

Meeting Minutes

Capital Regional District Board

Wednesday, January 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, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson, C. Harder, G. Holman, P. Jones, S. Kim (for M. Alto) (EP), D. Kobayashi, K. Murdoch, D. Murdock, C. Plant (EP), M. Tait (EP), D. Thompson, S. Tobias, A. Wickheim, K. Williams, R. Windsor (EP)

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; S. Henderson, Senior Manager Real Estate and SGI Administration; C. Neilson, Senior Manager, Human Resources; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Guest: L. Lee, Lead Audit Engagement Partner, KPMG

Regrets: Director M. Alto

The meeting was called to order at 12:32 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Murdoch, **SECONDED** by Director Goodmanson,
That the agenda for the January 8, 2025 Session of the Capital Regional District Board be approved.
CARRIED

3. ADOPTION OF MINUTES

- 3.1. [24-1370](#) Minutes of the December 11, 2024 Capital Regional District Board Meeting

MOVED by Director Desjardins, **SECONDED** by Director Murdoch,
That the minutes of the Capital Regional District Board meeting of December 11, 2024 be adopted as circulated.
CARRIED

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

MOVED by Director Desjardins, **SECONDED** by Director Murdoch,
That the minutes of the Committee of the Whole meeting of October 30, 2024 be
adopted as circulated.

CARRIED

4. REPORT OF THE CHAIR

Happy New Year and it's great to see everyone again and I hope you had a relaxing and enjoyable holiday season. While we have a relatively shorter meeting agenda today, when reviewing the Board's strategic priorities dashboard within the CAO's quarterly report on today's agenda, we are reminded of the significant work currently underway. I want to take a moment to thank staff for all of their work, and the important work to come forward this year, as we are now in the second-half of our elected term. An important item is that the CRD Board has reviewed and approved the provisional financial plan for 2025 at our special meeting last October, and the provisional plan has been available for public review and comment. On January 22, 2025 staff are hosting an online information session about the 2025 provisional financial plan. There will be a staff presentation and an opportunity for members of the public to ask questions and provide comment. I will be attending the session, and I invite directors to attend as you are able to listen to the input received. The next step is that the plan, with possible amendments, will be brought back to the Board in March for final approval. With that, let's make 2025 a great year and let's move to today's agenda business.

5. PRESENTATIONS/DELEGATIONS

5.1. Presentations

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

L. Lee presented the 2024 Audit Planning Presentation.

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

The delegation did not speak.

6. CONSENT AGENDA

MOVED by Director Brice, **SECONDED** by Director Tobias,
That consent agenda items 6.1. through 6.5. be approved.
CARRIED

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

This report was received for information.

- 6.2. [24-1296](#) Capital Regional District External Grants Update
This report was received for information.
- 6.3. [24-1182](#) Parcel Tax Roll Review Panel
This report was received for information.
- 6.4. [24-1375](#) 2025 Terms of Reference for Standing Committees
That the 2025 Terms of Reference for standing committees be approved as attached at Appendix A.
CARRIED
- 6.5. [24-1369](#) 2025 Committee and External Membership Appointments - Update #1
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. [24-1356](#) CAO Quarterly Progress Report No. 4, 2024
T. Robbins presented Item 7.1. for information.

Discussion ensued regarding:
- operating costs related to animal care services
- advertising and public notification requirements for alternative approval process
- First Nations engagement related to E&N railway
- 7.2. [24-1282](#) Capital Regional District 2024 Audit Planning Discussion
N. Chan spoke to Item 7.2.

Discussion ensued regarding the history of current auditor and procurement process and timeline.

MOVED by Director Kobayashi, SECONDED by Director Goodmanson, That the Capital Regional District 2024 Audit Plan developed by KPMG be approved.
CARRIED
- 7.3. [24-1357](#) Short-term Biosolids Management Plan - January Update
G. Harris presented Item 7.3. for information.

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

N. Chan spoke to Item 7.4.

Discussion ensued regarding:

- clarification of participants in the alternative approval process
- First Nations interest in the area
- potential land use

MOVED by Director Coleman, SECONDED by Director Brent,

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.

CARRIED

MOVED by Director Coleman, SECONDED by Director Brent,

2. That participating area approval be obtained by alternative approval process for the entire service area.

CARRIED

MOVED by Director Coleman, SECONDED by Director Brent,

3. That Bylaw No. 4664 be forwarded to the Inspector of Municipalities for approval.

CARRIED

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

MOVED by Director Brice, **SECONDED** by Director Little,

1. That Bylaw No. 4659, "Security Issuing Bylaw No. 1, 2025", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Brice, **SECONDED** by Director Little,

2. That Bylaw No. 4659 be adopted.

CARRIED

MOVED by Director Brice, **SECONDED** by Director Little,

3. That Bylaw No. 4660, "Security Issuing Bylaw No. 2, 2025", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Brice, **SECONDED** by Director Little,

4. That Bylaw No. 4660 be adopted.

CARRIED

MOVED by Director Brice, **SECONDED** by Director Little,

5. That Bylaw No. 4661, "Security Issuing Bylaw No. 3, 2025", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Brice, **SECONDED** by Director Little,

6. That Bylaw No. 4661 be adopted.

CARRIED

MOVED by Director Brice, **SECONDED** by Director Little,

7. That Bylaw No. 4662, "Security Issuing Bylaw No. 4, 2025", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Brice, **SECONDED** by Director Little,

8. That Bylaw No. 4662 be adopted.

CARRIED

MOVED by Director Brice, **SECONDED** by Director Little,

9. That Bylaw No. 4663, "Security Issuing Bylaw No. 5, 2025", be introduced and read a first, second and third time.

CARRIED

MOVED by Director Brice, **SECONDED** by Director Little,

10. That Bylaw No. 4663 be adopted.

CARRIED

8. REPORTS OF COMMITTEES

There were no Reports of Committees.

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

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

MOVED by Director Holman, **SECONDED** by Director de Vries,
That in reporting on the learnings from the implementation of the Rural Housing Program, staff include consideration of possible ways in which the Capital Region Housing Corporation can play a role in the program.
CARRIED

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

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

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

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

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

MOVED by Director Murdoch, **SECONDED** by Director Little,
4. That the meeting be closed for Contract Negotiations in accordance with Section (90)(1)(k) of the Community Charter.
CARRIED

MOVED by Director Murdoch, **SECONDED** by Director Little,
5. That such disclosures could reasonably be expected to harm the interests of the Regional District.
CARRIED

The Capital Regional District Board moved to the Closed Session at 1:23 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 3:53 pm and reported on the following:

In accordance with Accessibility Advisory Committee Terms of Reference that the following be appointed to the Accessibility Advisory Committee for a term to expire December 31, 2026: Joseph Edward Briante, Laura Hube, Zachary Lundrie, Bonnie Manning-Jones, Gregory Neil Robinson, Elizabeth Syring, Richard Joseph Welland

In accordance with Bylaw 2893 that the following be appointed to the CREST Corporation for a term to expire December 31, 2025: Jeri Grant, Rob Reeleder, John Wakefield

In accordance with Bylaw 1875 that the following be appointed to the Lyall Harbour/Boot Cove Water Local Service Committee for a term to expire December 31, 2026: Tex McLeod, John Money

In accordance with Bylaw 2339 that the following be appointed to the Magic Lake Estates Water and Sewer Committee for a term to expire December 31, 2026: Jean Deschenes, Brenna Mongeon

In accordance with Bylaw 3654 that the following be appointed to the North Galiano Fire Protection and Emergency Response Service Commission for a term to expire December 31, 2025: Raymond Chouinard, Kieran Kelleher, Idora Scott

In accordance with Bylaw 3654 that the following be appointed to the Otter Point Fire Protection and Emergency Response Service Commission for a term to expire December 31, 2026: Bud Gibbons, Joanne Hemphill

In accordance with Bylaw 2397 that the following be appointed to the Peninsula Recreation Commission for a term to expire December 31, 2026: Karen Frost

In accordance with the Reaching Home Community Advisory Board Terms of Reference that the following be appointed to the Reaching Home Community Advisory Board for a term to expire December 31, 2026: Filip Ani, Ian Bermeo, Sylvia Ceacera, Mary Chudley, Stephen D'Souza, Don Elliot, Jennifer Fox, Lee King, Sharlene Law, Calvin Leitner, Angela McNulty-Buell, Jared Melvin, Kelly Reid, Ron Rice, Janine Theobald, Deanna Underwood, Donna Wingfield

In accordance with Bylaw 3427 that the following be appointed to the Saanich Peninsula Wastewater Commission for a term to expire December 31, 2026: Eric Diller, Michael Doehnel

In accordance with Letters Patent that the following be appointed to the Saanich Peninsula Water Commission for a term to expire December 31, 2025: Eric Diller, Michael Doehnel

In accordance with Bylaw 3485 that the following be appointed to the Saturna Island Parks and Recreation Commission for a term to expire December 31, 2026: Stephen Ford

In accordance with Bylaw 3133 that the following be appointed to the Skana

Water Service Committee for a term to expire December 31, 2026: Mitch Bentley,
Bev Hill

In accordance with Bylaw 2788 that the following be appointed to the Sooke and
Electoral Parks and Recreation Commission for a term to expire August 31, 2025:
Nora Quint

In accordance with Bylaw 3523 that the following be appointed to the Southern
Gulf Islands Public Library Commission for a term to expire December 31, 2026:
Ene Haabniit

In accordance with Bylaw 2558 that the following be appointed to the Sticks
Allison Water Local Service Committee for a term to expire December 31, 2026:
Danielle Pepin, Volker Seidel

In accordance with Bylaw 3131 that the following be appointed to the Surfside
Park Estates Water Service Committee for a term to expire December 31, 2026:
Ken Wall

In accordance with Bylaw 4453 that the following be appointed to the Victoria
Family Court & Youth Justice Committee for a term to expire December 31, 2026:
Mike McKay

In accordance with Bylaw 3654 that the following be appointed to the Willis Point
Willis Point Fire Protection and Recreation Facilities Commission for a term to
expire December 31, 2025: Greg Elvedahl

14. ADJOURNMENT

MOVED by Director Little, SECONDED by Director Goodmanson,
That the January 8, 2025 Capital Regional District Board meeting be adjourned at
3:54 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER