

**Meeting Minutes**  
**Capital Regional District Board**

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Wednesday, September 9, 2015

1:35 PM

6th Floor Boardroom

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**PRESENT**

**DIRECTORS:** N. Jensen (Chair), D. Howe (Vice Chair), M. Alto, R. Atwell, D. Blackwell, S. Brice, J. Brownoff, C. Day (for C. Hamilton), V. Derman, B. Desjardins, A. Finall, L. Helps, M. Hicks, B. Isitt, R. Kasper (for M. Tait), W. McIntyre, S. Price, J. Ranns, V. Sanders (for C. Plant), D. Screech, L. Seaton, K. Williams, R. Windsor, and G. Young

**STAFF:** R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Finance and Technology; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; C. Neilson, Senior Manager, Human Resources; A. Orr, Senior Manager, Corporate Communications; S. Santarossa, Corporate Officer, and N. More, Committee Clerk (recorder)

**ALSO PRESENT:** K. M. Sainas, Sainas Consult Inc.

The meeting was called to order at 2:10 p.m.

**1. APPROVAL OF THE AGENDA**

**MOVED** by Director Seaton, **SECONDED** by Director Helps,  
That the revised agenda, including the addition of delegation 4.1 and committee report 5.13, be approved.  
**CARRIED**

**2. ADOPTION OF MINUTES**

**2.1. 15-906** Minutes of the Capital Regional District Board Meetings of April 29 and August 12, 2015

**MOVED** by Director Screech, **SECONDED** by Director Williams,  
That the minutes of the following Capital Regional District Board meetings be adopted as circulated:  
1. April 29, 2015  
2. August 12, 2015  
**CARRIED**

**3. REPORT OF THE CHAIR**

*Chair Jensen remarked on celebrations regarding the reign of Her Majesty the Queen, and the positive involvement of CRD staff in helping with a rescue in East Sooke.*

**4. PRESENTATIONS/DELEGATIONS**

4.1. 15-956 Delegation: Colin Nielsen re: agenda item 5.12

*Colin Nielsen expressed concern that the twenty-year wait for a pay review resulted in doubling the pay. He recommended using a model similar to that of Metro Vancouver, and questioned whether the Capital Regional District was more complex than Metro Vancouver. He felt the timing of the motion was inappropriate. The delegation provided a written submission, on file at Legislative and Information Services.*

## 5. REPORTS OF COMMITTEES

### Core Area Liquid Waste Management Committee

1. 15-925 Core Area Wastewater Treatment Program and Budget Update No. 27

**MOVED** by Director Helps, **SECONDED** by Director Brice,  
That Core Area Wastewater Treatment Program and Budget Update No. 27 be received for information.

**CARRIED**

2. 15-929 Role of Fairness and Transparency Advisor and Terms of Reference

**MOVED** by Director Helps, **SECONDED** by Director Brice,

**Issue 1: Investigations**

It is recommended that the committee support the approach to "own initiative" investigations as described.

**Issue 2: Advisory vs. Complaints Role of FTA (Decision Required)**

The committee is asked to support both an ex ante an ex post approach, with priority placed on advice up front. Such an approach ensures that a priority will be placed on actions that inform a process either before it is actioned; or if a complaint is received as a process is unfolding, there would be a commitment to allow the FTA to provide advice in order to affect the process. Implicit in this approach is cooperation by all parties to work with the FTA up front in the process design stage.

**Issue 3: Scope and Application of role of FTA (Decision Required)**

1. It is recommended that the committee support objective (b) which is that the primary objective is to ensure that all CRD processes related to "the project" are fair and transparent.

2. It is recommended that the committee approve outcome statements (a) through (c). [This implies that as it relates to Issue 3(1) How Broad Should the Scope of Fairness be, that the committee chose option (b) To ensure that all CRD processes related to the Core Area Sewage Treatment project ("the project") are fair and transparent].

3. Issue 2 above, discussed the advantages and disadvantages of the timing associated with when the FTA would become involved ex post or ex ante. Given these considerations as well as the considerations proposed under Issue 3 Scope & Application of the role of the FTA, it is recommended that the committee support objective (c) to comment on a process after it has occurred with a view to affecting future similar processes; **AND** to attempt to affect/inform the process in its path.

4. And that the scope and application of the role may be expanded after receiving comments from the participating municipalities.

**Issue 5: "Project " timelines**

All process related complaints must relate to the individual processes within

the existing timelines. FTA will not review the fairness of timelines imposed on the project by external parties (e.g., funders).

**CARRIED**

3.      **15-934**      Core Area Wastewater Treatment Program Commission Lessons Learned

**MOVED** by Director Helps, **SECONDED** by Director Brice,  
That the Core Area Wastewater Treatment Program Commission Lessons Learned report be received for information.

**CARRIED**

4.      **15-935**      Urban Systems Contract 15-1834 - Scope Change No. 1

**MOVED** by Director Helps, **SECONDED** by Director Brice,  
That the Request for Scope Change No. 1 be approved, as outlined in Urban Systems' letter of submittal dated September 3, 2015, in the amount of \$68,000 (excluding GST).

**CARRIED**

**OPPOSED** Young

5.      **15-939**      Core Area Wastewater Treatment Program Funders' Update

**MOVED** by Director Helps, **SECONDED** by Director Brice,  
That the Core Area Wastewater Treatment Program Funders' Update be received for information.

**CARRIED**

6.      **15-942**      Marigold Pump Station Standby Generator Controller Replacement

**MOVED** by Director Helps, **SECONDED** by Director Brice,  
That staff be directed to proceed with the replacement of the Marigold Pump Station standby generator controller, utilizing up to \$360,000 from the District of Saanich share of the Core Trunk Sewer Capital Reserve Fund.

**CARRIED**

#### Finance Committee

7.      **15-720**      Capital Regional District (CRD) Grants Update - Carried Forward from the July 15th 2015 Finance Committee Meeting

**MOVED** by Vice Chair Howe, **SECONDED** by Director Price,  
That the Capital Regional District Grants Update carried forward from July 2015 be received for information.

**CARRIED**

8.      **15-870**      Grants Update

**MOVED** by Vice Chair Howe, **SECONDED** by Director Brice,  
That the Grants Update be received for information.

**CARRIED**

9.      **15-725**      Core Area Wastewater Treatment Program Cashflow Report

**MOVED by Vice Chair Howe, SECONDED by Director Brice,  
That the Core Area Wastewater Treatment Program Cashflow Report be  
received for information.  
CARRIED**

**10. 15-871**

**Bylaw 4036 - Temporary Borrowing Bylaw for Capital Financing  
(Ganges Sewer Wastewater System)**

**MOVED by Director McIntyre, SECONDED by Director Hicks,  
That Bylaw No. 4036, "Temporary Loan (Ganges Sewer Wastewater System)  
Bylaw No. 1, 2015" be introduced and read a first time and second time.  
CARRIED**

**MOVED by Director McIntyre, SECONDED by Director Desjardins,  
That Bylaw No. 4036 be read a third time.  
CARRIED**

**MOVED by Director McIntyre, SECONDED by Director Desjardins,  
That Bylaw No. 4036 be adopted.  
CARRIED**

**11. 15-872**

**2016-2019 Service and Financial Planning Process Overview**

**MOVED by Vice Chair Howe, SECONDED by Director Screech,  
That the 2016-2019 Service and Financial Planning Process Overview be  
received for information.  
CARRIED**

**12. 15-904**

**Capital Regional District Board of Directors Remuneration**

*On the motions and amendments, the Board discussed the philosophy of fair compensation for Board members and alternates, highlighting points such as:*

- significant time spent on Board and committee matters*
- attracting citizens to elected office from different stages of life or income level*
- the role of the Board in making compensation decisions for its own members*
- timing of the new remuneration model in light of the past twenty years of discussion on the matter*
- implementation date*

*The Board sought clarification on the following points:*

- remuneration for the Board Chair in the new model was based on a provincial average of regional district board chairs*
- expectation for Directors to attend Board meetings and sit on two standing Committees does not currently include a lesser remuneration for not meeting those expectations*
- a Director may refuse a stipend or donate it*

*The Board discussed the following points:*

- the difference between Electoral Area directors and holders of municipal office who additionally hold office as a regional district director*
- representation on the Board and the role of Alternate Directors*

**MOVED by Vice Chair Howe, SECONDED by Director Ranns,  
That effective January 1, 2016, a remuneration philosophy for CRD Board of  
Directors be established that recognizes the significant commitment and  
expectations of a CRD Director, and is comparable with remuneration  
payments provided to other organizations as follows:**

- a. 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, which for 2016 is \$17,000 annually; and
- b. an additional annual stipend to Electoral Area Directors to provide overall remuneration consistent with the average paid to CRD member mayors, which recognizes all additional Electoral Area work including Electoral Area Commission commitments, which for 2016 is \$25,000 annually; and
- c. 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, which for 2016 is \$25,000 annually; and
- d. additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair/Capital Region Hospital District Chair which for 2016 is \$5,000; Standing Committee Chairs which for 2016 is \$2,500; and CRD Directors who are involved on more than two Standing Committees which for 2016 is \$5,000 annually; and
- e. 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), which for 2016 is \$100 per meeting; and
- f. per meeting payments to Alternate Directors consistent with payments made by other Regional Districts, which for 2016 is \$100 per meeting; and
- g. 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.

**MOVED** by Director Alto, **SECONDED** by Director Young,  
That the effective date be amended to January 1, 2019,  
from January 1, 2016.

**DEFEATED**

**OPPOSED** Blackwell, Brice, Brownoff, Day, Derman, Desjardins, Finall, Hicks, Howe, Isitt, Jensen, McIntyre, Price, Ranns, Sanders, Screech, Seaton, Williams, Windsor

**MOVED** by Director Alto, **SECONDED** by Alternate Director Kasper,  
That items a. and b. be deleted from the main motion.

**DEFEATED**

**OPPOSED** Atwell, Blackwell, Brice, Brownoff, Day, Derman, Desjardins, Finall, Helps, Hicks, Howe, Isitt, Jensen, McIntyre, Price, Ranns, Sanders, Screech, Seaton, Williams, Windsor, Young

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,  
That item b. of the main motion be amended as follows:

b. a base Director annual stipend to the Electoral Area Directors which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments, which for 2016 is \$17,000 annually and is to be paid from the Board budget plus additional remuneration which recognizes all additional Electoral Area responsibilities including Electoral Area Commission commitments, which for 2016 is \$31,619 and paid from the Electoral Area budget.

**CARRIED**

**OPPOSED** McIntyre

The question on the main motion as amended was called.

**CARRIED**

**OPPOSED** Alto, Atwell, Kasper, McIntyre, Seaton, Young

**MOVED** by Director Windsor, **SECONDED** by Alternate Director Kasper,  
That the matter of developing a formula to address director absences be referred to the Finance Committee.

**CARRIED**

**13. 15-881** Urban Wildlife Stewardship Society Funding Request

**MOVED** by Vice Chair Howe, **SECONDED** by Director Windsor,

1. That the funding request not be supported as the CRD Board has a “no regional grant-in-aid” policy in place and there is no CRD deer management service; and

2. That staff undertake a review of the Regional Grants-in-Aid policy.

**CARRIED**

**OPPOSED** Alto, Atwell, Derman, Desjardins, Finall, Helps, Isitt, Young

## **6. ADMINISTRATION REPORTS**

**6.1. 15-953** Capital Regional District (CRD) 2015-2018 Corporate Plan

*Director Howe left the meeting at 4:12 p.m.*

*Directors Ranns, Finall and Price left the meeting at 4:13 p.m.*

*Director Blackwell left the meeting at 4:14 p.m.*

**MOVED** by Director Helps, **SECONDED** by Director Brice,

That the Capital Regional District 2015-2018 Corporate Plan be received.

**CARRIED**

## **7. NEW BUSINESS - None**

*Director Howe returned to the meeting at 4:15 p.m.*

## **8. MOTION TO CLOSE THE MEETING**

**8.1. 15-907** Motion to Close the Meeting

**MOVED** by Director Brice, **SECONDED** by Director Desjardins,

That the Board close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1): (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district; (e) the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the regional district and (g) litigation or potential litigation affecting the regional district.

**CARRIED**

The Board moved to the closed session at 4:15 p.m.

The Committee rose from the closed session at 4:20 p.m. with report.

## **RISE AND REPORT**

**9.1 15-983** Appointment to the Core Area and West Shore Sewage Treatment Technical and Community Advisory Committee

The following person was appointed to the Core Area and West Shore Sewage Treatment Advisory Committee (TCAC) as a member-at-large:  
Jim Sharp

**9.2 15-984** CRD Appointments

The following persons were appointed to the Lyall Harbour Boot Cove Water Local Service Committee for a term to expire December 31, 2017:  
Ron Lewis, Michael Fry

The following persons were appointed to the Magic Lake Estates Water and Sewer Committee for a term to expire October 31, 2017:  
Alex Wilson, Jim Petrie, Mr. Courtney Rodash

**10. ADJOURNMENT**

**MOVED** by Director Helps, **SECONDED** by Director Screech,  
That the meeting be adjourned at 4:20 p.m.  
**CARRIED**

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*CHAIR*

*CERTIFIED CORRECT:*

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*CORPORATE OFFICER*