

## Meeting Minutes

### Governance and Finance Committee

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Wednesday, November 6, 2019

10:00 AM

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

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#### PRESENT

Directors: S. Brice (Chair), J. Ranns (Vice Chair)(10:05 am), D. Blackwell, B. Desjardins, D. Howe, K. Murdoch, M. Tait (10:26 am), K. Williams, R. Windsor, C. Plant (Board Chair, ex-officio)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; C. Nielson, Senior Manager, Human Resources; E. Gorman, Deputy Corporate Officer; S. Closson, Committee Clerk (Recorder); T. Pillipow, Committee Clerk

Guests: Emma Atwell, Will Morley, Liam Neilson, Natalie Pillipow

Regrets: Director Isitt

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 Director Desjardins, **SECONDED** by Director Murdoch,  
That the agenda for the November 06, 2019 Governance and Finance Committee meeting be approved.  
**CARRIED**

#### 3. Adoption of Minutes

- 3.1. [19-938](#) Minutes of the October 2, 2019 Governance and Finance Committee Meeting
- MOVED** by Director Blackwell, **SECONDED** by Director Williams,  
That the minutes of the Governance and Finance Committee meeting of October 2, 2019 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

Chair Brice welcomed and introduced the Grade 9 students participating in the work experience program.

#### 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [19-917](#)

CRD External Grants Update

N. Chan introduced the CRD External Grants Update.

**MOVED by Board Chair Plant, SECONDED by Director Desjardins,  
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. [19-916](#)

Bylaw No. 4332: 2019 to 2023 Financial Plan Bylaw, 2019, Amendment  
Bylaw No. 4, 2019

N. Chan introduced Bylaw No. 4332.

Discussion ensued on the following:

- McPherson Theatre insurance regarding Plaza Hotel fire
- capital expenditures

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

1. That Bylaw No. 4332, "2019 to 2023 Financial Plan Bylaw, 2019, Amendment  
Bylaw No. 4, 2019" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4332 be adopted.

**CARRIED**

### 6.3. [19-933](#)

Approval of Bylaw 4330; a Bylaw to amend Bylaw No. 3343 being  
"Officers', General Managers' and Management Staff's Bylaw No.1, 2006"

C. Neilsen introduced Bylaw 4330.

Discussion ensued on the staff work with the consultant and the living wage  
increases.

**MOVED by Director Howe, SECONDED by Director Blackwell,  
That Governance and Finance Committee recommends to the Regional Board:**

1. That Bylaw No. 4330, cited as "Officers', General Managers' and Management  
Staff's Bylaw No.1, 2006, Amendment Bylaw No.5, 2019" be introduced and read  
a first, second, and third time.
2. That Bylaw No. 4330 be adopted.

**CARRIED**

### 6.4. Sooke Region Museum and Visitor Centre Reporting Structure

**MOVED by Board Chair Plant, SECONDED by Director Desjardins,  
That the matter be postponed until after the closed session is completed.**

**CARRIED**

## 7. Notice(s) of Motion

There were no Notice(s) of Motion.

## 8. New Business

There was no new business.

## 9. Motion to Close the Meeting

### 9.1. [19-949](#) Motion to Close the Meeting

**MOVED** by Board Chair Plant, **SECONDED** by Director Blackwell,  
1. That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, 90(1),(c),labour relations or other employee relations; and  
2. 90(1),(a),personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district.  
**CARRIED**

The meeting was closed at 10:17 am.

The meeting re-opened at 10:45 am.

### 6.4. [19-864](#) Sooke Region Museum and Visitor Centre Reporting Structure

Director Tait spoke to Item 6.4 regarding the Sooke Region Museum and Visitor Centre Reporting Structure.

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

## 10. Adjournment

**MOVED** by Director Howe, **SECONDED** by Director Desjardins,  
That the November 6, 2019 Governance and Finance Committee meeting be adjourned at 10:53 am.  
**CARRIED**

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Chair

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Recorder