



Notice of Meeting and Meeting Agenda Governance and First Nations Relations Committee

Wednesday, December 3, 2025

9:30 AM

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

M. Little (Chair), R. Windsor (Vice Chair), M. Alto, P. Brent, C. Coleman, B. Desjardins,
K. Murdoch, D. Murdock, C. Plant, M. Tait, K. Williams, C. McNeil-Smith (Board Chair, ex officio)

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 Agenda

3. Adoption of Minutes

- 3.1. [25-1226](#) Minutes of the Governance and First Nations Relations Committee of October 1, 2025

Recommendation: That the minutes of the Governance and First Nations Relations Committee meeting of October 1, 2025 be adopted as circulated.

Attachments: [Minutes - October 1, 2025](#)

4. Chair's Remarks

5. Presentations/Delegations

The public are welcome to attend CRD meetings in-person.

Delegations will have the option to participate electronically. Please complete the online application at www.crd.ca/address no later than 4:30 pm two days before the meeting and staff will respond with details.

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

6. Committee Business

6.1. [25-1281](#) 2026 Schedule of Regular Board Meetings

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That the regular meetings for the Capital Regional District Board be scheduled in 2026 to commence at 12:00 pm (noon) on the following dates: January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12 (at the call of the Chair), September 9, November 18 (inaugural), and December 9; and
2. That a special meeting for the Capital Regional District Board be scheduled on October 7, 2026 in lieu of a regular meeting on the second week of October due to general local elections.

Attachments: [Staff Report: 2026 Schedule of Regular Board Meetings](#)

6.2. [25-1284](#) 2026 Appointment of Liaison to Accessibility Advisory Committee

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That Director [X] be appointed as the Governance and First Nations Relations Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2026.

Attachments: [Staff Report: 2026 Appointment - Liaison to Accessibility Advisory Committee](#)
[Appendix A: AAC Terms of Reference](#)

6.3. [25-1286](#) 2027-2030 Board Remuneration and Travel Expense Reimbursement Review

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the Board Remuneration and Travel Expense Reimbursement Review be conducted in 2026 and that any adjustments are in alignment with the established remuneration philosophy and be effective for the new Capital Regional District Board term 2027-2030.

Attachments: [Staff Report: 2027-2030 Board Remuneration and Reimbursement Review](#)
[Appendix A: Board Remuneration and Travel Expense Reimbursement Policy](#)

6.4. [25-1291](#) 2026 Election Planning to Increase Voter Turnout and Candidate Diversity

Recommendation: The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That staff create a resource page on the CRD website with links to the election webpages of CRD municipalities;
2. That staff develop candidate information sessions for Electoral Area Directors and Salt Spring Island Local Community Commissioners to be held prior to the 2026 general local election;
3. That mail ballot voting be promoted early and often to encourage voter participation in the 2026 general local election; and
4. That staff consider inclusivity in addition to accessibility in selection of polling places.

Attachments: [Staff Report: 2026 Election to Increase Voter Turnout and Candidate Diversity](#)
[Appendix A: List of Published Election Notices in 2022](#)

6.5. [25-1213](#) First Nations Relations Operational Update

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

Attachments: [Staff Report : First Nations Relations Operational Update](#)

6.6. [25-1287](#) Previous Minutes of Other CRD Committees and Commissions for
Information

Recommendation: There is no recommendation. The following minutes are for information only.
a) Accessibility Advisory Committee Meeting - July 15, 2025

Attachments: [Minutes: Accessibility Advisory Committee - July 15, 2025](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting will be held in 2026.

To ensure quorum, please advise Jessica Dorman (jdorman@crd.bc.ca) if you or your alternate cannot attend.

Meeting Minutes

Governance and First Nations Relations Committee

Wednesday, October 1, 2025

9:30 AM

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

PRESENT:

Directors: M. Little (Chair), M. Alto, P. Brent, D. Cavens (for B. Desjardins), C. Coleman, K. Murdoch, D. Murdock, C. Plant, M. Tait (EP), K. Williams (EP), C. McNeil-Smith (Board Chair, ex officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; S. Henderson, General Manager, Electoral Area Services; K. Morley, Corporate Officer/General Manager, Corporate Services; C. Neilson, Senior Manager, Human Resources & Corporate Safety; F. Lopez, Manager, Strategic Planning; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: B. Desjardins, R. Windsor (Vice Chair)

The meeting was called to order at 9:31 am.

1. Territorial Acknowledgement

Director Coleman provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Brent, **SECONDED** by Director Coleman,
That the agenda for the Governance and First Nations Relations Committee
meeting of October 1, 2025 be approved.
CARRIED

3. Adoption of Minutes

- 3.1. [25-0957](#) Minutes of the Governance and First Nations Relations Committee Meeting of August 6, 2025

MOVED by Director Coleman, **SECONDED** by Alternate Director Cavens,
That the minutes of the Governance and First Nations Relations Committee
meeting of August 6, 2025 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [25-0896](#) Legislative and General Government, Facilities Management Services - 2026 Operating and Capital Budgets

N. Chan spoke to Item 6.1.

Discussion ensued on the following:

- allocations, transfers from reserves, and cost recovery
- requisition, net changes and off-sets for the organization
- departmental increases, annualization of FTEs and impacts of costs
- capital projects decision making and future implications
- 5-year projection versus first year of the 5-year capital budget
- budget for boardroom improvements and washroom upgrades
- resources for human resources and enterprises
- equipment replacement fund

Director Tait left the meeting at 10:27 am.

**MOVED by Director Plant, SECONDED by Director Brent,
The Governance and First Nations Relations Committee recommends the
Committee of the Whole recommend to the Capital Regional District Board:
That Appendices A through R, the Legislative and General Government, Facilities
Management Services Operating and Capital Budgets be approved as presented
and form the basis of the Provisional 2026-2030 Financial Plan.**

Discussion ensued on the following:

- transfer of FTEs from other departments
- CRD evolves and departmental changes
- capital expenditure, capital funds, reductions and deferrals
- operating and capital budget guidelines and funded structures
- increases in requisitions and reserve funds
- boardroom improvements, population increases and respective representation
- clarification between approving bodies for budgets and FTEs

Motion Arising:

**MOVED by Director Murdoch, SECONDED by Director Brent,
That options be included to reduce the Regional Water Supply Commission's FTE
increases and to defer non-critical projects.**

**MOVED by Director Plant, SECONDED by Director Brent,
That the motion arising be amended to add the words "across all service areas"
after the words "non-critical projects".**

CARRIED

The question was called on the motion arising as amended:
That options be included to reduce the Regional Water Supply Commission's FTE increases and to defer non-critical projects across all service areas.
CARRIED

The question was called on the main motion:
The Governance and First Nations Relations Committee recommends the Committee of the Whole recommend to the Capital Regional District Board: That Appendices A through R, the Legislative and General Government, Facilities Management Services Operating and Capital Budgets be approved as presented and form the basis of the Provisional 2026-2030 Financial Plan.
CARRIED

6.2. [25-0969](#) Regional District Services and Service Review Options - Next Steps

T. Robbins spoke to Item 6.2.

Directors Alto and Murdock left the meeting at 11:15 am.

