

Meeting Minutes

Planning and Protective Services Committee

Wednesday, September 17, 2025

11:30 AM

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

Special Meeting

PRESENT:

Directors: Z. de Vries (Chair), D. Thompson (Vice Chair), P. Jones, M. Little, L. Szpak, A. Wickheim, K. Williams, C. McNeil-Smith (Board Chair, ex officio)

Staff: T. Robbins, Chief Administrative Officer; P. Klassen, Acting General Manager, Housing, Planning and Protective Services; S. Carby, Senior Manager, Protective Services; S. Carey, Senior Manager, Legal & Risk Management; C. Henderson, Senior Administrative Officer, Bylaw and Animal Care Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Regrets: Director R. Windsor

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

1. Territorial Acknowledgement

Director Williams provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Szpak, **SECONDED** by Director Little,
That the agenda for the Planning and Protective Services Committee meeting of
September 17, 2025 be approved.

CARRIED

3. Presentations/Delegations

There were no presentations or delegations.

4. Special Meeting Matters

4.1. [25-0942](#) Bylaw Notice Enforcement and Adjudication System

S. Carby spoke to Item 4.1.

MOVED by Director Szpak, **SECONDED** by Director Little,
The Planning and Protective Services Committee recommends to the Capital
Regional District Board:

1. That Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4683 be adopted.
3. That Bylaw No. 4703, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 87, 2025" be introduced and read a first, second, and third time; and
4. That Bylaw No. 4703 be adopted.
5. That the Screening Officer Bylaw Notice Policy, as attached hereto as Appendix D, be adopted.

CARRIED

4.2. [25-0941](#) Regional Context Statement Alignment Review - District of North Saanich

P. Klassen spoke to Item 4.2.

Discussion ensued regarding:

- the potential impact that erosion of the urban containment policy area could have in the region
- that CRD staff have been provided with outside counsel's legal opinion and are working within their authority of the *Local Government Act*
- options available to seek alignment between the RGS and the Regional Context Statement (RCS)
- confirmation that the Board may vote to allow a municipality's legal counsel be present at an in camera meeting
- clarification of CRD staff engagement with North Saanich staff regarding this misalignment
- the statutory timeline to accept the RCS

MOVED by Director Szpak, **SECONDED** by Director Thompson,
The Planning and Protective Services Committee recommends to the Capital
Regional District Board:

1. That the District of North Saanich Regional Context Statement be considered in relation to the 2018 Regional Growth Strategy (RGS) (Bylaw No. 4017) in accordance with the requirements of section 448 of the Local Government Act and not be accepted due to inconsistency with the growth management concept plan of the RGS and related policies; and
2. That the matter be referred to the District of North Saanich for direction on how to proceed.

CARRIED

Opposed: Jones, Little, Wickheim

Motion Arising:

MOVED by Director Thompson, **SECONDED** by Director McNeil-Smith,
Prior to the CRD Board's consideration of the District of North Saanich's Regional Context Statement, that staff report back through the CRD Board in Closed Session with the legal opinion that was used to inform the staff recommendation on this matter.

CARRIED

5. Adjournment

MOVED by Director Thompson, **SECONDED** by Director Little,
That the Planning and Protective Services Committee meeting of September 17,
2025 be adjourned at 12:46 pm.

CARRIED

CHAIR

RECORDER