



Notice of Meeting and Meeting Agenda Capital Regional District Board

Wednesday, May 14, 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. [25-0537](#) Minutes of the Capital Regional District Board meetings of April 9, 2025 and April 30, 2025

Recommendation: That the minutes of the Capital Regional District Board meetings of April 9, 2025 and April 30, 2025 be adopted as circulated.

Attachments: [Minutes - April 9, 2025](#)
[Minutes - April 30, 2025](#)

- 3.2. [25-0538](#) Minutes of the Committee of the Whole meeting of April 30, 2025

Recommendation: That the minutes of the of the Committee of the Whole meeting of April 30, 2025 be adopted as circulated.

Attachments: [Minutes - April 30, 2025](#)

4. REPORT OF THE CHAIR

5. PRESENTATIONS/DELEGATIONS

6. CONSENT AGENDA

- 6.1. [25-0477](#) Appointment of Officers - Bylaw Enforcement

Recommendation: The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681, Stephen Ford, Sam Skelcher, Kambiz Rezaie, Shubhro Barua, Brendan Dyck, Jorden Tytgat and Naunihal Singh be appointed as Bylaw Enforcement Officers. (NWA)

Attachments: [Staff Report: Appointment of Officers - Bylaw Enforcement](#)

- 6.2.** [25-0480](#) Union of British Columbia Municipalities - Public Notification and Evacuation Route Planning Grant 2025 - Motion of Support
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.
(NWA)
- Attachments:** [Staff Report: UBCM-Public Notif & Evac Route Plan'g Grant 2025](#)
[Appendix A: Public Notif & Evac Route Plan'g - App Worksheet](#)
- 6.3.** [25-0560](#) Connected Coast: Last Mile Network Infrastructure Contribution Agreement
- Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:
That the Last Mile Network Infrastructure Contribution Agreement with City West Cable & Telephone Corporation be approved and that the Chief Administrative Officer be authorized to execute the agreement.
(WA)
- Attachments:** [Staff Report: Connected Coast: Last Mile Nwk Infra Contribution Agr](#)
[Appendix A: Last Mile Network Infrastructure Agreement](#)
[Appendix B: Bylaw No. 4594](#)
- 6.4.** [25-0442](#) Hartland Public Drop-off - Extension of Expanded Hours Pilot
- Recommendation:** The Environmental Services Committee recommends to the Capital Regional District Board:
That the Hartland Landfill and Public Drop-off Depot expanded hours pilot be extended until October 31, 2025.
(WP - All)
- Attachments:** [Staff Report: Hartland Public Drop-off Extension of Expanded Hours Pilot](#)
- 6.5.** [25-0441](#) Solid Waste Management Plan - 2024 Progress Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Solid Waste Management Plan - 2024 Progress Report](#)
[Appendix A: Solid Waste Management Plan - 2024 Progress Report](#)
[Presentation: Solid Waste Management Plan - 2024 Progress Report](#)
- 6.6.** [25-0440](#) Climate Action Strategy – 2024 Progress Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Climate Action Strategy – 2024 Progress Report](#)
[Appendix A: Climate Action Strategy – 2024 Progress Report](#)
[Presentation: Climate Action Strategy – 2024 Progress Report](#)

- 6.7. [25-0310](#) Capital Regional District 2024 Audit Findings Report and Statement of Financial Information.
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
That the Capital Regional District 2024 Statement of Financial Information be approved.
(NWA)
- Attachments:** [Staff Report: CRD 2024 Audit Findings Report SOFI](#)
[Presentation: 2024 SOFI](#)
[Appendix A: 2024 SOFI](#)
[Appendix B: Unaudited Statements](#)
[Appendix C: Other Financial Stmts Analysis](#)
[Appendix D: DBRS Rating Methodology](#)
[Appendix E: 2024 Financial Performance Measures](#)
[Appendix F: 2024 Audit Findings Report](#)
[Appendix G: Management Letter](#)
- 6.8. [25-0311](#) Capital Regional District External Grants 2024 Annual Report
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: CRD External Grants Annual Report 2024](#)
[Appendix A: CRD External Grants Activity 2024](#)
[Appendix B: Update on Status of Grant-Funded Projects](#)
[Appendix C: Growing Communities Fund - Fin Summary](#)
[Appendix D: Grant Alignment Community Needs](#)
- 6.9. [25-0309](#) Capital Regional District External Grants Update
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: CRD External Grants Update](#)
[Appendix A: External Grants Dashboard](#)
[Appendix B: Grant Alerts](#)
- 6.10. [25-0351](#) Island View Beach Regional Park - Accessibility Improvements
- Recommendation:** The Regional Parks Committee recommends to the Capital Regional District Board:
That CRD Regional Parks staff continue to collaborate with the District of Central Saanich and Tsawout First Nation, through the Island View Beach Working Group, to identify opportunities for partnership, on new initiatives to improve meaningful accessibility at Island View Beach Regional Park.
(NWA)
- Attachments:** [Staff Report: IVBRP - Accessibility Improvements](#)

6.11. [25-0447](#) 2024 Regional Parks & Trails Strategic Plan Progress Report

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

Attachments: [Staff Report: 2024 Regional Parks & Trails Strategic Plan Progress Report](#)
 [Appendix A: 2024 Regional Parks & Trails Strategic Plan Progress Report](#)
 [Presentation: 2024 Regional Parks & Trails Strategic Plan Progress Report](#)

6.12. [25-0451](#) Goldstream Water Treatment Plant Ultraviolet and Controls Upgrade Project Update and Capital Plan Amendment

Recommendation: That the Regional Water Supply Commission recommends to the Capital Regional District Board:
That the 2025 Regional Water Supply Five Year Capital Plan be amended to reallocate the \$750,000 of remaining budget from Capital Project #18-07-Replacement of Ultraviolet System and Controls Upgrades to a new Capital Project, #25-24-Water Treatment Plant Improvements Program.
(WP - All except SGI & SSI)

Attachments: [Staff Report: GWTP Ultraviolet and Controls Upgrade Project Update](#)
 [Appendix A: Summary of RWS Capital Project #18-07](#)
 [Appendix B: Site Photos](#)
 [Appendix C: SCADA Screens](#)
 [Appendix D: Capital Plan Amendment - Capital Project #18-07 #25-24](#)

6.13. [25-0533](#) Biosolids Beneficial Use Management - April Update

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

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

7. ADMINISTRATION REPORTS**7.1. [25-0519](#) Capital Region Housing Corporation Annual General Meeting**

Recommendation: That the unanimous shareholder's resolution attached as Appendix A to the Capital Region Housing Corporation Annual General Meeting report be approved, and the Chair and Corporate Officer execute it on behalf of the Capital Regional District.
(NWA)

Attachments: [Staff Report: CRHC Annual General Meeting](#)
 [Appendix A: Unanimous Resolution of the Shareholders of the CRHC](#)
 [Appendix B: CRHC 2024 Audited Financial Statements](#)
 [Appendix C: CRHC 2024 Annual Report](#)

7.2. [25-0545](#) Capital Regional District 2024 Annual Report

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

Attachments: [Staff Report: Capital Regional District 2024 Annual Report](#)
 [Appendix A: Capital Regional District 2024 Annual Report](#)

- 7.3. [25-0546](#) AAP Requirements for Bylaw No. 4664: Regional Water Watershed Land Acquisition Loan Authorization Bylaw No. 1, 2025
- Recommendation:** 1. That in accordance with section 86(3) of the Community Charter, the date of June 30, 2025 be confirmed as the deadline by which elector responses, under the alternative approval process for CRD Bylaw No. 4664, must be submitted to the Capital Regional District by qualified electors within the service participating area;
2. That the attached Synopsis of Bylaw No. 4664 (Appendix B), Notice of Alternative Approval Process (Appendix C), Elector Response Form (Appendix D), and AAP communication channels (Appendix E) be approved; and
3. That the total number of registered electors within the service participating area is 315,117 and that 10% of that number is 31,512 electors.
(NWA)
- Attachments:** [Staff Report: AAP Requirements for Bylaw No. 4664 Regional Water](#)
- [Appendix A: Bylaw No. 4664 at Third Reading](#)
- [Appendix B: Synopsis of Bylaw No. 4664](#)
- [Appendix C: Notice of AAP for Bylaw No. 4664](#)
- [Appendix D: Elector Response Form Bylaw No. 4664](#)
- [Appendix E: Communication Channels for Bylaw No. 4664](#)
- [Appendix F: FAQs for Bylaw No. 4664](#)

8. REPORTS OF COMMITTEES

Finance Committee

- 8.1. [25-0313](#) Bylaw No. 4676: 2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 1, 2025
- Recommendation:** The Finance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4676, "2025 to 2029 Financial Plan Bylaw, 2025, Amendment Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
(WA)
2. That Bylaw No. 4676 be adopted.
(WA, 2/3rds on adoption)
- Attachments:** [Staff Report: Bylaw 4676: 2025-29 Fin Plan Amend No 1](#)
- [Appendix A: Bylaw No. 4676](#)

8.2. [25-0191](#) 2026 Service and Financial Planning Guidelines

Recommendation: The Finance Committee recommends to the Capital Regional District Board:
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.
(NWA)

Attachments: [Staff Report: 2026 Service & Financial Planning Guidelines](#)
[Appendix A: Corporate Planning Framework](#)
[Appendix B: Financial Planning Timetable](#)
[Appendix C: Financial Mgmt Strategies](#)
[Appendix D: Consolidated Five-Year Forecast](#)

9. BYLAWS**9.1. [25-0541](#) Adoption of Bylaw No. 4550 - Juan de Fuca Land Use Bylaw, 1992,
Amendment Bylaw No. 160, 2023**

Recommendation: That Bylaw No. 4550 - "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 160, 2023" be adopted.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments: [Bylaw No. 4550](#)

**9.2. [25-0542](#) Adoption of Bylaw No. 4599 - Juan de Fuca Land Use Bylaw, 1992,
Amendment Bylaw No. 162, 2024**

Recommendation: That Bylaw No. 4599 - "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 162, 2024" be adopted.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments: [Bylaw No. 4599](#)

**9.3. [25-0543](#) Adoption of Bylaw No. 4615 - Juan de Fuca Land Use Bylaw, 1992,
Amendment Bylaw No. 165, 2024**

Recommendation: That Bylaw No. 4615 - "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 165, 2024" be adopted.
(NWP - Voting Block A: JDF EA, Colwood, Langford (Goodmanson), Metchosin, Sooke)

Attachments: [Bylaw No. 4615](#)

9.4. [25-0550](#) Adoption of Bylaw No. 4669 - Development Cost Charges Bylaw (Juan de Fuca Water Distribution), No. 1, 2000, Amendment Bylaw No. 10, 2025

Recommendation: That Bylaw No. 4669 - "Development Cost Charges Bylaw (Juan de Fuca Water Distribution), No. 1, 2000, Amendment Bylaw No. 10, 2025" be adopted.
(WP - Colwood, Highlands, JDF EA, Langford, Metchosin, Sooke, View Royal)

Attachments: [Bylaw No. 4669](#)

10. NOTICE(S) OF MOTION**11. NEW BUSINESS****12. MOTION TO CLOSE THE MEETING****12.1. [25-0548](#) 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. [2 items]
 2. That the meeting be closed for Labour Relations under Section (90)(1)(c) of the Community Charter. [1 item]
 3. That the meeting be closed for contract negotiations in accordance with Section (90)(1)(k) of the Community Charter. [1 item]
 4. That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 item]

13. 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)**