

Meeting Minutes

Finance Committee

Wednesday, June 6, 2018

9:30 AM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT: S. Brice (Chair), D. Blackwell (Vice Chair), M. Alto, J. Brownoff, L. Helps, D. Howe, N. Jensen, D. Screech, K. Williams, R. Windsor, C. Joe-Thornton (for G. Young), S. Price (Ex Officio).

REGRETS: Director Tait

STAFF: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; R. Lachance, Senior Manager, Finance; B. Jones, Manager, Financial Systems and Reporting; K. Morley, General Manager, Corporate Services; K. Lorette, General Manager, Planning and Protective Services; C. Culham, Senior Manager, Regional Housing; S. Bagh, Senior Manager, Regional and Strategic Planning; C. Neilson, Senior Manager, Human Resources; E. Gorman, Deputy Corporate Officer; J. Cuthbert, Committee Clerk (Recorder)

OTHERS PRESENT: L. Lee, Lead Audit Engagement Partner, KPMG LLP

The meeting was called to order at 9:32 am.

1. Approval of Agenda

The Chair welcomed Alternate Director Thornton-Joe.

**MOVED by Director Windsor, SECONDED by Director Helps,
That the agenda be approved as circulated.
CARRIED**

2. Adoption of Minutes

2.1. [18-328](#) Minutes from the May 2, 2018 Finance Committee Meeting

**MOVED by Director Windsor, SECONDED by Director Blackwell,
That the minutes from the May 2, 2018 Finance Committee Meeting be adopted
as circulated.
CARRIED**

3. Chair's Remarks

There were none.

4. Presentations/Delegations

4.1. [18-326](#) Presentation (Verbal): KPMG LLP, Audit Findings, Capital Regional District

Mr. Chan introduced Lenora Lee from KPMG.
A discussion ensued regarding the following:
- having the letter to management included in future packages in the Audit Findings Report
- historical amortization versus assets of fair market

5. Committee Business

- 5.1. [18-318](#) Capital Regional District 2017 Audit Findings Report and Statement of Financial Information

Mr. Chan gave a presentation.

**MOVED by Director Howe, SECONDED by Director Screech,
That the Finance Committee recommend to the Capital Regional District Board:
That the Capital Regional District 2017 Statement of Financial Information be approved.
CARRIED**

- 5.2. [18-319](#) Capital Regional District External Grants Update

Mr. Chan spoke to the report.

**MOVED by Director Blackwell, SECONDED by Director Helps,
That the Finance Committee recommend to the Capital Regional District Board:
That the Capital Regional District External Grants Update be received for information.
CARRIED**

- 5.3. [18-320](#) Capital Regional District External Grants Outcome Report

Mr. Chan spoke to the report.

**MOVED by Director Helps, SECONDED by Director Blackwell,
That the Finance Committee recommend to the Capital Regional District Board:
That the Capital Regional District External Grants Outcomes Report be received for information.
CARRIED**

- 5.4. [18-322](#) 2017 Corporate Climate Action Annual Reporting

Ms. Morley spoke to the report.

**MOVED by Director Blackwell, SECONDED by Director Helps,
That the Finance Committee recommend to the Capital Regional District Board:
That the 2017 Climate Action Annual Report be received for information.**

- 5.5. [18-323](#) Bylaws 4242 and 4243: Amendments to Operating Reserve Bylaws 4144 and 4146

**MOVED by Director Windsor, SECONDED by Director Alto,
That the Finance Committee recommend to the Capital Regional District Board:
1. That Bylaw No. 4242 cited as the "Capital Regional District Sewer and Water Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 1,**

2018" be introduced and read a first and second time.
2. That Bylaw No. 4242 be read a third time.
3. That Bylaw No. 4242 be adopted.
4. That Bylaw No. 4243 cited as the "Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 1, 2018" be introduced and read a first and second time.
5. That Bylaw No. 4243 be read a third time.
6. That Bylaw No. 4243 be adopted.
CARRIED

5.6. [18-324](#) Bylaws 4239 and 4240: South Galiano Island Fire Hall

Mr. Chan spoke to the report.

MOVED by Director Howe, SECONDED by Director Windsor,
That the Finance Committee recommend to the Capital Regional District Board:
1. That Bylaw 4239 cited as "South Galiano Fire Hall Loan Authorization Bylaw 1, 2018" be introduced and read a first and second time.
2. That Bylaw 4239 be read a third time.
3. That Bylaw 4240 cited as "South Galiano Island Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2018" be introduced and read a first and second time.
4. That Bylaw 4240 be read a third time.
CARRIED

5.7. [18-325](#) Bylaw 4245: 2018 to 2022 Financial Plan, Amendment Bylaw No. 1, 2018

Mr. Chan spoke to the report.

MOVED by Director Jensen, SECONDED by Director Windsor,
That the Finance Committee recommend to the Capital Regional District Board:
1. That Bylaw 4245, cited as "2018 to 2022 Financial Plan, Amendment Bylaw No. 1, 2018" be introduced and read a first and second time;
2. That Bylaw 4245 be read a third time; and
3. That Bylaw 4245 be adopted.
CARRIED

5.8. [18-331](#) Confirmation of Appointments to the Royal McPherson Theatre Society Advisory Committee

Mr. Chan spoke to the report.
Finance Committee Chair Brice selected Director Brownoff as the Chair for the Royal McPherson Theatre Society Advisory Committee.

MOVED by Director Blackwell, SECONDED by Director Helps,
That the Finance Committee confirm the appointment of the following to the Royal McPherson Theatre Society Advisory Committee:
City of Victoria: Councillor Marianne Alto and Councillor Jeremy Loveday
District of Saanich: Councillor Susan Brice and Councillor Judy Brownoff
District of Oak Bay: Councillor Tara Ney

5.9. [18-339](#) Appointment Process for CRD Representative on Victoria Airport Authority Board

Ms. Morley spoke to the report.

MOVED by Director Alto, SECONDED by Director Windsor,
That the Finance Committee:

1. Direct staff to advertise the CRD representative vacancy on the Victoria Airport Authority Board and invite applications, and
2. Form a subcommittee of up to 5 members to make a short list of two recommended appointees for consideration by the Board.

CARRIED

6. Motion with Notice

- 6.1. [18-340](#) Motion with Notice: Exempt Compensation Policy and Review Process (Director Helps)

Director Helps spoke to the motion.

MOVED by Director Helps, SECONDED by Director Windsor,
That the Finance Committee recommend to the CRD Board that:

1. The Board strike a task force to review the exempt compensation policy based on, but not limited to, the suggestions outlined above.
2. The task force be based on the Membership, Resources and Reporting Relationship outlined above.

MOVED by Director Screech, SECONDED by Director Helps,
That item 2 be amended as follows: The task force be based on the Membership, Resources and Reporting Relationship outlined above, as amended to include the CRD Managerial and Professional Association.

CARRIED

The question was called on the main motion as amended:

That the Finance Committee recommend to the CRD Board that:

1. The Board strike a task force to review the exempt compensation policy based on, but not limited to, the suggestions outlined above.
2. The task force be based on the Membership, Resources and Reporting Relationship outlined above, as amended to include the CRD Managerial and Professional Association.

CARRIED

7. New Business

There was none.

8. Motion to Close the Meeting

- 8.1. [18-346](#) Motion to close the meeting

MOVED by Director Windsor, SECONDED by Director Screech,
That the meeting be closed in accordance with section 90 (1)(d) the security of the property of the Regional District.

CARRIED

The Committee moved to the closed session at 10:38 am.

The Committee rose from the closed session at 10:58 am without report.

9. Adjournment

MOVED by Director Windsor, **SECONDED** by Director Screech,
That the meeting be adjourned at 10:38 am.
CARRIED

CHAIR

CERTIFIED CORRECT:

COMMITTEE CLERK