

## Meeting Minutes

### Electoral Areas Committee

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Monday, October 23, 2023

10:00 AM

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

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#### Special Meeting - Provisional Budget

#### PRESENT

Directors: P. Brent (Chair) (10:30 am), G. Holman (Vice Chair), A. Wickheim

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer (EP); K. Lorette, General Manager, Planning and Protective Services; A. Fraser, General Manager, Integrated Water Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Henderson, Senior Manager, Real Estate; R. Lachance, Senior Manager, Financial Services; I. Lawrence, Senior Manager Local Area Planning, Juan de Fuca; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Areas; M. Taylor, Manager, Building Inspection; L. Xu, Manager, Finance Services; C. Vrabel, Coordinator, Fire Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director C. Plant

The meeting was called to order at 10:00 am.

#### 1. Territorial Acknowledgement

Director Holman provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Wickheim, **SECONDED** by Director Holman,  
That the agenda for the October 23, 2023 Electoral Areas Committee meeting be  
approved.

**CARRIED**

**MOVED** by Director Wickheim, **SECONDED** by Director Holman,  
That the meeting be recessed until 10:30 am.

**CARRIED**

The meeting went into recess at 10:02 am.

Director Brent joined the meeting at 10:30 am.

The meeting reconvened at 10:30 am.

### 3. Presentations/Delegations

There were no presentations or delegations.

### 4. Special Meeting Matters

#### 4.1. [23-697](#) Service Planning 2024 - Local Government Community Need Summary

K. Lorette noted that staff from each electoral area was in attendance then spoke to Item 4.1.

Discussion ensued regarding:

- the rural housing program
- clarification of cost breakdown by electoral area
- service improvement through digitization of building permit records and forms

**MOVED by Director Wickheim, SECONDED by Director Holman,  
The Electoral Areas Committee recommends the Committee of the Whole  
recommend to the Capital Regional District Board:**

**That Appendix A, Community Need Summary - Local Government, be approved  
as presented and form the basis of the Provisional 2024-2028 Financial Plan.**

**CARRIED**

4.2. [23-651](#) 2024 Preliminary Electoral Area Budget Review

N. Chan spoke to Item 4.2.

Discussion ensued regarding clarification of the elections reserve fund levels.

**MOVED by Director Holman, SECONDED by Director Brent,  
The Electoral Areas Committee recommends the Committee of the Whole  
recommend to the Capital Regional District Board:**

**1. That the 2024 Electoral Area Services Budgets be given provisional approval  
with specific direction on amendments.**

**CARRIED**

**MOVED by Director Holman, SECONDED by Director Wickheim,**

**1.a) To reduce the requisition for 2024 elections by \$25,000.**

**CARRIED**

**MOVED by Director Holman, SECONDED by Director Brent,**

**1.b) To reduce the 2024 requisition for building inspection by \$20,000 with the  
difference to be made up with an additional draw in operating reserve.**

**DEFEATED**

**OPPOSED: Brent, Wickheim**

**MOVED by Director Holman, SECONDED by Director Wickheim,**

**1.c) To reduce the requisition for 2024 nuisances & unsightly premises by \$5,000  
and make up the difference from the operating reserve fund.**

**CARRIED**

Discussion ensued regarding:

- the additional administrative position to support the Local Community Commission
- potential efficiencies that can be gained in the elections budget

**MOVED by Director Wickheim, SECONDED by Director Holman,**

**2. That the new initiatives for January 1, 2024 implementation identified in  
Appendix D, be approved for expenditure.**

**CARRIED**

**5. Adjournment**

**MOVED by Director Wickheim, SECONDED by Director Brent,**

**That the October 23, 2023 Electoral Areas Committee meeting be adjourned at  
11:39 am.**

**CARRIED**

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CHAIR

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RECORDER