

Meeting Minutes

Capital Regional District Board

Wednesday, March 18, 2020

1:35 PM

6th Floor Boardroom
625 Fisgard Street
Victoria, BC

Special Meeting

PRESENT

Directors: C. Plant (Chair), D. Blackwell (Vice-Chair), S. Brice, B. Desjardins, F. Haynes, L. Helps, M. Hicks, G. Holman, D. Howe, B. Isitt, J. Loveday, C. McNeil-Smith, R. Martin, R. Mersereau, K. Murdoch, G. Orr, D. Screech, L. Szpak (for L. Seaton), M. Tait, N. Taylor, K. Williams, R. Windsor, G. Young

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; S. Carby, Senior Manager, Protective Services; R. Lachance, Senior Manager, Financial Services; R. Smith, Senior Manager, Environmental Resource Management; E. Gorman, Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

Regrets: Director Ranns

The meeting was called to order at 1:48 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

Alternate Director Szpak provided a Territorial Acknowledgement in the preceding meeting.

2. APPROVAL OF THE AGENDA

MOVED by Director Blackwell, **SECONDED** by Director Brice,
That Report of the Chair be added as Item 2.5., a COVID-19 Verbal Update be added as Item 4.4., and that the agenda be approved as amended.
CARRIED

2.5. REPORT OF THE CHAIR

The Chair provided reassurance to the public, the Board and staff that the CRD is taking the COVID-19 situation very seriously and that the health and safety of all and the provisions of our essential services remains our primary focus. The meeting on this day is to approve the 2020 Operating and Capital budget and consider a bylaw change to hold electronic meetings. The Chair noted that he revisited the *Local Government Act* to ensure he was fulfilling his role as Board Chair as per legislation. Further to that, at a future Board meeting, the Chair will be recommending that an Economic Recovery Forum be held. This forum will

be intended to bring together elected officials, business leaders and other stakeholders to discuss potential region-wide initiatives. The CRD will stand ready to work with all levels of government to address the coming financial challenges that will result from this pandemic. As our CRD motto says, we are making a difference...together.

3. PRESENTATIONS/DELEGATIONS

3.1 Presentations

There were no presentations.

3.2 Delegations

There were no delegations.

4. SPECIAL MEETING MATTERS

4.1. [20-195](#) 2020 Electoral Area Budget Review

N. Chan introduced the 2020 Electoral Area Budget Review.

Discussion ensued on the following:

- deferral of taxes in the Electoral Areas
- CRD borrowing authority
- deferral carrying costs
- requisition repayment

MOVED by Director Hicks, **SECONDED** by Director Howe,
That the 2020 Electoral Area budgets as presented receive approval.
CARRIED

MOVED by Director Howe, **SECONDED** by Director Hicks,
That the CRD Board Chair write the Minister of Finance Surveyor of Taxes requesting a six (6) month deferral of the CRD Electoral Area taxes including funding shortfall of interest.

MOVED by Director Isitt, **SECONDED** by Director Hicks,
That the motion arising be amended to add the words "...an option of..." after the words "...Surveyor of Taxes requesting..." and before the words "...a six (6) month deferral...".
CARRIED

MOVED by Director Holman, **SECONDED** by Director Hicks,
That the motion arising be amended to replace the words "...including funding shortfall of interest." with the words "...and that the interest costs of that deferral be financed by the province."
CARRIED

OPPOSED: Blackwell, Murdoch, Szpak, Williams, Young

MOVED by Director Howe, **SECONDED** by Director Hicks,
That the CRD Board Chair write the Minister of Finance Surveyor of Taxes requesting an option of a six (6) month deferral of the CRD Electoral Area taxes and that the interest costs of that deferral be financed by the province.

MOVED by Director Blackwell, **SECONDED** by Director Windsor,
That the motion be deferred until the CRD Board Meeting of April 8, 2020.

CARRIED

OPPOSED: Desjardins, Holman, Isitt, Loveday, Mersereau

4.2. [20-124](#)

Bylaw No. 4349: 2020-2024 Financial Plan Bylaw, 2020

N. Chan introduced Bylaw 4349, the 2020-2024 Financial Plan Bylaw, 2020.

Discussion ensued on the CRD requirement to pay interest on the tax deferral.

MOVED by Director Blackwell, **SECONDED** by Director Desjardins,
That Bylaw No.4349, cited as “2020 to 2024 Financial Plan Bylaw, 2020”, be
introduced and read a first, second and third time.

CARRIED

MOVED by Director Blackwell, **SECONDED** by Director Desjardins,
That Bylaw No. 4349 be adopted.

CARRIED

MOVED by Director Blackwell, **SECONDED** by Director Desjardins,
That the Staff Establishment Chart as attached in Appendix G be approved.

CARRIED

MOVED by Director Isitt, **SECONDED** by Director Helps,
That the CRD Board write the Minister of Finance Surveyor of Taxes requesting
the option of a six (6) month deferral of municipal requisitions and that the
interest costs of deferral be financed by the provincial government.

MOVED by Director Isitt, **SECONDED** by Director Hicks,
That the motion arising be amended to add the words "...to Regional Districts..."
after the words "...of municipal requisitions." and removing the words "...and that
the interest costs of deferral be financed by the provincial government.

MOVED by Director Tait, **SECONDED** by Director Blackwell,
That the amendment to the motion arising by amended further to replace the
words "...municipal requisitions..." with the words "...local government
requisitions...".

CARRIED

OPPOSED: Blackwell, Hicks, Loveday, Mersereau, Szpak, Williams, Windsor,
Young

MOVED by Director Isitt, **SECONDED** by Director Hicks,
That the motion arising be amended to add the words "...to Regional Districts..."
after the words "...of municipal requisitions." and removing the words "...and that
the interest costs of deferral be financed by the provincial government.

DEFEATED

OPPOSED: Blackwell, Brice, Desjardins, Haynes, Helps, Hicks, Holman, Howe,
Loveday, McNeil-Smith, Martin, Mersereau, Orr, Plant, Screech, Seaton, Tait,
Taylor, Williams, Windsor

MOVED by Director Isitt, **SECONDED** by Director Loveday,
That the motion arising be amended to add the words "...to Regional Districts..."
after the words "...of local government requisitions..".

CARRIED

**MOVED by Director Isitt, SECONDED by Director Helps,
That the CRD Board write the Minister of Finance Surveyor of Taxes requesting
the option of a six (6) month deferral of local government requisitions to Regional
Districts and that the interest costs of deferral be financed by the provincial
government.**

**MOVED by Director Blackwell, SECONDED by Director Murdoch,
That the motion be deferred until the CRD Board Meeting of April 8, 2020.**

CARRIED

OPPOSED: Holman, Isitt, Loveday, Mersereau

**MOVED by Director Taylor, SECONDED by Director Tait,
That agenda Item 4.4. be presented before Item 4.3.**

CARRIED

4.4. [20-248](#) CRD - COVID 19 Update (Verbal)

R. Lapham provided a verbal update on the COVID-19 CRD processes.

Discussion ensued on the following:

- Provincial vs. local government state of emergency
- emergency options for Electoral Areas
- COVID-19 testing
- maintaining business continuity
- staff cross-training to provide essential services
- staffing protocol: working from home options, self-isolation as required, operational requirements and capacity

**MOVED by Director Windsor, SECONDED by Director Helps,
That the verbal update be received for information.**

CARRIED

Director McNeil-Smith left the meeting at 3:21 pm.

4.3. [20-239](#) Amendment to Bylaw No. 3828 to allow Electronic Participation

K. Morley introduced Bylaw 4353, an Amendment to Bylaw 3828, Capital Regional District Board Procedures Bylaw.

Discussion ensued on the following:

- status of advisory/standing committees meetings for the interim
- electronic provisions for in-camera meetings
- options for continued public involvement in meetings
- possible interim changes to gathering limits for meetings

**MOVED by Director Blackwell, SECONDED by Director Screech,
That Bylaw No. 4353, Capital Regional District Board Procedures Bylaw, 2012,
Amendment Bylaw No. 10, 2020, be introduced and read a first, second and third
time.**

CARRIED

MOVED by Director Blackwell, SECONDED by Director Murdoch,

That Bylaw No. 4353 be adopted.
CARRIED

Director Screech left the meeting at 3:41 pm.
Director Howe left the meeting at 3:41 pm.
Director Martin left the meeting at 3:55 pm.

MOVED by Director Blackwell, SECONDED by Director Windsor,
That the CRD Board hereby waive the 5 days' notice of special meetings of CRD
Boards as per s. 9(1) of the CRD Board Procedures Bylaw, until the end of May,
2020.
CARRIED

5. MOTION TO CLOSE THE MEETING

There was no motion to close the meeting.

6. RISE AND REPORT

There was no Rise and Report.

14. ADJOURNMENT

MOVED by Director Helps, SECONDED by Director Blackwell,
That the March 18, 2020 Capital Regional District Board meeting be adjourned at
3:57 pm.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER