

Meeting Minutes

Electoral Areas Committee

Monday, October 28, 2024

10:00 AM

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

Special Meeting - Provisional Budget

PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; I. Lawrence, Senior Manager Local Area Planning, Juan de Fuca (EP); D. Ovington, Acting Senior Manager, Salt Spring Island Administration; M. Taylor, Manager, Building Inspection; L. Xu, Manager, Local Services and Corporate Grants; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

Guest: Director M. Little

Regrets: Director Plant

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

1. Territorial Acknowledgement

Director Little provided the Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the agenda for the October 28, 2024 Session of the Electoral Areas
Committee be approved.
CARRIED

3. Presentations/Delegations

There were no presentations or delegations.

4. Special Meeting Matters

4.1. [24-854](#) 2025 Preliminary Electoral Area Budget Review

N. Chan spoke to Item 4.1.

Discussion ensued regarding:

- final budget approval timeline related to any proposed amendments
- deferral of the 2025 operating reserve transfer for elections
- clarification of elections reserves and costs

Motion Arising:

**MOVED by Director Holman, SECONDED by Director Brent,
That the transfer to operating reserve for election be moved from 2025 to 2026.
CARRIED**

Discussion ensued regarding:

- change in annual capital investments
- legislative and general regional budget
- building permit fees increase drivers
- equipment replacement reserve funds

Motion Arising:

**MOVED by Director Holman, SECONDED by Director Brent,
That we reduce the transfer from building inspection operating to the equipment
reserve from \$40,000 to \$30,000 in 2025.
CARRIED**

Discussion ensued regarding:

- local utility service committee review of budget
- emergency planning coordination

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

- 1. That the 2025 Electoral Area Services Budgets be given provisional approval with specific direction on amendments; and**
- 2. That the new initiatives for January 1, 2025 implementation identified in Appendix E, be approved for expenditure.**

CARRIED

5. Adjournment

**MOVED by Director Holman, SECONDED by Director Wickheim,
That the October 28, 2024 Electoral Areas Committee meeting be adjourned at
10:36 am.**

CARRIED

CHAIR

RECORDER