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FINANCE COMMITTEE

Notice of Meeting on **Wednesday, November 19, 2014, at 11:30 a.m.**
Board Room, 6th Floor, 625 Fisgard Street, Victoria, BC

F. Leonard (Chair)
L. Cross
J. Ranns

M. Alto (Vice Chair),
B. Desjardins
G. Young

D. Blackwell
D. Howe
A. Bryson (Board Chair, ex officio)

S. Brice
N. Jensen

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of October 1, 2014
3. Chair's Remarks
4. Presentations/Delegations
5. Federal Gas Tax Program Summary 2005 – 2014
6. New Business
7. Motion to close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1)(c) labour relations or other employee relations.
8. Adjournment

To ensure quorum, please advise Nancy More at 250-360-3024 if you or your alternate cannot attend.

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Minutes of a Meeting of the Finance Committee
Held Wednesday, October 01, 2014, in the Board Room, 625 Fisgard St., Victoria, BC

Present: Directors: F. Leonard (Chair), D. Blackwell, S. Brice, B. Desjardins, M. Loveless (for L. Cross), G. Young, A. Bryson (Board Chair, ex officio)

Staff: R. Lapham, Chief Administrative Officer; D. Lokken, General Manager, Finance and Technology; C. Grelson, Senior Manager, Risk, Real Estate and Facility Management; D. Hennigan, Senior Manager, Information Technology and GIS; C. Neilson, Senior Manager, Human Resources; A. Orr, Senior Manager, Corporate Communications; R. Sharma, Senior Manager, Financial Services; S. Santarossa, Corporate Officer; N. More, Committee Clerk (recorder)

Absent: Directors M. Alto (Vice Chair), D. Howe, N. Jensen, J. Ranns

The meeting was called to order at 9:31 a.m.

1. Approval of Agenda

MOVED by Director Brice, **SECONDED** by Alternate Director Loveless,
That the agenda be approved as circulated.

CARRIED

2. Adoption of Minutes

MOVED by Director Brice, **SECONDED** by Director Desjardins,
That the minutes of the September 3, 2014, meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks: There were none.

4. Presentations/Delegations: There were none.

5. Bylaw No. 3992: Temporary Borrowing (General Purpose)

D. Lokken provided an overview of the report.

MOVED by Alternate Director Loveless, **SECONDED** by Director Desjardins,
That it be recommended to the Capital Regional District Board:

That Bylaw No. 3992 "Temporary Borrowing (General Purpose) Bylaw No. 1, 2015" be read a first and second time, read a third time, and adopted.

CARRIED

6. Service Plans Review Process: Finance and Technology

R. Lapham introduced the overall service plan process and D. Lokken provided an overview of the report. The Committee discussed the following points:

- proposed staffing level change to support the enterprise resource system
- percent of revenue or accounts receivable payments received electronically

- tracking energy consumption and greenhouse gas targets
- Definitions for acronyms SAP (name of company) and PM (plant maintenance)

MOVED by Alternate Director Loveless, **SECONDED** by Director Blackwell,
That the Service Plans: Finance and Technology be approved as presented.

CARRIED

7. Service Plans Review Process: Executive Services

R. Lapham provided an overview of the report. The Committee discussed the following points:

- Seaterra Communications in relation to CRD Corporate Communications
- plans for implementing Human Resources programs in response to legislation on bullying

MOVED by Board Chair Bryson, **SECONDED** by Director Brice,
That the Service Plans: Executive Services be approved as presented.

CARRIED

8. New Business: There was no new business.

9. Motion to Close the Meeting

MOVED by Director Blackwell, **SECONDED** by Director Desjardins,
That the Committee close the meeting in accordance with the *Community Charter* Part 4,
Division 3, Section 90(1)(c) labour relations or other employee relations.

CARRIED

The Committee moved to the closed session at 10:11 a.m.
The Committee rose from the closed session at 10:52 a.m. without report.

10. Adjournment

MOVED by Director Brice, **SECONDED** by Alternate Director Loveless,
That the meeting be adjourned at 10:52 a.m.

CARRIED

CHAIR

RECORDER



**REPORT TO THE FINANCE COMMITTEE
MEETING OF WEDNESDAY, NOVEMBER 19, 2014**

SUBJECT FEDERAL GAS TAX PROGRAM SUMMARY 2005–2014

ISSUE

To provide a summary of the grant funding received and invested in Capital Regional District (CRD) projects under the 2005-2014 Federal Gas Tax Agreement (GT Agreement).

BACKGROUND

In May of this year, the Federal Government renewed the GT Agreement for a 10-year term from April 1, 2014 to March 31, 2024. Under this agreement, the CRD will receive approximately \$5.43 million in Community Works Funds (CWF). As approved by the CRD Board in August, 2014, CWF will be apportioned to the three Electoral Areas using the most recent census data. Additionally, the CRD will have the opportunity to apply for Strategic Priority Funding (SPF) through a forthcoming application process, the details and timing of which have yet to be announced. The renewed agreement has \$145.2 million for BC local governments outside Metro Vancouver.

Now that the renewed GT Agreement is in place, it is timely to review the gas tax funding received and invested in the CRD under the previous agreement period (See Table 1). For comparison, Table 2 summarizes the funding confirmed to date under the renewed agreement.

TABLE 1: 2005-2014 Federal Gas Tax Funding for the CRD

USE OF FUNDS	RESOURCES BY GT FUNDING TYPE			TOTAL
	Community Works Fund CWF	General Strategic Priority Fund GSPF	Regionally Significant Project Fund RSPF	
Juan de Fuca Electoral Area	\$1,060,757			
Salt Spring Island Electoral Area	\$2,281,093			
Southern Gulf Islands Electoral Area	\$1,168,137			
E & N Rail Trail (Phase 1)		\$5,651,500	\$5,651,500	
E & N Rail Trail (Phase 2)			\$4,769,000	
Regional Growth Strategy Transition to Regional Sustainability Strategy			\$1,200,000	
Pedestrian and Cycling Master Plan Implementation			\$796,000	
CRD Green Roof / Living Wall		\$296,000		
SWWTP – Energy Recovery Plant		\$2,989,500		
Subtotal: CRD administered funds	\$4,509,987	\$8,937,000	\$12,416,500	\$25,863,487
Funding administered by other organizations under RSPF stream:				
- BC Transit			\$5,651,500	
- Municipalities in CRD region			\$11,785,000	
TOTAL FOR THE CRD REGION	\$4,509,987	\$8,937,000	\$29,853,000	\$43,299,987

A summary of CWF project allocations within each Electoral Area is provided in Schedule A. Details concerning RSPF project allocations are provided in Schedule B.

TABLE 2: 2014-2024 Federal Gas Tax Funding for the CRD

USE OF FUNDS	RESOURCES BY GT FUNDING TYPE			TOTAL
	Community Works Fund (CWF)	Strategic Priority Fund (SPF)	Regionally Significant Project Fund (RSPF)	
Juan de Fuca Electoral Area	\$1,213,940			To be determined based on the result of the call for proposal process
Salt Spring Island Electoral Area	\$2,855,312			
Southern Gulf Islands Electoral Area	\$1,358,184			
CRD Region Projects		To be determined through a forthcoming call for proposal process; details not yet released.	\$0 (Funding stream discontinued)	
TOTAL	\$5,427,436	\$ Unknown	\$0	\$ Unknown

The CWF will be received over the period from October 2014 to December 2019; upon receipt of each installment (occurring twice annually typically in July and November) the funds will be allocated to the Electoral Areas on a population basis using the most recent census data.


The total SPF funding available to BC local governments outside of Metro Vancouver is \$145.2 million. In contrast to the previous agreement, the RSP funding stream has been discontinued; instead, the local governments within the CRD region are receiving a higher amount of CWF. In total, the CRD region will receive \$78.8 million in CWF from 2014 to 2019 (See Schedule C).

The next update on the GT Agreement program will be provided upon release of the call for proposal details concerning distribution of SPF. Additionally, the status of CWF for each Electoral Area will continue to be provided as supporting documentation to accompany every project funding request that is submitted to the CRD Board.

RECOMMENDATION

That the Finance Committee submit this report to the Capital Regional District Board for information.


 Rajat Sharma, MBA, CPA, CMA
 Senior Manager, Financial Services


 Diana E. Lokken, CPA, CMA
 General Manager, Finance and Technology Dept.
 Concurrence


 Robert Lapham, MCIP, RPP
 Chief Administrative Officer
 Concurrence

RS:sb

SCHEDULE A

JUAN DE FUCA COMMUNITY WORKS FUNDS

CWF PROJECT CATEGORY (GL:215091)	DESCRIPTION	APPROVAL DATE (M/Y)	AMOUNT APPROVED	ALLOCATED TO PROJECT	AVAILABLE FOR ALLOCATION	COMPLETED PROJECT SURPLUS (Returned or Unallocated)	UNSPENT PORTION OF ALLOCATED FUNDS (as of 12/13)	BALANCE UNASSIGNED TO PROJECTS
Public Transit/Active Transportation								
Mt Matheson/Roche Lake Connector Trail	Access trail between Roche Cove/Matheson Lake and Mt Matheson Estates	Dec-13	\$ 20,000	\$ 20,000	\$ -		\$ 20,000	
Community Energy Systems								
JDF Admin Building	Air to water heat pump system for in-slab radiant heating system	Aug-13	\$ 100,000	\$ 100,000	\$ -		\$ 5,057	
JDF Admin Building	Solar energy technology for the building	Oct-13	\$ 50,000	\$ 50,000	\$ -		\$ 50,000	
Disaster Mitigation								
Fire Hydrant for Shirley fire service	To add a pressurized fire hydrant to the new storage tank	EASC Oct/14	\$ 15,000	\$ -	\$ 15,000		\$ -	
Water and Wastewater								
Wilderness Mountain Water System	To fund shortfall on water treatment plant upgrade.	Jun-12	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -	
East Sooke Fire Hall	Water service line extension to fire hall	Dec-12	\$ 125,000	\$ 125,000	\$ -		\$ 103,700	
East Sooke Fire Hall	Water service line extension to fire hall- additional funds	May-14	\$ 25,000		\$ 25,000		\$ -	
Willis Point Water Tower	Water tank for emergency water supply	Jun-13	\$ 40,000	\$ 40,000	\$ -		\$ 40,000	
JDF Admin Building	Water and wastewater conservation systems	Aug-13	\$ 100,000	\$ 100,000	\$ -		-\$ 4,832	
Sherringham Water Works	Water system infrastructure repair	Apr-14	\$ 20,000	\$ 20,000	\$ -		\$ 20,000	
Recreation								
SEAPAR Service	Contribution to development of an artificial turf playing field (NOTE: \$300k to be allocated in full upon confirmation that the project will proceed)	Oct-14	\$ 300,000		\$ 300,000		\$ -	
Solid Waste management								
Capacity Building								
Otter Pt. Env. Inventory	Otter Pt Environmental Inventory	Apr-10	\$ 100,000	\$ 100,000	\$ -	\$ 434	\$ -	
JDF Fire Suppression	Inventory of fire suppression water sources	Dec-11	\$ 20,000	\$ 20,000	\$ -	\$ 1,921	\$ -	
Kemp Lake Water Quality	Planning work for safe drinking water infrastructure development	Feb-13	\$ 11,500	\$ 11,500	\$ -	\$ -	\$ -	
Shirley/Jordan River OCP	Shirley/Jordan River and East Sook OCP updates	Aug-13	\$ 150,000	\$ 150,000	\$ -		\$ 142,331	
CWF 2005-2024: Summary (See Notes below)			\$ 1,106,500	\$ 766,500	\$ 340,000	\$ 32,354	\$ 716,258	\$ 1,200,551

1 Total estimated CWF for Juan de Fuca Electoral Area

Agreement 1 (2005-2014)	\$	1,060,757
Agreement 2 (2014-2024)	\$	1,213,940
TOTAL	\$	2,274,697

2 The project expenditures for calendar year 2014 (January to December) will be updated early in 2015. At that time, any surpluses remaining from completed projects will be returned to the Juan de Fuca Electoral Area CWF account.

SCHEDULE A- Continued

SALT SPRING ISLAND COMMUNITY WORKS FUNDS

CWF PROJECT CATEGORY (GL- 215092)	DESCRIPTION	APPROVAL DATE (M/Y)	AMOUNT	ALLOCATED	UNALLOCATED	COMPLETED PROJECT SURPLUS (Returned or Unallocated)	UNSPENT (As of 12/13)	COMPLETED PROJECT SURPLUSES RETURNED TO EA	BALANCE UNASSIGNED TO PROJECTS
Public Transit/Active Transportation									
Pathways	For construction of a 1km multi-use pathway.	Mar-08	\$ 50,000	\$ 50,000.00	\$ -	-	\$ -		
Pathways	To complete construction of a .8km multi-use pathway in North Ganges and to prepare detailed designs for the rest of the study area.	Jul-08	\$ 425,000.00	\$ 425,000.00	\$ -	-	\$ -		
North Ganges Trans Plan	Implementation of the North Ganges Transportation Plan (\$338,134 in 2010 and \$340,540 in 2012)	Nov-10 Apr-12	\$ 678,674.00	\$ 678,674.00	\$ -	-	\$ -		
North Ganges Trans Plan	For Phase 2 implementation of the the NGVTP	Jul-13	\$ 100,000.00	\$ 100,000.00	\$ -	-	\$ 100,000.00		
Community Energy Systems									
Water and Wastewater									
Beddis	For completion of a new water treatment plant	Nov-09	\$ 142,000.00	\$ 142,000.00	\$ -	-	\$ -		
							\$ 13,740.00		
Fulford	For water service interconnections and customer metering	Nov-09	\$ 75,000	\$ 75,000	\$ -	-	\$ -		
Cedars of Tuam	For improvements in access and reliability of the system.	Nov-09	\$ 30,400	\$ 30,400	\$ -	-	\$ 22,297		
St Mary's Lake Compressor	Compressor to aerate the lake (Approved at EASC meeting).	Sept-07 (EAS)	\$ 25,000	\$ 25,000	\$ -	-	\$ -		
Strategic Plan for Sewer and Water	For development of a strategic plan for water and sewer services	Nov-09	\$ 90,000	\$ 32,781	\$ 57,219	(784.00)	\$ -		
							\$ 10,000		
							\$ 5,000		
							\$ 10,000		
							\$ 5,000		
Highland/Fernwood	For the Highland and Fernwood water treatment plant upgrade project	Oct-11	\$ 160,000	\$ 160,000	\$ -	-	\$ -		
Highland/Fernwood	For completion of the Highland and Fernwood water treatment plant upgrade project	Dec-12	\$ 200,000	\$ 200,000	\$ -	-	\$ -		
Solid Waste management									
Composting Pilot	Pilot project to compost liquid waste.	Jul-08	\$ 30,000	\$ 30,000	\$ -	-	\$ -		
Capacity Building									
Cycling/Pedestrian Trail Map	For development of a cycling/pedestrian trail map	May-14	\$ 25,000		\$ 25,000		\$ 25,000		
St Mary's Lake Water Quality Assessment	Water quality assessment study for St Mary's Lake	May-14	\$ 35,000		\$ 35,000		\$ 35,000		
Ganges Transportation Management/ Conceptual Design	Preparation of conceptual design.	Oct-06	\$ 30,000	\$ 24,988	\$ 5,012	\$ 5,012			
CWF 2005-2024: Summary (See Notes below)			\$ 2,096,074	\$ 1,973,843	\$ 122,231	\$ 4,228	\$ 283,256	\$ 4,228	\$ 3,044,558

1 Total estimated CWF for Salt Spring Island Eleitoral Area

Agreement 1 (2005-2014)	\$	2,281,093
Agreement 2 (2014-2024)	\$	2,855,312
TOTAL	\$	5,136,404

2 The project expenditures for calendar year 2014 (January to December) will be updated early in 2015. At that time, any surpluses remaining from completed projects will be returned to the Salt Spring Island Electoral Area CWF account.

SCHEDULE A- Continued

SOUTHERN GULF ISLANDS COMMUNITY WORKS FUNDS

CWF PROJECT CATEGORY (GL: 215093)	DESCRIPTION	APPROVAL DATE (M/Y)	AMOUNT APPROVED	ALLOCATED TO PROJECT	AVAILABLE FOR ALLOCATION	COMPLETE PROJECT SURPLUS (Returned or Unallocated)	UNSPENT PORTION OF ALLOCATED FUNDS (As of 12/13)	BALANCE UNASSIGNED TO PROJECTS
Public Transit/Active Transportation								
Mayne Island Demo Trail	For development of a demonstration trail on Mayne Island	EASC Oct/14 (60k)			\$ -	\$ -	\$ -	
Community Energy Systems								
PI Community Hall	Energy efficiency retrofit - scope analysis	Aug-11	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ -	
PI Community Hall	Energy efficiency retrofit	Mar-12	\$ 132,000	\$ 132,000	\$ -	\$ 8,912	\$ -	
Disaster Mitigation								
Gardom Pond lower dam	For emergency repairs to Gardom Pond	Oct-14	\$ 50,000	\$ -	\$ 50,000		\$ 50,000	
Water and Wastewater								
Water Meters	For the purchase of water metering equipment to be installed in a number of SGI water services on the SGI.	May-08	\$ 265,700	\$ 265,700	\$ -	\$ -	\$ -	
						\$ -	\$ -	
						\$ -	\$ -	
						\$ -	\$ -	
Infrastructure Inventory	Water and sewer infrastructure inventory, inclusive of a complete island-wide standpipe inventory.	Aug-11	\$ 150,000	\$ 93,228	\$ 56,772	\$ -	\$ -	
						\$ -	\$ 9,926	
						\$ -	\$ 19,740	
						\$ -	\$ 7,884	
						\$ -	\$ 7,884	
						\$ -	\$ -	
Pender Islands Fire Hall No. 1	Water supply infrastructure upgrade for the Pender Islands Fire Hall No. 1	Apr-14	\$ 75,000	\$ 75,000	\$ -		\$ 75,000	
Lyall Harbour/Boot Cove	For the Lyall Harbour/Boot Cove water system project	Aug-12	\$ 120,000	\$ 120,000	\$ -		\$ -	
Lyall Harbour/Boot Cove	For the Lyall Harbour/Boot Cove water system project	Mar-13	\$ 20,000	\$ 20,000	\$ -		\$ -	
North Galiano Fire Hall Well	A well for potable water supply for Nth Galiano Fire Hall	Dec-13	\$ 18,000	\$ 18,000	\$ -		\$ 18,000	
Magic Lake Estates	For the Magic Lake Estates water system project	May-14	\$ 60,000	\$ -	\$ 60,000		\$ 60,000	
Magic Lake Estates Septic System Upgrade	For phase 1 of the MLE septic system upgrade	Oct-14	\$ 60,000	\$ -	\$ 60,000		\$ 60,000	
Lyall Harbour/Boot Cove	For capital works to LHBC Money Lake #1 Dam	EASC Oct/14 (112k)			\$ -		\$ -	
Solid Waste management								
Capacity Building								
Cycling/Pedestrian Trail Plan	Cycling and pedestrian trail plan for SGI	Dec-12	\$ 60,000	\$ 60,000	\$ -		\$ 37,637	
Economic Development Plan	For preparation of an economic development plan (identified but has not proceeded yet)	TBC	\$ -	\$ -	\$ -		\$ -	
Community Quality of Life and Needs Assessment Inventory	To undertake a Community Quality of Life and Needs Assessment Inventory	Jul-13	\$ 15,000	\$ 244	\$ -	\$ 14,755	-\$ 14,756	
SGI Food System and Agriculture Strategy	For development of a food system and agriculture strategy	Aug-13	\$ 66,000	\$ 66,000	\$ -		\$ 65,000	
CWF 2005-2024: Summary (See Notes below)			\$ 1,102,700	\$ 861,172	\$ 226,772	\$ 23,667	\$ 237,315	\$ 1,447,288

1 Total estimated CWF for Southern Gulf Island Electoral Area	
Agreement 1 (2005-2014)	\$ 1,168,137
Agreement 2 (2014-2024)	\$ 1,358,184
TOTAL	\$ 2,526,321

2 The project expenditures for calendar year 2014 (January to December) will be updated early in 2015. At that time, any surpluses remaining from completed projects will be returned to the Southern Gulf Islands Electoral Area CWF account.

SCHEDULE B

REGIONALLY SIGNIFICANT PROJECT (RSP) ALLOCATIONS : 2006-2014

The CRD Region received a total of \$29.8 million in RSP. Of this amount, \$12.4 million was for CRD administered projects. The chart below summarizes the RSP funded projects.

