



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, December 10, 2025

12:00 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

- 3.1. [25-1322](#) Minutes of the Capital Regional District Board meetings of October 29, 2025, and November 12, 2025

Recommendation: That the minutes of the Capital Regional District Board meetings of October 29, 2025, and November 12, 2025 be adopted as circulated.

Attachments: [Minutes - October 29, 2025](#)
[Minutes - November 12, 2025](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

- 5.1.1. [25-1331](#) Presentation: Minister Boyle, Ministry of Housing and Municipal Affairs;
Re: Regional Approach to Homelessness and Sheltering (Verbal)
- 5.1.2. [25-1329](#) Presentation: Vice Chair Little; Re: Archie Galbraith Memorial
Scholarship 2025

5.2. Delegations

The public are welcome to attend CRD meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application at www.crd.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

6. CONSENT AGENDA**6.1. [25-1259](#) Archie Galbraith Memorial Scholarship 2025**

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Staff Report: Archie Galbraith Memorial Scholarship](#)
 [Appendix A: Student Profile - Avery Carswell](#)

6.2. [25-1244](#) Manager's Report: Motion Arising re: Arts Commission Advocacy Letter Follow-up

Recommendation: [At the September 17, 2025 Arts Commission meeting, the following motion arising was carried requesting that a follow-up to the July 25, 2024 advocacy letter be sent to the new Minister. The motion arising was amended further by staff to become a recommendation to the CRD Board.]
The Arts Commissions recommends to the Capital Regional District Board:
That the Chair send a letter to the new Minister of Tourism, Arts, Culture and Sport, reiterating the impacts of the regional areas policy, and including any additional information that staff may provide from the follow-up meetings.
(NWA)

6.3. [25-1188](#) 2024 Regional Greenhouse Gas Emissions Inventory

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Staff Report: 2024 Regional Greenhouse Gas Emissions Inventory](#)
 [Appendix A: CRD 2024 GPC Basic+ GHG Inventory](#)
 [Appendix B: CRD 2007–2024 Energy & GHG Inventory](#)
 [Appendix C: Capital Region CO2e Emissions Per Capita](#)
 [Presentation: 2024 Regional Greenhouse Gas Emissions Inventory](#)

6.4. [25-1192](#) Potential UNESCO Urban Biosphere Reserve Nomination Process

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
That the matter of a nomination for a UNESCO Urban Biosphere Reserve designation for the Capital Regional District be referred to the 2027-2031 Board strategic planning process for consideration and potential inclusion in the 2028 service planning process.
(NWA)

Attachments: [Staff Report: UNESCO Biosphere Nomination Process](#)
 [Appendix A: General Information on Biosphere Reserves](#)
 [Appendix B: General Process to Nominate an Area as A Biosphere Reserve](#)

- 6.5.** [25-1199](#) Service Contracts for Salt Spring and Southern Gulf Islands Recycling Depots
- Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:
That the Chief Administrative Officer be authorized to approve new Galiano, Pender and Salt Spring Island recycling service agreements as prepared by staff for continued service until December 31, 2029.
(WA)
- Attachments:** [Staff Report: Service Contracts - SSI & SGI Recycling Depots](#)
[Appendix A: CRD BRD Minutes – SSI & GI Recycling Agrmt. \(Oct 14, 2015\)](#)
[Appendix B: 2025 Recycling Depot Agreements – Galiano, Pender & SSI](#)
- 6.6.** [25-1281](#) 2026 Schedule of Regular Board Meetings
- Recommendation:** The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
1. That the regular meetings for the Capital Regional District Board be scheduled in 2026 to commence at 12:00 pm (noon) on the following dates: January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12 (at the call of the Chair), September 9, November 18 (inaugural), and December 9; and
2. That a special meeting for the Capital Regional District Board be scheduled on October 7, 2026 in lieu of a regular meeting on the second week of October due to general local elections.
(NWA)
- Attachments:** [Staff Report: 2026 Schedule of Regular Board Meetings](#)
- 6.7.** [25-1284](#) 2026 Appointment of Liaison to Accessibility Advisory Committee
- Recommendation:** The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That Committee Chair Marie-Terese Little be appointed as the Governance and First Nations Relations Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2026.
(NWA)
- Attachments:** [Staff Report: 2026 Appointment - Liaison to Accessibility Advisory Committee](#)
[Appendix A: AAC Terms of Reference](#)
- 6.8.** [25-1286](#) 2027-2030 Board Remuneration and Travel Expense Reimbursement Review
- Recommendation:** The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
That the Board Remuneration and Travel Expense Reimbursement Review be conducted in 2026 and that any adjustments are in alignment with the established remuneration philosophy and be effective for the new Capital Regional District Board term 2027-2030.
(NWA)
- Attachments:** [Staff Report: 2027-2030 Board Remuneration and Reimbursement Review](#)
[Appendix A: Board Remuneration and Travel Expense Reimbursement Policy](#)

6.9. [25-1291](#) 2026 Election Planning to Increase Voter Turnout and Candidate Diversity

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That staff create a resource page on the CRD website with links to the election webpages of CRD municipalities;
2. That staff develop candidate information sessions for Electoral Area Directors and Salt Spring Island Local Community Commissioners to be held prior to the 2026 general local election;
3. That mail ballot voting be promoted early and often to encourage voter participation in the 2026 general local election; and
4. That staff consider inclusivity in addition to accessibility in selection of polling places. (WP - JDF, SGI, SSI)

Attachments: [Staff Report: 2026 Election to Increase Voter Turnout and Candidate Diversity](#)
[Appendix A: List of Published Election Notices in 2022](#)

6.10. [25-1213](#) First Nations Relations Operational Update

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Staff Report : First Nations Relations Operational Update](#)

6.11. [25-1275](#) Regional Housing First Program Funding Increase and Land Lease: Verdier Affordable Housing Development

Recommendation: That the Hospitals and Housing Committee recommends to the Capital Regional District Board:

- 1) That \$325,000 in grant funding from the Regional Housing First Program be allocated towards the Verdier development, bringing the total contribution to \$5,400,000; and
- 2) That Edward Robbins, Chief Administrative Officer, and Nelson Chan, Chief Financial Officer, or their duly authorized delegates, or any two directors or officers of the Corporation, be authorized to do all things necessary to affect the project and take such steps as required to conclude the financing, lease, construction, and operation of the project located at 1183 Verdier Avenue. (WA)

Attachments: [Staff Report: RHFP Funding Increase & Land Lease: Verdier](#)
[Appendix A: CRD's 5 Yr Cap Plan Land Banking & Housing–2026-2030](#)

- 6.12.** [25-1279](#) 1800 McKenzie Redevelopment - Tri-Partite Agreement and Landlord Estoppel Certificate
- Recommendation:** The Hospitals and Housing Committee recommends to the Capital Regional District Board:
1. That the Tri-Partite Agreement and Landlord Estoppel Certificate in the form required by BC Housing Management Commission for the purposes of authorizing the execution of the Loan and Mortgage documents for the 1800 McKenzie Redevelopment project (1821 McKenzie Avenue PID 006-415-369), be approved; and
2. That Edward Robbins, Chief Administrative Officer, and Nelson Chan, Chief Financial Officer, or their duly authorized delegates, or any two directors or officers of the Corporation be authorized to do all things necessary to affect the project and take such steps as are required to conclude the financing, construction, and operation of the 1800 McKenzie Redevelopment project, conditional on Final Project Approval. (WA)
- Attachments:** [Staff Report: 1800 McKenzie Redvt-Tri-Partite Agmt & Landlord Estoppel Cert](#)
[Appendix A: Sample Landlord Estoppel Cert & Ack of Notice](#)
- 6.13.** [25-1171](#) Regional Parks and Trails - State of Natural Features Report
- Recommendation:** There are no recommendations. This report is for information only.
- Attachments:** [Staff Reports: RP&T – State of Natural Features Report](#)
[Appendix A: 2025 State of Natural Features Report](#)
[Presentation: Regional Parks State of Natural Features](#)
- 6.14.** [25-1252](#) Regional Parks and Trails - State of Outdoor Recreation Report
- Recommendation:** There are no recommendations. This report is for information only.
- Attachments:** [Staff Report: RP&T State of Outdoor Recreation Report](#)
[Appendix A: 2025 State of Outdoor Recreation Report](#)
[Presentation: RP State of Outdoor Recreation Report](#)
- 6.15.** [25-1181](#) Transfer of Assets, Liabilities, and Reserve Balances to the Combined Parks and Recreation Service
- Recommendation:** That the Salt Spring Island Local Community Commission recommends to the Capital Regional District (CRD) Board that all assets, liabilities, and reserve balances for the following services be transferred to the Salt Spring Island Parks and Recreation Facilities Local Service established under Bylaw No. 2422 as amended by Bylaw 4684, effective December 31, 2025:
- Bylaw No. 3206 Swimming Pool Service (1.453)
- Bylaw No. 4149 Community Parks Service (1.455)
- Bylaw No. 4151 Community Recreation Service (1.458)
(NWA)
- Attachments:** [Staff Report: Transfer of Assets, Liabilities, and Reserve Balances to the Combi](#)
[Appendix A: 2025 Salt Spring Island Reserve Funds Summary](#)
[Appendix B: Consolidated 2025 Salt Spring Island Reserve Funds Summary](#)

6.16. [25-1211](#) Motion with Notice: SGITP Funding Advocacy (G. Baker)

Recommendation: [At the November 13, 2025 Salt Spring Island Local Community Commission (SSI LCC) meeting, the motion was moved and seconded. In the meeting the motion was amended to add that the motion be recommended to the Board and that initiatives also be included in the wording. The motion was postponed to the following meeting. At the November 20, 2025, SSI LCC meeting, the recommendation was amended to remove a condition of specific allocations of funds being submitted to SGITP by the LCC and was carried as follows:]

That the Salt Spring Island Local Community Commission (LCC) recommend to the Capital Regional District Board to recommend to the Southern Gulf Island Tourism Partnership (SGITP) that a minimum of \$10,000 be allocated for the 2026 year to support Salt Spring events and initiatives that enhance the visitor experience.
(NWA)

6.17. [25-1314](#) 2026 Committee and External Membership Appointments

Recommendation: That the Board endorse the external appointments put forward in the 2026 Committee and External Membership Appointments as attached.
(NWA)

Attachments: [2026 Board & Committee Membership Appointments \(3 December 2025\)](#)

7. ADMINISTRATION REPORTS**7.1. [25-1303](#) Revised for Third Reading: Bylaw No. 4647 SSI Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025**

Recommendation: 1. That Bylaw No. 4647, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 4, 2025", be read a third time;
(NWA)
2. That staff be directed to proceed with Salt Spring Island Electoral Area Director consent.
(NWA)

Attachments: [Staff Report: Revised for Third Reading: BL 4647 SSI Transit and Transp. Svc.](#)
 [Appendix A: Staff Report Date Sept 10, 2025, BL 4647](#)
 [Appendix B: Bylaw No. 4647](#)
 [Appendix C: Bylaw No. 3438 \(Unofficial Consolidation\)](#)

7.2. [25-1220](#) Parcel Tax Roll Review Panel

Recommendation: 1. That the Parcel Tax Roll Review Panel meeting be tentatively scheduled for Wednesday, 11 March 2026, at 11:00am in Room 652 of the Capital Regional District offices, 625 Fisgard Street, Victoria, British Columbia; and
2. That the following individuals be appointed to the Parcel Tax Roll Review Panel for the year 2026:
Cliff McNeil-Smith, Capital Regional District Board Chair
Al Wickheim, Director, Juan de Fuca Electoral Area
Paul Brent, Director, Southern Gulf Islands Electoral Area
Gary Holman, Director, Salt Spring Island Electoral Area
3. That the Parcel Tax Roll Review Panel meeting be cancelled in the absence of conditions outlined in the Division 4 (Parcel Taxes), Sections 204 and 205 of the Community Charter.
(NWA)

Attachments: [Staff Report: Parcel Tax Roll Review Panel](#)
 [Appendix A: EAC SR 9 Jul 2025](#)

7.3. [25-1221](#) Bylaw No. 4738: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 5, 2025

Recommendation: 1. That Bylaw No. 4738, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 5, 2025", be introduced and read a first, second and third time; and
(WA)
2. That Bylaw No. 4738 be adopted.
(WA, 2/3 on adoption)

Attachments: [Staff Report: Bylaw 4738 2025-29 Fin Plan Amend 5](#)
 [Appendix A: Bylaw No. 4738](#)

7.4. [25-1288](#) Regional Digital and Technology Collaboration Opportunities

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Staff Report: Regional Digital Tech Collaboration Opportunities](#)
 [Appendix A: Island CIO Questionnaire Results](#)
 [Appendix B: Definition Table](#)
 [Appendix C: Detailed Summary of Options and Implications](#)
 [Appendix D: Key Findings from Questionnaire](#)
 [Appendix E: Questionnaire Category Responses](#)

7.5. [25-1289](#) Regional Context Statement Alignment Review - District of Saanich

Recommendation: That the District of Saanich 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.
(NWP - All except SGI & SSI)

Attachments: [Staff Report: RCS Alignment Review- District of Saanich](#)
 [Appendix A: District of Saanich RCS Referral](#)
 [Appendix B: Regional Context Statement Evaluation](#)

7.6. [25-1290](#) Regional Context Statement Alignment Review - District of Oak Bay

Recommendation: That the District of Oak Bay 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.
(NWP, All except SGI & SSI)

Attachments: [Staff Report: RCS Alignment Review - District of Oak Bay](#)
 [Appendix A: District of Oak Bay RCS Referral](#)
 [Appendix B: Regional Context Statement Evaluation](#)

7.7. [25-1302](#) Biosolids Beneficial Use Management - November Update

Recommendation: There is no recommendation. This report is for information only.

Attachments: [Staff Report: Biosolids Beneficial Use Management November Update](#)

8. REPORTS OF COMMITTEES**Hospitals and Housing Committee****8.1. [25-1280](#) Regional Engagement on Supportive Housing and Sheltering**

Recommendation: [At the December 3, 2025 Hospitals and Housing Committee meeting, the recommendation with the added reference to Appendix A, Table 1, was passed. Following the meeting, the letter from Minister Boyle dated September 12 was attached as SUPPLEMENTAL.]

The Hospitals and Housing Committee recommends to the Capital Regional District Board:

That staff be directed to incorporate the key roles identified in the What We Heard report (Appendix A, Table 1. Summary of Main Roles and Associated Actions) into the ongoing development of the Regional Housing Affordability Strategy, which is anticipated to come before the CRD Board in 2026.
(NWA)

Attachments: [Staff Report: Reg'l Engagement on Supportive Housing & Sheltering](#)
 [Appendix A: What We Heard: A Report of the Findings from the CRD](#)
 [Appendix B: 2025 Greater Victoria PiT Homelessness Count & Survey](#)
 [Appendix C: AEHCR Supportive Housing Impact Assessment](#)
 [Appendix D: AEHCR Affordable & Supportive Housing Development](#)
 [Appendix E: AEHCR Regional Overview of Permitted Sheltering Spaces](#)
 [Appendix F: Present'n - Aligning Fed'l/Prov'l Homelessness Response](#)
 [Supplemental: Letter from Minister Boyle and Victoria Mayor Alto \(12 Sept 2025\)](#)

8.2. [25-1089](#) Motion with Notice: Regional Equity in Investment Priorities (Director Holman)

Recommendation: [At the December 3, 2025 Hospitals and Housing Committee meeting, this motion was amended to add the following words to the end of the motion "with respect to housing and health facilities. The Committee then referred the motion as amended to staff for more information:
The Hospitals and Housing Committee recommends to the Capital Regional District, Capital Regional Hospital District, and Capital Region Housing Corporation: That the Capital Regional District, Capital Regional Hospital District, and Capital Region Housing Corporation include regional equity in considering their investment priorities with respect to housing and health facilities.]

The Hospitals and Housing Committee recommends to the Capital Regional District Board:

That the motion with notice be referred to staff for an information report on regional service investments and that the report be returned in Q1 2026 to the Hospitals and Housing Committee.

(NWA)

Regional Parks Committee

8.3. [25-1253](#) Salt Spring Island Regional Trail Feasibility Study Findings and Next Steps

Recommendation: The Regional Parks Committee recommends to the Capital Regional District Board:

1. That the planning, implementation, and operation of all regional trails on the Gulf Islands-such as those identified in the Gulf Islands Regional Trails Plan-be referred to the CRD Transportation Committee for consideration;
2. That this report, including the Gulf Islands Regional Trails Plan, be referred to the Salt Spring Island Electoral Area Administration for information, in recognition of the local interest in establishing additional community trails in village sites on Salt Spring Island; and
3. That staff report back with a list of all CRD Regional Parks plans, policies, and bylaws requiring amendment or repeal as a result of establishing the Regional Transportation Service, and outline the process and timeline for completing these changes.

(NWA)

Attachments: [Staff Report: SSIRT Feasibility Study Findings & Next Steps](#)
 [Appendix A: SSIRT Final Section of Salish Sea Trail Network](#)
 [Appendix B: Gulf Islands Regional Trails Plan](#)
 [Presentation: SSIRT Feasibility Study & Next Steps](#)

Salt Spring Island Local Community Commission

- 8.4. [25-1240](#) Motion with Notice: Fulford-Ganges to Vesuvius multi use pathway Advocacy (B. Webster)

Recommendation: [At the November 20, 2025 Salt Spring Local Community Commission meeting, the following motion with notice was discussed and carried:]
That the Salt Spring Island Local Community Commission request that the Capital Regional District Board consider advancing the trail designs of the Fulford-Ganges to Vesuvius multi use pathway designs out of Salt Spring Island Regional Trail Feasibility Study from 2027 to 2026 in the Five-Year Financial Plan.
(WP - All)

9. BYLAWS

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

- 12.1. [25-1317](#) Motion to Close the Meeting

Recommendation:

1. That the meeting be closed for appointments and personal information in accordance with Section 90(1)(a) of the Community Charter. [4 items]
2. That the meeting be closed for contract negotiations in accordance with Section 90(1)(k) of the Community Charter. [1 item]
3. That such disclosures could reasonably be expected to harm the interest of the Regional District. [1 item]
4. That the meeting be closed for intergovernmental negotiations in accordance with Section 90(2)(b) of the Community Charter. [2 item]

13. RISE AND REPORT

14. ADJOURNMENT

Voting Key:

NWA - Non-weighted vote of all Directors

NWP - Non-weighted vote of participants (as listed)

WA - Weighted vote of all Directors

WP - Weighted vote of participants (as listed)