

Meeting Minutes

Capital Regional District Board

Wednesday, July 8, 2020

1:00 PM

**6th Floor Boardroom
625 Fisgard Street
Victoria, BC**

PRESENT

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

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; J. Lam, Manager, Arts Development; J. Nichols, Community Outreach Coordinator; E. Gorman, Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors D. Howe, J. Ranns

The meeting was called to order at 12:55 pm.

1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgment was provided in the preceding meeting.

2. APPROVAL OF THE AGENDA

Director Haynes left the meeting at 1:00 pm.

**MOVED by Director Helps, SECONDED by Director Loveday,
That the agenda for the July 08, 2020 Session of the Capital Regional District
Board be approved.
CARRIED**

3. ADOPTION OF MINUTES

3.1. [20-407](#) Minutes of the June 10, 2020 and June 24, 2020 Capital Regional District Board Meetings

**MOVED by Director Seaton, SECONDED by Director Williams,
That the minutes of the Capital Regional District Board meeting of June 10, 2020
and June 24, 2020 be adopted as circulated.
CARRIED**

Director Haynes returned to the meeting at 1:02 pm.

4. REPORT OF THE CHAIR

The Chair noted it was good to have everyone back meeting together as a Board. Beginning this month committee meetings recommence and work is being done to ensure public participation for delegations at meetings.

The Chair thanked staff and directors who attended the Hartland Residual Treatment Facility tour last month, and noted the hard work and commitment to safety. He was pleased to announce that the McLoughlin facility will be entering the commissioning phase later this summer.

There were updates from the last meeting, one being Saanich's acquisition of the Kings Road Nature Space where the report is not yet complete and will remain off the agenda for the time being. The other update is to confirm the letter was sent regarding investment in transit for stimulus spending to support a COVID recovery.

5. PRESENTATIONS/DELEGATIONS

5.1 Presentations

- 5.1.1. [20-396](#) Presentation: Arts & Culture 2019 Progress Report, Jeremy Loveday, Chair - CRD Arts Commission

Director Loveday presented the 2019 Arts & Culture Progress Report.

5.2 Delegations

There were no delegations.

6. CONSENT AGENDA

**MOVED by Director Tait, SECONDED by Director Helps,
That Consent Agenda items 6.1. through 6.6. be approved as presented.
CARRIED**

- 6.1. [20-354](#) Capital Regional District External Grants Update

**That the Capital Regional District External Grants Update be received for information.
CARRIED**

- 6.2. [20-336](#) Appointment of Officers

**That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Jesse Long, Taylor Marsh, Won Namgoong and Tod Purdy be appointed as Assistant Bylaw Officers.
CARRIED**

- 6.3. [20-368](#) Union of British Columbia Municipalities Emergency Support Services -

Grant Motion of Support

That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island emergency programs for Emergency Support Services equipment upgrades and direct staff to provide overall grant management.

CARRIED

6.4. [20-369](#) Union of British Columbia Municipalities Grant for Emergency Operations Centre - Motion of Support

That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for Juan de Fuca, Southern Gulf Islands, and Salt Spring Island Emergency Programs for Emergency Operations Centre equipment upgrades and direct staff to provide overall grant management.

CARRIED

6.5. [20-394](#) Provincial Urban Deer Cost Share Program Project Update

The Provincial Urban Deer Cost Share Program Project Update be received for information.

CARRIED

6.6. [20-382](#) MFABC Equipment Financing Program Borrowing Resolution for Pender Islands Fire and Emergency Response Service

That the following borrowing resolution be approved:

1. That the Board of the Capital Regional District authorizes up to \$545,000 to be borrowed, under Section 403 of the Local Government Act, from the MFABC Equipment Financing Program, for the purchase of a fire truck for Pender Island Fire Protection and Emergency Service.

2. That the loan be repaid within five (5) years, with no rights of renewal.

CARRIED

7. ADMINISTRATION REPORTS

7.1. [20-358](#) CAO Quarterly Progress Report No. 2, 2020

R. Lapham provided an update on the CAO Quarterly Progress Report No. 2, 2020.

Discussion ensued on the main motion:

- rental revenue deferrals
- Oak Bay Lodge vacancy date
- Hartland gas methane capture
- intentions of Island Health for Mt. Tolmie Court

Discussion ensued on the motion arising:

- consideration of Oak Bay Lodge as a COVID-19 support property
- definition of 'temporary' on the proposal for potential housing support
- timeline for consulting on future development
- public engagement considerations

Director Haynes left the meeting at 1:18 pm.

Director Hicks left the meeting at 1:24 pm.

MOVED by Director Murdoch, **SECONDED** by Director Blackwell,
That the CAO Quarterly Progress Report No. 2 - 2020 be received for information.
CARRIED

Director Haynes returned to the meeting at 1:29 pm.

Director Hicks returned to the meeting at 1:33 pm.

MOVED by Director Helps, **SECONDED** by Director Loveday,
Direct staff to work with BC Housing and Island Health to explore the possibility
of offering Oak Bay Lodge as a temporary COVID-19 related hospital facility and
as temporary housing for people experiencing homelessness in the region during
the COVID-19 pandemic, and report back to the CRHD Board with options.
CARRIED

7.2. [20-306](#)

Bylaw No. 4359: Capital Regional District Recreation Services and
Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No.
14, 2020

L. Hutcheson introduced Bylaw 4359.

MOVED by Director Hicks, **SECONDED** by Director Williams,
That Bylaw No. 4359, Capital Regional District Recreation Services and Facilities
Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 14, 2020, be
introduced, and read a first, second and third time.
CARRIED

MOVED by Director Hicks, **SECONDED** by Director Williams,
That Bylaw No. 4359 be adopted.
CARRIED

7.3. [20-352](#)

Bylaw No. 4361: Security Issuing Bylaw No. 4, 2020

N. Chan introduced Bylaw 4361.

MOVED by Director Haynes, **SECONDED** by Director Windsor,
That Bylaw No. 4361, Security Issuing Bylaw No. 4, 2020, be introduced and read
a first, second and third time.
CARRIED

MOVED by Director Haynes, **SECONDED** by Director Windsor,
That Bylaw No. 4361 be adopted.
CARRIED

7.4. [20-400](#)

COVID Meeting Procedures

K. Morley spoke to CRD COVID-19 meeting procedures.

Discussion ensued on the following:

- voting options, mail in ballots for AGMs
- public meeting attendance and in-person/Webex options
- Chair required approval of electronic meetings

MOVED by Director Windsor, SECONDED by Director Desjardins,
1. Make all efforts to meet in-person and encourage all other committees and commissions to do so also, provided the meetings can be done in keeping with public health officer orders,
2. Authorize open meetings of the Regional Board, Hospital District Board and Housing Corporation Board as well as Standing, Select and Advisory Committees to be held without the public physically present provided that: agendas are posted with proper notice; agendas and minutes are available on the website; meetings are live webcasted and can be viewed electronically; and, that the public is able to provide comment as a delegation via written or electronic submission; and
3. Permit local area services and protective services to hold 2020 Annual General Meetings electronically when available meeting space cannot physically accommodate all area ratepayers, and conduct their election process for new committee members by way of mail-in ballot.
CARRIED

8. REPORTS OF COMMITTEES

Electoral Areas Committee

- 8.1. [20-403](#) Bylaw 4362 - Proposed Amendment to Bylaw 4029, Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016

Discussion ensued on the following:

- governance structure of SEAPARC commission
- map clarification

MOVED by Director Hicks, SECONDED by Director Holman,
1. That Bylaw No. 4362, "Sooke and Electoral Area Recreation and Facilities Service Establishment Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2020" be introduced and read a first, second and third time.
2. That Bylaw No. 4362 be referred to the District of Sooke and the JDF EA Director for consent.
CARRIED

9. BYLAWS

There were no bylaws for consideration under this section.

10. NOTICE(S) OF MOTION

- 10.1. [20-388](#) Development of an Inclusion and Diversity Statement - Motion with Notice (Chair Plant)

MOVED by Director Blackwell, SECONDED by Director Helps,
That the Board ask the Governance and Finance committee to consider the matter of the Board developing an inclusion and diversity statement at the beginning of the meetings after the First Nations Territorial Acknowledgement and report back to the Board.
CARRIED

11. NEW BUSINESS

There was no new business.

12. MOTION TO CLOSE THE MEETING

12.1. [20-406](#) Motion to Close the Meeting

MOVED by Director Blackwell, **SECONDED** by Director Helps,

1. That the meeting be closed for Land Acquisition in accordance with Section 90(1)(e) of the Community Charter.

CARRIED

MOVED by Director Blackwell, **SECONDED** by Director Helps,

2. That such disclosures could reasonably be expected to harm the interests of the Regional District.

CARRIED

MOVED by Director Blackwell, **SECONDED** by Director Helps,

3. That the meeting be closed for a legal update in accordance with Section 90(1)(g) of the Community Charter.

CARRIED

MOVED by Director Blackwell, **SECONDED** by Director Helps,

4. That the meeting be closed for Labour Relations under s. 90 (1)(c) of the Community Charter.

CARRIED

MOVED by Director Blackwell, **SECONDED** by Director Helps,

5. That the meeting be closed for Appointments in accordance with Section 90(1)(a) of the Community Charter.

CARRIED

The meeting was closed at 1:59 pm.

13. RISE AND REPORT

The Capital Regional District Board rose from closed session at 2:40 pm and reported on the following items:

3.3. Appointments to CRD Committees and Commissions

In accordance with Bylaw No. 4288, that the following person be appointed to the Juan de Fuca Board of Variance for a term to start July 9, 2020 and expire September 30, 2021: Brad Fitchett

In accordance with Bylaw No. 3654, that the following person be appointed to the Willis Point Fire Protection and Recreation Facilities Commission for a term to start July 9, 2020 and expire December 31, 2020: Gary Anderson

14. ADJOURNMENT

MOVED by Director Tait, **SECONDED** by Director Screech,

That the July 08, 2020 Capital Regional District Board meeting be adjourned at 2:40 pm.

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER