



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, January 8, 2025

12:10 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. [24-1370](#) Minutes of the December 11, 2024 Capital Regional District Board Meeting

Recommendation: That the minutes of the Capital Regional District Board meeting of December 11, 2024 be adopted as circulated.

Attachments: [Minutes - December 11, 2024](#)

- 3.2. [24-1345](#) Minutes of the October 30, 2024 Committee of the Whole meeting

Recommendation: That the minutes of the of the Committee of the Whole meeting of October 30, 2024 be adopted as circulated.

Attachments: [Minutes - October 30, 2024](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

- 5.1.1. [24-1295](#) Presentation: CRD 2024 Audit Planning, Lenora Lee, Lead Audit Engagement Partner, KPMG (Verbal)

5.2. Delegations

- 5.2.1. [25-0007](#) Delegation - Philippe Lucas; Representing Biosolid Free BC: Re: Agenda Item: 7.3. Short-term Biosolids Management Plan - January Update

6. CONSENT AGENDA

6.1. [24-1147](#) SSI Local Community Commission Strategic Plan

Recommendation: [At the December 5, 2024 Salt Spring Island Local Community Commission meeting, the 2024-2027 Salt Spring Island Local Community Commission's Strategic Plan was amended on page two by replacing the words "The Commission has certain authorities delegated by the Board but the Board retains final approvals." with the words "The Commission has certain authorities delegated by the Board. The Board retains final approvals over bylaws and the Financial Plan".
The Salt Spring Island Local Community Commission then referred the amended 2024-2027 Salt Spring Island Local Community Commission's Strategic Plan to the CRD Board for information. It is attached as Appendix A (Revised):]

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

Attachments: [Staff Report: SSI Local Community Commission Strategic Plan](#)
[Appendix A \(Revised\) 2024-2027 SSI LCC Strategic Plan](#)
[Appendix A: 2024-2027 SSI LCC Strategic Plan](#)

6.2. [24-1296](#) Capital Regional District External Grants Update

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

Attachments: [Staff Report: CRD External Grants Update](#)
[Appendix A: External Grants Dashboard](#)
[Appendix B: Grant Alerts](#)

6.3. [24-1182](#) Parcel Tax Roll Review Panel

Recommendation: 1. That the Parcel Tax Roll Review Panel meeting be held on Wednesday, 12 March 2025, 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 2025:
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
(NWA)

Attachments: [Staff Report: Parcel Tax Roll Review Panel](#)

6.4. [24-1375](#) 2025 Terms of Reference for Standing Committees

Recommendation: That the 2025 Terms of Reference for standing committees be approved as attached at Appendix A.
(NWA)

Attachments: [Staff Report: 2025 TOR for Standing Committees](#)
[Appendix A: 2025 Terms of Reference for Standing Committees \(Redlined\)](#)

6.5. [24-1369](#) 2025 Committee and External Membership Appointments - Update #1

Recommendation: That the Board receive the standing committee appointments and endorse the external appointments and nominations put forward in the attachment.
(NWA)

Attachments: [2025 Committee and External Membership Appointments](#)

7. ADMINISTRATION REPORTS**7.1.** [24-1356](#) CAO Quarterly Progress Report No. 4, 2024

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

Attachments: [Staff Report: CAO Quarterly Progress Report No. 4, 2024](#)
[Appendix A: Photographs of Corporate Activities and Initiatives](#)
[Appendix B: Board Priorities Dashboard Progress Q4, 2024](#)
[Appendix C: Board Priorities Dashboard - Summary of Completed Actions](#)
[Appendix D: Capital Regional District Advocacy Strategy](#)
[Appendix E: Advocacy Dashboard Progress Q4, 2024](#)
[Appendix F: Operating Variance Financial Report Q3, 2024](#)
[Appendix G: Capital Variance Financial Report Q3, 2024](#)
[Appendix H: Human Resources Trends and Corporate Safety](#)

7.2. [24-1282](#) Capital Regional District 2024 Audit Planning Discussion

Recommendation: That the Capital Regional District 2024 Audit Plan developed by KPMG be approved.
(NWA)

Attachments: [Staff Report: CRD 2024 Audit Planning Discussion](#)
[Appendix A: KPMG CRD 2024 Audit Planning Report](#)

7.3. [24-1357](#) Short-term Biosolids Management Plan - January Update

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

Attachments: [Staff Report: Short-term Biosolids Management Plan - January Update](#)

7.4. [24-1350](#) Bylaw No. 4664: Regional Water Watershed Land Acquisition Loan Authorization Bylaw No. 1, 2025

- Recommendation:**
1. That Bylaw No. 4664, "Regional Water Watershed Land Acquisition Loan Authorization Bylaw No. 1, 2025", be introduced and read a first, second, and third time; (WA)
 2. That participating area approval be obtained by alternative approval process for the entire service area; and (NWA with 2/3rds vote on AAP)
 3. That Bylaw No. 4664 be forwarded to the Inspector of Municipalities for approval. (NWA)

Attachments: [Staff Report: BL 4664 Reg. Water Watershed Land Acq. LA](#)
[Appendix A: Bylaw No. 4664](#)

7.5. [24-1297](#) Municipal Finance Authority 2025 Spring Issue - Capital Regional District Security Issuing Bylaw Nos. 4659, 4660, 4661, 4662 and 4663

- Recommendation:**
1. That Bylaw No. 4659, "Security Issuing Bylaw No. 1, 2025", be introduced and read a first, second and third time; and (WA)
 2. That Bylaw No. 4659 be adopted. (W/A, 2/3rds on adoption)
 3. That Bylaw No. 4660, "Security Issuing Bylaw No. 2, 2025", be introduced and read a first, second and third time; and (WA)
 4. That Bylaw No. 4660 be adopted. (W/A, 2/3rds on adoption)
 5. That Bylaw No. 4661, "Security Issuing Bylaw No. 3, 2025", be introduced and read a first, second and third time; and (WA)
 6. That Bylaw No. 4661 be adopted. (W/A, 2/3rds on adoption)
 7. That Bylaw No. 4662, "Security Issuing Bylaw No. 4, 2025", be introduced and read a first, second and third time; and (WA)
 8. That Bylaw No. 4662 be adopted. (W/A, 2/3rds on adoption)
 9. That Bylaw No. 4663, "Security Issuing Bylaw No. 5, 2025", be introduced and read a first, second and third time; and (WA)
 10. That Bylaw No. 4663 be adopted. (W/A, 2/3rds on adoption)

Attachments: [Staff Report: MFA 2025 Spring–Security Issuing Bylaws 4659 - 4663](#)
[Appendix A: Bylaw 4659 Security Issuing No 1, 2025 CRD](#)
[Appendix B: Bylaw 4660 Security Issuing No 2, 2025 Colwood](#)
[Appendix C: Bylaw 4661 Security Issuing No 3, 2025 Central Saanich](#)
[Appendix D: Bylaw 4662 Security Issuing No 4, 2025 Victoria](#)
[Appendix E: Bylaw 4663 Security Issuing No 5, 2025 Saanich](#)

8. REPORTS OF COMMITTEES

9. BYLAWS

10. NOTICE(S) OF MOTION

10.1. [24-1268](#) Motion with Notice: Rural Housing Program (Director Holman)

Recommendation: [At the November 13, 2024 Capital Region Housing Corporation Board meeting, the following notice of motion was read into the record by Director Holman and referred by the CRHC Chair to the next meeting of the Hospitals and Housing Committee for discussion:

"That staff provide a report on possible ways in which the CRHC can play a role in the Rural Housing Program."

At the December 4, 2024 Hospitals and Housing Committee, the above motion with notice was DEFEATED.

At the December 11, 2024 Capital Region Housing Corporation Board meeting, Chair de Vries referred the motion with notice to the January meeting of the CRD Board.]

There is no recommendation from the Hospitals and Housing Committee.

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

12.1. [25-0001](#) Motion to Close the Meeting

Recommendation:

1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter. [2 items]
2. That the meeting be closed for Labour Relations in accordance with Section (90)(1)(c) of the Community Charter. [2 items]
3. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter. [1 item]
4. That the meeting be closed for Contract Negotiations in accordance with Section (90)(1)(k) of the Community Charter. [2 items]
5. That such disclosures could reasonably be expected to harm the interests of the Regional District. [2 items]

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)