

## Meeting Minutes

### Capital Regional District Board

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Wednesday, October 30, 2024

1:10 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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#### Special Meeting - Provisional Budget

#### PRESENT

DIRECTORS: C. Plant (Chair), M. Little (Vice Chair), J. Bateman (for M. Tait), P. Brent, S. Brice, J. Brownoff (EP), J. Caradonna, C. Coleman, Z. de Vries, C. Harder (for S. Goodmanson), G. Holman, S. Kim (for M. Alto) (EP), C. McNeil-Smith, D. Murdock (EP), C. Stock (for P. Jones), L. Szpak, D. Thompson, A. Wickheim, K. Williams, R. Windsor (EP)

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Fraser, General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; R. Smith, Acting General Manager, Parks, Recreation and Environmental Services; M. Barnes, Senior Manager, Health and Capital Planning Strategies; D. Elliott, Senior Manager, Regional Housing; N. Elliott, Manager, Climate Action Programs; P. Klassen, Senior Manager, Regional and Strategic Planning; A. Linwood, Controller; F. Lopez, Manager, Strategic Planning; M. MacIntyre, Senior Manager, Regional Parks; C. Neilson, Senior Manager, Human Resources; A. Orr, Senior Manager, Communications; V. Somosan, Senior Manager Financial Services/Deputy CFO; B. Semmens, Manager, Financial Planning & Performance; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors M. Alto, B. Desjardins, S. Goodmanson, P. Jones, D. Kobayashi, K. Murdoch, S. Tobias, M. Tait

The meeting was called to order at 4:26 pm.

#### 1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. APPROVAL OF THE AGENDA

**MOVED** by Director Thompson, **SECONDED** by Alternate Director Harder,  
**That the agenda for the October 30, 2024 Session of the Capital Regional District Board be approved.**  
**CARRIED**

### 3. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

### 4. SPECIAL MEETING MATTERS

4.1. [24-1014](#) Service Planning 2025 - Community Need Summaries

T. Robbins presented Item 4.1. for information.

4.2. [24-849](#) Capital Regional District 2025 Financial Plan Provisional Approval

**MOVED** by Director Caradonna, **SECONDED** by Director de Vries,

1. That the Capital Regional District 2025 Financial Plan be given provisional approval with specific direction on amendments;

a. That the transfer to operating reserve for election be moved from 2025 to 2026.

b. That we reduce the transfer from building inspection to equipment reserve from \$40,000 to \$30,000 in 2025.

2. That the Board Directed and Board Endorsed Initiatives be approved and incorporated into the final budget, subject to successful service establishment where required;

3. That the new initiatives and capital identified in Appendix H for January 1, 2025, implementation be approved for expenditure;

4. That the 2025 Community Need Summaries be approved as presented; and

5. That the Staff Establishment Chart as attached in Appendix K be approved.

**CARRIED**

Referral Motion:

**MOVED** by Director Caradonna, **SECONDED** by Director Brice,

That the following motion arising "To direct staff to report back on options to reduce the budget lift for 2026 by 1% at the next strategic priorities session" be referred to the Finance Committee to bring back options to clarify the wording and report back to the Capital Regional District Board for consideration.

**CARRIED**

Motion Arising:

**MOVED** by Chair Plant, **SECONDED** by Director Coleman,

That the board direct staff to work with the Federation of Canadian Municipalities (FCM) to provide a presentation to consider developing an advocacy strategy to support the municipal growth framework advocated by the FCM and provide this presentation to a future Committee of the Whole meeting.

**CARRIED**

**MOVED** by Director Szpak, **SECONDED** by Director Stock,

That the CRD Board formally thank staff for their work on the 2025 provisional budget.

**CARRIED**

**5. ADJOURNMENT**

**MOVED** by Director de Vries, **SECONDED** by Director McNeil-Smith,  
That the October 30, 2024 Capital Regional District Board meeting be adjourned  
at 4:31 pm.

**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**