

Meeting Minutes

Capital Regional District Board

Wednesday, December 11, 2024

1:05 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

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, D. Murdock (EP), C. Plant, M. Tait, D. Thompson (EP), S. Tobias, A. Wickheim, K. Williams, R. Windsor

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; G. Harris, Acting General Manager, Parks, Recreation & Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; C. Gilpin, Arts and Culture Support Service; I. Lawrence, Senior Manager, JDF Local Area Services (EP); C. Neilson, Senior Manager, Human Resources and Corporate Safety; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

The meeting was called to order at 1:06 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Coleman, **SECONDED** by Director Brice,
That agenda item 6.11. be moved to be considered as agenda item 8.6.b. and
that the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

- 3.1. [24-1329](#) Minutes of the October 30, 2024 and the minutes of the November 13, 2024 Capital Regional District Board Meeting

MOVED by Director Desjardins, **SECONDED** by Director Little,
That the minutes of the Capital Regional District Board meeting of October 30,
2024 and November 13, 2024 be adopted as circulated.

CARRIED

4. REPORT OF THE CHAIR

I want to begin by extending warm seasons greetings to Board colleagues and to staff and thank you staff for the for the lunch we enjoyed today with the with the Christmas spirit. I hope everyone has the opportunity to take a break from our sometimes hectic day-to-day our responsibilities and to enjoy time with those who are close to you. One item in my new role as Chair; you will have seen that letters were recently sent to South Island MLA's and two Ministers in portfolios that intersect with CRD's services, wishing them well and requesting meetings to build on our relationships and advance our board strategic advocacy priorities. Our CAO, Ted Robbins and I had our first meeting with the new Minister earlier this week and we have heard back from others for meetings that we hope to have in the new year.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

- 5.1.1 [24-1335](#) Presentation: Marie-Terese Little, Vice Chair of CRD Board Re: Archie Galbraith Bursary (Pearson College)

Vice Chair Little presented Item 5.1.1. for information and congratulated this year's recipient; Avery Carswell.

5.2. Delegations

There were no delegations.

6. CONSENT AGENDA

**MOVED by Director Brent, SECONDED by Director Coleman,
That consent agenda items 6.1. through 6.10. and 6.12. through 6.16. be
approved.
CARRIED**

- 6.1. [24-1075](#) Archie Galbraith Memorial Scholarship 2024

This report was received for information.

- 6.2. [24-1218](#) Appointment of Officers

That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with CRD Bylaw No. 2681, Tanveer Garg, Vanessa McGregor, Karen O'Brien, Cole Bains, and Eric Jellema be appointed as Bylaw Enforcement Officers.

CARRIED

- 6.3. [24-1153](#) Healthy Waters Project for Tod Creek on the Saanich Peninsula - November Update

This report was received for information.

- 6.4. [24-1180](#) Solid Waste Market Research and Engagement Study
This report was received for information.
- 6.5. [24-1185](#) Solid Waste Management Plan - Three-Year Cycle
This report was received for information.
- 6.6. [24-1189](#) Award of Contract ERM2024-007 - Hauling and Processing of Kitchen Scraps
That Contract ERM2024-007, Hauling and Processing of Kitchen Scraps, be awarded to Convertus Canada Ltd. from March 1, 2025 to February 28, 2030, at the rate of \$130 per tonne and an estimated cost of \$1,560,000 per year, plus GST.
CARRIED
- 6.7. [24-1152](#) Vancouver Island and Coastal Communities Climate Summit - Summary Report
This report was received for information.
- 6.8. [24-1269](#) Inclusive Regional Governance Study Grant Update
This report was received for information.
- 6.9. [24-1275](#) Amendments to Remuneration for Elected Officials of the Salt Spring Electoral Area
That the Capital Regional District Board approve the Board Remuneration and Travel Expense Reimbursement Policy as amended, effective January 1, 2025.
CARRIED
- 6.10. [24-1286](#) 2025 Appointment of Liaison to Accessibility Advisory Committee
That Governance Committee Chair Marie-Terese Little be appointed as the Governance Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2025.
CARRIED
- 6.12. [24-1209](#) Wigglesworth Lake Regional Park - Interim Management Guidelines
That the Wigglesworth Lake Regional Park Interim Management Guidelines be adopted.
CARRIED
- 6.13. [24-1208](#) Regional Trestles Renewal, Trails Widening and Lighting Project Update - November 2024
That the Regional Trestles Renewal, Trails Widening and Lighting Project Update - November 2024 be forwarded to the Transportation Committee for information.
CARRIED

6.14. [24-1219](#) 2024 Capital Regional District Regional Parks and Trails Resident Survey

That the Resident Survey results and final report be adopted and published on the CRD website.

CARRIED

6.15. [24-1252](#) Municipal Regional District Tax (MRDT) Letter of Support for Town of Sidney

That the Capital Regional District Board provide a letter of support for the Sidney Business Improvement Area Society to levy a 3% Municipal Regional District Tax (MRDT) in the Town of Sidney from 2025 to 2030.

CARRIED

6.16. [24-1330](#) 2025 Committee and External Membership Appointments

That the Board receive the standing committee appointments and endorse the external appointments and nominations put forward in the attachment.

CARRIED

7. ADMINISTRATION REPORTS

7.1. [24-1239](#) 2025 Schedule of Regular Board Meetings

K. Morley spoke to Item 7.1.

MOVED by Director Desjardins, SECONDED by Director Tait,

1. That the regular meetings for the Capital Regional District Board be scheduled in 2025 on the second Wednesday of each month as follows: January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13 (at the call of the Chair), September 10, October 8, November 12 (inaugural), December 10.

CARRIED

MOVED by Director Brent, SECONDED by Director Murdoch,

2. That the regular meeting of the Capital Regional District Board be scheduled in 2025 to commence at 11:00 am.

Discussion ensued regarding the impact of changing the Board meeting start times.

MOVED by Director Plant, SECONDED by Director Brent,

That the main motion be amended by replacing "11:00 am" with "12:00 pm".

MOVED by Director de Vries, SECONDED by Director Tait,

That the amendment be amended by changing "12:00 pm" to "12:30 pm".

DEFEATED

Opposed: Brice, Brent, Brownoff, Coleman, Desjardins, Goodmanson, Holman, Jones, Kobayashi, Little, McNeil-Smith, Murdock, Plant, Tobias

The question was called on the amendment:

That the main motion be amended by replacing "11:00 am" with "12:00 pm".

CARRIED

Opposed: Jones, Tobias

The question was called on the main motion as amended:

2. That the regular meeting of the Capital Regional District Board be scheduled in 2025 to commence at 12:00 pm.

CARRIED

7.3. [24-1319](#) Short-term Biosolids Management Plan - December Update

G. Harris spoke to Item 7.3.

Discussion ensued regarding feedback from the Province and an update on the literature review.

Director Tobias left the meeting at 1:37 pm.

Director Plant left the meeting at 1:38 pm.

8. REPORTS OF COMMITTEES**Electoral Areas Committee**

8.1. [24-1127](#) Bylaw Nos. 4648 and 4649: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

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

1. That Bylaw No. 4648, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 18, 2024", be introduced and read a first, second and third time.

CARRIED

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

2. That Bylaw No. 4648 be adopted.

CARRIED

Director Plant returned to the meeting at 1:39 pm

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

3. That Bylaw No. 4649, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 13, 2024", be introduced and read a first, second and third time.

CARRIED

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

4. That Bylaw No. 4649 be adopted.

CARRIED

8.2. [24-1176](#) Bylaw No. 4625: Lyall Harbour/Boot Cove Water Local Service Committee Bylaw Amendment - Conditional Water License Holder and Committee Membership

Director Tobias returned to the meeting at 1:42 pm.

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

1. That Bylaw No. 4625 cited as, "Lyall Harbour/Boot Cove Water Local Services Committee Bylaw, 1990, Amendment Bylaw No. 2, 2024", be introduced and read a first, second, and third time.

CARRIED

MOVED by Director Brent, **SECONDED** by Director Wickheim,

2. That Bylaw No. 4625 be adopted.

CARRIED

8.3. [24-1284](#) Bylaw No. 4655: Southern Gulf Islands Small Craft Harbours Regulation Amendment

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

1. That Bylaw No. 4655, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024", be introduced and read a first, second, and third time.

CARRIED

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

2. That Bylaw No. 4655 be adopted.

CARRIED

Environmental Services Committee

- 8.4. [24-1181](#) Hartland Landfill Tipping Fee and Regulation Bylaw No. 3881 Amendment and Adoption of Bylaw Nos. 4636 and 4646

G. Harris spoke to Item 8.4.

MOVED by Director Desjardins, **SECONDED** by Director Kobayashi,
1. That Bylaw No. 4636, "Hartland Landfill Tipping Fee and Regulation Bylaw No. 6, 2013, Amendment Bylaw No. 6, 2024", be read a first, second and third time.
CARRIED

MOVED by Director Desjardins, **SECONDED** by Director Kobayashi,
2. That Bylaw No. 4636 be adopted.
CARRIED

Director Plant left the meeting at 1:42 pm.

