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**Minutes of a Meeting of the Royal & McPherson Theatres Services Advisory Committee
Held Wednesday, October 04, 2023, in Room 488, 625 Fisgard St., Victoria, BC**

Present: Directors: K. Murdoch (Chair), S. Brice, J. Caradonna, C. Plant (EP),
Councillor: K. Loughton (EP)

Staff: N. Chan, CRD CFO; C. Gilpin, Manager, A. Gibbs, Community Outreach Coordinator,
H. Heywood, (recorder), CRD Arts & Culture

Also Present: F. Lehrbass, Executive Director, N. Downer, Finance Manager,
Royal & McPherson Theatres Society

The meeting was called to order at 4:00 pm.

1. Territorial Acknowledgement

Chair Murdoch provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Director Brice, SECONDED by Director Caradonna,
That the agenda be approved as circulated.**

CARRIED

3. Adoption of Minutes

**MOVED by Director Brice, SECONDED by Director Caradonna,
That the minutes of the June 7, 2023, meeting be adopted as previously circulated.**

CARRIED

4. Chair's Remarks

Chair Murdoch welcomed the RMTS delegation and invited F. Lehrbass to address the Committee.

5. Presentations/Delegations

5.1 Presentation: Royal & McPherson Theatres Society

F. Lehrbass thanked the committee for the opportunity to make a presentation and introduced Finance Manager, N. Downer. Referring to the RMTS presentation, F. Lehrbass provided an overview of operational activities, the proposed 2024 operating budget, capital projects, and goals in the strategic plan.

Chair Murdoch thanked F. Lehrbass for the presentation and invited questions from members. Members sought more information about programming and clarification regarding budget allocations.

6. Committee Business

6.1 2024 Budget for the Royal Theatre Service and McPherson Playhouse Service

C. Gilpin provided a brief background of the budgeting process for 2024, based on the current bylaws, noting the audited financial statements for each theatre have been included in the meeting package. N. Chan clarified that the bylaws set a maximum requisition amount rather than a maximum request amount, noting the maximum amount has been requested over the past several years. He congratulated the RMTS on the great job that's been done in managing the two theatres, particularly through the pandemic.

Chair Murdoch thanked the RMTS Board and staff for their work to maintain the theatres.

MOVED by Board Director Caradonna, SECONDED by Director Brice, that The Royal and McPherson Theatres Services Advisory Committee recommends the Finance Committee recommend to the Capital Regional District Board:

1. That the maximum allowable contribution amount of \$580,000 be approved for the Royal Theatre Service; and

2. That the maximum allowable contribution amount of \$750,000 be approved for the McPherson Playhouse Service.

CARRIED

6.2 Update on the Status of Amending Bylaws for Royal Theatre and McPherson Playhouse

C. Gilpin provided an overview of the amending bylaws and an update on the approval process. In order to be considered for the 2024 CRD budget, final adoption by the CRD Board of the amended bylaws is required by the end of January 2024.

N. Chan explained the various timelines for approval, noting at the provincial level the process could take up to eight weeks. To support municipal staff a number of "staff to staff" information sessions have occurred between the CRD and Victoria, Saanich, and Oak Bay, to provide further information and answer questions. To date the amending bylaws have not been considered by participating councils.

Members thanked staff for the update and discussed the implications in relation to the approval requirements for the 2024 CRD Budget. Staff provided clarification for the CRD budget process.

It was noted that staff are willing to attend Council meetings, if invited, to answer questions and provide information as needed.

The report was received for information.

7. Correspondence - none

8. New Business - none

9. Adjournment

MOVED by Director Caradonna, SECONDED by Director Brice, that the meeting be adjourned at 4:40pm.

CARRIED

CHAIR

RECORDER