

Meeting Minutes

Governance and Finance Committee

Wednesday, February 6, 2019

10:00 AM

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

PRESENT:

Directors: S. Brice (Chair), J. Ranns (Vice Chair), D. Blackwell, M. Brame (for B. Desjardins), D. Howe, K. Murdoch, M. Tait, K. Williams, C. Plant (Board Chair, ex-officio)

Staff: N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; E. Gorman, Deputy Corporate Officer; P. Perna, Committee Clerk (Recorder)

REGRETS: Directors Isitt and Windsor

The meeting was called to order at 10:02 am.

The Government Finance Officers Association Awards were presented to the Capital Regional District (CRD) Finance Department as follows:

- Distinguished Budget Presentation Award, which reflects the CRD's commitment to meeting the highest principles of government reporting in both the United States and Canada
- Canadian Award for Excellence in Financial Reporting, which encourages Canadian Local Governments to go beyond the minimum requirements of accounting standards to prepare comprehensive annual financial reports that embody the spirit of transparency and disclosure

1. Approval of Agenda

MOVED by Director Tait, **SECONDED** by Director Murdoch,
That the agenda for the February 6, 2019 Governance and Finance Committee meeting be approved as amended to defer item 5.2. to a future Governance and Finance Committee meeting.
CARRIED

2. Adoption of Minutes

2.1. [19-130](#) Minutes for Adoption

MOVED by Director Murdoch, **SECONDED** by Director Tait,
That the minutes of the July 25, 2018 Governance Committee meeting and the minutes of the July 4, 2018 Finance Committee meeting be adopted as circulated.
CARRIED

3. Chair's Remarks - None.

4. Presentations/Delegations - None.

5. Committee Business

- 5.1. [19-123](#) 2019 Governance and Finance Committee Terms of Reference
- K. Morley provided an overview of the Terms of Reference.
- MOVED by Director Murdoch, SECONDED by Alternate Director Brame,
That the Governance and Finance Committee receive the 2019 Terms of
Reference for information.
CARRIED**
- 5.2. [19-126](#) Regional Governance and Transparency Initiatives
- This item was deferred to a future Governance and Finance Committee meeting.
- 5.3. [19-131](#) Membership in Local Government Social Procurement Initiative
- S. Carey provided an overview of the report.
- Discussion ensued on the following:
- implications of policy in regards to supporting volunteers, staff, and wages
 - ensuring procurement is directed addressing qualified staff, proper working conditions and equipment, and safety
- MOVED by Director Murdoch, SECONDED by Director Blackwell,
That the Governance and Finance Committee recommend to the Capital
Regional District Board:
That the CRD not pursue membership in Coastal Communities Social
Procurement Initiatives (CCSPI) at this time, but revisit the issue if the Board
directs staff to pursue a social procurement strategy.
CARRIED**
- 5.4. [19-077](#) Capital Regional District External Grants Update
- N. Chan provided an overview of the report.
- Discussion ensued on providing assistance to municipalities to apply for grants for preservation, protection, and rebuilding vegetative growth from wildfires.
- MOVED by Director Howe, SECONDED by Director Tait,
That the Governance and Finance Committee recommend to the Capital
Regional District Board:
That the Capital Regional District External Grants Update be received for
information.
CARRIED**
- 5.5. [19-120](#) Royal & McPherson Theatres Society Advisory Committee Terms of Reference and Appointments
- The Chair advised that Director Murdoch will be the Chair of the Royal and McPherson Theatres Society Advisory Committee.

N. Chan provided an overview of the report.

MOVED by Director Ranns, SECONDED by Alternate Director Brame,

1. That the Governance and Finance Committee approve the Terms of Reference for the Royal & McPherson Theatres Society Advisory Committee.

2. That the following nominees from participants be appointed to the Royal & McPherson Theatres Society Advisory Committee for a one-year term:

- From Victoria: Geoff Young and Jeremy Loveday

- From Saanich: Susan Brice and Colin Plant

- From Oak Bay: Kevin Murdoch

3. That Kevin Murdoch be appointed Chair of the Royal & McPherson Theatre Society Advisory Committee for the one-year term.

CARRIED

5.6. [19-122](#)

Royal and McPherson Theatre Society Advisory Committee Minutes of August 8, 2018, for Information

MOVED by Director Tait, SECONDED by Director Howe,

That the Governance and Finance Committee receive the Royal and McPherson Theatre Society Advisory Committee minutes of August 8, 2018, for information.

CARRIED

6. Motion with Notice

6.1. [19-124](#)

Procedures for Notice of Motion and Motion with Notice, Chair S. Brice

Chair Brice introduced the Motion with Notice regarding procedures for a Notice of Motion and a Motion with Notice.

Discussion:

- ensuring the public and staff are aware of topics for discussion

- providing notice of motion or motion with notice on the Capital Regional District correspondence portal, website and twitter feed so directors and the public are aware one has been brought forward

- the challenges for staff and ensuring resources are available

MOVED by Director Blackwell, SECONDED by Director Tait,

That the Governance and Finance Committee direct staff to prepare a report on the current CRD procedures for Notice of Motion and Motion with Notice and that the Committee review current practice and determine if changes need to be considered.

CARRIED

7. New Business - None.

8. Adjournment

MOVED by Director Blackwell, SECONDED by Director Murdoch,

That the February 6, 2019 Governance and Finance Committee meeting be adjourned at 10:41 am.

CARRIED

Chair

Recorder