

## Meeting Minutes

### Capital Regional Hospital District Board

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Wednesday, January 10, 2024

1:05 PM

6th Floor Boardroom  
625 Fisgard Street  
Victoria, BC

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#### PRESENT

DIRECTORS: K. Murdoch (Chair), C. McNeil-Smith (Acting Chair), M. Alto, P. Brent, S. Brice, J. Brownoff, J. Caradonna, C. Coleman, Z. de Vries, B. Desjardins, S. Goodmanson (EP), G. Holman, P. Jones, D. Kobayashi, M. Little, D. Murdock, C. Plant, S. Riddell (for R. Windsor), K. Roessingh (for K. Williams), L. Szpak, M. Tait, D. Thompson, S. Tobias, A. Wickheim

STAFF: T. Robbins, Chief Administrative Officer; N. Chan, Chief Administrative Officer; A. Fraser, General Manager, Integrated Water Services; L. Hutcheson, General Manager, Parks and Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; A. Orr, Senior Manager, Corporate Communications; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Guests: L. Lee, Lead Audit Engagement Partner, KPMG; S. Burden, Auditor, KPMG; C. Rice-Gural, Auditor, KPMG

Regrets: Directors Williams, Windsor

The meeting was called to order at 1:37 pm.

#### 1. TERRITORIAL ACKNOWLEDGEMENT

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. APPROVAL OF THE AGENDA

**MOVED** by Director Desjardins, **SECONDED** by Director McNeil-Smith,  
That the agenda for the January 10, 2024 Session of the Capital Regional Hospital District Board be approved.

**CARRIED**

#### 3. ADOPTION OF MINUTES

3.1. [24-039](#) Minutes of the December 13, 2023 Capital Regional Hospital District Board

**MOVED** by Director Desjardins, **SECONDED** by Director McNeil-Smith,  
That the minutes of the Capital Regional Hospital District Board meeting of December 13, 2023 be adopted as circulated.

**CARRIED**

#### 4. REPORT OF THE CHAIR

#### 5. PRESENTATIONS/DELEGATIONS

##### 5.1. Presentations

- 5.1.1. [24-038](#) Presentation: CRHD 2023 Audit Planning, Lenora Lee, Lead Audit Engagement Partner, KPMG (Verbal)

L. Lee presented the 2023 Audit Planning Presentation.

Discussion ensued regarding internal auditing of tangible capital assets.

#### 6. CONSENT AGENDA

There were no consent agenda items.

#### 7. ADMINISTRATION REPORTS

- 7.1. [23-979](#) Capital Regional Hospital District 2023 Audit Planning Discussion

**MOVED** by Director Caradonna, **SECONDED** by Director Plant,  
That the Capital Regional Hospital District 2023 Audit Plan developed by KPMG  
be approved.  
**CARRIED**

#### 8. REPORTS OF COMMITTEES

There were no reports of committees.

#### 9. NOTICE(S) OF MOTION

There were no notice(s) of motion.

#### 10. NEW BUSINESS

There was no new business.

#### 11. ADJOURNMENT

**MOVED** by Director de Vries, **SECONDED** by Director Desjardins,  
That the January 10, 2024 Capital Regional Hospital District Board meeting be  
adjourned at 1:43 pm.  
**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**