Discussion ensued on the following:
- population meeting needs and current demands
- staff level check-ins and informal mechanisms for needs

Director Murdoch left the meeting at 11:30 am.

MOVED by Director Plant, SECONDED by Director Brent,
The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:
1. Initiate planning activities required to advance the governance check-in, annual service reviews, and shared IT infrastructure, as outlined in Appendix A to C.
2. Continue progressing the sub-regional service profiles, regular reporting on CRD Evolves, staff vacancy management strategy, and updated public participation framework, in alignment with existing workplans and as detailed in actions 1 and 3 in Table 1 and Appendices D and E.
CARRIED

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Brent, SECONDED by Director Coleman,
That the Governance and First Nations Relations Committee meeting of October 1, 2025 be adjourned at 11:33 am.
CARRIED

CHAIR

RECORDER

**REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE
MEETING OF WEDNESDAY, DECEMBER 03, 2025**

SUBJECT 2026 Schedule of Regular Board Meetings

ISSUE SUMMARY

To provide notice of the 2026 meeting schedule for the Capital Regional District Board.

BACKGROUND

Bylaw 3828, "Capital Regional District Board Procedure Bylaw" states that regular meetings of the Capital Regional District (CRD) Board shall be held at the CRD Boardroom on the second Wednesday of the month commencing at 1:00 pm unless otherwise determined by a resolution of the Board.

For 2025, the Board resolved to commence the Board meetings at 12:00 pm (noon). The recommendation for 2026 is to continue meeting at 12:00 pm (noon) on the second Wednesday of the month.

Due to the general local election being held on Saturday, October 17, 2026, the recommendation is to hold a special meeting of the CRD Board on October 7, 2026 in lieu of the regular meeting on the second week of the month (October 14, 2026).

The 2027 provisional budget will need to be approved by the current Board prior to the October general local election date. Staff have scheduled special meetings for the Capital Regional Hospital District and CRD Board on September 23, 2026 to consider the 2027 provisional budget. Post-election, the inaugural CRD Board meeting will be held on November 18, 2026 due to Remembrance Day falling on the second Wednesday of the month.

ALTERNATIVES

Alternative 1

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That the regular meetings for the Capital Regional District Board be scheduled in 2026 to commence at 12:00 pm (noon) on the following dates: January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12 (at the call of the Chair), September 9, November 18 (inaugural), and December 9; and
2. That a special meeting for the Capital Regional District Board be scheduled on October 7, 2026 in lieu of a regular meeting on the second week of October due to general local elections.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Service Delivery Implications

The change in 2025 to an earlier start time of 12:00 pm was intended to provide more time at the end of the meeting day to consider closed meeting items while still maintaining quorum for important decisions. Staff recommend keeping the status quo and continuing the 12:00 pm start time. If the future Board wishes to maintain this schedule, staff can report back in 2027 with an amendment to the CRD Board Procedure Bylaw to formally implement the change on an ongoing basis.

CONCLUSION

In accordance with Bylaw 3828, “Capital Regional District Board Procedure Bylaw”, regular meetings of the Capital Regional District Board shall be held at the CRD Boardroom on the second Wednesday of the month unless otherwise determined by a resolution of the Board. Staff recommend maintaining the 12:00 pm start time for 2026. A special Board meeting will be scheduled on October 7, 2026 in lieu of a regular meeting that month due to general local elections.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That the regular meetings for the Capital Regional District Board be scheduled in 2026 to commence at 12:00 pm (noon) on the following dates: January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12 (at the call of the Chair), September 9, November 18 (inaugural), and December 9; and
2. That a special meeting for the Capital Regional District Board be scheduled on October 7, 2026 in lieu of a regular meeting on the second week of October due to general local elections.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, DECEMBER 3, 2025

SUBJECT 2026 Appointment of Liaison to Accessibility Advisory Committee

ISSUE SUMMARY

Appoint a liaison between the Accessibility Advisory Committee and the Governance and First Nations Relations Committee.

BACKGROUND

On April 12, 2023, the CRD Board approved the Accessibility Advisory Committee (AAC) Terms of Reference (Appendix A). The Terms of Reference states that “*The Governance Committee will recommend AAC member appointments to the CRD Board for up to a two-year term; and appoint a member as the liaison between the AAC and the Governance [now, and First Nations Relations] Committee.*”

The Governance and First Nations Relations Committee must appoint one of its members to the AAC. A one-year term is recommended as standing committee appointments are established annually by the elected Board Chair. The Committee meets every two months on the third Tuesday at 1:00 pm. The next meeting is January 20, 2026.

Committee Chair Marie-Térèse Little was appointed as the liaison to the Accessibility Advisory Committee in 2025 and is eligible for re-appointment.

ALTERNATIVES

Alternative 1

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That Director [X] be appointed as the Governance and First Nations Relations Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2026.

Alternative 2

That this report be referred back to staff for additional options on appointing a CRD liaison to the Accessibility Advisory Committee.

CONCLUSION

The Governance and First Nations Relations Committee must appoint one of its members to act as a liaison the Accessibility Advisory Committee.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That Director [X] be appointed as the Governance and First Nations Relations Committee liaison

to the Accessibility Advisory Committee for a one-year term ending December 31, 2026.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: Accessibility Advisory Committee Terms of Reference

Terms of Reference



CRD ACCESSIBILITY ADVISORY COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Accessibility Advisory Committee (AAC) is an advisory committee of the CRD Governance Committee created further to the *Accessible British Columbia Act*. The AAC is established to provide recommendations on improving accessibility to the Governance Committee on CRD policies, programs, services, built environments, infrastructure, and outdoor spaces that to improve the livability, inclusivity, and accessibility for persons with disabilities in the capital region.

The Committee's official name is to be:

Accessibility Advisory Committee

1.0 PURPOSE

The Accessibility Advisory Committee will:

- a) Provide recommendations on the development of an accessibility plan.
- b) Identify barriers of access to CRD services and programs for persons with disabilities in the community and recommend solutions for consideration by the CRD.
- c) Be available as a resource to the CRD on matters relating to accessibility and participate in community engagement activities in an objective and unbiased manner, as needed, and avoid reflecting preferred outcomes.
- d) Collaborate and share information and best practices with other committees and organizations focused on supporting persons with disabilities.
- e) Provide input and advice to the Governance Committee on the best methods to engage the public and stakeholders.
- f) Ensure that the accessibility plan and community engagement are neutral, balanced and inclusive.
- g) Ensure that adequate information is provided to community members to enable them to provide informed feedback.
- h) Remain objective and unbiased while overseeing the process of community education and participation.

- i) Review CRD accessibility plan every three (3) years.

2.0 ESTABLISHMENT AND AUTHORITY

- a) The Governance Committee will:
 - Recommend AAC member appointments to the CRD Board for up to a two-year term; and
 - Appoint a member as the liaison between the AAC and the Governance Committee.
- b) The AAC will appoint a Chair and a Vice-Chair on an annual basis.
- c) The AAC will report its input to the Governance Committee for consideration. The CRD Board is the final decision-making authority.

