

## Meeting Minutes

### Capital Regional District Board

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Wednesday, January 10, 2024

1:10 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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#### PRESENT

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

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; A. Orr, Senior Manager, Corporate Communications; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors K. Williams, R. Windsor

The meeting was called to order at 1:43 pm.

#### 1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. APPROVAL OF THE AGENDA

**MOVED** by Director Coleman, **SECONDED** by Director Brice,  
That the agenda for the January 10, 2024 session of the Capital Regional District Board be approved.  
**CARRIED**

#### 3. ADOPTION OF MINUTES

3.1. [24-040](#) Minutes of the December 13, 2023 Capital Regional District Board Meeting

**MOVED** by Director Alto, **SECONDED** by Director Brice,  
That the minutes of the Capital Regional District Board meeting of December 13, 2023 be adopted as circulated.  
**CARRIED**

#### 4. REPORT OF THE CHAIR

Happy New Year. I think and hope this will be the last time I use this expression but it is still true and for many of you this is the first time I have seen you. I hope you have all had a relaxing break. Today's agenda is a little light in that that we have a relatively short agenda but there is a lot of work coming at us soon. As such my remarks today are largely looking forward over the upcoming weeks and months. Next Wednesday at 5pm the CRD is hosting a public online forum and presentation on our provisional 2024 budget. This is a new initiative and I thank staff in advance for their work in making it happen. While I am not sure there are going to be hundreds of participants I think it is another important step in ensuring we are transparent and open to the public in how we operate. I will provide an update next month on how it went. As January is one of the months where we have 5 Wednesdays in a month we will be having the Diversity Inclusion and Equity and Accessibility training on January 31st in the morning. I hope every Director can participate in order to show our collective interest and commitment to this important work. I had a conversation with the facilitator this morning and I'm looking forward to this work as it is being designed for our CRD organization and Board. As you likely know while we have a provisional budget approved we will be coming together again to approve our budget in March and finalize the budget. I would encourage Directors, if you have any questions or concerns, please reach out to staff or myself to discuss in advance. I want to thank members of the Board who are serving with me on the committee to help find a new GM for Parks, Recreation and Environmental services. We are working hard to bring a recommended candidate for the Board to consider in April. In May on the morning of our monthly Board Meeting we will be meeting to review and discuss our Strategic Priorities. This is our annual check-in on priorities and a chance for us to comment and potentially make changes if we need.

#### 5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

#### 6. CONSENT AGENDA

**MOVED by Director Murdoch, SECONDED by Director Coleman,  
That consent agenda items 6.1. and 6.2. be approved.  
CARRIED**

- 6.1. [23-975](#) Capital Regional District 2023 Audit Planning Discussion
- That the Capital Regional District 2023 Audit Plan developed by KPMG be approved.  
CARRIED**
- 6.2. [23-976](#) Capital Regional District External Grants Update
- This report was received for information.**

## 7. ADMINISTRATION REPORTS

### 7.1. [24-027](#) CAO Quarterly Progress Report No. 4, 2023

T. Robbins presented Item 7.1. for information

Discussion ensued regarding:

- delays associated with capital projects
- citizen survey initiative regarding CRD services and programs
- status of funding programs for housing projects

### 7.2. [24-048](#) Long-Term Biosolids Management Planning - Consultation Update

L. Hutcheson presented Item 7.2. for information.

Discussion ensued regarding online survey engagement process.

**Motion Arising:**

**MOVED by Director de Vries, SECONDED by Director Holman,  
That staff be directed to include a statistically valid survey in the consultation process.**

Discussion ensued regarding:

- merits and clarification of a statistically valid survey
- projected timing of consultation with the added survey component
- statutory requirements to initiate public consultation
- accessibility and inclusiveness of survey
- projected cost of survey
- types of questions on the survey
- regional distribution
- public participation framework
- potential moral and financial conflicts with consultant

The question was called on the motion arising:

**That staff be directed to include a statistically valid survey in the consultation process.**

**CARRIED**

**OPPOSED: Brent, Jones**

## 8. REPORTS OF COMMITTEES

### Finance Committee

- 8.1. [23-977](#) Bylaw No. 4597: Security Issuing Bylaw, Spring 2024
- MOVED** by Director Brice, **SECONDED** by Director Coleman,  
1. That Bylaw No. 4597, "Security Issuing Bylaw No. 1, 2024", be introduced and read a first, second and third time.  
**CARRIED**
- MOVED** by Director Brice, **SECONDED** by Director Coleman,  
2. That Bylaw No 4597 be adopted.  
**CARRIED**
- 8.2. [24-002](#) Bylaw No. 4596: Saanich Peninsula Wastewater Services Loan Authorization Bylaw No. 1, 2024
- MOVED** by Director Brice, **SECONDED** by Director Coleman,  
1. That Bylaw No. 4596, "Saanich Peninsula Wastewater Services Loan Authorization Bylaw No. 1, 2024", be introduced and read a first, second and third time.  
**CARRIED**
- MOVED** by Director Brice, **SECONDED** by Director Brent,  
2. That participating area approval for Bylaw No 4596 be obtained by way of the municipal consent process for North Saanich, Central Saanich and Sidney, and if successful, be referred to the Inspector of Municipalities for approval.  
**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. [24-041](#)

Motion to Close the Meeting

**MOVED** by Director Little, **SECONDED** by Director Murdoch,

1. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter.

**CARRIED**

**MOVED** by Director Little, **SECONDED** by Director Murdoch,

2. That the meeting be closed for Labour Relations in accordance with Section 90(1)(c) of the Community Charter.

**CARRIED**

**MOVED** by Director Little, **SECONDED** by Director Murdoch,

3. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter.

**CARRIED**

**MOVED** by Director Little, **SECONDED** by Director Murdoch,

4. That such disclosures could reasonably be expected to harm the interests of the Regional District.

**CARRIED**

**MOVED** by Director Little, **SECONDED** by Director Murdoch,

5. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter.

**CARRIED**

The Capital Regional District Board moved to the closed session at 3:09 pm.

**13. RISE AND REPORT**

The Capital Regional District Board rose from the closed session at 3:51 pm and reported on the following:

- In accordance with Bylaw 3963 that the following be appointed to the Beddis Water Service Commission for a term to expire December 31, 2025: Chris Cheeseman, Chris Smid

- In accordance with Bylaw 3963 that the following be appointed to the Cedars of Tuam Water Service Commission for a term to expire December 31, 2025: Julian Edwards

- In accordance with Bylaw 3488 that the following be appointed to the Mayne Island Parks and Recreation for a term to expire December 31, 2024: David Moss

- In accordance with Bylaw 2397 that the following be appointed to the Peninsula Recreation Commission for a term to expire December 31, 2025: Vince Kreiser

- In accordance with Bylaw 3427 that the following be appointed to the Saanich Peninsula Wastewater Commission for a term to expire December 31, 2025: Dwayne Halldorson

- In accordance with Bylaw Letters Patent that the following be appointed to the Saanich Peninsula Water Commission for a term to expire December 31, 2024: Dwayne Halldorson

- In accordance with Bylaw 2788 that the following be appointed to the Sooke and Electoral Parks And Recreation Commission for a term to expire December 31, 2025: Dal Little

**14. ADJOURNMENT**

MOVED by Director Tait, SECONDED by Director Coleman,  
That the January 10, 2024 Capital Regional District Board meeting be adjourned at 3:52 pm.  
CARRIED

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**