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**Minutes of a Meeting of the Royal and McPherson Theatres Society Advisory Committee  
Held Wednesday, September 09, 2020, Commons Room, 625 Fisgard St., Victoria, BC**

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**Present: Directors:** K. Murdoch (Chair), S. Brice, J. Loveday, C. Plant (10:25), G. Young  
**Staff:** N. Chan, CFO; J. Lam, Manager, Arts Development; N. More, Committee Clerk (recorder)

**Also Present:** L. DeLarge, President, C. Devlin, Vice-President, I. Hooey, Director, Royal & McPherson Theatres Society Board; F. Lehrbass, Executive Director, N. Downer, Manager of Finance, Royal & McPherson Theatres staff

The meeting was called to order at 10:00 a.m.

## 1. Approval of Agenda

**MOVED** by Director Brice, **SECONDED** by Director Loveday,  
That the agenda be approved with item 5.2 placed ahead of item 2.

**CARRIED**

## 5.2 Electronic and In-Person Meetings of CRD Committees and Commissions

**MOVED** by Director Brice, **SECONDED** by Director Loveday,

1. That this resolution applies to the Royal and McPherson Theatres Society Advisory Committee for the meeting being held on September 9, 2020, and
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the *Public Health Act*, despite the best efforts of the committee, because:
  - a. The available meeting facilities cannot accommodate more than 14 people in person, including members of the committee, presenters and staff, and
  - b. There are no other facilities presently available that will allow physical attendance of the committee and the public in sufficient numbers; and
3. That the committee is ensuring opening, transparency, accessibility and accountability in respect of the open meeting by the following means:
  - a. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
  - b. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,
  - c. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
  - d. By making the minutes of the meeting available on the CRD website following the meeting.

**CARRIED**

## 2. Adoption of Minutes

**MOVED** by Director Brice, **SECONDED** by Director Young,  
That the minutes of the July 29, 2020, meeting be adopted as previously circulated.

**CARRIED**

3. **Chair's Remarks:** The Chair remarked on the business before the Committee.

4. **Presentations/Delegations**

4.1 **Presentation: L. DeLarge, President, Royal & McPherson Theatres Society (RMTS), Royal & McPherson Theatres Financial Status:**

L. DeLarge addressed the Committee and spoke to the presentation document provided in the agenda package and filed at CRD Financial Services.

At the conclusion of the presentation, the Committee sought clarification on contributions by the RMTS to the capital costs of the Royal Theatre and the McPherson Playhouse, and on projects in the five-year capital plan.

- Contributions are made out of operating profits, i.e., a fee added to ticket prices
- Some civic-owned theatres receive a higher contribution for capital costs from the jurisdiction, such as in Edmonton
- Current projects already slated in the five-year plan plus COVID-19 safety measures

**Director Plant entered the meeting at 10:25 am.**

The Committee sought clarification on contributions by the RMTS to the capital reserve.

- Contributions are made from the ticket user fee. The user fee is regularly reviewed by the RMTS Board.

The Committee discussed its role in providing oversight of the CRD capital funding to the theatres services.

The Committee sought clarification from the RMTS on insurance costs, reserve fund inputs, and plans for recovery from the COVID-19 pandemic shut-down.

The Committee sought clarification from CRD staff on the contribution service, the budget process, the state of the current budget cycle, and maintaining the 2020 requisition as originally anticipated in the five year financial plan.

On the motion to receive the presentation, the Committee questioned the RMTS on theatre assets.

**MOVED** by Director Plant, **SECONDED** by Director Brice,  
That the Royal & McPherson Theatres Financial Status presentation be received for information.

**CARRIED**

**5. Committee Business**

**5.1. 2021 Budget Process for the Royal Theatre Service and the McPherson Playhouse Service**

N. Chan provided highlights of the report, which outlines the current process and the service bylaws. He expressed that the RMTS presentation articulated the financial challenges of maintaining and operating the theatre. The current budget cycle places a provisional budget before the CRD Board in late October, with a final budget to be considered in spring, 2021.

**MOVED** by Director Plant, **SECONDED** by Director Brice,  
That the 2021 Budget Process for the Royal Theatre Service and the McPherson Playhouse Services report be received for information.

**CARRIED**

The Committee discussed the need for budget timelines of the RMTS and the CRD to be better synchronized, so that the Committee could receive a detailed budget when considering funding for the 2022 budget year.

**MOVED** by Director Plant, **SECONDED** by Director Loveday,  
That staff be directed with the Royal & McPherson Theatres Society to develop an appropriate budget timeline going forward.

**CARRIED**

**6. New Business:** There was no new business.

**7. Adjournment**

**MOVED** by Director Plant, **SECONDED** by Director Loveday,  
That the meeting be adjourned at 11:19 a.m.

**CARRIED**

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CHAIR

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RECORDER