

Meeting Minutes

Capital Regional District Board

Wednesday, April 8, 2026

12:10 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

PRESENT

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

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; D. Elliott, Senior Manager, Regional Housing; P. Klassen, Senior Manager, Regional Planning; M. MacIntyre, Senior Manager, Regional Parks (EP); S. Mickle, Senior Manager, Panorama Recreation (EP); D. Ovington, Senior Manager, SSI Administration; R. Tooke, Senior Manager, Environmental Innovation; C. Gilpin, Manager, Arts & Culture; M. Sexsmith, Manager, FOI and Privacy; V. Somosan, Senior Manager/Deputy Chief Financial Officer, Finance and Technology; M. Lagoa, Deputy Corporate Officer/Senior Manager, Legislative Services; T. Pillipow, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director S. Brice

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 Little, **SECONDED** by Director Murdoch,
That the agenda for the Capital Regional District Board meeting of April 8, 2026
be approved as amended with the addition of the following items to the Consent
Agenda:

**6.17. Motion with Notice: Noise and Nuisance Bylaw Motions from Salt Spring
Island Local Community Commission (Director Holman)**

**6.18. Model Demolition Waste and Deconstruction Bylaw
CARRIED**

3. ADOPTION OF MINUTES

- 3.1. [26-0393](#) Minutes of the Capital Regional District Board meetings of February 11, 2026 and March 11, 2026

**MOVED by Director Little, SECONDED by Director Murdoch,
That the previously adopted minutes of the Capital Regional District Board meeting of February 11, 2026 be rescinded.
CARRIED**

**MOVED by Director Little, SECONDED by Director Murdoch,
That the minutes of the Capital Regional District Board meetings of February 11, 2026, and March 11, 2026 be adopted as circulated.
CARRIED**

4. REPORT OF THE CHAIR

Good afternoon again,

I hope everyone was able to enjoy some extra personal time and family time during both the Easter weekend and the recent school break.

I want to take a moment on behalf of the Board to give a warm welcome back to our esteemed GM & CFO Nelson Chan. We appreciated CAO Robbins' efforts to channel CFO Chan during our final budget deliberations last month. In all seriousness, the board is grateful to your team, Mr. Chan, for their remarkable work in the department and across the organization during the entire budget cycle, both leading up to the provisional budget last fall and then in the months leading up to final budget approval last month. I also want to express our board's appreciation to Deputy CFO Varinia Somosan for her great work as Acting CFO.

It's not merely coincidence, but rather the local government elections this fall that we are starting the next service and financial planning cycle with a staff report on our agenda today to be introduced by CFO Chan.

We have a busy April underway with a full slate of Standing Committee meetings that started last week. In addition to today's Board meetings, we will meet again, 3 weeks from today, on April 29th as Committee of the Whole, for our final check-in on the 2023-2026 Board Strategic Priorities and the Corporate Plan.

This will include an update on the status of the 135 initiatives in the Corporate Plan, and Directors will have the opportunity to reflect on our accomplishments and challenges to date. We'll look to use the benefit of our experience to identify any recommended topics for the next Board and its strategic planning process.

Those are my brief Chair's remarks and now let's turn to our agenda business for today.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. CONSENT AGENDA

MOVED by Director Coleman, **SECONDED** by Director Caradonna,
That consent agenda items 6.1. through 6.9. and 6.11. through 6.18. be approved.
CARRIED

- 6.1.** [26-0333](#) 2025 Annual Compliance Summary - McLoughlin Point Wastewater Treatment Plant
This report was received for information.
- 6.2.** [26-0350](#) November 2025 Core Area Residual Solids Conveyance Line Blockage
This report was received for information.
- 6.3.** [26-0135](#) 2025 Community Works Fund Annual Report
This report was received for information.
- 6.4.** [26-0290](#) 2025 Grants-In-Aid Annual Report
This report was received for information.
- 6.5.** [26-0361](#) Union of British Columbia Municipalities - Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant - 2026
That an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Emergency Operations Centre Equipment and Training Grant 2026 be supported and that staff be directed to provide overall grant management.
CARRIED
- 6.6.** [26-0386](#) Freedom of Information and Protection of Privacy Act (FOIPPA) Overview 2025
This report was received for information.
- 6.7.** [26-0369](#) Regional District Service Reviews - Update
This report was received for information.
- 6.8.** [26-0385](#) Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy
That the amended Non-Disclosure/Confidentiality Agreement for CRD Committees & Commissions Policy (BRD12), attached as Appendix A, be approved.
CARRIED

- 6.9. [26-0346](#) Presentation: Dr. Réka Gustafson, Vice President, Population and Public Health and Chief Medical Health Officer, Island Health
Re: Clean Air Bylaw Enforcement Update
This presentation was received for information.
- 6.10. [26-0138](#) Regional Equity Investments

Item 6.10. was removed from the consent agenda to be considered under Reports of Committees as item 8.6.
- 6.11. [26-0228](#) Development Variance Permit for Lot 16, Section 10, Otter District, Plan VIP77477 - 2196 Otter Ridge Drive

That Development Variance Permit VA000167 for Lot 16, Section 10, Otter District, Plan VIP77477 to vary the Juan de Fuca Land Use Bylaw, Bylaw No. 2040, Part 1, Section 3.10(4)(a), by reducing the minimum frontage requirement from 10% to 3.8% for proposed Lot B, as shown on the Proposed Subdivision plan, prepared by West Coast Design and Development Services, dated December 7, 2022, for the purpose of permitting a two-lot subdivision, be approved.
CARRIED
- 6.12. [26-0246](#) Waive the Daily Additional Vehicle Fee at Regional Parks Campgrounds for Persons with Disabilities

1. That staff report back with amendments to Bylaw No. 3675, "Capital Regional District Regional Parks Services and Facilities Fees and Charges Bylaw No. 1, 2010" to eliminate the additional vehicle charge for people with disabilities at CRD Regional Park campgrounds; and
2. That staff collaborate with the T'Sou-ke First Nation to identify feasible options for implementing the program at Spring Salmon Place Campground in Sooke Potholes Regional Park
CARRIED
- 6.13. [26-0281](#) Enhanced Visitor Information by using the Google Maps Street View Platform

This report was received for information.
- 6.14. [26-0340](#) Saanich Peninsula Liquid Waste Management Plan - Technical Advisory Committee and Review Update

1. That staff defer review and renewal of the Saanich Peninsula Liquid Waste Management Plan pending completion of provincial, regional and municipal planning documents; and
2. That staff include financial planning for the Saanich Peninsula Liquid Waste Management Plan Update in the 2027 business planning process for consideration in the 2027-2031 Financial Plan.
CARRIED

- 6.15. [26-0344](#) Presentation: Martin Stewart, Chief Executive Officer, Future Marine Inc.
Re: Electric Ferry Network
This presentation was received for information.
- 6.16. [26-0357](#) CRD Evolves 2024-2025 Organizational Plan Update
This report was received for information.
- 6.17. [26-0247](#) Motion with Notice: Noise and Nuisance Bylaw Motions from Salt Spring Island Local Community Commission (Director Holman)
1. That as part of the bylaw review process already underway, staff report on the rationale for including animal noise in both Bylaw 1465 and 3384, and the process and implications for exempting Salt Spring Island from Section 26 of Bylaw 1465.
 2. That staff clarify and revise as required exemptions in the bylaws and their legal basis, particularly regarding agriculture taking into account Provincial legislation, in Bylaws 1465 and 3384.
 3. That staff report on the implications of including a formal mediation process as part of the new CRD bylaw adjudication process.
- CARRIED**
- 6.18. [26-0113](#) Model Demolition Waste and Deconstruction Bylaw
That staff prepare a report on the cost and Building Code implications of applying a Demolition Bylaw, or equivalent, to Electoral Areas.
CARRIED

7. ADMINISTRATION REPORTS

- 7.1. [26-0374](#) CAO Quarterly Progress Report No. 1, 2026
T. Robbins presented Item 7.1. for information
Director de Vries left the meeting electronically at 12:27 pm.
Director de Vries re-joined the meeting in person at 12:28 pm.
Discussion ensued regarding including additional columns for action dates on the advocacy dashboard.
This report was received for information.
- 7.2. [26-0278](#) 2027 Service and Financial Planning Guidelines
N. Chan spoke to Item 7.2.
MOVED by Director Caradonna, SECONDED by Director Wickheim,
That the service and financial planning guidelines be approved, and that staff be directed to prepare the draft financial plan review based on the timeline presented.
CARRIED

7.3. [26-0359](#) Biosolids Beneficial Use Management - March Update

L. Jones presented Item 7.3. for information.

This report was received for information.

7.4. [26-0395](#) AAP Results & Adoption for Bylaw No. 4704 - Performing Arts Facilities Service Establishing Bylaw No. 1, 2025

K. Morley spoke to Item 7.4.

MOVED by Director Alto, SECONDED by Director Plant,

**1. That the attached Certificate of Results of Alternative Approval Process for Bylaw No. 4704 (Appendix A) be received; and
CARRIED**

MOVED by Director Alto, SECONDED by Director Plant,

**2. That Bylaw No. 4704, "Performing Arts Facilities Service Establishing Bylaw No. 1, 2025" be adopted.
CARRIED**

8. REPORTS OF COMMITTEES**Electoral Areas Committee****8.1. [26-0330](#) Bylaw No. 4747: Cedar Lane Loan Authorization Bylaw for Water Treatment Plant Capital Upgrades**

Director Murdock left the meeting at 12:43 pm.

MOVED by Director Holman, SECONDED by Director Wickheim,

**1. That the attached Certification of Results of Petition for Borrowing - Cedar Lane Water Treatment Plant be received;
CARRIED**

MOVED by Director Holman, SECONDED by Director Wickheim,

**2. That Bylaw No. 4747, "Cedar Lane Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
CARRIED**

MOVED by Director Holman, SECONDED by Director Wickheim,

**3. That Bylaw No. 4747 be forwarded to the Inspector of Municipalities for approval.
CARRIED**

Juan De Fuca Land Use Committee

- 8.2. [26-0252](#) Zoning Amendment Application for That Part of Section 90, Renfrew District, Shown Outlined in Red on Plan 913R Lying to the North of the Southerly Boundary of Plan 503RW - 9260 Invermuir Road

Directors Desjardins and Tobias left the meeting at 12:44 pm.

MOVED by Director Wickheim, SECONDED by Director Little,
1. That the referral of proposed Bylaw No. 4716, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 169, 2025", to the Shirley-Jordan Advisory Planning Commission, First Nations, CRD departments and external agencies be approved and the comments received.

CARRIED

Director Desjardins rejoined the meeting in person at 12.45 pm.

MOVED by Director Wickheim, SECONDED by Director Little,
2. That proposed Bylaw No. 4716, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 169, 2025", be introduced and read a first, second and third time; and

CARRIED

MOVED by Director Wickheim, SECONDED by Director Little,

3. That proposed Bylaw No. 4716 be adopted.

CARRIED

Peninsula Recreation Commission

- 8.3. [26-0402](#) Bylaw No. 4761 Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026

Director Murdock rejoined the meeting in person at 12:46 pm.

Director Murdoch left the meeting at 12:46 pm.

MOVED by Director Windsor, SECONDED by Director Wickheim,
1. That Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", be introduced and read a first, second and third time;

CARRIED

Director Tobias rejoined the meeting at 12:47 pm.

MOVED by Director Windsor, SECONDED by Director Plant,
2. That participating area approval for Bylaw No. 4761 be obtained by way of the municipal consent on behalf of electors for Central Saanich, North Saanich, and Sidney, and if successful, be referred to the Inspector of Municipalities for approval; and

3. That prior to the Capital Regional District Board adopting Bylaw No. 4761, "Saanich Peninsula Recreation Services (DCS Recreation Facility) Loan Authorization Bylaw No. 1, 2026", the CRD through the Peninsula Recreation Commission enter into a Memorandum of Understanding with the District of Central Saanich to establish mutually agreed-upon conditions for the planning, construction and long-term use of the DCS Recreation Facility.

CARRIED

Regional Water Supply Commission

- 8.4. [26-0331](#) Bylaw No. 4754, Water Advisory Committee Bylaw No. 1, 1997, Repeal Bylaw No. 1, 2026 and Revised of Terms of Reference

**MOVED by Director Coleman, SECONDED by Director Szpak,
1. That Bylaw No. 4754, "Water Advisory Committee Bylaw No. 1, 1997,
Repeal Bylaw No. 1, 2026," be introduced and read a first, second and third
time;
CARRIED**

**MOVED by Director Coleman, SECONDED by Director Szpak,
2. That Bylaw No. 4754 be adopted; and
CARRIED**

**MOVED by Director Coleman, SECONDED by Director Szpak,
3. That the revised Water Advisory Committee Terms of Reference be
approved.
CARRIED**

Transportation Committee

- 8.5. [26-0345](#) Capital Regional District Regional Transportation Plan Update

K. Lorette presented Item 8.5. for information.

Discussion ensued regarding:

- the changing timeline of the feasibility study and Reconciliation Corridor Initiative and its potential impact to the Victoria Regional Transit Plan
- confirmation that the gulf islands regional trail network is within scope
- next steps in the engagement process

Director Murdoch rejoined the meeting in person at 12:53 pm.

This report was received for information.

- 8.6. [26-0138](#) Regional Equity Investments

Discussion ensued regarding clarification of how and/or where regional equity is applied when developing policies and frameworks.

Motion Arising

**MOVED by Director Holman, SECONDED by Director Wickheim,
That consideration of the regional equity issue be included in the April 29
Board Priorities check-in at the Committee of the Whole.
CARRIED**

9. BYLAWS

There were no bylaws for consideration.

10. NOTICE(S) OF MOTION

There were no notice(s) of motion.

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING**12.1. [26-0396](#) Motion to Close the Meeting**

MOVED by Director Desjardins, **SECONDED** by Director Murdoch,

- 1. That the meeting be closed for appointments and personal information 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 [1 item]**
- 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 Provincial Government negotiations in accordance with Section 90(2)(b)(i) of the Community Charter. [1 item]**
- 5. That the meeting be closed for first nations or indigenous entity negotiations in accordance with Section 90(2)(b)(iii) of the Community Charter. [2 items]**

CARRIED

The Capital Regional District Board moved to the closed session at 1:15 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from the closed session at 1:35 pm, and reported on the following:

In accordance with Terms of Reference, the following be appointed to the Regional Transportation Advisory Committee for a term expiring December 31, 2028: Emma McWalter

In accordance with Bylaw No. 3133, that the following be appointed to the Skana Water Service Committee for a term expiring December 31, 2027: Robert Percival

In accordance with Bylaw No. 3749, that the following be appointed to the Southern Gulf Islands Electoral Area Emergency Advisory Commission for a term expiring December 31, 2027: Stephen Cropper, Robert Fenton, Adrian Hanson, Ian Hayward, Triana Newton, Scott Sugden

In accordance with Bylaw No. 3749, that the following be appointed to the Southern Gulf Islands Electoral Area Emergency Advisory Commission for a term expiring December 31, 2026: Kerry Keats, Wayne Quinn

That Ashley Fernandes, representing environmental groups, be reappointed to the Water Advisory Committee for a two-year term ending December 31, 2027; and

That the following individuals be appointed to the Water Advisory Committee for a two-year term ending December 31, 2027:

i. Michael Engelsjord, representing groups concerned with the protection of fish habitats; and

ii. Heinz Unger, representing ratepayers and residents' associations.

That Heike Lettrari, representing the scientific community, be appointed to the Water Advisory Committee for a two-year term ending December 31, 2027.

That the Finance Committee be permitted to meet in closed session on May 6, 2026 for intergovernmental negotiations with first nations in accordance with Section 90(2)(b)(iii) of the Community Charter. [1 Item]

14. ADJOURNMENT

MOVED by Director Plant, SECONDED by Director Szpak,

That the Capital Regional District Board meeting of April 8, 2026 be adjourned at 1:35 pm.

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER