Meeting Minutes

Capital Regional District Board

Wednesday, October 8, 2025 **12:10 PM** **6th Floor Boardroom**
625 Fisgard Street
Victoria, BC

PRESENT
DIRECTORS: C. McNeil-Smith (Chair), M. Little (Vice Chair), P. Brent, S. Brice, J. Brownoff (EP), J. Caradonna, C. Coleman, Z. de Vries (1:11 pm) (EP), B. Desjardins, S. Goodmanson, G. Holman, P. Jones, S. Kim (M. Alto) (EP), D. Kobayashi, K. Murdoch, D. Murdock, C. Plant, S. Riddell (for R. Windsor) (EP); L. Szpak, M. Tait (EP), D. Thompson, S. Tobias (EP), K. Williams

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; 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; S. Carby, Senior Manager, Protective Services; S. Carey, Senior Manager, Legal and Risk Management; C. Gilpin, Manager, Arts and Culture Support Service; P. Klassen, Senior Manager, Regional Planning; F. Lopez, Manager, Strategic Planning; S. Meikle, Senior Manager, Panorama Recreation; C. Neilson, Senior Manager, People Safety and Culture; D. Ovington, Senior Manager, Salt Spring Island Administration; R. Tooke, Senior Manager, Environmental Innovation; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors M. Alto, A. Wickheim, R. Windsor

The meeting was called to order at 12:09 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Plant, SECONDED by Director Murdoch,
That the agenda for the Capital Regional District Board meeting of October 8, 2025 be approved.

MOVED by Director Plant, SECONDED by Director Holman,
That the agenda be amended by considering Item 8.6. after the Consent Agenda.
CARRIED

The question was called on the main motion as amended:
That the agenda for the Capital Regional District Board meeting of October 8, 2025 be approved as amended by considering Item 8.6. after the Consent Agenda.
CARRIED

3. ADOPTION OF MINUTES

3.1. 25-1004 Minutes of the Capital Regional District Board meeting of September 10, 2025

MOVED by Director Plant, SECONDED by Director Brent,
That the minutes of the Capital Regional District Board meeting of September 10, 2025 be adopted as circulated.
CARRIED

4. REPORT OF THE CHAIR

The Chair stated that committee-level reviews of the service budgets began last week at the Governance and First Nations Relations Committee and will continue across various committees over the next three weeks. These reviews will culminate at the Committee of the Whole meeting on Wednesday, October 29, 2025, where the full Capital Regional District (CRD) and Hospital District budgets will be considered. The Capital Region Housing Corporation budget will be presented in November 2025. Directors not serving on specific committees are welcome to attend or observe budget discussions. All committee recommendations and budget materials will be provided at the Committee of the Whole meeting. Additionally, at the recent Union of BC Municipalities (UBCM) Convention, the CRD Board’s resolution requesting amendments to the *Local Government Act* to allow two-year terms for Board Chair and Vice Chair did not reach the floor. This was consistent with several other resolutions that lacked a recommendation from the UBCM Executive. The Executive has committed to reviewing these resolutions and will advise sponsors of any actions taken. The Board will be updated once a decision is received.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

There were no presentations.

5.2. Delegations

5.2.1. 25-1076 Delegation - Judith Cullington; President, Juan de Fuca Performing Arts Centre Society: Re: Agenda Item 8.6. Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan

J. Cullington spoke to Item 8.6.

5.2.2. 25-1077 Delegation - Denny Warner; Representing Charlie White Theatre: Re: Agenda Item 8.6. Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan

D. Warner spoke to Item 8.6.

5.2.3. 25-1078 Delegation - Hazel Braithwaite; Representing Royal and McPherson Theatres Society: Re: Agenda Item 8.6. Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan

H. Braithwaite spoke to Item 8.6.

5.2.4. 25-1079 Delegation - Amanda-Lynne Ballard; Resident of Esquimalt Re: Agenda Item 8.6. Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan

A. Ballard spoke to Item 8.6.

5.2.5. 25-1090 Delegation - Matt Cowlrick; Resident of Metchosin Re: Agenda Item 8.6. Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan

M. Cowlrick spoke to Item 8.6.

5.2.6. 25-1091 Delegation - Matthew White; Representing Victoria Symphony: Re: Agenda Item 8.6. Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan

M. White spoke to Item 8.6.

6. CONSENT AGENDA

MOVED by Director Kobayashi, SECONDED by Director Plant,
That consent agenda items 6.1. through 6.8. be approved.
CARRIED

6.1. 25-0995 Recovery Planning Update: Post-Disaster Household & Needs Assessment Data Collection Project

This report was received for information.

6.2. 25-1014 Process to Establish a Sister Island Relationship Between Salt Spring Island and Orcas Island

This report was received for information.

6.3. 25-0910 Climate Action Strategy Renewal - Guiding Framework

1. That the Capital Regional District Board endorse the updated Climate Action Strategy Guiding Framework: Proposed Vision, Principles, Goals and Targets for a Renewed Climate Action Strategy.
2. Within the strategy, that staff clarify:
i. The CRD's jurisdiction as relates to greenhouse gas reductions;
ii. The support role played by the regional district in helping the region achieve its greenhouse gas objectives;
iii. The targets and progress of the 13 member municipalities and 3 electoral areas.
3. Amend Appendix B, under Guiding Principles, Lead, insert the words "increase resilience" after the words "greenhouse gas emissions".
4. Amend Appendix B, under Goal Areas, Low Carbon Mobility, insert the words "zero emission transportation options" after the words "public transportation".
CARRIED

6.4. 25-0899 Hartland Public Drop-Off Expanded Hours Pilot Results

That Hartland Landfill and Public Drop-off Depot's expanded hours become permanent, with Saturday opening hours remaining as 7 am to 5 pm.
CARRIED

6.5. 25-1001 CRD Evolves 2024-2025 Organizational Plan Update

This report was received for information.

6.6. 25-1093 Arena Accessibility Improvement Project Revised Scope Proposal

That the five-year capital plan be amended to update the project costs and that the arena capital plan in 2027 be debt financed up to 7.1 million and that the detailed design work commence as soon as possible.
CARRIED

6.7. 25-1094 Peninsula Recreation Facility in Central Saanich - For Decision

1. That the five-year Peninsula Recreation Capital Plan be amended to include the Peninsula Recreation Facility in Central Saanich project including $1 million from Capital Reserves and an additional $14.2 million, to be scheduled as outlined in this staff report;
2. That staff engages in discussions with District of Central Saanich staff to develop a partnership agreement, including roles and responsibilities pre, during, and post construction stages;
3. That a draft of such an agreement and an updated project budget be brought back to the Peninsula Recreation Commission for consideration; and
4. That following an agreement approval, staff engage in further design to update the budget for a loan authorization bylaw recommendation to be considered by the Peninsula Recreation Commission.
CARRIED

6.8. 25-0964 Motion with Notice: SSI RCMP Detachment Advocacy (G. Baker)

That the Salt Spring Island Local Community Commission (LCC) recommend to the Capital Regional Board to write a letter on behalf of the LCC to the RCMP District Commander Chief Superintendent for Salt Spring Island, to acknowledge how well Sergeant Clive Seabrook has done navigating the divides in our community and request extension of the current sergeant term.
CARRIED

8.6. 25-0998 Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan

N. Chan spoke to Item 8.6.

Discussion ensued regarding:
- clarification about the ownership of the new facility
- transfer of ownership of Royal and McPherson theatres to the CRD
- viability of a regionally funded performing arts service in the west shore
- clarification of participation in the theatre rental grant program
- regional participation in the alternative approval process
- summary of newly approved and existing services
- projected impact, with the inclusion of this service, on the 2026 budget
- grants and funding benefits for participating jurisdictions

Director de Vries joined the meeting electronically at 1:11 pm.

MOVED by Director Plant, SECONDED by Director Murdoch,
1. That Bylaw No. 4704, "Performing Arts Facilities Service Establishing Bylaw No. 1, 2025", be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Plant, SECONDED by Director Murdoch,
2. That participating area approval be obtained for the entire proposed service area by alternative approval process.
CARRIED
Opposed: Kobayashi

MOVED by Director Plant, SECONDED by Director Murdoch,
3. That Bylaw No. 4704 be forwarded to the Inspector of Municipalities for approval.
CARRIED

The meeting went into recess at 1:28 pm.

Director de Vries left the meeting at 1:28 pm.

The meeting reconvened at 1:36 pm.

7. ADMINISTRATION REPORTS

7.1. [25-0999] CAO Quarterly Progress Report No. 3, 2025

T. Robbins presented Item 7.1. for information.

7.2. [25-1009] Implementation Projects: Adaptation in Action Grant Program - Coles Bay Regional Park Shoreline Restoration Project

L. Jones spoke to Item 7.2.

Discussion ensued regarding clarification and next steps related to consultation with North Saanich staff and presenting to North Saanich council.

MOVED by Director Jones, SECONDED by Director Desjardins,
1. That the CRD Board direct staff to submit an application for $800,000 in Local Leadership for Climate Adaptation grant funding for Phase 2 of the Coles Bay Shoreline Restoration Project; and
2. That staff be directed to accept the grant funds, oversee grant management and reporting requirements.
CARRIED

7.3. [25-1023] Biosolids Beneficial Use Management - September Update

L. Jones presented Item 7.3. for information.

Discussion ensued regarding:
- addressing odour concerns related to the Cassidy quarry site
- limitations related to vendor selection
- update on existing and future granting opportunities

8. REPORTS OF COMMITTEES

Electoral Areas Committee

8.1. [25-0898] Bylaw No. 4712: Tax Exemption (Permissive) Bylaw, 2025

Discussion ensued regarding clarification on eligibility and the different types of tax exemptions under the Local Government Act.

MOVED by Director Brent, SECONDED by Director Holman,
1. That Bylaw No. 4712, "Tax Exemption (Permissive) Bylaw, 2025", be introduced and read a first, second and third time.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
2. That Bylaw No. 4712 be adopted.
CARRIED

8.2. 25-1018 Bylaws No. 4370 and 4373: Maliview Sewer Service Wastewater System Renewal and Upgrades

MOVED by Director Brent, SECONDED by Director Holman,
1. That the attached Certification of Results of Petition for Borrowing - Maliview Estates Sewerage System be received.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
2. That third reading of Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020" be rescinded.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
3. That Bylaw No. 4370 be amended, as shown in Schedule B, as follows:
a. Under Whereas Clause A, by inserting the word "No. 1" between the words "Bylaw" and ",1991";
b. By replacing Whereas Clause B in its entirety with the following:
"The Maliview wastewater system requires capital renewal and upgrades, which will involve the planning, study, project administration, equipment purchases, design and construction of a new Moving Bed Biofilm Reactor (MBBR) system and renewal and integration of existing systems facilities, for the collection, conveyance, treatment and disposal of wastewater, including establishment of the required Inflow and Infiltration (I&I) Program";
c. Under Whereas Clause C, by replacing the words "Two Million Two Hundred and Ten Thousand Dollars ($2,210,000)" with the words "Two Million Five Hundred and Ten Thousand Dollars ($2,510,000)";
d. By replacing Whereas Clause E in its entirety with the following:
"Pursuant to sections 347 and 407 of the Local Government Act, participating area approval is required for this borrowing and shall be obtained by a petition of the property owners in the Maliview Estates Sewerage Local Service area under section 408 of the Local Government Act; and";
e. Under Section 1 (a) by replacing the words "Two Million Two Hundred and Ten Thousand Dollars ($2,210,000)" with the words "Two Million Five Hundred and Ten Thousand Dollars ($2,510,000)";
f. Under Section 2, by replacing the words "20 years" with "30 years"; and
g. Under Section 3, by replacing the word "2020" with "2025", so that the Bylaw may be cited as the "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025."
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
4. That Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025" be read a third time as amended.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
5. That third reading of Bylaw No. 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020" be rescinded.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
6. That Bylaw No. 4373 be amended, as shown in Schedule D, as follows:

a. Under Section 1 (b), in regards to 4 (a), by replacing the words “Two Hundred and Fifty Thousand Dollars ($250,000)” with the words “Two Hundred and Eleven Thousand Six Hundred and Thirty-One Dollars ($211,631)”;
b. Under Section 1 (b), in regards to 4 (b), by replacing the words “$5.466 per One Thousand Dollars” with the words “$3.1250 per One Thousand Dollars”; and
c. Under Section 2, by replacing the word “2020” with “2025”, so that the Bylaw may be cited as the “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025”.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
7. That Bylaw No. 4373, “Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025” be read a third time as amended.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
8. That participating area approval to Bylaw No. 4373 be provided by the Electoral Area Director consenting on behalf.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
9. That Bylaw No. 4370 and Bylaw No. 4373 be forwarded to the Inspector of Municipalities for approval.
CARRIED

8.3. 25-0996 Bylaw No. 4714: Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025

MOVED by Director Brent, SECONDED by Director Holman,
1. That Bylaw No. 4714, “Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025”, be introduced and read a first, second, and a third time.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
2. That participating area approval to Bylaw No. 4714 be provided by the Electoral Area Director consenting on behalf.
CARRIED

MOVED by Director Brent, SECONDED by Director Holman,
3. That Bylaw No. 4714 be referred to the Inspector of Municipalities for approval.
CARRIED

Governance and First Nations Relations Committee

8.4. 25-0896 Legislative and General Government, Facilities Management Services - 2026 Operating and Capital Budgets

T. Robbins and N. Chan spoke to Item 8.4.

Discussion ensued regarding:
- clarification of Executive Leadership Team review of the consolidated requisition
- next steps and impact on the 2026 budget

Referral Motion:
MOVED by Director Plant, SECONDED by Director Desjardins,
That this item be referred to the Committee of the Whole meeting scheduled for October 29, 2025.
CARRIED

8.5. 25-0969 Regional District Services and Service Review Options - Next Steps

T. Robbins spoke to Item 8.5.

Discussion ensued regarding:
- interest amongst the regional municipalities in shared IT infrastructure
- expertise resources required for IT initiatives

MOVED by Director Little, SECONDED by Director Szpak,
1. Initiate planning activities required to advance the governance check-in, annual service reviews, and shared IT infrastructure, as outlined in Appendix A to C.
2. Continue progressing the sub-regional service profiles, regular reporting on CRD Evolves, staff vacancy management strategy, and updated public participation framework, in alignment with existing workplans and as detailed in actions 1 and 3 in Table 1 and Appendices D and E.

MOVED by Director Murdoch, SECONDED by Director Jones,
That Part 1 of the main motion be amended to strike the words "shared IT infrastructure" and replace the words "Appendix A to C" with the words "Appendix A and B."

Discussion ensued regarding:
- implications of removing shared IT infrastructure from planning activities
- benefits of sharing infrastructure
- next steps and time line related to a feasibility study coming back to the Board

The question was called on the amendment:
That Part 1 of the main motion be amended to strike the words "shared IT infrastructure" and replace the words "Appendix A to C" with the words "Appendix A and B."
DEFEATED
Opposed: Brent, Brice, Brownoff, Caradonna, Coleman, Desjardins, Goodmanson, Holman, Jones, Kim, Kobayashi, Little, McNeil-Smith, Murdoch, Murdock, Plant, Riddell, Szpak, Tait, Thompson, Tobias, Williams

The question was called on the main motion:
1. Initiate planning activities required to advance the governance check-in, annual service reviews, and shared IT infrastructure, as outlined in Appendix A to C.
2. Continue progressing the sub-regional service profiles, regular reporting on CRD Evolves, staff vacancy management strategy, and updated public participation framework, in alignment with existing workplans and as detailed in actions 1 and 3 in Table 1 and Appendices D and E.
CARRIED

Planning & Protective Services Committee

8.7. 25-0942 Bylaw Notice Enforcement and Adjudication System

Discussion ensued regarding the bylaw dispute resolution and appeal process.

MOVED by Director Thompson, SECONDED by Director Little,
1. That Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025" be introduced and read a first, second, and third time; and
CARRIED

Director Kobayashi left the meeting at 3:02 pm.

MOVED by Director Thompson, SECONDED by Director Little,
2. That Bylaw No. 4683 be adopted.
CARRIED

MOVED by Director Thompson, SECONDED by Director Little,
3. That Bylaw No. 4703, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 87, 2025" be introduced and read a first, second, and third time; and
CARRIED

MOVED by Director Thompson, SECONDED by Director Little,
4. That Bylaw No. 4703 be adopted.
CARRIED

Director Kobayashi rejoined the meeting at 3:05 pm.

MOVED by Director Thompson, SECONDED by Director Little,
5. That the Screening Officer Bylaw Notice Policy, as attached hereto as Appendix D, be adopted.
CARRIED

8.8. [25-0941] Regional Context Statement Alignment Review - District of North Saanich

K. Lorette spoke to Item 8.8.

MOVED by Director Thompson, SECONDED by Director Little,
1. That the District of North Saanich Regional Context Statement be considered in relation to the 2018 Regional Growth Strategy (RGS) (Bylaw No. 4017) in accordance with the requirements of section 448 of the Local Government Act and not be accepted due to inconsistency with the growth management concept plan of the RGS and related policies.
2. That the matter be referred to the District of North Saanich for direction on how to proceed.

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

The Capital Regional District Board moved to the Closed Session at 3:16 pm.

The Capital Regional District Board rose from the Closed Session at 3:40 pm without report.

Discussion ensued regarding the process related to updating the regional growth strategy.

MOVED by Director Plant, SECONDED by Director Murdoch,
That Part 1 of the main motion be amended by adding the following words "for the reasons set out in the report of September 17, 2025"
CARRIED

The question was called on Part 1 of the main motion as amended:
1. That the District of North Saanich Regional Context Statement be considered in relation to the 2018 Regional Growth Strategy (RGS) (Bylaw No. 4017) in accordance with the requirements of section 448 of the Local Government Act and not be accepted due to inconsistency with the growth management concept plan of the RGS and related policies for the reasons set out in the report of September 17, 2025.

The question was called on Part 2 of the main motion:
2. That the matter be referred to the District of North Saanich for direction on how to proceed.
CARRIED

9. BYLAWS

9.1. 25-1021 Adoption of Bylaw No. 4684 - Salt Spring Island Parks and Recreation Facilities Local Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 5, 2025

MOVED by Director Holman, SECONDED by Director Brent,
That Bylaw No. 4684 - "Salt Spring Island Parks and Recreation Facilities Local Service Establishment Bylaw No. 1, 1996, Amendment Bylaw No. 5, 2025" be adopted.
CARRIED

10. NOTICE(S) OF MOTION

10.1. 25-1107 Notice of Motion: Region-Wide Free Youth Bus Pass Program (Directors Caradonna/Thompson)

Directors Caradonna and Thompson provided the following Notice of Motion for consideration at the next meeting of the Transportation Committee:

"The Transportation Committee recommends to the Capital Regional District Board:
That the CRD Transportation Committee recommends to the CRD Board to direct staff to investigate and report back on the costs, benefits, and implications of creating a region-wide free youth bus pass program under the CRD transportation service in collaboration with BC Transit."

10.2. 25-1108 Notice of Motion: Rapid Transit Updated Feasibility Study (Director Murdock)

Director Murdock provided the following Notice of Motion for consideration at the next meeting of the Transporation Committee:

"The Transportation Committee recommends to the Capital Regional District Board:
That the Board support a letter to senior governments, advocating for support to jointly undertake an updated study on the feasibility and alignment of rapid transit within the CRD."

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. 25-0893 Motion to Close the Meeting

MOVED by Director Coleman, SECONDED by Director Szpak,
That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter.
CARRIED

MOVED by Director Coleman, SECONDED by Director Szpak,
That the meeting be closed for Labour Relations in accordance with Section (90)(1)(c) of the Community Charter.
CARRIED

MOVED by Director Coleman, SECONDED by Director Szpak,
That the meeting be closed for Litigation in accordance with Section 90(1)(g) of the Community Charter.
CARRIED

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

MOVED by Director Coleman, SECONDED by Director Szpak,
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 3:54 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 4:54 pm and reported on the following:

In accordance with Bylaw No. 2339, that the following be appointed to the Magic Lake Estates Water and Sewer Committee for a term expiring December 31, 2027: Heather Read

In accordance with Bylaw No. 3281, that the following be appointed to the Port Renfrew Utility Services Committee for a term expiring December 31, 2027: Kristine Gatzke

That the Transportation Committee be permitted to meet in closed session to discuss Litigation in accordance with Section 90(1)(g) of the Community Charter.

14. ADJOURNMENT

MOVED by Director Brent, SECONDED by Director Brice,
That the Closed Session of the Capital Regional District Board of October 8, 2025 be adjourned at 4:55 pm.
CARRIED

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER