

Meeting Minutes
Capital Regional District Board

Wednesday, March 30, 2016

Special Meeting Budget

6th Floor Boardroom

Present:

Directors: D. Howe (Vice Chair), R. Atwell, D. Blackwell, S. Brice, J. Brownoff, V. Derman, A. Finall, C. Hamilton, M. Hicks, L. Hundley (for B. Desjardins), B. Isitt, N. Jensen, R. Kasper, J. Loveday (for L. Helps), W. McIntyre, S. Price, J. Ranns, 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; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; R. Sharma, Acting Financial Officer; B. Reems, Corporate Officer, and S. Norton, Deputy Corporate Officer (Recorder)

Absent: Directors: M. Alto and C. Plant

The meeting was called to order at 1:37 pm.

1. APPROVAL OF THE AGENDA

**MOVED by Director Derman, SECONDED by Director Screech,
That the agenda be approved as amended, with the addition of the 2016 staff
establishment chart to item 3.2.**

CARRIED

2. PRESENTATIONS/DELEGATIONS - None

3. SPECIAL MEETING MATTERS

3.1. [16-463](#) Repeal and Replacement of Amendment Bylaws

**MOVED by Director Hicks, SECONDED by Director McIntyre,
That Bylaw No. 4086, Bylaw To Repeal Bylaws No. 4056, 4064, 4065, 4066, 4067
and 4068, be adopted.**

CARRIED

**MOVED by Director Hicks, SECONDED by Director McIntyre,
That Bylaw No. 4087, Community Parks Participating Electoral Areas Bylaw No. 1,
1975, Amendment Bylaw No. 4, 2016, be adopted.**

CARRIED

**MOVED by Director Hicks, SECONDED by Director McIntyre,
That Bylaw No. 4088, Community Parks Participating Electoral Areas Bylaw No. 1,
1992, Amendment Bylaw No. 3, 2016, be adopted.**

CARRIED

**MOVED by Director Hicks, SECONDED by Director McIntyre,
That Bylaw No. 4089, Community Parks Participating Electoral Areas Bylaw No. 2,
1988, Amendment Bylaw No. 2, 2016, be adopted.**

CARRIED

**MOVED by Director Hicks, SECONDED by Director McIntyre,
That Bylaw No. 4090, Community Parks Participating Electoral Areas Bylaw No. 1,
1995, Amendment Bylaw No. 3, 2016, be adopted.**

CARRIED

**MOVED by Director Hicks, SECONDED by Director McIntyre,
That Bylaw No. 4091, Community Parks Participating Electoral Areas By-law No.
1, 1988, Amendment Bylaw No. 2, 2016, be adopted.**

CARRIED

**MOVED by Director Hicks, SECONDED by Director McIntyre,
That Bylaw No. 4092, Salt Spring Island Arts Contribution Service Establishment
Bylaw No. 1, 2003, Amendment Bylaw No. 2, 2016 be adopted.**

CARRIED

3.2. [16-464](#)

Bylaw No. 4082 - 2016-2020 Financial Plan, 2016

Vice Chair Howe noted that a number of Directors would have to leave because of a potential conflict of interest arising from their appointments to other societies or boards.

Director McIntyre advised he had resigned his position from the Board of the Greater Victoria Homelessness Coalition in order to be present for approval of the 2016 budget.

The following Directors left the meeting at 1:43 pm:

S. Price - Greater Victoria Labour Relations Association Board

J. Ranns - Greater Victoria Labour Relations Association

L. Seaton - West Shore Parks and Recreation Society Board.

Discussion ensued on whether it was prudent for Directors with a potential conflict of interest to stay for the presentation and leave before readings of the bylaw. B. Reems advised that best practice would be to leave the meeting prior to the presentation, but that it was up to the individual Director.

Director Jensen noted that both he and his alternate were appointed to the Board of the Greater Victoria Labour Relations Association, therefore, leaving the District of Oak Bay with no vote on the adoption of the budget. To avoid a conflict of interest, Director Jensen left the meeting at 1:46 pm.

R. Lapham outlined the review by the committees and commissions of their individual budgets before and after the approval of the Provisional Budget

in December 2015, which resulted in some adjustments. He noted that the Finance Committee reviewed the Staff Establishment Chart report on March 16, and this chart needs to be received for information as part of the adoption process for the financial plan.

R. Sharma noted there are over 200 different services at the CRD, each with its own budget, which are consolidated into the financial plan. He reviewed highlights of the budget as outlined in the covering staff report and referred to information in the appendices.

**MOVED by Director Williams, SECONDED by Director Blackwell,
That the the 2016 Staff Establishment Chart and Resources Rationale report be
received for information.**

CARRIED

Director Isitt left the meeting at 2:00 pm.

Staff responded to questions regarding:

- how efficiency and operational improvements are handled through the annual service plan process
- the difficulty with applying bench marking to the overall organization because of the large number of unique services
- lack of feedback on overall budget versus feedback at the local level and through surveys on programs and services
- how debt management is handled through the maximum requisition level set in the service establishment bylaws which limits the amount of borrowing, and through capital plans
- the preparation, content and timeline of the Asset Management Plan and the development of a Risk Register

R. Lapham noted that Appendix 9 provides a breakdown of the budget by municipality and electoral area.

**MOVED by Director Derman, SECONDED by Director Screech,
That Bylaw No. 4082, cited as "2016 to 2020 Financial Plan Bylaw, 2016", be
introduced and read a first time and second time.**

CARRIED

**MOVED by Director Derman, SECONDED by Director Screech,
That Bylaw No. 4082 be read a third time.**

CARRIED

**MOVED by Director Derman, SECONDED by Director Screech,
That Bylaw No. 4082 be adopted.**

CARRIED

4. ADJOURNMENT

**MOVED by Director Blackwell, SECONDED by Director Windsor,
That the meeting be adjourned at 2:15 pm.**

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER