

## Meeting Minutes

### Governance and Finance Committee

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Wednesday, October 2, 2019

10:00 AM

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

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**PRESENT:**

S. Brice (Chair), J. Ranns (Vice Chair)(10:02 am), L. Szpak (for D. Blackwell), M. Brame (for B. Desjardins), D. Howe, B. Isitt (10:03 am), K. Murdoch, K. Williams, B. Thompson (for R. Windsor), C. Plant (Board Chair, ex-officio)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; A. Hoge, Manager, Corporate Finance and Treasury; J. Lam, Manager, Arts Development; E. Gorman, Deputy Corporate Officer;  
S. Closson, Committee Clerk (Recorder)

Guest: Director McNeil-Smith

Regrets: Director Tait

The meeting was called to order at 10:00 am.

#### 1. Territorial Acknowledgement

Chair Brice provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by Board Chair Plant, SECONDED by Director Williams,  
That the agenda be amended to add Kathryn Laurin of the Victoria Symphony as a delegation.**

**CARRIED**

**MOVED by Board Chair Plant, SECONDED by Alternate Director Brame,  
That the agenda for the October 2, 2019 Governance and Finance Committee meeting be approved as amended.**

**CARRIED**

#### 3. Adoption of Minutes

3.1. [19-819](#) Minutes of the September 4, 2019 Governance and Finance Committee Meeting

**MOVED by Director Williams, SECONDED by Director Howe,  
That the minutes of the Governance and Finance Committee meeting of September 4, 2019 be adopted as circulated.**

CARRIED

#### 4. Chair's Remarks

Chair Brice thanked the Committee carrying on in her absence at the September meeting.

#### 5. Presentations/Delegations

Delegation - Kathryn Laurin; Member of the Victoria Symphony: Re: Agenda Item 6.2.: Board Priority 12a-1 "Facilitate a discussion of the region's art facilities needs & explore partnerships to support 100% participation in the CRD art function."

Kathryn Laurin spoke in favour of advancing Item 6.2. to the Capital Regional District Board for consideration.

#### 6. Committee Business

##### 6.1. [19-803](#) CRD External Grants Update

N. Chan introduced the CRD External Grants Update.

Discussion ensued on the following on the award of a disaster risk and mapping grant.

**MOVED by Board Chair Plant, SECONDED by Director Howe,  
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**

##### 6.2. [19-733](#) Board Priority 12a-1 "Facilitate a discussion of the region's art facilities needs & explore partnerships to support 100% participation in the CRD arts function."

N. Chan introduced Item 6.2 regarding the region's art facilities.

Discussion ensued on the following:  
- funding requirement for the study  
- intent and composition of a select committee

**MOVED by Board Chair Plant, SECONDED by Director Isitt,  
That the Governance and Finance Committee recommend to the Capital  
Regional District Board:  
1. That a Select Committee be formed to facilitate a discussion of the region's art  
facilities needs; and  
2. That the Arts Commission and the Royal & McPherson Theatres Services  
Committee report on the potential for full participation in their respective  
services.**

**CARRIED**

**6.3.**     [19-785](#)     Socially Responsible Investment Options

N. Chan introduced the report on Socially Responsible Investment Options.

Discussion ensued on the following:

- SRI Investment Options
- options to invest using ESG criteria
- short term and long term investments
- MFA procurement process

**MOVED by Director Howe, SECONDED by Director Isitt,  
That the Governance and Finance Committee recommend to the Capital  
Regional District Board:  
That the Socially Responsible Investment Options report be received for  
information.**

**CARRIED**

**6.4.**     [19-786](#)     Debt Term Guidelines

N. Chan introduced the report for Debt Term Guidelines.

Discussion ensued on the impact of changing the amortization period of long term debt on total interest paid vs annual debt servicing cost.

**MOVED by Director Murdoch, SECONDED by Director Howe,  
That the Governance and Finance Committee recommend to the Capital  
Regional District Board:  
That the Debt Term Guidelines report be received for information.**

**CARRIED**

**6.5.**     [19-797](#)     Bylaw No. 4329: Tax Exemption (Permissive) Bylaw, 2019

N. Chan introduced Bylaw 4329: Tax Exemption Bylaw 2019.

Discussion ensued on the impact of tax exemption for the Electoral Areas budget.

**MOVED by Board Chair Plant, SECONDED by Director Howe,  
That the Governance and Finance Committee and the Electoral Areas Committee  
recommend to the Capital Regional District Board:**

1. That Bylaw No. 4329, "Tax Exemption (Permissive) Bylaw, 2019" be introduced and read a first, second and third time;
2. That Bylaw No. 4329 be adopted.

**CARRIED**

**6.6.**     [19-804](#)     2019-2022 Service Planning and Budget Process

K. Lorette introduced the 2019-2022 Service Planning and Budget Process report.

**MOVED by Director Howe, SECONDED by Alternate Director Szpak,  
That the Governance and Finance Committee receive this report for information.**

**CARRIED**

6.7. [19-734](#) Motion with Notice: Review Sooke Region Museum and Visitor Centre Reporting Structure, M. Tait

Discussion ensued on the following:  
- option of remaining at committee  
- general process for review of services

**MOVED by Board Chair Plant, SECONDED by Alternate Director Brame, THEREFORE BE IT RESOLVED THAT the CRD Governance & Finance Committee direct staff to review the reporting structure of the Sooke Region Museum and Visitor Centre and report back with options that more appropriately reflects the funding base and includes the CRD Director from the District of Sooke. CARRIED**

6.8. [19-782](#) Motion with Notice: Amend Procedures Bylaw Regarding Opportunity to Speak to a Question before a Matter is Put to a Vote; B. Isitt

Director Isitt spoke to the Motion with Notice.

Discussion ensued on the following:  
- option to alter provisions in Robert's Rules  
- staff capacity to monitor speakers  
- process for "calling the question"

**MOVED by Director Isitt, SECONDED by Director Howe, That the Governance and Finance Committee recommend that the Board provide direction to staff to prepare an amendment to the Procedures Bylaw, to ensure that at least one representative from each area within the CRD (an electoral area or a municipality) has had an opportunity to speak to a question before the matter is put to a vote.**

**DEFEATED**

**OPPOSED: Brice, Howe, Murdoch, Plant, Szpak**

## 7. Notice(s) of Motion

There were no Notice(s) of Motion.

## 8. New Business

There was no new business.

## 9. Adjournment

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Chair

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Recorder