIED

MOVED by Director Wickheim, SECONDED by Director Goodmanson, 2. That Bylaw No. 4714 be amended under Section 1 by replacing the words "Malahat Fire Protection Local Service Establishment Bylaw No. 1, 1999" with the words "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999".

CARRIED

Directors Tobias and Caradonna rejoined the meeting in person at 1:19 pm.

MOVED by Director Wickheim, SECONDED by Director Goodmanson, 3. That Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025" be read a third time as amended.

CARRIED

11. NOTICE(S) OF MOTION

There were no notice(s) of motion.

12. NEW BUSINESS

There was no new business.

13. MOTION TO CLOSE THE MEETING**13.1. 26-0075 Motion to Close the Meeting**

Directors de Vries and Szpak rejoined the meeting in person at 1:20 pm.

MOVED by Director Murdoch, SECONDED by Director Goodmanson,

1. That the meeting be closed for appointments and personal information in accordance with Section 90(1)(a) of the Community Charter.

CARRIED

MOVED by Director Murdoch, SECONDED by Director Goodmanson,

2. That the meeting be closed for Labour Relations in accordance with Section (90)(1)(c) of the Community Charter.

CARRIED

MOVED by Director Murdoch, SECONDED by Director Goodmanson,

3. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter.

CARRIED

MOVED by Director Murdoch, SECONDED by Director Goodmanson,

4. That the meeting be closed for contract negotiations in accordance with Section 90(1)(k) of the Community Charter.

CARRIED

MOVED by Director Murdoch, SECONDED by Director Goodmanson,

5. That such disclosures could reasonably be expected to harm the interest of the Regional District.

CARRIED

MOVED by Director Murdoch, SECONDED by Director Goodmanson,

6. That the meeting be closed for intergovernmental negotiations in accordance with Section 90(2)(b) of the Community Charter.

CARRIED

The meeting went into the closed session at 1:21 pm.

14. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 5:18 pm, and reported on the following:

In accordance with Bylaw No. 3654, that the following be appointed to the Galiano Fire Protection and Emergency Response Service Commission for a term expiring December 31, 2027:

Len Hagan, Kieran Kelleher, Kenneth Kucille, Robert Matson, Idora Scott, Allison Whitlock

In accordance with Bylaw No. 3763, that the following be appointed to the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission for a term expiring December 31, 2027:

Tracy-Jill Guenard, Eric Stepura, Sandy McAndrews, Sid Jorna

In accordance with Bylaw No. 3654, that the following be appointed to the Otter Point Fire Protection and Emergency Response Service Commission for a term expiring December 31, 2027:

Dave Gollmer, Diane Morton, Paul White

In accordance with Bylaw No. 2397, that the following be appointed to the Peninsula Recreation Commission for a term expiring December 31, 2027:

Vince Kreiser

That the Transportation Committee be permitted to meet in closed session for intergovernmental negotiations with the provincial government in accordance with Section 90(2)(b)(i) of the Community Charter. [1 item]

15. ADJOURNMENT

MOVED by Director Brice, SECONDED by Director Holman,
That the Capital Regional District Board meeting of January 14, 2026 be adjourned at 5:18 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER