

Meeting Minutes
Finance Committee

Wednesday, February 3, 2016

9:30 AM

6th Floor Boardroom

PRESENT:

DIRECTORS: D. Howe (Chair), K. Williams (Vice Chair), R. Atwell, S. Brice, V. Derman, A. Finall, L. Helps, M. Hicks, J. Ranns, B. Desjardins, (Board Chair, ex-officio)

STAFF: R. Lapham, Chief Administrative Officer; D. Lokken, General Manager, Finance and Technology; K. Lorette, General Manager, Planning and Protective Services; R. Sharma, Senior Manager, Finance Services; B. Reems, Corporate Officer; P. Perna, Committee Clerk (recorder)

The meeting was called to order at 9:30 am.

1. Approval of Agenda

MOVED by Director Helps, **SECONDED** by Board Chair Desjardins,
That the agenda for the February 3, 2016 Finance Committee meeting be approved.

CARRIED

2. Adoption of Minutes

2.1. 16-70 Minutes of the November 4, 2015 Finance Committee Meeting

MOVED by Director Finall, **SECONDED** by Director Atwell,
That the minutes of the November 4, 2015 Finance Committee meeting be adopted as circulated.

CARRIED

3. Chair's Remarks

Chair Howe spoke to modifying the goals made in 2015 to include risk and further build on the goals of simplicity, transparency and innovation to include valuing, clarity, structural innovative change, and public investment participation.

4. Presentations/Delegations

None.

5. Committee Business

5.1. 16-149 2016 CRD Board Standing Committee Terms of Reference and Work Programs

R. Lapham provided an overview of the report and D. Lokken explained the items in the service plans and priorities dashboard.

Director Brice left the meeting at 9:58.

MOVED by Director Helps, **SECONDED** by Director Atwell,

1. That the terms of reference for the 2016 Finance Committee as attached in Appendix A be approved; and

2. That the Finance Committee recommend to the Capital Regional District Board:

That the Committee priorities and work program as outlined in the Priorities Dashboard, be confirmed.

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

That the terms of reference for the 2016 Finance Committee as attached in Appendix A be amended to add a bullet to include under number 1 Purpose: Core area liquid wastewater project.

CARRIED

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

That the terms of reference for the 2016 Finance Committee as attached in Appendix A be further amended to add a bulleted line under Procedures to enable the Governance and Finance Committees to liaise when mutually agreed, including having joint meetings in accordance with the CRD Procedures Bylaw.

CARRIED

MOVED by Director Derman, **SECONDED** by Director Atwell,

That the terms of reference for the 2016 Finance Committee as attached in Appendix A be further amended to add a bulleted line under Procedures to include: Procurement processes.

CARRIED

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

1. That the terms of reference for the 2016 Finance Committee as attached in Appendix A be approved as amended and be referred to the Capital Regional District Board for approval; and

2. That the Finance Committee recommend to the Capital Regional District Board:

That the Committee priorities and work program as outlined in the Priorities Dashboard, be confirmed.

5.2. 16-81 Bylaw No. 4059, 4060, 4061: Municipal Finance Authority of BC (MFA) Security Issuing Bylaws - Spring 2016

D. Lokken provided an overview of the report and the Bylaws.

MOVED by Director Helps, **SECONDED** by Director Finall,

That the Finance Committee recommend to the Capital Regional District Board:

That Bylaw No. 4059, "Security Issuing Bylaw No.1, 2016", be introduced and read a first and second time, read a third time and adopted.

That Bylaw No. 4060, "Security Issuing Bylaw No. 2, 2016", be introduced and read a first and second time, read a third time and adopted.

That Bylaw No. 4061, "Security Issuing Bylaw No. 3, 2016", be introduced and read a first and second time, read a third time and adopted.

CARRIED

5.3. 16-80 Bylaw No. 4058 CRD Climate Action and Adaptation Service Establishment Bylaw Amendment

Director Brice returned at 10:22.

D. Lokken provided an overview of the report and the Bylaw.

**MOVED by Director Derman, SECONDED by Director Finall,
That the Finance Committee recommend to the Capital Regional District Board:
That Bylaw No. 4058, "Capital Regional District Climate Action and Adaptation
Service Establishment Bylaw No. 1, 2008, Amendment Bylaw No. 1, 2016" be
introduced and read a first and second time, and read a third time.
CARRIED**

5.4. 16-79 Capital Regional District (CRD) Community Works Fund Grant Process

D. Lokken advised this is an information item to show the process for administering and acquiring grants through the Community Works Funds.