3.0 COMPOSITION OF VOTING MEMBERSHIP

- a) To the extent that it is possible, members will be people from diverse backgrounds, including Indigenous peoples, no less than half of whom must either be persons with disabilities or persons representing a disability-serving organization.
- b) The AAC will be composed of at least five (5), and up to 11, members.
- c) The AAC may include both members external and internal to the CRD organization.
- d) Members will be appointed for a 2-year term (except in the first year when 3 citizen appointments will be appointed for a 1-year term to allow for staggered expiration terms).
- e) A term will equal 2 years, and members will serve no more than 3 consecutive terms (i.e. 6 years).
- f) Public members of the AAC will receive an honorarium in the amount of \$110.00 per meeting and reimbursement of any necessary travel expenses. Honoraria are not intended for members who are representatives of organizations or businesses where they are employed.
- g) AAC vacancies will be publicly posted for a minimum of 30 days and appointments will be made in accordance with the CRD Appointment of Public Members to External Boards Policy.

4.0 PROCEDURES

- a) The CRD Board Procedures Bylaw will apply.
- b) The AAC shall meet at a minimum of every two (2) months at the call of the Chair and have special meetings, as required.
- c) The agenda will be finalized in consultation between staff and the Chair.

- d) A quorum is a majority of the committee membership and is required to conduct committee business.
- e) AAC meetings will be held in a manner which is as accessible as possible by default, including but not limited to: accessible meeting locations; use of accessible hybrid virtual meeting technology; provision of accessibility supports including ASL interpreters and live caption services; and other as identified by the AAC.

5.0 RESOURCES AND SUPPORT

- a) The Senior Manager, Human Resources and Corporate Safety, will lead the coordination and allocation of resources to the Committee.
- b) Appropriate CRD staff and resources will be provided to assist with the activities of and support to the AAC.
- c) Minutes and agendas are prepared and distributed by the Legislative Services division.

Approved by the CRD Board on April 12, 2023



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REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, DECEMBER 3, 2025

SUBJECT 2027-2030 Board Remuneration and Travel Expense Reimbursement Review

ISSUE SUMMARY

To provide information on the upcoming review process of remuneration and travel expenses for Capital Regional District (CRD) Board Directors and their Alternates, Commissioners, First Nations Members, and certain appointees to external Boards.

BACKGROUND

The CRD Board has approved a CRD Board Remuneration and Travel Expense Reimbursement Policy ("Policy") (Appendix A). This Policy applies to CRD Board Directors, Commission members, First Nations Members, and certain Board appointees to external Boards. The Policy was established in 2016 and is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations. By Policy, remuneration is adjusted annually to the cost of living based on the Victoria Consumer Price Index year over year, with a more comprehensive review undertaken at defined periods to ensure alignment with the remuneration philosophy. Since initial adoption, updates to the Policy have been made by the CRD Board, notably with the inclusion of payments for First Nations Members and Commissioners of the Salt Spring Island Local Community Commission.

As a foundation of the Policy, the remuneration philosophy established by the CRD Board is as follows:

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all CRD Board meetings and Committee of the Whole meetings plus two Standing Committee commitments;
- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments;
- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees;
- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Regional Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair; CRD Directors who are involved on more than two Standing Committees; and Commissioners of the Salt Spring Island Local Community Commission;
- per meeting payments to CRD Directors appointed to local and sub-regional Commissions

and external Boards, except where remuneration is already paid and/or not eligible; and to Alternate Directors consistent with payments made by other Regional Districts; and

- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.

For the 3-5 year review, the practice of the CRD Board has been to have these conducted in the final year of a CRD Board term, to be effective for the next CRD Board term. Based on this, the next remuneration review is scheduled for 2026 and for implementation commensurate with the 2027-2030 CRD Board term.

As is standard process, a third-party consultant will be engaged in early 2026 to gather data and provide recommendations aligned with the Policy and its philosophy. The consultant is secured through a procurement process, in accordance with the CRD procurement policy. The consultant will be expected to conclude their review in mid-2026, in advance of budget considerations for the 2027 calendar year. Once the review from the third-party consultant is concluded, results will be presented to the CRD Board prior to implementation.

ALTERNATIVES

Alternative 1

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the Board Remuneration and Travel Expense Reimbursement Review be conducted in 2026 and that any adjustments are in alignment with the established remuneration philosophy and be effective for the new Capital Regional District Board term 2027-2030.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Alignment with Existing Plans & Strategies

The CRD Board established a comprehensive remuneration Policy. The plan ensures relative market consistency based on the overall remuneration philosophy. Without reviewing on a regular basis, the CRD may be out of line with remuneration philosophy, be that below or exceeding, which is inconsistent with CRD Board direction.

Financial Implications

There are no financial implications for the current calendar year, 2026. Costs for the review are within the core budget and current requisition. Any adjustments for future years will be included in budget deliberations.

CONCLUSION

The CRD Board has established a CRD Board Remuneration and Travel Expense Reimbursement Policy, which is derived from a comprehensive remuneration philosophy.

Consistent with CRD Board direction within Policy, CRD staff will undertake the regular remuneration review process in 2026 for implementation in the 2027-2030 CRD Board term.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the Board Remuneration and Travel Expense Reimbursement Review be conducted in 2026 and that any adjustments are in alignment with the established remuneration philosophy and be effective for the new Capital Regional District Board term 2027-2030.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager, People, Safety and Culture
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: CRD Board Remuneration and Travel Expense Reimbursement Policy (BRD03)



CAPITAL REGIONAL DISTRICT BOARD POLICY

Policy Type	<i>Board</i>		
Section	<i>Executive Services, People, Safety & Culture (PS&C)</i>		
Title	BOARD REMUNERATION AND TRAVEL EXPENSE REIMBURSEMENT		
Adoption Date	September 9, 2015	Policy Number	BRD03
Last Amended	January 22, 2025	Amended By	Board
Policy Owner	People, Safety & Culture (PS&C)		

1. POLICY:

Board of Directors Remuneration and Travel Expense Policy.

2. PURPOSE:

To outline the Board remuneration and travel expense reimbursement guidelines. The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

3. SCOPE:

The policy applies to all CRD Board Directors, Commission members, First Nations Members and certain Board appointees to external Boards.

4. DEFINITIONS:

“Board Remuneration”: means any compensation paid to Board Directors, certain Commission members, First Nations Members and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

5. PROCEDURE:

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

- a) All Board Directors, certain Commission members, Municipal Councillors, First Nations Members and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.
- b) Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.

- c) The remuneration amounts will be adjusted annually, by Financial Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year – Schedule 3.
- d) The remuneration structure will be reviewed periodically as directed by the Board.

