

**Meeting Minutes**

**Capital Regional District Board**

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**Wednesday, March 12, 2025**

**12:10 PM**

**6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC**

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**PRESENT**

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

**STAFF:** T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Infrastructure Water Services; M. MacIntyre, Acting General Manager, Parks, Recreation & Environmental Services; L. Jones, General Manager, Parks, Recreation & Environmental Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carey, Senior Manager Legal and Risk Management; S. Henderson, Senior Manager, Real Estate and SGI Administration; P. Kickham, Manager Environmental Regulations; P. Klassen, Senior Manager Regional Planning; R. Smith, Senior Manager, Environmental Resource Management; R. Tooke, Senior Manager, Environmental Innovation; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

Regrets: Director R. Windsor

The meeting was called to order at 12:27 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 March 12, 2025 Session of the Capital Regional District Board be approved with the removal of agenda item 8.1.  
**CARRIED**

**3. ADOPTION OF MINUTES**

**3.1.**     [25-0249](#)     Minutes of the February 12, 2025 Capital Regional District Board Meeting

**MOVED** by Director Murdoch, **SECONDED** by Director Goodmanson,  
That the minutes of the Capital Regional District Board meeting of February 12, 2025 be adopted as circulated.  
**CARRIED**

#### 4. REPORT OF THE CHAIR

Good afternoon. I will note that while our open agenda has somewhat fewer items than usual, this reflects three things. The first is that our committees have done their important work and many of the items from committee are under the consent agenda. Items on consent are no less important, but again, a reflection of the committee work that has been done. The second is the consideration of final approval of our 2025 to 2029 budget, and I want to acknowledge the considerable work by staff and the Board that led to the approval of the Provisional Budget last fall. Today staff will present the changes that have taken place since that approval. The other item is consideration of advancing a significant Board priority, which is the next step in the process to establish a regional transportation authority. There will be interest from the public in our process and I want to encourage directors to help bring awareness to our process with your fellow elected representatives and in your respective communities. A transportation service presents a great opportunity for us to work together in a new way for our region. I want to provide a brief update on recent meetings regarding US tariffs and Canadian tariff counter measures. Approximately two weeks ago, CAO Robbins, CFO Chan and myself attended a 90 minute webinar hosted by the Federation of Canadian Municipalities (FCM). This was a helpful session and I was impressed with the work that FCM had done in advancing what our local government interests across the country and trying to be a part of Canada's efforts. The FCM acknowledged that they were seeking out to receive legal opinions on procurement processes, and that information has been forwarded to the Board. The Union of British Columbia Municipalities (UBCM) hosted a meeting where Premier Eby made introductory remarks. Minister Kahlon and UBCM present President Mondale provided remarks and took questions and were receptive to looking at procurement by local governments and seeing if there are ways that we can work together in moving this forward. While we are all aware that the CRD launched a new public website last week to improve access to information and services, on behalf of the Board, I want to thank the staff leadership and all staff who worked on this important project. The website receives more than two million visits per year, which itself is a testament to the importance and value that it serves our public. Today marks a solemn date for the end of Canada's mission in Afghanistan that was the largest deployment since World War 2, with over 40,000 Canadian military personnel, 159 Canadian military members gave the ultimate sacrifice, along with eight civilians, and many more succumbed to their own hand by a direct result of the conflict. As CRD is host to both 443 Squadron and Royal Canadian Navy's Pacific Fleet (MARPAF), where many serving and retired veterans and their families have been directly affected by their deployments, it's appropriate to recognize their contribution. The ceremony will be held tonight at the BC Afghanistan Memorial in Victoria. I want to take a moment and ask all Directors to join me in acknowledging Director Sid Tobias and Director Doug Kobayashi. Thank you for your service to the Canadian military. They are wearing their medals today in remembrance, as well as reading the names of those who sacrificed their lives at the event this evening.

## 5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

## 6. CONSENT AGENDA

**MOVED** by Director Murdoch, **SECONDED** by Director de Vries,  
That consent agenda items 6.1. through 6.16. be approved.  
**CARRIED**

- 6.1. [25-0266](#) Advocacy on Speed Limits in Electoral Areas
1. That the Board Chair write a letter to Minister Farnsworth advocating for greater engagement with Electoral Area Directors on matters relating to speed limits and highway signage in the CRD Electoral Areas; and,  
2. That staff be directed to request a meeting at UBCM between the Electoral Area Directors and Minister Farnsworth to discuss the need for more engagement on speed limits and highway signage.  
**CARRIED**
- 6.2. [25-0232](#) Union of British Columbia Municipalities Emergency Operations Centres Equipment and Training Grant 2025 - Motion of Support
- 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.  
**CARRIED**
- 6.3. [25-0168](#) Motion with Notice: BC Ferries Advisory Committees (Director Holman)
- That the CRD Board urge BC Ferries to reinstate Ferry Advisory Committees or similar engagement opportunities for Salt Spring and the Southern Gulf Islands.  
**CARRIED**
- 6.4. [25-0149](#) Verbal Update on the Addition of Flexible Plastics Collection to the Blue Box Program
- This report was received for information.
- 6.5. [25-0090](#) Options for Flexible Plastics Collection for Multi-Family Dwellings
- That staff report back to committee with the results of the pilot project.  
**CARRIED**
- 6.6. [25-0167](#) Motion with Notice: Model Demolition Bylaw (Director Plant)
- That staff be directed to develop a model bylaw for demolition waste and deconstruction for municipalities in the capital region, and that the attached City of Victoria bylaw be used as a starting point.  
**CARRIED**
- 6.7. [25-0059](#) Capital Regional District External Grants Update
- This report was received for information.

- 6.8. [25-0058](#) Capital Regional District Investment Portfolio Holdings and Performance Annual Update  
This report was received for information.
- 6.9. [25-0190](#) Potential Impacts of United States-Canada Tariffs  
This report was received for information.
- 6.10. [25-0200](#) Rural Housing Program Pilot Project Update  
This report was received for information.
- 6.11. [25-0093](#) Temporary Use Permit Application for Lot A, Section 74, Renfrew District, Plan VIP71883 - 11237 West Coast Road; PID: 024-937-207; and That Part of Section 74, Renfrew District Lying to the North of the Northerly Boundary of Plan 109RW; PID: 009-590-412
1. That the referral of Temporary Use Permit TP000013 to the Shirley-Jordan River Advisory Planning Commission, Pacheedaht & T'Sou-ke First Nations, Island Health, Ministry of Transportation & Infrastructure, RCMP, and appropriate CRD departments be approved and comments be received; and
  2. That the Temporary Use Permit TP000013 be approved, as amended.
- CARRIED**
- 6.12. [25-0251](#) Energy Recovery Project Update
- That the Saanich Peninsula Recreation Services Capital Plan be amended to include additional funding of \$1,700,000 for Project 19-15 Heat Recovery Plant, funded by grants \$800,000 and capital reserves \$900,000.
- CARRIED**
- 6.13. [25-0039](#) 2025 Regional Parks Committee Terms of Reference
- That staff review Section 3.0(c) of the Terms of Reference at the end of this year.
- CARRIED**
- 6.14. [25-0188](#) Species at Risk Ecological Monitoring Report
- This report was received for information.
- 6.15. [25-0071](#) Previous Minutes of Other CRD Committees and Commissions
1. That the CRD Board advocate to the Province for improved interregional bus service and funding between the Capital Regional District and Cowichan Valley Regional District in recognition that affordable transit and its frequency play a role in traffic safety.
  2. That this motion be forwarded to the Cowichan Valley Regional District Board and request their support.
- CARRIED**

6.16. [25-0252](#) Short-term Biosolids Management Plan - March Update

This report was received for information.

## 7. ADMINISTRATION REPORTS

7.1. [25-0253](#) AAP Requirements for Bylaw No. 4630 - Regional Transportation Service Establishment Bylaw No. 1, 2024

K. Morley spoke to Item 7.1.

Discussion ensued regarding:

- financial impact on Juan de Fuca Electoral Area residents
- maximum requisition as outlined in the bylaw synopsis
- mitigation of negative perception of the service cost
- alternative approval process versus council consent for new regional services
- electoral response form verification and reporting out process
- requisition and consolidation of current services

**MOVED by Director Caradonna, SECONDED by Director Murdoch,**

**1. That in accordance with section 86(3) of the Community Charter, the date of May 16, 2025 be confirmed as the deadline by which elector responses, under the regional alternative approval process for CRD Bylaw No. 4630, must be submitted to the Capital Regional District by qualified electors within the Capital Regional District;**

**2. That the attached Synopsis of Bylaw No. 4630 (Appendix B), Notice of Alternative Approval Process (Appendix C), Elector Response Form (Appendix D), and AAP communication channels (Appendix F) be approved; and**

**3. That the total number of registered electors within the service area is 331,273 and that 10% of that number is 33,127 electors.**

Discussion ensued regarding impact of the service on the 5 year financial plan and value of the requisitions.

The question was called:

**1. That in accordance with section 86(3) of the Community Charter, the date of May 16, 2025 be confirmed as the deadline by which elector responses, under the regional alternative approval process for CRD Bylaw No. 4630, must be submitted to the Capital Regional District by qualified electors within the Capital Regional District;**

**2. That the attached Synopsis of Bylaw No. 4630 (Appendix B), Notice of Alternative Approval Process (Appendix C), Elector Response Form (Appendix D), and AAP communication channels (Appendix F) be approved; and**

**3. That the total number of registered electors within the service area is 331,273 and that 10% of that number is 33,127 electors.**

**CARRIED**

**Opposed: Holman, Jones, Kobayashi, Tobias, Wickheim**

**Directors Coleman and Little left the meeting at 1:53 pm.**

- 7.2. [25-0198](#) Bylaw No. 4674: 2024 to 2028 Financial Plan Bylaw, 2024, Amendment No. 6, 2024

N. Chan spoke to Item 7.2.

**MOVED by Director Caradonna, SECONDED by Director Kobayashi,  
1. That Bylaw No. 4674, "2024 to 2028 Financial Plan Bylaw, 2024, Amendment  
Bylaw No. 6, 2024", be introduced and read a first, second and third time.  
CARRIED**

**MOVED by Director Caradonna, SECONDED by Director Kobayashi,  
2. That Bylaw No. 4674 be adopted.  
CARRIED**

- 7.3. [25-0041](#) Bylaw No. 4665: 2025 to 2029 Financial Plan Bylaw, 2025

T. Robbins and N. Chan spoke to Item 7.3.

**Directors Coleman and Little returned to the meeting at 1:56 pm.**

Discussion ensued regarding:

- resource requirements for corporate plan
- clarification of the forecasted increase in the five year requisition
- regional emergency telecommunication revenue, contribution, and distribution
- financial adjustments related to service review and impacts on budget
- clarification of the 'Requisition by Participant' table
- clarification of taxable folios
- Full time equivalent positions for 2026

**MOVED by Director Caradonna, SECONDED by Director Plant,  
1. That Bylaw No. 4665, "2025 to 2029 Financial Plan Bylaw, 2025", be introduced  
and read a first, second and third time.  
CARRIED**

**MOVED by Director Caradonna, SECONDED by Director Plant,  
2. That Bylaw No. 4665 be adopted.  
CARRIED**

**MOVED by Director Caradonna, SECONDED by Director Plant,  
3. That the Staff Establishment Chart as attached in Appendix G be approved.  
CARRIED**

**MOVED by Director Murdoch, SECONDED by Director de Vries,  
That the meeting be extended past the 3 hour scheduled time.  
CARRIED**

The meeting went into recess at 2:51 pm.  
The meeting reconvened at 3:01 pm.

## 8. REPORTS OF COMMITTEES

**Electoral Areas Committee**

- 8.1. [25-0202](#) Bylaw No. 4671: CRD Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025 and Bylaw No. 4673: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025

This item was removed from the agenda.

**Environmental Services Committee**

- 8.2. [25-0146](#) Biosolids Literature Review Outcomes

Director Desjardins spoke to Item 8.2.

Discussion ensued regarding:

- environmental human health risk
- high level summary of land application of biosolids
- clarification of comparisons used in the study

**MOVED by Director Desjardins, SECONDED by Director Tobias,  
That the Biosolids Literature Review Outcomes report be referred to the Core  
Area Liquid Waste Management Committee for information.  
CARRIED**

**Finance Committee**

- 8.3. [25-0212](#) Implications of a “Buy Canadian” Purchasing Preference at the Capital Regional District

S. Carey presented Item 8.3. for information.

Discussion ensued regarding:

- monthly reporting of tariff impacts
- indicators of tariff impact on the economy
- adjusting the procurement policy related to prioritizing Canadian goods

**Juan de Fuca Land Use Committee**

8.4. [25-0233](#) Public Hearing Report on Bylaw No. 4550, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 160, 2023”

**MOVED** by Director Wickheim, **SECONDED** by Director Little,  
1. That the minutes that form the Report of Public Hearing for Bylaw No. 4550, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 160, 2023”, which are certified as a fair and accurate summary of the representations that were made at the public hearing held on January 28, 2025, be received.  
**CARRIED**

**MOVED** by Director Wickheim, **SECONDED** by Director Tait,  
2. That Bylaw No. 4550 be read a third time.  
**CARRIED**

**MOVED** by Director Wickheim, **SECONDED** by Director Little,  
3. That prior to adoption of proposed Bylaw No. 4550, the landowner registers a covenant in favour of the Capital Regional District prohibiting subdivision on District Lot 175, Renfrew District (PID: 023-414-308); and that staff be directed to ensure that all conditions are satisfied towards completion and registration.  
**CARRIED**



- 8.5. [25-0234](#) Public Hearing Report on Bylaw No. 4598, “Shirley-Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 2, 2024” and Bylaw No. 4599, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 162, 2024”

**MOVED by Director Wickheim, SECONDED by Director Little,  
1. That the minutes that form the Report of Public Hearing for Bylaw No. 4598, “Shirley-Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 2, 2024”, and Bylaw No. 4599, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 162, 2024”, which are certified as a fair and accurate summary of the representations that were made at the public hearing held on January 28, 2025, be received.  
CARRIED**

**MOVED by Director Wickheim, SECONDED by Director Little,  
2. That Bylaw No. 4598, as amended, be read a third time.  
CARRIED**

**MOVED by Director Wickheim, SECONDED by Director Little,  
3. That Bylaw No. 4598 be adopted.  
CARRIED**

**MOVED by Director Wickheim, SECONDED by Director Little,  
4. That Bylaw No. 4599 be read a third time.  
CARRIED**

**MOVED by Director Wickheim, SECONDED by Director Little,  
5. That prior to the adoption of proposed Bylaw No. 4599, the landowner provides an amenity contribution by registering a statutory right-of-way adjacent to West Coast Road in favour of the Capital Regional District for the purpose of establishing a public trail; and that staff be directed to ensure that all conditions are satisfied towards completion and registration.  
CARRIED**

## 9. BYLAWS

There were no bylaws for consideration.

## 10. NOTICE(S) OF MOTION

10.1. [25-0177](#) Motion with Notice: AVICC - UBCM Resolution on Regional District Chair Elections (Chair McNeil-Smith)

**MOVED** by Director McNeil-Smith, **SECONDED** by Director Caradonna,  
That the Regional Board endorse submission of the following resolution for consideration by the Association of Vancouver Island and Coastal Communities (AVICC) and/or the Union of BC Municipalities (UBCM):  
**WHEREAS** section 215 of the Local Government Act requires annual elections for Regional District Board Chairs and Vice-Chairs;  
**AND WHEREAS** annual leadership changes can be disruptive to a Regional Board's operational and strategic decision-making;  
**THEREFORE BE IT RESOLVED** that the Local Government Act be amended to allow for 2-year terms for Regional District Board Chairs and Vice-Chairs.  
**CARRIED**

**11. NEW BUSINESS**

There was no new business.

**12. MOTION TO CLOSE THE MEETING**

12.1. [25-0250](#) Motion to Close the Meeting

**MOVED** by Director Little, **SECONDED** by Director Goodmanson,  
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 Goodmanson,  
2. That the meeting be closed for Land Acquisition/Disposition in accordance with Section 90(1)(e) of the Community Charter.  
**CARRIED**

**MOVED** by Director Little, **SECONDED** by Director Goodmanson,  
3. That such disclosures could reasonably be expected to harm the interests of the Regional District.  
**CARRIED**

**MOVED** by Director Little, **SECONDED** by Director Goodmanson,  
4. That the meeting be closed for Litigation in accordance with Section 90(1)(g) of the Community Charter.  
**CARRIED**

**MOVED** by Director Little, **SECONDED** by Director Goodmanson,  
5. That the meeting be closed for a Legal Update in accordance with Section 90(1)(i) of the Community Charter.  
**CARRIED**

**MOVED** by Director Little, **SECONDED** by Director Goodmanson,  
6. That the meeting be closed for Contract Negotiations in accordance with Section (90) (1)(k) of the Community Charter.  
**CARRIED**

**MOVED** by Director Little, **SECONDED** by Director Goodmanson,  
7. That such disclosures could reasonably be expected to harm the interests of the Regional District.  
**CARRIED**

**MOVED** by Director Little, **SECONDED** by Director Goodmanson,  
That the meeting recess to convene the Closed Sessions of the Capital Region Housing Corporation and Capital Regional District Boards.  
**CARRIED**

The meeting went into recess at 3:28 pm and the Capital Regional District Board moved to the Closed Session at 3:43 pm.

**13. RISE AND REPORT**

The Capital Regional District Board rose from the closed session at 5:13 pm and reported on the following:

In accordance with Bylaw 3654 that the following be appointed to the Shirley Fire Protection and Emergency Response Service Commission for a term to expire December 31, 2026: Rob Gardner

In accordance with Bylaw 3803 that the following be appointed to the Southern Gulf Islands Community Economic Sustainability Commission for a term to expire December 31, 2026: Simon Fallick

In accordance with Bylaw 3523 that the following be appointed to the Southern Gulf Islands Public Library Commission for a term to expire December 31, 2026: Eric Sherbine

In accordance with Bylaw 4453 that the following be appointed to the Victoria Family Court & Youth Justice Committee for a term to expire December 31, 2026: Deborah Jones

That the Capital Regional District Board appoint Kavita Srinivasan to the Royal & McPherson Theatres Society Board for a term ending no later than May 31, 2027.

**14. ADJOURNMENT**

MOVED by Director Little, SECONDED by Director Coleman,  
That the March 12, 2025 Capital Regional District Board meeting be adjourned at 5:13 pm.  
CARRIED

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**