



Making a difference...together

**Minutes of a Meeting of the Capital Regional District Board  
Sitting as Committee of the Whole  
Held Wed., November 27, 2013, in the Board Room, 625 Fisgard Street, Victoria, BC**

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- PRESENT:**   **Directors:** F. Leonard (Chair), D. Blackwell, M. Alto, S. Brice, J. Brownoff, A. Bryson, J. Cullington (for C. Hamilton), T. Daly, V. Derman, D. Fortin, B. Gramigna (for J. Ranns), G. Hill, M. Hicks, L. Hundleby (for B. Desjardins), B. Isitt, N. Jensen (1:04), R. Kasper (for W. Milne), M. Loveless (for L. Cross), W. McIntyre, J. Mendum, S. Olsen (for D. Howe), L. Seaton, L. Wergeland and G. Young
- Staff:** B. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; M. Rachwalski, Acting General Manager, Planning and Protective Services; Travis Whiting, Acting General Manager, Planning and Protective Services; C. Neilson, Senior Manager, Human Resources; A. Orr, Senior Manager, Corporate Communications; R. Sharma, Senior Manager, Financial Services; B. MacDonald, Manager, Financial Planning and Treasury; S. Santarossa, Corporate Officer, and S. Norton, Deputy Corporate Officer (Recorder)

The Chair called the meeting to order at 11:35 am and noted the potential of a pecuniary conflict of interest for those CRD Directors who sit on another society's board and participate in a discussion or decision during the meeting that affects the financial interests of the society.

**1. INTRODUCTION/OVERVIEW**

**1.1. Approval of the Agenda**

**MOVED** by Director Blackwell, **SECONDED** by Director Alto,  
That the agenda be approved.

**CARRIED**

**1.2. Adoption of Minutes of October 30 and November 13, 2013**

**MOVED** by Director Blackwell, **SECONDED** by Director Brice,  
That the minutes of the meeting of October 30 and November 13, 2013, be adopted.

**CARRIED**

**1.3. 2014 Budget Major Impacts and Initiatives**

R. Lapham spoke to the 2014 Financial Plan Preliminary Review and summarized the complexities to take into account while viewing the preliminary budget and highlights of adjustments or changes from the previous year.

The Committee discussed due diligence in reviewing the preliminary budget, the financial review process from Standing Committees to Committee of the Whole through to the Board, and the relationship of the Seaterra budget to the Electoral Areas and municipal requisition levels.

#### **1.4. Budget Process and Financial Plan Overview**

D. Lokken explained the format of the 2014 Financial Preliminary Financial Plan and reviewed key highlights of comparisons between 2013 and 2014.

The Committee discussed average increases across the CRD, the budget process, service funding, requisitions and supplementary budget requests, debt servicing and the Municipal Finance Authority.

### **2. EXECUTIVE SERVICES**

R. Lapham spoke to the Executive Services overview, noting key changes from 2013. The Committee discussed different points for clarification, as outlined below.

#### **2.1. Board**

The Committee asked for clarification on catering costs, which are included together with other Board costs such as rent allocation, conduct of meetings, courier bills, scholarship fund, and contracts such as Board-directed legal costs.

#### **2.2. CAO's Office**

#### **2.3. Human Resources**

#### **2.4. Corporate Communications**

The Committee discussed staffing levels, controls in place to ensure economical price when purchasing computers and the information technology service model.

#### **2.5. First Nations**

### **3. CORPORATE SERVICES**

D. Lokken spoke to the Corporate Services overview. The Committee discussed different points for clarification, as outlined below.

#### **3.1. General Manager Overview**

The Committee discussed information technology quality assessment and control when considering operational needs and improvements.

#### **3.2. Financial Services**

#### **3.3. Real Estate Services**

#### **3.4. Facilities Management**

#### **3.5. Information Systems/GIS/Geospatial**

#### **3.6. Sooke Museum**

**3.7. Victoria Family Court Committee**

**3.8. Greater Victoria Police Victims Services**

**3.9. Traffic Safety Commission**

The Committee discussed the scope of the Traffic Safety Commission and suggested the Commission consider reporting annually to the CRD Regional Board.

**3.10. Royal and McPherson Theatres**

The Committee discussed the budget forecast and expenditure plan for capital needs of the McPherson Theatre, ticket sales, conflicts with events in the square, City of Victoria taxes and financial participation, options for finding new participants or divesting from the building. Also discussed were options for rationalizing ticket sales to Victoria residents and non-residents. The Committee requested staff meet with City of Victoria staff and report on the options.

**3.11. Arts Grants**

**3.12. Regional Grants-in-Aid**

**4. PARKS**

L. Hutcheson spoke to the Parks overview. The Committee discussed different points for clarification, as outlined below.

**4.1. General Manager Overview**

**4.2. Regional Parks**

The Committee discussed that the Parks levy related to park land acquisitions becomes \$20 per household in 2014 and remains at that level until 2019, as previously directed by the Board.

**4.3. SEAPARC**

**4.4. Panorama**

**5. ENVIRONMENTAL SERVICES**

L. Hutcheson spoke to the Environmental Services overview. The Committee discussed different points for clarification, as outlined below.

**5.1. General Manager Overview**

**5.2. Senior Budgets**

5.2.1. General Manager Sustainability/Admin Sr. Budget

5.2.2. Environmental Partnerships Sr. Budget

5.2.3. Environmental Engineering Services Sr. Budget

5.2.4. Environmental Protection Sr. Budget

5.2.5. Environmental Water Quality Sr. Budget

### **5.3. Environmental Resource Management**

5.3.1. ERM Operations

The Committee discussed solid waste tonnage and tipping fees as revenue, diversion rates, the sustainability fund, and the solid waste management planning for the long term, and waste haulage. The Committee asked for a report on ways to calculate tonnage and diversion be made to the Environmental Services Committee.

5.3.2. ERM Debt

Director Jensen entered the meeting at 1:04 pm.

### **5.4. Core Area Liquid Waste Programs**

5.4.1. Stormwater Quality – Core

5.4.2. Harbour Studies

5.4.3. On Site Management Program

5.4.4. Regional Source Control

5.4.5. LWMP – Core

### **5.5. Saanich Peninsula LWMP Programs**

5.5.1. Saanich Peninsula Stormwater Quality Management

5.5.2. Saanich Peninsula Stormwater Source Control

5.5.3. Peninsula LWMP Implementation

### **5.6. Other Programs**

5.6.1. Roundtable on the Environment

5.6.2. Climate Action

5.6.3. Stormwater Quality – Sooke

The Committee discussed the participants in the monitoring in the area.

5.6.4. Septage Disposal

The Committee discussed the origins of septage disposal such as fats, oils and grease from restaurants and manifests filled out by waste haulers.

5.6.5. Millstream Remediation Debt

## **6. PLANNING AND PROTECTIVE SERVICES**

M. Rachwalski spoke to the Planning and Protective Services overview. The Committee discussed different points for clarification, as outlined below.

### **6.1. General Manager Overview**

### **6.2. General Manager, Planning and Protective Services**

### **6.3. Health & Capital Planning Strategies**

6.3.1. Hospital District

6.3.2. Community Health

### **6.4. Land Banking and Housing**

### **6.5. Regional Housing Trust Fund**

### **6.6. Regional Planning Services**

The Committee discussed the completion of the Deer Management Strategy phase and that if the CRD were to continue partnering in the implementation steps of the strategy after 2014, a service feasibility review would need to be done.

### **6.7. Regional Growth Strategy**

### **6.8. Emergency Services**

T. Whiting provided information and clarification on the topics outlined below.

6.8.1. Corporate Emergency

6.8.2. Regional Emergency Program Support

6.8.3. Hazardous Material Incident Response

6.8.4. 911 Systems

6.8.5. 911 Fire Dispatch

6.8.6. Regional CREST Contribution

## **7. INTEGRATED WATER SERVICES**

T. Robbins spoke to the Integrated Water Services overview. The Committee discussed different points for clarification, as outlined below.

### **7.1. General Manager Overview**

### **7.2. Water Services**

7.2.1. Regional Water Supply

- 7.2.2. Juan de Fuca Water Distribution
- 7.2.3. Saanich Peninsula Water Supply
- 7.2.4. Saanich Peninsula Water Supply – Debt

### **7.3. Environmental Operations – Senior Budget**

#### **7.4. Liquid Waste Disposal**

- 7.4.1. Core Area Liquid Waste Operations
- 7.4.2. Debt Summary – Trunk Sewers
- 7.4.3. Saanich Peninsula Wastewater Treatment Plant
- 7.4.4. Saanich Peninsula Wastewater Treatment Plant – Debt
- 7.4.5. Central Saanich Odour Management
- 7.4.6. Core Area Wastewater Treatment – Debt/Capital

This budget has not yet been presented to the Core Area Liquid Waste Management Committee and items such as separating shareable and non-shareable portions of the Seaterra project will be refined.

The Committee discussed the future decrease in debt in large infrastructure programs, and the Juan de Fuca Water Distribution Service.

## **8. MOTION TO REPORT TO CRD BOARD**

The Committee commented on how reserves are shown in the budget. A reserve balance is shown on each page. An asset management reporting framework is being developed to relate reserves to the capital program.

### **8.1. 2014 Financial Plan Preliminary Review**

Director Olsen left the meeting at 1:54 pm. The following Directors left the meeting at 1:55 pm because of a possible conflict of interest due to their appointment to external boards and societies: Daly, Fortin, Hill, Hundleby, Isitt, Jensen, McIntyre, Seaton, Wergeland and Young.

**MOVED** by Director Derman, **SECONDED** by Director Bryson,  
That the Committee of the Whole recommend to the Capital Regional District Board, at the special meeting immediately following this meeting:  
That the 2014 Financial Plan be given preliminary approval as presented.

**CARRIED**

**9. ADJOURNMENT**

**MOVED** by Alternate Director Loveless, **SECONDED** by Director Blackwell,  
That the meeting be adjourned at 1:56 pm.

**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**