6. SCHEDULES:

- 1. CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY
- 2. REMUNERATION ELIGIBILITY TABLE
- 3. CRD BOARD REMUNERATION PHILOSOPHY

7. AMENDMENTS:

Adoption Date	Description
September 9, 2015 (Revised April 18, 2016)	<i>Approved by the Board</i>
April 12, 2017 (eff. January 1, 2017)	<i>Amendment 1, approved by the Board</i>
May 9, 2018 (eff. January 1, 2019)	<i>Amendment 2, approved by the Board</i>
February 10, 2020 (Schedule 1 and 2 updates)	<i>Amendment 3, approved by Human Resources (eff Jan.2020 Schedule 1; Dec.2019 Schedule 2)</i>
January 13, 2021 (Schedule 2 update)	<i>Amendment 4, approved by the Board</i>
February 2, 2021 (Schedule 1 update)	<i>Amendment 5, approved by Human Resources (eff. Jan.2021)</i>
January 24, 2022 (Schedule 1 update)	<i>Amendment 6, approved by Human Resources (eff. Jan.2022)</i>
January 20, 2023 (Schedule 1 update)	<i>Amendment 7, approved by Human Resources (eff. Jan.2023)</i>
June 2023	<i>Amendment 8, approved by the Board (eff. June 2023)</i>
January 19, 2024 (Schedule 1 update)	<i>Amendment 9, approved by Human Resources (eff. Jan.2024)</i>
December 11, 2024	<i>Amendment 10, approved by the Board (eff. Jan.1, 2025 - Schedule 1: SSI Electoral Area Director, Local Community Commission Commissioner)</i>
January 22, 2025 (Schedule 1 update)	<i>Amendment 11, approved by Human Resources (eff. Jan. 2025)</i>

8. REVIEWS:

Review Date	Description:
Annually	<i>Review annually for schedule(s) update</i>

9. RELATED POLICY, PROCEDURE OR GUIDELINE:

- *Bylaw No. 3828, "Board Procedures Bylaw, 2012"*

SCHEDULE 1

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

Effective January 1, 2025

	REMUNERATION	EXPENSE ALLOWANCE	TOTAL	
ANNUAL STIPENDS				
Paid periodically throughout the year (currently, biweekly)				
1	CRD / CRHD Board Directors <i>Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments</i> <i>*where defined as a standing committee in bylaws or terms of reference</i> <i>AND members are appointed by the Board Chair</i>	15,980	7,990	23,970
2	Electoral Area Directors (additional) - JDF Electoral Area; SGI Electoral Area - SSI Electoral Area	30,803 24,137	15,402 12,068	46,205 36,205
3	CRD Board Chair (additional)	23,501	11,751	35,252
4	CRD Board Vice-Chair (additional)	4,699	2,350	7,049
5	CRHD Board Chair (additional) <i>(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)</i>	4,699	2,350	7,049
6	Board Standing Committee Chair, CRD Arts Commission Chair & Solid Waste Advisory Commission Chair (additional) <i>(when appointed by CRD Board Chair)</i>	2,351	1,175	3,526
7	Additional Board Standing Committee(s) (additional) <i>(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)</i>	4,699	2,350	7,049
8	Salt Spring Island Local Community Commissioner <i>(Payable to all elected LCC commissioners, except the Electoral Area Director)</i>	8,753	4,376	13,129
PER MEETING PAYMENTS				
Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance (see Footnote 2 – Eligibility Verification)				
9	Alternate CRD/CRHD Board Director and Acting Standing Committee Chair	73	37	110
10	CRD Board Directors - Local & Sub-Regional Commission/Committee Meetings Does not apply when: i. Commission /Committee within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the Commission iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other	73	37	110
11	First Nation Member appointees to eligible CRD Committee	73	37	110

12	CRD Board Directors – appointed by CRD to External Board	73	37	110
	Does not apply when:			
	i. External Board falls within the responsibilities of the Electoral Area Director			
	ii. Remuneration is already paid by the External Board			
	iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other			
13	CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area	73	37	110
	Applies only when:			
	a. Attendance at a JDFA land use committee meeting of which the director is a member			
	b. Attendance at any land use public hearing of the JDFA regarding an area where the director is eligible to vote on decisions at the CRD Board			
	Does not apply to the Electoral Area Director			
14	Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director	73	37	110
15	All Commissioners - Regional Water Supply Commission	73	37	110
16	Forum of Councils – First Nations, Municipal Councilors and Directors	73	37	110
TRAVEL EXPENSES				
(see Footnote 3 regarding claim process)				
17	All Director, LCC Commissioner, or First Nation Member Travel - to and from meetings where the Director, LCC Commissioner or First Nation Member is a member	\$0.66	Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees	
DIRECTOR TRAVEL				
Within Capital Region/Vancouver Island and Lower Mainland				
18	Travel by Personal Automobile	\$0.66	Per kilometre	
19	Travel by Bus, Train, Ferry, Air (economy class)	Actual expense	Payable upon receipt	
DIRECTOR TRAVEL				
Outside Capital Region/Vancouver Island and Lower Mainland				
20	Travel by Personal Automobile	\$0.66	Per kilometre	
21	Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)	Actual expense	Payable upon receipt	
22	Electoral Area Director Travel - within Electoral Area	\$0.66	For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business	

23	CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs	\$0.66	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
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MEALS

24	For Travel Requiring Greater-Than 24 Hours from Place of Residence	\$84.00	Per diem allowance for meals, gratuities, parking, local calls
	For Travel Requiring Less-than 24 Hours from Place of Residence		
25	- Breakfast	\$18.00	See Footnote 1
26	- Lunch	\$24.00	See Footnote 1
27	- Dinner	\$42.00	See Footnote 1

OTHER

28	Seminars, Courses, Conferences, Meetings	Actual Cost	Registration Fees paid for single participation (Receipt required)
29	Accommodation	Actual Cost	Based on single occupancy
30	Taxi Expenses	Actual Cost	Receipts are required
31	Long Distance Telephone Calls	Actual Cost	Receipts are required

FOOTNOTES

(1) Meal payments will be paid as follows:

If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
	12:00noon	Lunch, Dinner
	6:00pm	Dinner
If Return After:	12:30pm	Breakfast, Lunch
	6:00pm	Breakfast, Lunch, Dinner

(2) Eligibility Verification:

For attendance at meetings, seminars, courses, conferences and/or meetings outside of CRD facilities, claimants will confirm their attendance on the CRD Travel Expense Report Claim form and eligibility of expense claims will be approved by Legislative Services.

(3) Travel Expense Claims Process:

Claims for travel expenses are submitted to *Legislative Services* for approval on the CRD Travel Expense Report Claim form within thirty (30) *calendar days* of the period in which the expenses were incurred.

SCHEDULE 2

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

Remuneration Eligibility Table

Regional Board and Standing Committees	See Footnote
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Capital Region Housing Corporation Board	1, 6
Climate Action Inter-Municipal Task Force	7
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2, 8
Electoral Areas Committee	1, 2, 8
Environmental Services Committee	1, 2, 8
Finance Committee	1, 2, 8
Governance and First Nations Relations Committee	1, 2, 8
Hospitals and Housing Committee	1, 2, 8
Planning and Protective Services Committee	1, 2, 8
Regional Parks Committee	1, 2, 8
Solid Waste Advisory Committee	7
Transportation Committee	1, 2, 8

Footnotes:

1. Within Director's core responsibilities
2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees
3. Eligible for per meeting payment
4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director
5. Not eligible for payment: Commission/Board already makes a payment for attendance
6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other
7. Not eligible for payment: Sub-Committee to a Standing Committee or other
8. Payments to be made to respective First Nations Governments on behalf of First Nation Member appointees following attendance at the meeting. Payments for attendance and expenses shall not exceed \$8,250 per year per First Nation. Note that First Nation participation is only permitted where the specific Committee Terms of Reference allow.

Director Appointments to Local & Subregional Commissions	See Footnote
Arts Commission	3
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Galiano Island Parks and Recreation Commission	4
Juan de Fuca Board of Variance	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	3, 4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Advisory Planning Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4
Peninsula Recreation Commission	3
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Housing Trust Fund Commission	3
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission	3
Saanich Peninsula Water Commission	3
Salt Spring Island Local Community Commission	1,4
Salt Spring Island Electoral Area Emergency Program Advisory Commission	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

Director Appointments to Local & Subregional Commissions (con't)	See Footnote
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3, 4
Southern Gulf Islands Community Economic Sustainability Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
SSI - Beddis Water Service Commission	4
SSI - Cedar Lane Water Service Commission	4
SSI - Cedars of Tuam Water Service Commission	4
SSI - Fernwood Water Local Service Commission	4
SSI - Fulford Water Service Commission	4
SSI - Ganges Sewer Local Services Commission	4
SSI - Highland Water and Sewer Services Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Traffic Safety Commission	3
Victoria Family Court and Youth Justice Committee	3
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

Regional Board Appointments to External Boards	See Footnote
Capital Regional Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	6
Greater Victoria Harbour Authority Board	5
Greater Victoria Labour Relations Board	3
Gulf Islands National Park Reserve Advisory Board	4
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Pender Islands' Fire Protection Society	4
Regional Representative to the Treaty Table	3
Royal and McPherson Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Salt Spring Island Ferry Advisory Committee	4
Sooke Historical Society	4
Southern Gulf Islands Ferry Advisory Committees	4
Vancouver Island Regional Library	4

Footnotes:

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

SCHEDULE 3

CRD BOARD REMUNERATION AND TRAVEL EXPENSE POLICY

CRD Board Remuneration Philosophy

(Effective January 1, 2016)

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and
- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and
- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and
- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair *[amended effective January 1, 2017]*; and CRD Directors who are involved on more than two Standing Committees; and
- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and
- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and
- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.

REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, DECEMBER 3, 2025

SUBJECT 2026 Election Planning to Increase Voter Turnout and Candidate Diversity

ISSUE SUMMARY

To consider options to support voter turnout and candidate participation in the 2026 local government elections and report back on the motion to coordinate a region-wide campaign.

BACKGROUND

At the May 8, 2024, CRD Board meeting, the following motion was passed following direction that was initiated at the Board Priorities Annual Check-in:

“Ask staff to report back on options to develop a region-wide campaign to support increasing voter turnout and candidate participation in the 2026 local government elections in the CRD.”

The CRD conducts elections in the three Electoral Areas (EA) for EA Directors. In addition, the CRD conducts elections on behalf of Islands Trust for Local Trustees on North and South Pender Island, Galiano, Mayne, Saturna and Salt Spring Islands, and for School District Trustees for School Districts #61, #62, #63 and #64. CRD also administers the election for the Salt Spring Island Local Community Commission (SSI LCC) and the Juan de Fuca Advisory Planning Commission and Land Use Committee. In total, staff are responsible for administering over 20 different races across 19 polling locations, utilizing 16 unique forms of ballot to reflect the races in each sub-regional area.

Currently, all aspects of municipal elections are conducted by each municipality individually. Historically there are a few areas where there is collaboration between the local governments in the region with respect to elections: when leasing voting machines staff try to get a group discount from the vendor by negotiating as a group; City of Victoria coordinates a two-page advertisement in the Times Colonist identifying polling locations across the region which some, but not all, municipalities participate in; and post-election, the District of Esquimalt coordinates a joint orientation session for newly elected mayors, councilors and EA Directors. Most municipalities have their own candidate information sessions and communication strategies to educate candidates and voters in the run up to the election.

CRD does not currently have a service for regional promotion of elections. In addition, CRD is not well placed to advance this work and has capacity challenges in meeting the current workload associated with CRD elections, due to the number of races it administers and number of outside agencies staff coordinate with, all under tight statutory deadlines. Service levels have already increased for the 2026 general local election with the addition of the SSI LCC election (the initial election was ‘off-cycle’) and possible changes to School District #61 Trustee elections. While staff have limited ability to undertake regional activities due to limited capacity and the absence of funding for a regional service, there are improvements planned in 2026 for CRD elections aimed at increasing candidate participation and voter turnout.

ALTERNATIVES

Alternative 1

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That staff create a resource page on the CRD website with links to the election webpages of CRD municipalities;
2. That staff develop candidate information sessions for Electoral Area Directors and Salt Spring Island Local Community Commissioners to be held prior to the 2026 general local election;
3. That mail ballot voting be promoted early and often to encourage voter participation in the 2026 general local election; and
4. That staff consider inclusivity in addition to accessibility in selection of polling places.

Alternative 2

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the matter of developing a region-wide campaign to support increasing voter turnout and candidate participation be referred to the 2027-2031 Board strategic planning process for consideration and potential inclusion in the 2028 service planning process.

Alternative 3

That this report be referred back to staff for additional information.

IMPLICATIONS

Intergovernmental Implications

Developing a region-wide campaign to increase voter turnout and candidate participation would require a high level of coordination with municipal staff and a formal endorsement of support from the municipalities through the creation of a new regional election service. If supported by the Regional Board, this could be considered as a priority for the next Board term but would not be possible for the 2026 general local election with current staff resources. There are, however, opportunities for CRD to make improvements for CRD elections in 2026, aimed at enhancing voter turnout and candidate participation, as set out in this report.

One change that CRD can implement for 2026 without the creation of a new service would be to include a subsite on the CRD election webpage, with resource links to municipal election webpages. This would assist any visitors to the CRD website who are looking for information related to elections in CRD municipalities. Having links is preferable to consolidating or reproducing information on the CRD website as it reduces the opportunity for any errors or missed information if the municipal websites are changed or updated during the election period.

It should be noted that there is a good deal of print advertising about the election both by CRD and the municipalities driven by requirements for publishing statutory notices during the election period. In 2022, CRD published 53 print and digital advertisements between the call for nominations and notice of election by voting. A list of election advertisements, and where they were published, is attached at Appendix A. While the majority are required by statute, some ads are designed to increase voter turnout, such as including notice of polling places in CRD water bills and posting print notices of polling places at community meeting sites throughout the electoral

areas. Staff intend to continue these advertisements for the 2026 election.

Equity, Diversity & Inclusion Implications

Under the CRD's Equity, Diversity and Inclusion framework, diversity refers to the variety of unique dimensions, qualities, characteristics that an individual possesses, and the mix that occurs in a community or a group of people. It extends beyond visible attributes like race and ethnicity to include factors such as race, ethnicity, language, age, gender identity and expression, sexual orientation, culture, religion, belief system, marital and family status, socioeconomic status, physical and intellectual abilities, mental health, work status, life experiences and thinking style.

Qualifications for candidates in the general local elections are prescribed in Division 5 of the *Local Government Act*. Staff have a role in informing potential candidates about the legislated qualifications and ensuring those qualifications are met in the nomination documents, but to maintain neutrality in administration of the election, staff should not influence the nomination process beyond ensuring basic requirements are met. Staff can, however, ensure that information about the nomination process is communicated broadly and in ways that are more likely to reach diverse members of the community. In 2026, CRD will be hosting candidate information sessions for EA Directors and Salt Spring Local Community Commissioners. Staff are planning to deliver information sessions in a variety of formats, including online, print media, and in-person sessions, to hopefully cater to different learning styles and needs of diverse community members who may be interested in running for office.

In previous elections, CRD has utilized churches as polling places where there are no other public buildings in the area. Churches are typically suitable as polling places because they often have accessible entries, contain large open spaces for polling booths, and are often available for a low cost on general voting days. However, following the 2022 election, CRD received feedback from some community members that they do not feel safe in places of worship that display religious iconography, with a request that CRD discontinue the use of churches for polling places. To ensure all members of the public feel safe when voting, staff will discontinue booking churches or places of worship as voting locations and look for neutral, secular facilities instead. Staff will look to locate polling places in CRD facilities wherever possible, which will also help keep facility rental costs low.

Staff are also planning a campaign to more heavily promote the use of mail ballots in the 2026 election. Mail ballot voting is one way to make voting more accessible to individuals who may not be mobile or able to attend an in-person polling place. CRD elections cover some remote and rural areas, and many Southern Gulf Island voters are non-residents, so having more options for voting that do not include travel on prescribed voting days will hopefully increase voter turnout.

First Nations Implications

School District #61 has submitted a request to the province to transition from the current at-large Trustee election model to creating new Trustee Electoral Areas for the Songhees and Kosapsum Nations. If approved by the province, CRD will administer voting for School District Trustees for the two Nations. Staff will be working with the Songhees and Kosapsum Nations to find polling locations on reserve to facilitate easier voting and will seek to hire residents on reserve to staff the polling places.

Financial Implications

Currently all costs related to administration of the general election are borne by the three electoral areas, offset by any costs recovered by service agreements with Islands Trust and the School Districts. CRD currently has no regional role in elections and there is no service for promoting elections on behalf of municipalities. Creation of a regional service would be required to support any regional initiatives to promote candidate diversity and voter turnout. In the absence of a regional service, it could be possible to undertake regional work pursuant to service agreements with the municipalities, however, recovering the tangible costs of any promotional, activities, like advertising, does not address the lack of staff capacity to lead and coordinate the work.

Implementing the improvements that are identified in the report, such as creating an election webpage with municipal links and enhanced candidate information sessions, are cost neutral and can be absorbed within current staff capacity.

Alignment with Board & Corporate Priorities

The 2023-2026 Board Priority Initiatives includes Governance 5d: Foster greater civic participation among diverse community members. Finding secular polling places, targeting communities that traditionally have lower voter turnout, and using a variety of information mediums, like internet, print media and video for communication with potential nominees will help to encourage both candidate and voter participation with a more inclusive lens.

CONCLUSION

The CRD Board directed staff to consider options to support a regional-wide campaign to increase voter turnout and candidate participation in the 2026 local government elections. The CRD election service is a sub-regional budget funded wholly by the three electoral areas. A regional service would need to be created to advance promotion of general local elections on a regional level. For CRD elections, staff are planning improvements aimed at increasing voter turnout and candidate diversity by developing candidate information sessions in a variety of formats, promoting more ways to vote, increasing voting opportunities on reserve lands, and ensuring all polling places are in accessible, secular spaces.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

1. That staff create a resource page on the CRD website with links to the election webpages of CRD municipalities;
2. That staff develop candidate information sessions for Electoral Area Directors and Salt Spring Island Local Community Commissioners to be held prior to the 2026 general local election;
3. That mail ballot voting be promoted early and often to encourage voter participation in the 2026 general local election; and
4. That staff consider inclusivity in addition to accessibility in selection of polling places.

Submitted by:	Marlene Lagoa, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: List of Published Election Notices in 2022

Appendix A: List of Published Election Notices in 2022

VOTING TYPE	AD TITLE	AREA	PUBLISHER	CHANNEL	UNITS
Electoral Area Directors SSI LCC Commissioners Islands Trust Trustees	Notice of Nomination	Regional	TC	Print	2
Electoral Area Directors SSI LCC Commissioners Islands Trust Trustees	Notice of Nomination	SSI SGI	BP - Driftwood	Print	2
Electoral Area Directors SSI LCC Commissioners Islands Trust Trustees	Notice of Advance Voter Registration & List of Registered Voters Available	Regional	TC	Print	2
Electoral Area Directors SSI LCC Commissioners Islands Trust Trustees	Notice of Advance Voter Registration & List of Registered Voters Available	SSI SGI	BP - Driftwood	Print	2
JdF Land Use Committee Members	Notice of Nomination	JdF	BP - Goldstream/Sooke	Print	2
SSI Electoral Area Director SSI LCC Commissioners Referendum	Mail Ballot Voting	SSI	Salt Spring Exchange	Digital	1
Referendum - SGI	Notice of Applications for Volunteer Scrutineers	SGI	BP - Driftwood	Print	2
Referendum - SGI	Scrutineer Volunteer Opportunity	SGI	Mayneliner Galiano Actice Page Saturna Scribbler Pender Post	Print	4
Referendum - SSI	Notice of Applications for Volunteer Scrutineers	Regional	TC	Print	1

AREA	TOTAL
JdF	8
Regional	16
SGI	16
SSI	7
SSI & SGI	6
Total	53

VOTING TYPE	AD TITLE	AREA	PUBLISHER	CHANNEL	UNITS
Referendum - SSI	Notice of Applications for Volunteer Scrutineers	SSI	BP - Driftwood	Print	2
Islands Trust Trustees	Notice of Election by Voting & Acclamation	Regional	TC	Print	2
Islands Trust Trustees	Notice of Election by Voting & Acclamation	SSI SGI	BP - Driftwood	Print	2
SSI Electoral Area Director SSI LCC Commissioners Referendum	Notice of Election by Voting & Assent Voting Opportunity	Regional	TC	Print	2
SSI Electoral Area Director SSI LCC Commissioners Referendum	Notice of Election by Voting & Assent Voting Opportunity	SSI	BP - Driftwood	Print	2
SGI Electoral Area Director Referendum	Notice of Election by Voting & Assent Voting Opportunity	Regional	TC	Print	2
SGI Electoral Area Director Referendum	Notice of Election by Voting & Assent Voting Opportunity	SGI	BP - Driftwood		2
JdF Electoral Area Director JdF LUC Committee Members Referendum	Notice of Election by Voting & Acclamation	Regional	TC	Print	2
JdF Electoral Area Director JdF LUC Committee Members Referendum	Notice of Election by Voting & Acclamation	JdF	BP - Sooke Mirror	Print	2
ALL (Cost share with City of Victoria)	Voting Stations on General Voting Day	Regional	TC	Print	1
		Regional	CRD - Water Bill	Print	1
		Regional	CRD Website	Digital	1

VOTING TYPE	AD TITLE	AREA	PUBLISHER	CHANNEL	UNITS
		Fisgard HQ	CRD - Fisgard HQ	Print	1
		JdF	CRD - East Sooke Community Hall	Print	1
		JdF	CRD - Willis Point Community Hall	Print	1
		JdF	CRD - Port Renfrew Community Hall	Print	1
		JdF	CRD - SEAPARC	Print	1
		SSI	CRD - SIMS Community Centre	Print	1
		SSI	CRD - Rainbow Recreation Centre	Print	1
		SGI	CRD - South Galianao Community Hall	Print	1
		SGI	CRD - Corner Store, 61 Georgeson Bay	Print	1
		SGI	CRD- Islands Trust/CRD Notice Boards	Print	1
		SGI	CRD - Community Hall 4418 Bedwell Harbour Rd	Print	1
		SGI	CRD - Medicine Beach - 5827 Schooner Way	Print	1
		SGI	CRD - The Point Store Complex - 100 East Point Rd	Print	1
		SGI	CRD - The General Store complex - 101 Narvaez Bay	Print	1
		SGI	CRD - Mayne Isl Community Centre - 493 Felix Jack	Print	1

REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, DECEMBER 3, 2025

SUBJECT First Nations Relations Operational Update

ISSUE SUMMARY

To provide an update on recent initiatives supporting the Board's priority of advancing respectful relationships with First Nations.

BACKGROUND

Government-to-Government Relationship Building

Since the last First Nations Relations operational update in February 2025, government-to-government Memorandum of Understanding or Protocol Agreements have been signed with Kosapsum First Nation, STÁUTW (Tsawout) First Nation, Songhees Nation, and with WJOLÉLP (Tsartlip) and WSIKEM (Tseycum) First Nations via the WSÁNEĆ Leadership Council. Leadership-level meetings involving Board Directors have been held with six First Nations. Chief and Council of T'Sou-ke Nation hosted a marine tour for CRD Directors and staff to learn more about T'Sou-ke territory and priorities.

Reconciliation Action Plan

Through an RFP process the CRD retained a consultant to support with the development of the CRD Reconciliation Action Plan (the Plan). The goal is for the Plan to contain a tangible set of actions for CRD to commit to and advance in partnership with First Nations over the next 5 years. An engagement plan was developed for First Nations as well as internally with CRD divisions and leadership.

In September, the First Nations Relations division reached out to all 19 First Nations on whose territory the CRD operates, to request their high-level feedback prior to beginning to draft the Plan. As of November 28, based on interest and response to date, meetings have been held with 11 First Nations. In addition, the consultant is reviewing 'what we heard' summaries so that the draft Plan incorporates input provided from First Nations to the CRD on other initiatives.

Between September to November, meetings have been held with 29 CRD divisions, all CRD general managers, and the Chief Administrative Officer, to identify ongoing and emerging opportunities for collaboration with First Nations for consideration in the draft Plan.

A draft plan that combines what has been heard from First Nations on other initiatives and on the Plan specifically, as well as input from CRD divisions, will be reviewed by the Executive Leadership Team and then brought to the Board for consideration in early 2026. Once the Board has approved the draft Plan as a starting place for further discussion, it will be shared with First Nations for their feedback early in 2026, with the goal of finalizing the Plan in 2026.

Training and Educational Opportunities

On June 20, 2025, 20 Directors and Alternate Directors attended a 3-hour WSÁNEĆ Awareness Learning Session that was offered by the WSÁNEĆ Leadership Council to deepen Directors' understanding of WSÁNEĆ—The Emerging People—whose relationship the lands and

seawaters continues to this day. 18 CRD managers also attended, including the executive leadership team.

The Board Chair and Vice-Chair who attended the Tribal Journeys event hosted by SC'IA'NEW First Nation on July 30, 2025, as well as the Regional Parks staff who supported the planning and implementation of the event, had the opportunity to learn about cultural protocol from the canoe families of SC'IA'NEW and other island First Nations who landed their canoes at East Sooke Regional Park and participated in protocol at the Sc'ianew longhouse that evening.

The CRD partnered with Indigenous Perspectives Society to offer two sessions of the 2-hour online Cultural Perspectives training that is mandatory for all CRD staff, and two sessions of the 3-hour in-person Building Local Relationships training that is designed for staff who work directly with Indigenous peoples. In total, 96 staff attended the four trainings.

In May, 23 CRD staff attended the 3-hour Indigenous Cultural walking tour offered by Songhees Nation.

First Nations Relations and Regional Parks staff worked closely with SC'IA'NEW First Nation and T'Sou-ke Nation on archaeology and heritage conservation in East Sooke Regional Park, with numerous learning opportunities for CRD staff throughout the duration of the project. First Nations Relations partnered with both Nations to organize an on-site event for CRD executive leadership that was a moment for learning as well as an opportunity to recognize and celebrate the collaborative partnership. The CRD Archaeology Manager then partnered with a SC'IA'NEW Elder to provide an educational presentation to all CRD managers.

The CRD Archaeology Manager offered three formal trainings on archaeological site identification and chance find response protocols to CRD staff as well as numerous project specific archaeological briefings as part of project kick-off meetings and construction tailgate talks.

Watershed Tours

First Nations Relations partnered with Watershed Protection to offer two tours of the watershed for First Nation leadership and staff, to support relationship building and identify opportunities for collaboration. On the first tour, 9 participants attended from 3 First Nations. For the second tour on November 28, 25 participants registered to attend from 4 First Nations.

Archaeology / Heritage Conservation

CRD staff meet quarterly with representatives from seven First Nations to bring forward land altering works in areas of high archaeological risk. These meetings provide an opportunity to mitigate concerns related to archaeological or heritage impacts prior to ground disturbance, and to identify where cultural monitors / Guardians from the Nations can be hired to support CRD project delivery.

Through project-related field work, the CRD and First Nations have identified several previously unregistered archaeological sites in the region. CRD have uploaded these to the Provincial Heritage Register.

The CRD manager of archaeology is participating in workshops and information sessions to review and provide feedback related to proposed changes to the *Heritage Conservation Act*, as the legislation is updated to be aligned with the provincial Declaration on the Rights of Indigenous

Peoples Act. Staff are reviewing the implications of the changes and being proactive to support organizational readiness.

Events

CRD sponsored the National Indigenous Peoples Day event at Royal Roads University, where CRD Regional Parks had a table. For the National Day for Truth and Reconciliation, CRD sponsored the South Island Powwow, the Penelakut Tribe event on Salt Spring Island, and flew the Xe Xe Smun' Eem (Sacred Children) orange flag in partnership with Orange Shirt Day Victoria.

Supporting CRD Service Delivery

The First Nations Relations Division provides support, guidance and advice to other CRD Divisions regarding First Nations engagement and related considerations for project planning, timelines, budgets and implementation. Some of the projects recently supported include:

- Regional Housing developments, conducting archaeological assessments in areas of high archaeological risk;
- Updates to the Regional Housing Affordability Strategy;
- Salt Spring Island Integrated Housing Strategy;
- Regional Transportation Plan;
- Regional Trails, including First Nations cultural monitoring of the Schooner Way Regional Trail development, and First Nations engagement for the Regional Trail Widening and Lighting Project (archaeology and heritage management, environmental, cultural visibility)
- Regional Parks, collaborating with several First Nations on ecological restoration projects to limit and avoid any potential impacts to heritage and archaeological values;
- Regional Water Supply Strategic Plan and Development Cost Charges;
- Regional Water Supply Master Plan implementation strategy, supporting staff and consultants to plan for First Nation consultation regarding regulatory permitting;
- Water and wastewater operations, including a planned bypass at McLoughlin Point, an infrastructure feasibility study for water and wastewater servicing in Port Renfrew, and archaeological assessments for water distribution systems (conveyances, pump stations, flow meters, etc) across the region in areas of archaeological risk;
- Installation of water conservation signage in Electoral Areas, involving First Nations cultural monitors;
- Land acquisition and disposition, and updates to the Regional Parks Land Acquisition Strategy;
- Electoral Area community park management, including supporting SSI staff to incorporate feedback from First Nations into the draft Mount Maxwell Community Park Management Plan, supporting the Galiano Island and Mayne Island Parks and Recreation Commissions with First Nations engagement on the development of a Master Plan for Galiano and Mayne Island Community parks, and conducting archaeological assessments and First Nation engagement pertaining to archaeological and environmental values at Fishboat Bay and Elrose Community Parks where improvements to existing infrastructure and new installations are planned;
- Solid waste management and operations, including negotiating a partnership agreement related to the Hartland landfill, First Nations engagement regarding biosolids management, and working with P'a:chi:da?aht (Pacheedaht) First Nation on solid waste management in Port Renfrew;
- Fire and emergency response services, supporting relationship building with P'a:chi:da?aht (Pacheedaht) First Nation;
- Supporting First Nations engagement into Regional Parks management plans and capital

projects, for example Mount Work Regional Park, St John Point Regional Park and parking lot improvements at Devonian Regional Park;

- Shoreline stabilization and water quality at Coles Bay Regional Park, with BOKÉĆEN (Pauquachin) First Nation; and
- Collaborating with P'a:chi:da?ah (Pacheedaht) First Nation on archaeological and heritage management as related to land use planning, development applications, park planning and infrastructure projects.

CONCLUSION

The recent initiatives highlighted in this report illustrate the variety of ways in which the CRD is operationalizing and continuing to advance Board commitments to reconciliation, across CRD service delivery. The work of the First Nations Relations Division, in collaboration with other CRD Divisions, supports the Board priority of advancing strong relationships with First Nations.

RECOMMENDATION

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

Submitted by:	Caitlyn Vernon, MES, Manager, First Nations Relations
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



Making a difference...together

Minutes of the Accessibility Advisory Committee meeting, held July 15, 2025 at 1:00 pm, 6th Floor Boardroom, 625 Fisgard Street, Victoria BC

PRESENT:

Committee Members: P. Danforth (Chair), T. Bolt (Vice Chair), M. Essery (EP), L. Hube, B. Manning-Jones, G. Robinson, R. Welland, M. Little (GFNRC Liaison)

Staff: C. Neilson, Senior Manager, People, Safety and Culture; A. Ali, Manager, Equality, Diversity, Inclusion and Accessibility; C. Whipp, Manager, Structures and Systems, Engineering Services; A. Hassanpour, Project Engineer, Corporate Capital Project Delivery Services; J. Dorman, Committee Clerk (Recorder)

EP – Electronic Participation

Regrets: J. Briante, Z. Lundrie, J. Parr, E. Syring

The meeting was called to order at 1:04 pm.

1. Territorial Acknowledgement

Vice Chair Bolt provided the Territorial Acknowledgement.

2. Approval of Agenda

MOVED by M. Essery, **SECONDED** by B. Manning-Jones,
That the agenda for the Accessibility Advisory Committee meeting of July 15, 2025 be approved with the following amendment:

- **Item 6.3. be moved to be considered before Item 6.1.**

CARRIED

3. Adoption of Minutes

**MOVED by M. Essery, SECONDED by L. Hube,
That the minutes of the Accessibility Advisory Committee
meeting of May 20, 2025 be adopted with the following
amendments:**

- Chair's Remarks "CRD has posted information surrounding
National Access Awareness Week and identification of current
initiations" replace with "CRD has posted information
regarding National Access Awareness Week and its initiatives"**
- CARRIED**

4. Chair's Remarks

Chair Danforth spoke about the Canada Disability Benefit (CDB) and eligible Canadians have begun to apply. Mobi mats at Island View Beach are now in place and operational. The CRD hosted a workshop on the Leadership for Advancing Accessibility and further conversation regarding the workshop will take place under New Business. Lastly, the committee has entered it's second anniversary and committee members are asked if they wish to be reappointed to remember to put their names forward.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. CRD Parks Parking Policy Update

C. Neilson presented Item 6.1. for information.

Discussion ensued on the following:

- current parking bylaw requirements
- paid versus free parking implementation and enforcement

6.2. Fisgard 6th Floor Washroom Update

C. Whipp presented Item 6.2. for information.

Discussion ensued on the following:

- accessible washrooms with changing tables
- structural elements and space requirements
- adaptable signage with brail and/or embossed layout
- accessible counter heights and mirrors

M. Essery left the meeting at 1:18 pm.

**6.3. Trail Widening and Lighting Project: AAC Site Visit
(scheduled for September 16, 2025)**

C. Neilson and A. Hassanpour presented Item 6.3. for information.

Discussion ensued on the following:

- planning and logistic collaboration with Regional Trails
- preference of pedestrian versus bike lane in lane separation sections of the trail

7. Notices of Motion

There were no notice(s) of motion.

8. New Business

8.1. Leadership in Advancing Accessibility Training Session

A. Ali provided the committee an update on the training sessions that were held for the CRD Board and several CRD Committee and Commission members.

8.2. Staffing Update

A. Ali provided the committee an update on a temporary position in the People, Safety and Culture department.

9. Adjournment

**MOVED by M. Essery, SECONDED by M. Little,
That the Accessibility Advisory Committee meeting of July 15,
2025 be adjourned at 2:05 pm.
CARRIED**

Chair

Committee Clerk