

## Meeting Minutes

### Capital Regional District Board

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Wednesday, November 14, 2018

1:00 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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#### INAUGURAL MEETING

PRESENT: C. Plant (Chair), D. Blackwell (Vice-Chair), S. Brice, B. Desjardins, F. Haynes, L. Helps, M. Hicks, G. Holman, D. Howe, B. Isitt, J. Loveday, C. McNeil-Smith, R. Martin, R. Mersereau, K. Murdoch, G. Orr, J. Ranns, 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; K. Lorette, General Manager, Planning and Protective Services; L. Hutcheson, General Manager, Environmental Sustainability; T. Robbins, General Manager, Integrated Water Services; K. Morley, General Manager, Corporate Services; A. Orr, Senior Manager, Corporate Communications; C. Culham, Senior Manager, Regional Housing; M. Barnes, Senior Manager, Health and Capital Planning Strategies; E. Gorman, Deputy Corporate Officer; C. English, Administrative Coordinator; J. Cuthbert, Committee Clerk (Recorder)

OTHERS PRESENT: C. Stewart, Solicitor, Stewart McDannold Stuart.

#### 1. CALL TO ORDER

The Chief Administrative Officer called the meeting to order at 1:05 pm.

#### 2. OATH OF OFFICE

Ms. Morley read the Oath of Office.

#### 3. ELECTION OF CHAIR OF THE BOARD

The Chief Administrative Officer called for nominations for the position of Chair of the Capital Regional District Board for 2018.

Director Tait nominated Director Windsor. Director Windsor accepted.

The Chief Administrative Officer called for nominations a second time.

Director Helps nominated Director Screech. Director Screech accepted.

The Chief Administrative Officer called for nominations a third and final time.

Director Orr nominated Director Plant. Director Plant accepted.

Ballots were distributed by J. Cuthbert and E. Gorman, and collected by E. Gorman. The ballots were counted by E. Gorman and K. Morley, with C. Stewart, Solicitor.

As there was no majority, an additional ballot was cast between the top two candidates: Director Plant and Director Windsor.

Ballots were distributed by J. Cuthbert and E. Gorman, and collected by E. Gorman. The ballots were counted by E. Gorman and K. Morley, with C. Stewart, Solicitor.

The Chief Administrative Officer declared Director Plant Chair of the Capital Regional District Board for 2018.

The Chief Administrative Officer called for a motion to destroy the ballots.

MOVED by Director Haynes, SECONDED by Director Desjardins,  
That the ballots be destroyed.  
CARRIED

#### **4. ELECTION OF VICE CHAIR OF THE BOARD**

Chair Plant called for nominations of Vice Chair of the Capital Regional Hospital District Board for 2019.

Director Hicks nominated Director Blackwell. Director Blackwell accepted.

Chair Plant called for nominations a second time.

Director Isitt nominated Director Helps. Director Helps declined.

Chair Plant called for nominations a third and final time.

Hearing no further nominations, Chair Plant declared Director Blackwell as Vice Chair of the Capital Regional District Board for 2019 by acclamation.

#### **5. HOUSING CORPORATION APPOINTMENTS**

##### **5.1.     [18-567](#)     Appointment of Capital Region Housing Corporation Board**

**MOVED by Director Helps, SECONDED by Director Tait,**  
**1. That the Capital Regional District Board resolve to appoint its directors as the directors of the Capital Region Housing Corporation;**  
**2. That the Capital Regional District Board resolve to exercise its single Capital Region Housing Corporation share in the form attached as Appendix A; and**  
**3. That the Capital Regional District Board instruct staff to execute the special resolution in the form attached as Appendix A with immediate effect.**  
**CARRIED**

**RECESS****REGULAR MEETING****1. APPROVAL OF THE AGENDA**

**MOVED** by Director Seaton, **SECONDED** by Director Tait,  
That the agenda be approved with the addition of item 6.3 - Appointments to  
CREST.  
**CARRIED**

**2. ADOPTION OF MINUTES****2.1. [18-574](#) Minutes for Adoption**

**MOVED** by Director Desjardins, **SECONDED** by Director Brice,  
That the minutes from the October 10, 2018 Capital Regional District Board  
meeting be adopted as circulated.  
**CARRIED**

**3. REPORT OF THE CHAIR**

The Chair thanked all Directors around the table for their support and staff for  
organizing the orientation.

