



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, October 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. [25-1004](#) Minutes of the Capital Regional District Board meeting of September 10, 2025

Recommendation: That the minutes of the Capital Regional District Board meeting of September 10, 2025 be adopted as circulated.

Attachments: [Minutes - September 10, 2025](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

5.1. 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
- 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
- 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
- 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

- 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
- 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

6. CONSENT AGENDA

- 6.1. [25-0995](#) Recovery Planning Update: Post-Disaster Household & Needs Assessment Data Collection Project
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Recovery Planning Update-PDHNA Data Collection Project](#)
[Appendix A: Estimates for Manual Assessment Team Creation](#)
[Appendix B: BC Disaster Recovery Sectors](#)
- 6.2. [25-1014](#) Process to Establish a Sister Island Relationship Between Salt Spring Island and Orcas Island
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Proc. to Est. a Sister Isl. Relationship Between SSI & Orca Island](#)
- 6.3. [25-0910](#) Climate Action Strategy Renewal - Guiding Framework
- Recommendation:** [At the September 17, 2025 Environmental Services Committee meeting, the recommendation was amended with the addition of parts 2 to 4 and carried as follows:]
The Environmental Services Committee recommends to the Capital Regional District Board:
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".
(NWA)
- Attachments:** [Staff Report: Climate Action Strategy Renewal - Guiding Framework](#)
[Appendix A: Climate Action Strategy \(September 2021\)](#)
[Appendix B: Climate Action Strategy Guiding Framework](#)

6.4. [25-0899](#) Hartland Public Drop-Off Expanded Hours Pilot Results

Recommendation: The Environmental Services Committee recommends to the Capital Regional District Board:
That Hartland Landfill and Public Drop-off Depot's expanded hours become permanent, with Saturday opening hours remaining as 7 am to 5 pm.
(WP - All)

Attachments: [Staff Report: Hartland Public Drop-Off Expanded Hours Pilot Results](#)

6.5. [25-1001](#) CRD Evolves 2024-2025 Organizational Plan Update

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

Attachments: [Staff Report: CRD Evolves Organizational Plan Update](#)

6.6. [25-1093](#) Arena Accessibility Improvement Project Revised Scope Proposal

Recommendation: [At the October 2, 2025 meeting of the Peninsula Recreation Commission, the recommendation to Board (part 2 in report) was amended and carried as follows:]
That the Peninsula Recreation Commission recommends to the Capital Regional District Board:
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.
(WA)

Attachments: [Staff Report: Arena Accessibility Improvement Project](#)

6.7. [25-1094](#) Peninsula Recreation Facility in Central Saanich - For Decision

Recommendation: The Peninsula Recreation Commission recommends to the Capital Regional District Board:
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.
(WA)

Attachments: [Staff Report: Pen. Rec. Facility in C. Saanich – For Decision](#)

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

Recommendation: [At the September 18, 2025 meeting of the Salt Spring Island Local Community Commission, the following Motion with Notice was amended and carried as follows:]
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.
(NWA)

7. ADMINISTRATION REPORTS**7.1. [25-0999](#) CAO Quarterly Progress Report No. 3, 2025**

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

Attachments: [Staff Report: CAO Quarterly Progress Report No. 3, 2025](#)
 [Appendix A: Photographs of Corporate Activities and Initiatives](#)
 [Appendix B: Board Priorities Dashboard Progress Q3, 2025](#)
 [Appendix C: Board Priorities Dashboard - Summary of Completed Actions](#)
 [Appendix D: Capital Regional District Advocacy Strategy](#)
 [Appendix E: Advocacy Dashboard Progress Q3, 2025](#)
 [Appendix F: Operating Variance Financial Report Q2, 2025](#)
 [Appendix G: Capital Variance Financial Report Q2, 2025](#)
 [Appendix H: People, Safety and Culture Trends](#)

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

Recommendation: 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.
(NWA)

Attachments: [Staff Report: Adaptation in Action Grant - Coles Bay RP](#)

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

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

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

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

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

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4712, "Tax Exemption (Permissive) Bylaw, 2025", be introduced and read a first, second and third time; and
(WA)
2. That Bylaw No. 4712 be adopted.
(WA, 2/3 on adoption)

Attachments:

[Staff Report: Bylaw 4712: Tax Exemption \(Permissive\) Bylaw, 2025](#)

[Appendix A: Bylaw 4712](#)

[Appendix B: 2026 Tax Exemption-Correspondence](#)

[Appendix C: BC Assessment](#)

[Appendix D: Permissive Tax Exemption Application Process](#)

- 8.2. [25-1018](#) Bylaws No. 4370 and 4373: Maliview Sewer Service Wastewater
System Renewal and Upgrades

- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the attached Certification of Results of Petition for Borrowing - Maliview Estates Sewerage System be received.
(NWA)
 2. That third reading of Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020" be rescinded.
(NWA)
 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."
(NWA)
 4. That Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025" be read a third time as amended.
(NWA)
 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.
(NWA)
 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".
(NWA)
 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.
(NWA)
 8. That participating area approval to Bylaw No. 4373 be provided by the Electoral Area Director consenting on behalf.
 9. That Bylaw No. 4370 and Bylaw No. 4373 be forwarded to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: Bylaw Nos. 4370 & 4373: Maliview Sew Svc Sys Renewal & Upg](#)
[Appendix A: Certificate of Results - Maliview Petition for Borrowing](#)
[Appendix B: Bylaw No. 4370](#)
[Appendix C: Bylaw No. 4370 Redlined](#)
[Appendix D: Bylaw No. 4373](#)
[Appendix E: Bylaw No. 4373 Redlined](#)
[Appendix F: Staff Report October 22, 2020](#)

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

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board:

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;
(NWA)
2. That participating area approval to Bylaw No. 4714 be provided by the Electoral Area Director consenting on behalf; and
(NWA)
3. That Bylaw No. 4714 be referred to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: Bylaw No. 4714](#)
[Appendix A: Map of Proposed Malahat Fire Prot'n Lcl Svc Area Amend't](#)
[Appendix B: Bylaw No. 4714](#)

Governance and First Nations Relations Committee

8.4. [25-0896](#) Legislative and General Government, Facilities Management Services -
2026 Operating and Capital Budgets

Recommendation: [At the October 1, 2025 Governance and First Nations Relations Committee, the recommendation to the October 29 provisional budget meetings of COW and Board was carried. Discussion on the proposed budget increases ensued and the following motion arising was carried:]
The Governance and First Nations Relations Committee recommend to the Capital Regional District Board:
That options be included to reduce the Regional Water Supply Commissions' FTE increases and to defer non-critical projects across all service areas.
(NWA)

Attachments: [Staff Report: Leg & Gen Facilities Mgmt 2026 Operating Capital Budgets](#)
[Appendix A: 2026 Leg Gen Consolidated Operating Budget](#)
[Appendix B: Board Expenditures](#)
[Appendix C: Other Leg Gen-Climate](#)
[Appendix D: CAO & Exec Services](#)
[Appendix E: Corporate Services](#)
[Appendix F: Real Estate](#)
[Appendix G: Human Resources](#)
[Appendix H: Finance](#)
[Appendix I: Health & Capital Planning Strategies](#)
[Appendix J: Information Technology](#)
[Appendix K: GM-Housing, Planning & Protective Services](#)
[Appendix L: Corp Emergency](#)
[Appendix M: First Nations Relations](#)
[Appendix N: GM-Parks, Rec & Environmental Services](#)
[Appendix O: Corp Comms & Engagement](#)
[Appendix P: GM-Electoral Area Services](#)
[Appendix Q: Facility Mgmt](#)
[Appendix R: Initiatives Descriptions](#)
[Presentation: Facilities Mgmt, Leg & Gen 2026 Operating Capital Budgets](#)
[SUPPLEMENTAL: Presentation on Motion Arising](#)

8.5. [25-0969](#) Regional District Services and Service Review Options - Next Steps

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

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 C and D.

(NWA)

Attachments: [Staff Report: Regional District Services and Service Review Options Next Steps](#)
 [Appendix A: Governance Check-In](#)
 [Appendix B: Annual Service Reviews](#)
 [Appendix C: IT Partnership Opportunities](#)
 [Appendix D: Staff Vacancy Management](#)
 [Appendix E: Public Feedback](#)

Performing Arts Facilities Select Committee**8.6. [25-0998](#) Performing Arts Facilities Service: Establishing Bylaw No. 4704 and Service Plan**

Recommendation: [Following the October 1, 2025 Performing Arts Facilities Select Committee meeting, both Appendix D and the Presentation were UPDATED to correct Metchosin's population and the resulting service cost apportionment for participants (as attached):] The Performing Arts Facilities Select Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4704, "Performing Arts Facilities Service Establishing Bylaw No. 1, 2025", be introduced and read a first, second, and third time;
(NWA)
2. That participating area approval be obtained for the entire proposed service area by alternative approval process; and
(NWA, with 2/3 vote on AAP for entire service area)
3. That Bylaw No. 4704 be forwarded to the Inspector of Municipalities for approval.
(NWA)

Attachments: [Staff Report: Performing Arts Facilities Service](#)
 [Appendix A: Nordicity Report](#)
 [Appendix B: Bylaw No. 4704](#)
 [Appendix C: Service Plan](#)
 [Appendix D: Participant Apportionment \(Updated\)](#)
 [Appendix E: Cost Estimates By Function](#)
 [Presentation: Performing Arts Facilities Service \(Updated\)](#)

Planning & Protective Services Committee

8.7. [25-0942](#) Bylaw Notice Enforcement and Adjudication System

Recommendation: The Planning and Protective Services Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025" be introduced and read a first, second, and third time; and
(NWA)
2. That Bylaw No. 4683 be adopted.
(NWA, 2/3 on adoption)
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
(NWA)
4. That Bylaw No. 4703 be adopted.
(NWA, 2/3 on adoption)
5. That the Screening Officer Bylaw Notice Policy, as attached hereto as Appendix D, be adopted.
(NWA)

Attachments: [Staff Report: Bylaw Notice Enforcement & Adjudication System](#)
 [Appendix A: Staff Report to PPSC – July 17, 2024](#)
 [Appendix B: Order of Lieutenant Governor in Council–April 7/25](#)
 [Appendix C: Bylaw No. 4683](#)
 [Appendix D: Screening Officer Bylaw Notice Policy](#)
 [Appendix E: Bylaw No. 4703](#)

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

Recommendation: The Planning and Protective Services Committee recommends to the Capital Regional District Board:

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; and
(NWP - All except SGI & SSI)
2. That the matter be referred to the District of North Saanich for direction on how to proceed.
(NWA)

Attachments: [Staff Report: RCS Alignment Review–District of North Saanich](#)
 [Appendix A: District of North Saanich Referral Letter](#)
 [Appendix B: North Saanich Regional Context Statement](#)
 [Appendix C: Reference Maps](#)
 [Appendix D: Regional Context Statement Evaluation](#)
 [Supplemental: Letter from North Saanich \(September 8, 2025\)](#)

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

Recommendation: 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. (NWA)

Attachments: [Bylaw No. 4684](#)

10. NOTICE(S) OF MOTION

11. NEW BUSINESS

12. MOTION TO CLOSE THE MEETING

- 12.1. [25-0893](#) 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. [1 item]
2. That the meeting be closed for Labour Relations in accordance with Section (90)(1)(c) of the Community Charter. [3 items]
3. That the meeting be closed for Litigation in accordance with Section 90(1)(g) of the Community Charter. [1 item]
4. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter. [2 items]
5. That the meeting be closed for Intergovernmental Negotiations in accordance with Section 90(2)(b) of the Community Charter. [1 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)