

## Meeting Minutes

### Governance and Finance Committee

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Wednesday, December 2, 2020

10:00 AM

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

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#### PRESENT

Directors: S. Brice (Chair), D. Howe (Vice Chair), D. Blackwell, B. Desjardins (EP), B. Isitt (10:01 am), K. Murdoch (EP), G. Orr (EP), J. Ranns, M. Tait, K. Williams, R. Windsor, C. Plant (Board Chair, ex-officio)(EP)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; M. Lagoa, Acting Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder)

EP - Electronic Participation

Guests: Director Helps (EP), Director Hicks (EP), Director Holman

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

#### 1. Territorial Acknowledgement

Chair Brice provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Windsor, **SECONDED** by Director Williams,  
That Directors Helps, Hicks and Holman be permitted to participate (without vote)  
in the December 2, 2020 session of the Governance and Finance Committee and  
that the agenda be approved as amended.  
**CARRIED**

#### 3. Adoption of Minutes

3.1. [20-767](#) Minutes of the November 4, 2020 Governance and Finance Meeting

**MOVED** by Director Blackwell, **SECONDED** by Director Tait,  
That the minutes of the Governance and Finance meeting of November 4, 2020  
be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

#### 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [20-736](#) Capital Regional District External Grants Update

N. Chan spoke to the update for Capital Regional District External Grants.

**MOVED by Director Blackwell, SECONDED by Director Tait,  
The Governance and Finance Committee recommends to the Capital Regional  
District Board:  
That the Capital Regional District External Grants Update be received for  
information.  
CARRIED**

### 6.2. [20-735](#) COVID-19 Safe Restart Grants for Local Governments

N. Chan spoke to the COVID-19 Safe Restart Grants for Local Governments.

Discussion ensued on the following:

- audit of expenses by external auditors for inclusion in financial statements
- differences in provincial funding formula for electoral areas vs. municipalities
- regional emergency management service realized most impact of  
CRD regional services
- 2020 and 2021 reporting requirements
- EMBC claims and grants overlap considerations
- grant program - eligible expenses
- CRD regional & sub-regional local services as recipients

**MOVED by Director Howe, SECONDED by Director Ranns,  
The Governance and Finance Committee recommends to the Capital Regional  
District Board:  
1. That staff allocate the \$1.4 million CRD COVID-19 Safe Restart Grants for Local  
Government in alignment with the Provincial allocation formulae to Regional  
Services and Local Area Services as summarized in Appendix D;  
2. That the Regional Services allocation be distributed to the Regional Corporate  
Emergency Service Budget;  
3. That the Local Area Services allocation be apportioned to the respective  
Electoral Areas where staff will engage EA Directors to determine allocation to  
specific services;**

**MOVED by Director Howe, SECONDED by Director Ranns,  
That the motion be amended by adding the following recommendations:  
4. That the CRD Board Chair, after consulting with the Union of British Columbia  
Municipalities, write and meet with the Premier and Minister responsible to  
advocate for an additional allocation of funding for electoral areas and First  
Nations.  
5. That the CRD Board consider re-distributing a portion of the Regional Services  
allocation prior to the end of 2021.**

The Chair indicated that 1., 2. and 3 would be voted on as one recommendation  
and that 4. and 5. would be voted on as a separate recommendation.

**MOVED** by Director Howe, **SECONDED** by Director Ranns,  
The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That staff allocate the \$1.4 million CRD COVID-19 Safe Restart Grants for Local Government in alignment with the Provincial allocation formulae to Regional Services and Local Area Services as summarized in Appendix D;
2. That the Regional Services allocation be distributed to the Regional Corporate Emergency Service Budget;
3. That the Local Area Services allocation be apportioned to the respective Electoral Areas where staff will engage EA Directors to determine allocation to specific services;

**CARRIED**

**MOVED** by Director Plant, **SECONDED** by Director Blackwell,  
That 5. be amended to replace the words "...a portion of..." with the words "...any unspent funds from..." after the words "That the CRD Board consider re-distributing...".

**CARRIED**

**MOVED** by Director Howe, **SECONDED** by Director Ranns,  
4. That the CRD Board Chair, after consulting with the Union of British Columbia Municipalities, write and meet with the Premier and Minister responsible to advocate for an additional allocation of funding for electoral areas and First Nations.

5. That the CRD Board consider re-distributing any unspent funds from the Regional Services allocation prior to the end of 2021.

**CARRIED**

**6.3.**     [20-725](#)

Bylaw No. 4392: Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2020

N. Chan introduced Bylaw 4392, Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2020.

**MOVED** by Director Williams, **SECONDED** by Director Tait,  
The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4392, "Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2020" be introduced and read a first, second, and third time.
2. That Bylaw 4392 be adopted.

**CARRIED**

**6.4.**     [20-726](#)

Parcel Tax Roll Review Panel Appointments

**MOVED** by Director Blackwell, **SECONDED** by Director Tait,  
The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That the Parcel Tax Roll Review Panel meeting be held on Wednesday, 10 March 2021, at 12:15 pm in Room 651 of the Capital Regional District offices, 625 Fisgard Street, Victoria, BC., and;
2. That the following individuals be appointed to the Parcel Tax Roll Review Panel for the year 2021:

Colin Plant, CRD Board Chair

Mike Hicks, Director, Juan de Fuca Electoral Area

David Howe, Director, Southern Gulf Islands Electoral Area

Gary Holman, Director, Salt Spring Island Electoral Area

**CARRIED**

**6.5.**     [20-751](#)     Service Fee Agreement re Sewer Charges - District of Oak Bay

N. Chan introduced the Service Fee Agreement re: Sewer Charges for the District of Oak Bay.

Discussion ensued on the following:

- standardization of cost recovery from participants
- cost recovery from property taxes vs. user fee model

**MOVED** by Director Murdoch, **SECONDED** by Director Tait,  
The Governance and Finance Committee recommends to the Capital Regional District Board:

That the Service Fee Agreement re Sewer Charges - District of Oak Bay report be received for information.

**CARRIED**

**6.6.**     [20-681](#)     First Nation Participation in Closed Committee Meetings

K. Morley introduced First Nation Participation in Closed Committee Meetings.

Discussions ensued on the following:

- advancement of closed items directly to CRD Board
- clarification of current CRD Board committee processes
- CRD Board recommendations for participation in specific closed meetings
- First Nation input into closed matters
- treaty impacts to current process considerations

**MOVED** by Director Plant, **SECONDED** by Director Isitt,  
That all closed matters be directed to Regional Board, where First Nation Member participation can be determined on an item-by-item basis.

Director Murdoch left the meeting at 11:52 am.

**MOVED** by Director Isitt, **SECONDED** by Director Blackwell,  
That the following words be added to the end of the motion "...for consideration at closed Committee meetings with potential First Nation Member participation and/or closed Regional Board meetings."

**MOVED** by Director Plant, **SECONDED** by Director Blackwell,  
That the amendment be amended further to remove the words "...and/or closed Regional Board meetings."

**CARRIED**

**OPPOSED:** Blackwell, Ranns, Tait

**MOVED** by Director Isitt, **SECONDED** by Director Blackwell,  
That the following words be added to the end of the motion "...for consideration at closed Committee meetings with potential First Nation Member participation.

**DEFEATED**

**OPPOSED:** Blackwell, Desjardins, Ranns, Tait, Williams, Windsor

**MOVED** by Director Plant, **SECONDED** by Director Isitt,  
That all closed matters be directed to Regional Board, where First Nation  
Member participation can be determined on an item-by-item basis.

**CARRIED**

**OPPOSED:** Ranns, Williams

**6.7.**     [20-755](#)

Amendment to CRD Board Remuneration and Travel Expense  
Reimbursement Policy to Include First Nation Members

K. Morley spoke to the Amendment to CRD Board Remuneration and Travel  
Expense Reimbursement Policy to Include First Nation Members report.

**Director Desjardins left the meeting at 12:02 pm.**

**MOVED** by Director Plant, **SECONDED** by Director Blackwell,  
That the First Nations Relations Committee and the Governance and Finance  
Committee recommends to the Capital Regional District Board:  
a. That the proposed amendments to the Board Remuneration and Travel  
Expense Reimbursement Policy are approved pending the adoption of Bylaw No.  
4368, Capital Regional District Procedures Bylaw, 2012, Amendment Bylaw No.  
11.

b. That the amended Schedule 1 of the Board Remuneration and Travel  
Reimbursement Policy is approved pending the adoption of Bylaw No. 4368,  
Capital Regional District Procedures Bylaw, 2012, Amendment Bylaw No. 11,  
thereby setting the remuneration rates for First Nation Members at \$110 per  
committee/commission meeting for only those identified in the policy including  
expenses.

**CARRIED**

**7. Notice(s) of Motion**

**7.1.**     [20-778](#)

Motion with Notice: Social Procurement (Director Helps and Tait)

**MOVED** by Director Windsor, **SECONDED** by Director Tait,  
That the Motion with Notice: Social Procurement be referred to the next  
committee meeting.

**CARRIED**

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Director Tait, **SECONDED** by Director Windsor,  
That the December 2, 2020 Governance and Finance Committee meeting be  
adjourned at 12:05 pm.

**CARRIED**

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Chair

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Recorder