MOVED by Director Desjardins, **SECONDED** by Director Kobayashi,
3. That Bylaw No. 4646, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 80, 2024", be read a first, second and third time.
CARRIED

MOVED by Director Desjardins, **SECONDED** by Director Kobayashi,
4. That Bylaw No. 4646 be adopted.
CARRIED

Director Plant returned to the meeting at 1:43 pm.

Governance Committee

- 8.5. [24-1076](#) Bylaw No. 4642: Changes to Officers and Officers' Titles

MOVED by Director Little, **SECONDED** by Director Brice,
1. That Bylaw No. 4642, cited as "Officers', General Managers' and Management Staff's Bylaw No.1, 2006, Amendment Bylaw No.8, 2024" be introduced and read a first, second, and third time.
CARRIED

MOVED by Director Little, **SECONDED** by Director Brice,
2. That Bylaw No. 4642 be adopted.
CARRIED

Director Alto left the meeting at 1:43 pm.

Juan de Fuca Land Use Committee

- 8.6. [24-1173](#) Zoning Bylaw Amendment Application for the subject properties between Shirley and Jordan River described as:
- Parcel A (DD 104752I) of District Lot 745, Renfrew District; PID: 009-594-159
 - Parcel B (DD52657I) of District Lot 745, Renfrew District; PID: 009-594-183
 - District Lot 175, Renfrew District; PID: 023-414-308

MOVED by Director Wickheim, SECONDED by Director Brent,
1. That the referral of proposed Bylaw No. 4550, "Juan de Fuca Land Use Bylaw, 1992, Amendment No. 160, 2023"; to the Shirley-Jordan River Advisory Planning Commission; Juan de Fuca Electoral Area Parks and Recreation Advisory Commission; Pacheedaht First Nation T'Sou-ke First Nation; BC Hydro; BC Parks; District of Sooke; Island Health; Ministry of Forests Archaeology Branch, BC Wildfire Service, and Water Protection; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Infrastructure; RCMP; and Sooke District #62 be approved and comments be received.
CARRIED

MOVED by Director Wickheim, SECONDED by Director Tait,
2. That proposed Bylaw No. 4550 be read a first and second time; and that in accordance with the provisions of Section 469 of the Local Government Act, the Director of the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4550.
CARRIED

MOVED by Director Wickheim, SECONDED by Director Tait,
3. That prior to adoption of proposed Bylaw No. 4550, the landowner registers a covenant in favour of the Capital Regional District prohibiting subdivision on District Lot 175, Renfrew District (PID: 023-414-308); and that staff be directed to ensure that all conditions are satisfied towards completion and registration.
CARRIED

- 8.6.b. [24-1085](#) 2024 Interim Housing Needs Report for the Juan de Fuca Electoral Area
- K. Lorette spoke to Item 8.6.b.

MOVED by Director Wickheim, SECONDED by Director Brent,
1. That the 2024 Juan de Fuca Electoral Area Interim Housing Needs Report, as amended, be received and published on the CRD website;
2. That staff be directed to amend the 2020 Capital Regional District Housing Needs Assessment by attaching the 2024 Juan de Fuca Electoral Area Interim Housing Needs Report as an appendix; and
3. That staff be directed to submit the amended 2020 Capital Regional District Housing Needs Assessment to the Province demonstrating that the legislative requirements have been met.
CARRIED

Regional Parks Committee

- 8.7. [24-987](#) Bylaw No. 4640: Amendment to the Capital Regional District Parks Services and Facilities Fees and Charges Bylaw No. 3675

K. Morley spoke to Item 8.7.

Director Alto returned to the meeting at 1:53 pm.

Discussion ensued regarding bylaw adoption process.

MOVED by Director Wickheim, **SECONDED** by Director Brent,
That Bylaw No. 4640 be adopted.

CARRIED

Opposed: Desjardins, Holman, Kobayashi, Tait, Tobias, Wickheim

Regional Water Supply Commission

- 8.8. [24-1200](#) Bylaw No. 4652, Water Advisory Committee Bylaw Amendment

MOVED by Director Coleman, **SECONDED** by Director Brent,

a) That Bylaw No. 4652 cited as "Water Advisory Committee Bylaw No. 1, 1997, Amendment Bylaw No. 1, 2024", be introduced and read a first, second, and a third time.

CARRIED

MOVED by Director Coleman, **SECONDED** by Director Brent,

b) That Bylaw No. 4652 be adopted.

CARRIED

MOVED by Director Coleman, **SECONDED** by Director Brent,

c) That, upon adoption of Bylaw No. 4652, the revised Water Advisory Committee Terms of Reference be approved for 2025.

CARRIED

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

- 10.1. [24-1272](#) Motion with Notice: Review of the McPherson Playhouse Operating Agreement (Director Caradonna)

Discussion ensued regarding:

- City of Victoria's role in the existing operating agreement
- potential inclusion of the Royal Theatre in the review

MOVED by Director Caradonna, **SECONDED** by Director Alto,
The Board directs staff to work with Royal McPherson Theatre Society and City of Victoria staff to review and create options to update the current McPherson Playhouse operating agreement (between the CRD and the Royal & McPherson Theatres Society), including issues related to maintenance and community access, and report back to the Royal McPherson Theatres Services Advisory Committee (RMTSAC).

CARRIED

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. [24-1331](#) Motion to Close the Meeting

MOVED by Director Little, SECONDED by Director Tait,

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 Tait,

2. 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 2:21 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 2:41 pm and reported on the following:

In accordance with Bylaw No. 3693, that the following be appointed to the Beddis Water Service Commission for a term expiring December 31, 2026: Michael McCormick

In accordance with Bylaw No. 3693, that the following be appointed to the Cedar Lane Water Service Commission for a term expiring December 31, 2026: Tisha Boulter

In accordance with the Elk/Beaver Lake Recreational Use Advisory Terms of Reference, that the following be appointed to the Elk/Beaver Lake Recreational Use Advisory Committee:

For a term expiring December 31, 2025: Karen Robinson

For a term expiring December 31, 2027: Melanie Parrott

In accordance with Bylaw No. 3693, that the following be appointed to the Fulford Water Service Commission for a term expiring December 31, 2026: Alan Martin, Don Thompson, Brenda Walker

In accordance with Bylaw No. 3693, that the following be appointed to the Ganges Sewer Local Service Commission for a term expiring December 31, 2026: Colin Whyte

In accordance with Bylaw No. 3763, that the following be appointed to the Juan de Fuca Electoral Parks and Recreation Advisory Commission for a term expiring December 31, 2026: Valerie Braunschweig, Cyndy Lacroix, Scott McKay, Pat Sloan, Eric Stepura

In accordance with Bylaw No. 3693, that the following be appointed to the Maliview Sewer Local Service Commission for a term expiring December 31, 2026: Jodie Miller, Laura Travelbea, Brian Travelbea

In accordance with Bylaw No. 3488, that the following be appointed to the Mayne Island Parks and Recreation Commission for a term expiring December 31, 2026: Kestutis Banelis, Jacquie Burrows, Michael Kilpatrick

In accordance with Bylaw No. 3281, that the following be appointed to the Port Renfrew Utility Service Committee for a term expiring December 31, 2026: Cynthia Carlsen, Carl Wilkinson

In accordance with CRD Letters Patent that the following be appointed to the Saanich Peninsula Water Commission for a term expiring December 31, 2025: Dwayne Halldorson, David Kelbert

In accordance with Bylaw No. 2972, that the following be appointed to the Southern Gulf Islands Harbours Commission for a term expiring December 31, 2026: Michael Davis, Brian Dearden, Gordon Albert Hol, Rick Schnurr

In accordance with Bylaw No. 3523, that the following be appointed to the Southern Gulf Islands Library Commission for a term expiring December 31, 2026: Barb Miodonski, Pauline Preston, Hodie Rondeau, Deborah Woodland

In accordance with Bylaw No. 3520, that the following be appointed to the Traffic Safety Commission for a term expiring December 31, 2026: Neil Arason, Douglas Baer, Ron Cronk, Murray Fyfe, Fredrick Grouzet, Jereme Leslie, Todd Litman, Steve Martin, Owen Page, Sean Powell, Paweena Sukhawathanakul

In accordance with Bylaw No. 3511, that the following be appointed to the Wilderness Mountain Water Services Commission for a term expiring December 31, 2026: Paula Twamley, James Wilson

14. ADJOURNMENT

MOVED by Director Windsor, **SECONDED** by Director Murdoch,
That the December 11, 2024 Closed Session of the Capital Regional District Board meeting be adjourned at 2:42 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER