

## Meeting Minutes

### Capital Regional District Board

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Wednesday, June 11, 2025

12:05 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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#### PRESENT

DIRECTORS: C. McNeil-Smith (Chair), M. Little (Vice Chair), M. Alto, P. Brent, S. Brice, J. Brownoff, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson, C. Harder, G. Holman, P. Jones, D. Kobayashi, K. Murdoch (EP), D. Murdock, C. Plant (EP), M. Tait (EP), 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 (EP); K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, Corporate Officer/General Manager, Corporate Services; R. Tooke, Acting General Manager, Parks, Recreation and Environmental Services; D. Elliott, Senior Manager, Regional Housing (EP); J. Douillard, Senior Transportation Planner; R. Fowles, Manager, Planning and Capital Projects; P. Kickham, Acting Senior Manager, Environmental Protection; P. Klassen, Senior Manager, Regional Planning; M. MacIntyre, Senior Manager, Regional Parks; H. Rodinger, Manager Housing and Business Development; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

The meeting was called to order at 12:06 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 Coleman,  
That the agenda for the Capital Regional District Board meeting of June 11, 2025  
be approved as amended with the addition of Item 8.3.b. Notice of Motion:  
Advocacy on BC Ferries Proposed Berth for Vesuvius-Crofton Route.  
**CARRIED**

#### 3. ADOPTION OF MINUTES

3.1. [25-0555](#) Minutes of the Capital Regional District Board meeting of May 14, 2025

**MOVED** by Director Brent, **SECONDED** by Director Harder,  
That the minutes of the Capital Regional District Board meeting of May 14, 2025  
be adopted as circulated.  
**CARRIED**

#### 4. REPORT OF THE CHAIR

There were no Chair's remarks.

#### 5. PRESENTATIONS/DELEGATIONS

##### 5.1. Presentations

**5.1.1. [25-0664](#)** Presentation: Vice Chair Little; Re: Ed MacGregor Memorial Bursary 2025

Vice Chair Little presented Item 5.1.1. and introduced the bursary recipient, Maisha Klette.

**5.1.2. [25-0665](#)** Presentation: Vice Chair Little; Re: Nils Jensen Memorial Bursary 2025

Vice Chair Little presented Item 5.1.2. and introduced the bursary recipient, Mars Alaga.

**5.1.3. [25-0666](#)** Presentation: Paul Gerrard (CRD Representative) and Elizabeth Brown (President/CEO), Victoria Airport Authority; Re: Report to Nominators

Paul Gerrard (CRD Representative) and Elizabeth Brown (President/CEO), Victoria Airport Authority presented the Report to Nominators.

Discussion ensued regarding:

- airport improvement fees
- procurement process related to the parking contractor

**Director Alto left the meeting at 12:28 pm.**

##### 5.2. Delegations

**5.2.1. [25-0731](#)** Delegation - Victoria Klassen Jeffery; Representing Capital Bike: Re: Agenda Item: 7.4. AAP Results & Adoption for Bylaw No. 4630 - Regional Transportation Service Establishment Bylaw No. 1, 2024

V. Klassen Jeffery spoke to Item 7.4.

#### 6. CONSENT AGENDA

Item 6.6. was removed from the consent agenda to be considered under Reports of Committees as Item 8.5.

**MOVED by Director Desjardins, SECONDED by Director Browhoff,  
That consent agenda items 6.1. through 6.5. and 6.7. through 6.10. be approved.  
CARRIED**

**6.1. [25-0699](#)** Ed MacGregor Memorial Bursary 2025

**This report was received for information.**

- 6.2. [25-0700](#) Nils Jensen Memorial Bursary 2025  
This report was received for information.
- 6.3. [25-0589](#) CRD Arts and Culture: 2024 Impact Report  
That staff distribute the CRD Arts and Culture: 2024 Impact Report virtually through the CRD website and as physical copies to all councils and electoral area directors to raise awareness about the positive impact of the Arts and Culture Support Service throughout the capital region.  
**CARRIED**
- 6.4. [25-0496](#) Development Variance Permit for the Northerly 50 Feet of Lot 111, Malahat District - Wellswood Road/Trans Canada Highway  
That Development Variance Permit VA000166 for the Northerly 50 Feet of Lot 111, Malahat District, to vary Malahat Use Bylaw, 1981, Bylaw No. 980, Section 3.2.04(2), by reducing the side yard setback requirement from 3 m to 1.5 m for the purpose of constructing a single-family dwelling, be denied.  
**CARRIED**
- 6.5. [25-0501](#) Temporary Use Permit Renewal for Lot 4, Section 47, Otter District, Plan VIP52344 - 7861 Tugwell Road  
That a three-year renewal for Temporary Use Permit TP000011, to allow the operation of a microbrewery with outdoor patio and food service in the Rural Residential 2 (RR-2) zone, on Lot 4, Section 47, Otter District, Plan VIP52344, be approved.  
**CARRIED**
- 6.7. [25-0562](#) Regional Context Statement Alignment Review - District of Highlands  
That the District of Highlands regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act.  
**CARRIED**
- 6.8. [25-0563](#) Regional Context Statement Alignment Review - City of Victoria  
That the City of Victoria's regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act.  
**CARRIED**
- 6.9. [25-0564](#) Regional Context Statement Alignment Review - City of Langford  
That the City of Langford's regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act.  
**CARRIED**

- 6.10. [25-0523](#) Greater Victoria Drinking Water Quality - 2024 Annual Report

That the Greater Victoria Drinking Water Quality 2024 Annual Report be approved.

**CARRIED**

## 7. ADMINISTRATION REPORTS

- 7.1. [25-0702](#) Biosolids Beneficial Use Management - May Update

R. Tooke presented Item 7.1. for information.

- 7.2. [25-0618](#) Operating Budget Amendment for Biosolids Disposal

A. Fraser spoke to Item 7.2.

Discussion ensued regarding:

- reliability of operations and remaining contract term with the current contractor
- clarification of the procurement process
- operational costs of processing from other proponents

**MOVED by Director Caradonna, SECONDED by Director Windsor,  
That staff be directed to amend the Core Area Wastewater Operations Service  
Financial Plan to increase the 2025 budget by \$1.6 million due to biosolids  
management cost variances with such expenditures to be funded from  
operational reserves.**

**CARRIED**

- 7.3. [25-0681](#) AAP Results & Adoption for Bylaw No. 4634 - Sooke and Electoral Area  
Recreation and Facilities Service Loan Authorization Bylaw No. 1, 2025

K. Morley spoke to Item 7.3.

Director Murdoch left the meeting at 12:47 pm.

Director Plant left the meeting at 12:49 pm.

**MOVED by Director Tait, SECONDED by Director Windsor,  
1. That the attached Certificate of Results of Alternative Approval Process for  
Bylaw No. 4634 (Appendix B) be received.**

**CARRIED**

**MOVED by Director Tait, SECONDED by Director Windsor,  
2. That Bylaw No. 4634, "Sooke and Electoral Area Recreation and Facilities  
Service Loan Authorization Bylaw No. 1, 2025" be adopted.**

**CARRIED**

- 7.4. [25-0680](#) AAP Results & Adoption for Bylaw No. 4630 - Regional Transportation Service Establishment Bylaw No. 1, 2024

K. Morley spoke to Item 7.4.

Director Murdoch returned to the meeting at 12:57 pm.

Discussion ensued regarding the regional benefits of the service.

**MOVED** by Director Murdock, **SECONDED** by Director Goodmanson,  
1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4630 (Appendix B) be received.

**CARRIED**

Opposed: Jones

**MOVED** by Director Murdock, **SECONDED** by Director Goodmanson,  
2. That Bylaw No. 4630, "Regional Transportation Service Establishment Bylaw No. 1, 2024" be adopted.

**CARRIED**

Opposed: Holman, Jones

## 8. REPORTS OF COMMITTEES

### Accessibility Advisory Committee

- 8.1. [25-0639](#) Motion with Notice: CRD Parks Parking Policy (M. Essery)

Directors Murdock and Thompson left the meeting at 1:09 pm.

**MOVED** by Director Little, **SECONDED** by Director Williams,  
The Accessibility Advisory Committee recommend to the Regional Parks Committee recommends to the Capital Regional District Board:  
That the CRD Parks waive parking fees for people with disabilities where they require an extra accessible vehicle, similar to BC Parks parking policy."

**CARRIED**

### Electoral Areas Committee

- 8.2. [25-0478](#) Bylaw No. 4686, "Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2025"

Directors Desjardins and Coleman left the meeting at 1:11 pm.

**MOVED** by Director Brent, **SECONDED** by Director Holman,  
1. That Bylaw No. 4686, "Animal Regulation and Impounding Bylaw No. 1, 1986, Amendment Bylaw No. 12, 2025" be introduced and read a first, second and third time.

**CARRIED**

**MOVED** by Director Brent, **SECONDED** by Director Holman,  
2. That Bylaw No. 4686 be adopted.

**CARRIED**

**8.3.**     [25-0683](#)     Bylaws No. 4696, 4697, 4698 Electoral Area Grants-in-Aid: Conversion of Letters Patent to Establishing Bylaws

Directors Desjardins and Murdock returned to the meeting at 1:13 pm.

**MOVED** by Director Brent, **SECONDED** by Director Holman,

1. That Bylaw No. 4696, "Juan de Fuca Grant-In-Aid Service Conversion Bylaw No. 1, 2025", be read a first, second, and third time.

**CARRIED**

Director Coleman returned to the meeting at 1:14 pm.

**MOVED** by Director Brent, **SECONDED** by Director Holman,

2. That Bylaw No. 4697, "Salt Spring Island Grant-In-Aid Service Conversion Bylaw No. 1, 2025", be read a first, second, and third time.

**CARRIED**

**MOVED** by Director Brent, **SECONDED** by Director Holman,

3. That Bylaw No. 4698, "Southern Gulf Islands Grant-In-Aid Services Conversion Bylaw No. 1, 2025", be read a first, second, and third time.

**CARRIED**

Director Thompson returned to the meeting at 1:15 pm.

**MOVED** by Director Brent, **SECONDED** by Director Holman,

4. That participating area approval to the conversion of SLP Division XIX, OIC 1013/1977 and OIC722/1985 in Bylaws No. 4696, 4697, and 4698, be obtained by Electoral Area Director Consent on behalf;

5. That if successful, Bylaws No. 4696, 4697, and 4698 be forwarded to the Inspector of Municipalities for review and approval.

**CARRIED**

**8.3.b.**     [25-0743](#)     Notice of Motion: Advocacy on BC Ferries Proposed Berth for Vesuvius-Crofton Route (Director Holman)

**MOVED** by Director Holman, **SECONDED** by Director Brent,

That same day consideration be applied to the Notice of Motion.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Director Brent,

Whereas BC Ferries' proposal to berth both Island Class ferries, to be deployed on the Vesuvius-Crofton route in 2027 at Crofton, resulting in potential employment impacts for up to 30 Salt Spring staff and their families; and

Whereas BC Ferries is already advertising for positions on these ferries;

Be it resolved that the CRD Board Chair immediately write to BC Ferries urging them to home port one vessel at Crofton and one at Vesuvius, similar to the arrangement for Island Class vessels on the Nanaimo-Gabriola route, which would significantly mitigate potential job and income impacts on Salt Spring Island.

**CARRIED**

## Hospitals and Housing Committee

8.4. [25-0485](#) Forest Homes Project Funding Shortfall

**MOVED** by Director Caradonna, **SECONDED** by Director Brent,  
That staff be directed to prepare and launch an application to the BC Housing  
Community Housing Fund with the Capital Regional Housing Corporation (CRHC)  
as the lead proponent and consider a future property management agreement  
with the Galiano Affordable Living Initiative (GALI).  
**CARRIED**

8.5. [25-0561](#) Regional Emergency Management Partnership - 2024 Annual Report

K. Lorette presented Item 8.5., formerly Item 6.6. on the consent agenda, for  
information.

**9. BYLAWS**

There were no bylaws for consideration.

**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. [25-0714](#)****Motion to Close the Meeting**

**MOVED** by Director Little, **SECONDED** by Director Coleman,

**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 Coleman,

**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 Coleman,

**3. That such disclosures could reasonably be expected to harm the interests of the Regional District.**

**CARRIED**

**MOVED** by Director Little, **SECONDED** by Director Coleman,

**4. 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 Coleman,

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

**CARRIED**

**MOVED** by Director Little, **SECONDED** by Director Coleman,

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

**CARRIED**

Director Alto returned to the meeting at 1:29 pm.

**MOVED** by Director Desjardins, **SECONDED** by Director Little,

**That the meeting be recessed.**

**CARRIED**

The meeting went into recess at 1:30 pm.

The meeting reconvened and moved to the Closed Session at 1:43 pm.



**13. RISE AND REPORT**

The Capital Regional District Board rose from the closed session at 4:41 pm and reported on the following:

In accordance with Bylaw No. 3693, that the following be appointed to the Fernwood and Highland Water Service Commission for a term expiring December 31, 2027: William Kirk Harris

In accordance with Bylaw No. 3654, that the following be appointed to the Willis Point Fire Protection and Recreation Facilities Commission for a term expiring December 31, 2026: Vern McConnell

That the Environmental Services Committee and Regional Parks Committee be permitted to meet in closed session to discuss intergovernmental negotiations in accordance with Section (90)(2)(b) of the Community Charter.

**14. ADJOURNMENT**

MOVED by Director Little, SECONDED by Director Goodmanson,  
That the Capital Regional District Board meeting of June 2025 be adjourned at 4:42 pm.  
CARRIED

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**CHAIR****CERTIFIED CORRECT:**

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**CORPORATE OFFICER**