

Meeting Minutes

Finance Committee

Wednesday, October 4, 2017

9:30 AM

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

PRESENT: K. Williams (Vice-Chair), M. Alto, S. Brice, L. Hundleby (for B. Desjardins), A. Finall, C. Day (for C. Hamilton), L. Helps, M. Hicks, C. Plant, S. Price, J. Ranns, D. Screech

STAFF: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; A. Orr, Senior Manager, Corporate Communications; N. Dillabaugh, Manager, Workforce Development & Strategies; R. Ingraham, Manager, Corporate Occupational Health and Safety; A. Donaldson, Acting Senior Manager, Finance; E. Gorman, Deputy Corporate Officer; J. Cuthbert, Committee Clerk (recorder)

REGRETS: D. Howe (Chair)

1. Approval of Agenda

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

2. Adoption of Minutes

2.1. [17-714](#) Minutes for Adoption

MOVED by Director Price, **SECONDED** by Director Alto,
That the September 6, 2017 Finance Committee Minutes be adopted as circulated.
CARRIED

3. Chair's Remarks

The Chair spoke to the success of the AIB, Asian Island Investment Bank.

4. Presentations/Delegations

There were none.

5. Committee Business

5.1. [17-695](#) Capital Regional District Grants Update

Mr. Chan spoke to the report.
A discussion ensued regarding:
- application period for Emergency Preparedness fund
- has the CRD made any applications for these grants

- funds through the Federal Fund for the E&N Railway project
- the deadline to finish projects that have received grant funding
- will the CRD be applying for any Sea to Sea funding
- grants are considered on a case by case basis
- the grants dashboard created by Finance and the possibility of adding another column

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

5.2. [17-696](#)

Bylaw 4207: Electoral Area Permissive Tax Exemptions

Mr. Chan spoke to the report.

**MOVED by Director Hicks, SECONDED by Director Helps,
That the Finance Committee recommend to the Capital Regional District Board:
That Bylaw No. 4207, "Tax Exemption (Permissive) Bylaw, 2017" be introduced
and read a first and second time, read a third time and adopted.
CARRIED**

5.3. [17-697](#)

2018 Service Plan Summary Update

Mr. Chan spoke to the report.

A discussion ensued regarding the following:

- what is the cost for hiring the amount of new employees listed in the report
- the financial impacts, if any, of hiring new staff for all areas listed in report
- estimated lifespan of the Hartland landfill
- recovery of staff allocation
- how to track chargeable hours of staff that are allocated to several different areas

**MOVED by Director Helps, SECONDED by Director Price,
That the Finance Committee recommend to the Capital Regional District Board:
That the 2018 Service Plan Summary Update report be received for information
and referred to Committees and Commissions for information as part of the 2018
service and financial planning process.
CARRIED**

5.4. [17-698](#)

2018 Service Plans Review Process

Mr. Chan spoke to Appendix A - Appendix D3 of the report.

Mr. Lapham spoke to Appendix D4 - Appendix D8 of the report.

**MOVED by Director Helps, SECONDED by Director Screech,
That the Finance Committee recommend to the Capital Regional District Board:
That it be communicated to all committees and commissions that the Finance
Committee has taken no position on the proposals contained in the 2018 Service
Plans.
MOVED**

6. New Business

There was none.

7. Motion to Close the Meeting

7.1 [17-699](#) Motion to Close the Meeting

MOVED by Director Brice, **SECONDED** by Director Helps,
That the meeting be closed in accordance with the Community Charter, Part 4,
Division 3, 90(2)(b) the consideration of information received and held in
confidence relating to negotiations between the regional district and a provincial
government or the federal government or both, or between a provincial
government or the federal government or both and a third party.
CARRIED

8. Adjournment

MOVED by Director Price, **SECONDED** by Director Plant,
That the meeting be adjourned at 11:28 a.m.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER