

## Meeting Minutes

### Core Area Liquid Waste Management Committee

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Wednesday, October 15, 2025

11:30 AM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC V8W 1R7

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#### Special Meeting - Budget

#### PRESENT

Directors: C. Coleman (Chair), D. Kobayashi (Vice Chair), M. Alto, S. Brice (EP), J. Brownoff, J. Caradonna, B. Desjardins, S. Goodmanson, K. Harper (for D. Murdock), K. Murdoch, L. Szpak, D. Thompson, S. Tobias, M. Westhaver (for C. Plant) (EP), C. McNeil-Smith (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Infrastructure and Water Services; L. Jones, General Manager, Parks, Recreation and Environmental Services; J. Dales, Senior Manager, Wastewater Infrastructure Operations; G. Harris, Senior Manager, Environmental Protection (EP); R. Tooke, Senior Manager, Environmental Innovation; J. Kelly, Manager, Infrastructure and Water Services Capital Projects; S. Krishna, Manager, Social Marketing, Corporate Communications and Engagement; Y. Li, Senior Financial Advisory, Financial Services, M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Guests: Katie Hamilton, Tavola Strategy Group

Regrets: Directors Z. de Vries, D. Murdock, C. Plant

The meeting was called to order at 11:30 am.

#### 1. Territorial Acknowledgement

Vice Chair Kobayashi provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Desjardins, **SECONDED** by Director Kobayashi,  
That the agenda for the Core Area Liquid Waste Management Committee  
meeting of October 15, 2025 be approved.

**CARRIED**

#### 3. Presentations/Delegations

There were no presentations or delegations.

#### 4. Special Meeting Matters

4.1. [25-1027](#) Core Area Wastewater Service 2026 Capital and Operating Budget

A. Fraser spoke to Item 6.1.

Discussion ensued on the following:

- mitigating risks related to infrastructure
- refunding reserves and base versus future operating costs
- potential opportunities to increase automation
- potable water cost and drivers for increase
- wastewater development cost charges

**MOVED by Director Szpak, SECONDED by Alternate Director Harper,  
The Core Area Liquid Waste Management Committee recommends the  
Committee of the Whole recommend that the Capital Regional District Board:**

- 1. Approve the 2026 Core Area Wastewater Service operating and capital budgets as presented;**
- 2. Direct staff to balance the 2025 actual revenue and expenses on the transfer to the operating reserve; and**
- 3. Direct staff to update carry forward balances in the 2026 Capital Budget for changes after year end.**

**CARRIED**

4.2. [25-1063](#) Biosolids Advanced Thermal Facility - Engagement Plan

R. Tooke and K. Hamilton presented Item 6.2. for information.

**Directors Tobias and Desjardins left the meeting at 12:23 pm.**

Discussion ensued on the following:

- open houses and staffing to answer technical and budget questions
- rural Saanich and Saanich sewer system separation projects
- facility proposal, fire protection and climate mitigations
- collaboration with municipal councils
- thermal processing, beneficial and potential uses, and market analysis
- permitting, land application and engagement processes and time frames
- current biosolids management processes

## 5. Adjournment

**MOVED by Director Kobayashi, SECONDED by Director Alto,  
That the Core Area Liquid Waste Management Committee meeting of October 15,  
2025 be adjourned at 12:28 pm.**

**CARRIED**

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CHAIR

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RECORDER