**MOVED by Director Derman, SECONDED by Director Helps,
That the Finance Committee receive this report and recommend to the Capital
Regional District Board that it receive this report for information.
CARRIED**

5.5. 16-78 CRD Grants Update

**MOVED by Director Finall, SECONDED by Director Brice,
That the Finance Committee receive this report and recommend to the Capital
Regional District Board:
That this report be received for information.
CARRIED**

5.6. 16-56 Community Works Fund Request - Pender School Solar Roof Project

D. Lokken advised that under the recommendation, part b should be changed to delete the wording SD64 and replaced with the wording applicable organization.

**MOVED by Director Derman, SECONDED by Director Helps,
That the Finance Committee recommend to the Capital Regional District Board:
a. That funding of \$20,000 from the Southern Gulf Islands Electoral Area
Community Works Fund be authorized; and
b. That an agreement be entered into with the applicable organization with the
terms and conditions of the Community Works Funding.
CARRIED**

5.7. 16-57 Community Works Fund Request - Greening the Saturna Community Hall

**MOVED by Director Finall, SECONDED by Director Helps,
That the Finance Committee recommend to the Capital Regional District Board:
a. that funding of \$30,000 from the Southern Gulf Island Electoral Area
Community Works Fund be authorized; and
b. that an agreement be entered into with Saturna Community Club with the
terms and conditions of the Community Works Funding.
CARRIED**

5.8. 16-106 UBCM Grant Application for Piers Island - Letter of Support

D. Lokken advised that this is just for providing a letter of support as the CRD does not administer grants for this.

MOVED by Director Brice, **SECONDED** by Director Helps,
That the Finance Committee recommends that the Capital Regional District Board provide a letter of support for the 2016 FireSmart Campaign Grant Application from Piers Island to the Union of British Columbia Municipalities.
CARRIED

5.9. 16-133 950 Kings Road - Approval of Capital Borrowing Bylaw

MOVED by Director Derman, **SECONDED** by Director Helps,
That the Finance Committee recommend to the Capital Regional Hospital District Board:

1. That Capital Regional District Bylaw No. 387, "Capital Regional Hospital District Capital Bylaw No. 167, 2016", for a maximum of \$5,850,000, be introduced and read a first and second time.
2. That Capital Regional District Bylaw No. 387, "Capital Regional Hospital District Capital Bylaw No. 167, 2016", for a maximum of \$5,850,000, be read a third time.
3. That Capital Regional District Bylaw No. 387, "Capital Regional Hospital District Capital Bylaw No. 167, 2016", for a maximum of \$5,850,000, be adopted.

CARRIED

5.10. 16-134 Amendment to Consultant Contracts for the Summit Residential Care Project

MOVED by Director Helps, **SECONDED** by Director Brice,
That the Finance Committee recommends that the Capital Regional Hospital District Board:

1. Approve and authorize the Board Chair and Corporate Officer to execute the following amendments to consultant contracts for the Summit project:
 - a. Unitech Construction Management contract - increase by \$41,000 for additional contract administration services; and,
 - b. Ryzuk Geotechnical contract - increase by \$5,000 for additional geotechnical analysis and structural design assessments.

CARRIED

5.11. 16-139 Capital Region Housing Corporation Property Assessment

R. Lapham provided an overview of the report.

MOVED by Director Helps, **SECONDED** by Board Chair Desjardins,
That the Capital Regional District Board review options to minimize the property tax revenue reduction impact to the municipalities in collaboration with the Capital Region Housing Corporation as part of the Housing First Strategy.
CARRIED

5.12. 16-132 Capital Regional District (CRD) Board Remuneration and Travel Expense Reimbursement Policy

D. Lokken provided an overview of the report.

MOVED by Director Helps, **SECONDED** by Board Chair Desjardins,
That the Finance Committee recommend to the Capital Regional District Board:
That the Board Remuneration and Travel Expense Reimbursement Policy as set out in Appendix A be approved.
CARRIED

6. New Business

None.

7. Motion to Close the Meeting

7.1. 16-160 Motion to Close the Meeting

The meeting was closed at 10:47 am.

**MOVED by Director Finall, SECONDED by Director Derman,
That the February 3, 2016 Finance Committee meeting be closed in accordance
with the Community Charter Part 4, Division 3, 90 (1) (g) litigation or potential
Litigation affecting the regional district.
CARRIED**

8. Adjournment

The Finance Committee meeting returned to open session at 11:11 am and adjourned the meeting.

**MOVED by Director Brice, SECONDED by Director Hicks,
That the February 2, 2016 Finance Committee meeting be adjourned at 11:11 am.
CARRIED**

Chair

Recorder