YEAR	RSP GRANT RECIPIENT:	PROJECT	AMOUNT (Millions)
2006	BC Transit	Buses	\$ 5.65
2006	CRD	E & N Trail Phase 1 and Cycling Strategy (\$150,000)	\$ 5.65
2012	View Royal	Craigflower Bridge Replacement	\$10.78
2012	CRD	Regional Growth Strategy Transition to Regional Sustainability Strategy	\$ 1.20
2012	CRD	E & N Rail Trail (Phase 2)	\$ 4.77
2012	Saanich	West Saanich Road Bike Lanes	\$.26
2012	CRD	Pedestrian and Cycling Master Plan Implementation	\$.80
2014	Sidney	Expansion of Solar Lighting of Lochside Trail Linkages	\$.08
2014	Central Saanich	Wallace Drive Bike Lanes	\$.15
2014	Victoria	Buffered Bike Lanes Craigflower/Skinner (located in Colwood, View Royal, Esquimalt, Victoria)	\$.26
2014	Langford	Leigh Road Upgrade	\$.26
Subtotal: CRD			\$12.4
Subtotal: Other Organizations			\$17.4
TOTAL CRD REGION			\$29.8

SCHEDULE C

CWF Allocations by Year in the CRD Region

Recipient Name	Year 1 2014/15	Projected Year 2 2015/16	Projected Year 3 2016/17	Projected Year 4 2017/18	Projected Year 5 2018/19	Total by Community (2014-2019)
Capital	\$ 1,043,748.80	\$ 1,043,748.80	\$ 1,095,936.87	\$ 1,095,936.87	\$ 1,148,064.31	\$ 5,427,435.66
Central Saanich	\$ 690,241.80	\$ 690,241.80	\$ 724,754.30	\$ 724,754.30	\$ 759,272.19	\$ 3,589,264.38
Colwood	\$ 696,549.40	\$ 696,549.40	\$ 731,377.28	\$ 731,377.28	\$ 766,209.39	\$ 3,622,062.76
Esquimalt	\$ 701,209.80	\$ 701,209.80	\$ 736,270.70	\$ 736,270.70	\$ 771,334.96	\$ 3,646,295.95
Highlands	\$ 135,172.73	\$ 135,172.73	\$ 141,931.42	\$ 141,931.42	\$ 148,799.20	\$ 703,007.50
Langford	\$ 1,224,258.74	\$ 1,224,258.74	\$ 1,285,472.43	\$ 1,285,472.43	\$ 1,346,591.75	\$ 6,366,054.09
Metchosin	\$ 242,964.44	\$ 242,964.44	\$ 255,112.79	\$ 255,112.79	\$ 267,350.09	\$ 1,263,504.55
North Saanich	\$ 495,509.62	\$ 495,509.62	\$ 520,285.38	\$ 520,285.38	\$ 545,102.93	\$ 2,576,692.94
Oak Bay	\$ 773,767.32	\$ 773,767.32	\$ 812,456.15	\$ 812,456.15	\$ 851,134.77	\$ 4,023,581.70
Saanich	\$ 4,459,376.12	\$ 4,459,376.12	\$ 4,682,347.74	\$ 4,682,347.74	\$ 4,904,620.66	\$ 23,188,068.38
Sidney	\$ 499,085.27	\$ 499,085.27	\$ 524,039.82	\$ 524,039.82	\$ 549,035.48	\$ 2,595,285.65
Sooke	\$ 509,410.45	\$ 509,410.45	\$ 534,881.27	\$ 534,881.27	\$ 560,391.26	\$ 2,648,974.70
Victoria	\$ 3,264,748.24	\$ 3,264,748.24	\$ 3,427,987.70	\$ 3,427,987.70	\$ 3,590,751.63	\$ 16,976,223.53
View Royal	\$ 426,889.33	\$ 426,889.33	\$ 448,234.03	\$ 448,234.03	\$ 469,633.33	\$ 2,219,880.06
TOTAL CRD REGION	\$ 15,162,932.07	\$ 15,162,932.07	\$ 15,921,087.88	\$ 15,921,087.88	\$ 16,678,291.94	\$ 78,846,331.84