**4. PRESENTATIONS/DELEGATIONS**

There were none.

**5. CONSENT AGENDA****6. ADMINISTRATION REPORTS****6.1. [18-571](#) 2018 General Local Election and Assent Voting Results**

**MOVED** by Director Hicks, **SECONDED** by Director Tait,  
That the Board receive the Chief Election Officer's Declaration of Official Election  
Results as follows:  
a) 2018 General Local Elections for the office of Juan de Fuca, Southern Gulf  
Islands and Salt Spring Island Electoral Area Directors;  
b) Assent Voting results for the South Galiano Fire Hall and Saturna Health Clinic;  
c) 2018 General Local Elections for the Islands Trust Local Area Trustees; and  
d) 2018 election for nominees to the Juan de Fuca Land Use Committee and  
Advisory Planning Commissions within the Juan de Fuca Electoral Area.  
**CARRIED**

**6.2. [18-568](#) Amendments to Articles of Capital Region Housing Corporation**

Mr. Lapham spoke to the report.  
A discussion ensued regarding when the Tenant Advisory Committee's TOR  
and processes will come forward.

**MOVED** by Director Desjardins, **SECONDED** by Director Helps,

That the Capital Regional District Board resolve to exercise its single Capital Region Housing Corporation share in the form attached as Appendix A; and  
That the Capital Regional District Board instruct staff to execute the special resolution in the form attached as Appendix A.

**CARRIED**

### 6.3. Appointments to CREST

Mr. Lapham spoke to the appointments.

A discussion ensued regarding the procedure for these appointments and a meeting scheduled for November 28, 2018 that EA Directors, or an alternate, can attend.

**MOVED** by Director Haynes, **SECONDED** by Director Seaton,

That the following be appointed as Board representatives to Capital Regional Emergency Services Telecommunications:

Juan de Fuca: Mike Hicks

Salt Spring Island: Gary Holman

Southern Gulf Islands: Dave Howe

**CARRIED**

## 7. REPORTS OF COMMITTEES

### Juan De Fuca Land Use Committee

- 7.1.     [18-510](#)     Development Variance Permit for Lots 1, 2 & 3, Section 85, Sooke District, Plan EPP40479 - 5200 Block East Sooke Road

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,

That Development Variance Permit VA000147 for Lots 1, 2 & 3, Section 85, Sooke District, Plan EPP40479 to vary the Juan de Fuca Land Use Bylaw, Bylaw No. 2040, Schedule A, Part 1, Section 3.10(4)(a) by reducing the minimum frontage requirement for proposed Lot A from 93.85 m to 84.45 m for the purpose of permitting a three-lot boundary adjustment, be approved.

**CARRIED**

- 7.2.     [18-521](#)     Zoning Amendment Application for Lot 2, Section 97, Sooke District, Plan 15036 - 6400 Block of East Sooke Road

**MOVED** by Director Hicks, **SECONDED** by Director Blackwell,

That the referral of proposed Bylaw No. 4246 directed by the Juan de Fuca Land Use Committee to the East Sooke Advisory Planning Commission, BC Hydro, District of Sooke, Island Health, Ministry of Transportation & Infrastructure, Ministry of Forests, Lands, Natural Resource Operations and Rural Development - Archaeology Branch, Scia'new First Nation, T'Sou-ke First Nation, RCMP, and Sooke School District #62 and appropriate CRD departments be approved and the comments received.

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Tait,

That proposed Bylaw No. 4246, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 134, 2018" be introduced and read a first time, read a second time; and

**CARRIED**

**MOVED** by Director Hicks, **SECONDED** by Director Tait,  
That in accordance with the provisions of Section 469 of the Local  
Government Act, the regional director from the Juan de Fuca Electoral Area  
be delegated authority to hold a Public Hearing with respect to Bylaw No.  
4246.

**CARRIED**

## 8. BYLAWS

There were none.

## 9. MOTIONS WITH NOTICE

### 9.1. [18-564](#) Motion with Notice: Improving Regional Governance and Transparency (Director Isitt)

Director Isitt spoke to the report.

**MOVED** by Director Isitt, **SECONDED** by Director Loveday,  
That the Capital Regional District Board:  
Endorse in principle the following best practices in governance and  
transparency.

- (1) Introduce a Director Voting Dashboard, to ensure transparency of the voting record of each director on each item of Board and Committee business, adopting the best practice from the City of Vancouver;
- (2) Publish Directors' annual Financial Disclosure Statements (submitted according to the requirements of the BC Financial Disclosure Act) online and update these disclosure statements on an annual basis, adopting the best practice from the City of Vancouver;
- (3) Improve Proactive Disclosure of Closed Meeting Business, including decisions and reports of the Board and Committees, as soon as the need for confidentiality has ceased to exist, adopting the best practice from the City of Vancouver;
- (4) Endeavour to publish information on Directors' Expenses on a quarterly basis, adopting the best practice from the City of North Vancouver;
- (5) Publish a Board Highlights Report following Board meetings, to make information on key Board decisions accessible to the general public, adopting the best practice from the City of Victoria;
- (6) Provide clear and accessible Summaries of Financial Information in the CRD's Annual Report and in annual financial planning documents, and provide prominent, easily accessible links to this information on the CRD website, focusing on clarity and transparency in the presentation of this information to the public.

Direct staff to report back to the Governance Committee with recommendations for the timely implementation of each of these items.

Request that the Chair, on behalf of the Board, forward these recommendations to member local governments, encouraging favourable consideration and action.

**MOVED** by Director Hicks, **SECONDED** by Director Hicks,  
That this item be referred to the Governance Committee.

**CARRIED**

**OPPOSED:** Director Loveday

**MOVED by , SECONDED by**

The the referral motion be amended to include "and that staff be asked to provide information on resource implications of the six action"

**CARRIED**

**MOVED by Director Hicks, SECONDED by Director**

That this item be referred to the Governance committee and that staff be asked to provide information on resource implications of the six action.

**CARRIED**

**9.2.     [18-565](#)**

Motion with Notice: Endorsing Town Hall Meeting on Co-operative Housing, November 28 (Director Loveday)

Director Loveday spoke to the motion.

A discussion ensued regarding the following:

- if the City of Victoria is going to send out an invitation to other municipalities
- what time of day the workshop is occurring

**MOVED by Diretor Loveday, SECONDED by Director Isitt,**

1. Endorse the Town Hall Meeting and Technical Workshop on the Future of Co-operative Housing taking place at Victoria City Hall on November 28.

2. Encourage elected officials and staff from the Capital Regional District and member local governments to participate in the Town Hall Meeting and Technical Workshop.

**CARRIED**

**OPPOSED:** Directors Martin, Desjardins, Howe, Screech, McNeil-Smith, Blackwell, Murdoch, and Ranns

**10. NEW BUSINESS**

There was none.

**11. Amendment to Staff Establishment Chart**

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

That CAO be authorized to amend the Staff Establishment Chart by three full-time equivalency positions, specifically a Property Manager, a Tenant Services Assist and a Caretaker, to facilitate operations of the approved housing projects.

**CARRIED**

**12. MOTION TO CLOSE THE MEETING**

**12.1.     [18-566](#)**

Motion to Close the Meeting

**MOVED by Director Blackwell, SECONDED by Director Brice,**

That the meeting be closed in accordance with the Community Charter, section 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agenda of the regional district or another position appointed by the regional district [1 item]; (b) the consideration of information received and held in confidence relating to the negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party [1 item]; (e) the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure

could reasonable be expected to harm the interests of the regional district [3 items], and that the Board resolves that the disclosure could be harmful to the Regional District.

**CARRIED**

### **13. ADJOURNMENT**

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CHAIR

CERTIFIED CORRECT:

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CORPORATE OFFICER