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## MINUTES OF A MEETING OF THE CAPITAL REGIONAL DISTRICT BOARD

sitting as COMMITTEE OF THE WHOLE

Held Wednesday, February 1, 2012, in the Board room, 625 Fisgard Street, Victoria, BC

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**PRESENT:**   **Directors:** L. Cross (Acting Vice-Chair), M. Alto, D. Blackwell, A. Bryson, S. Brice, J. Brownoff, T. Daly, V. Derman,, C. Coleman (for D. Fortin), C. Hamilton, J. Herbert (for N. Jensen), M. Hicks, D. Howe (arr. 9:22), L. Hundleby (for B. Desjardins) B. Isitt, V. Sanders (for F. Leonard), W. McIntyre, J. Mendum (arr. 9:22), W. Milne, J. Ranns and L. Wergeland, G. Young (Board Chair)

**Staff:** K. Daniels, Chief Administrative Officer; J. Hull, General Manager, Integrated Water Services, D. Lokken, General Manager, Corporate Services, A. Orr, Manager, Corporate Communications; L. Rushton, General Manager, Parks and Community Services; S. Santarossa, Manager, Legislative Services and H. Raines (Recorder).

**ABSENT:**   **Director:** G. Hill

*In the absence of Director Hill, the Vice-Chair of the Finance Committee Larry Cross assumed the role of Chair called the meeting to order at 9:09 am.*

### 1.    **Approval of the Agenda**

Acting Chair Cross requested the addition of written remarks from Director Hill.

**MOVED** by Director Brice, **SECONDED** by Director Blackwell,  
That the agenda be approved as amended.

**CARRIED**

### 2.    **Adoption of Minutes of June 29, 2011**

**MOVED** by Director Blackwell, **SECONDED**, by Alternate Director Sanders,  
That the minutes of the meeting of June 29, 2011 be adopted.

**CARRIED**

- a. Chair Cross read remarks prepared by Director Hill. In the remarks, Director Hill indicated that there should be attention paid to budget increases, and that the Committee should encourage fiscal responsibility and reportable outcomes.

*Directors Howe and Mendum entered the meeting at 9:22 a.m.*

### 3.    **2012 Budget Overview**

K. Daniels gave a PowerPoint presentation on the 2012 budget. He indicated that this is the second year that the budgets have been reviewed by the Committee of the Whole; in past years, budgets went to individual committees. His presentation covered:

- o Budget Context

- Major Impacts included: parks requisition, contract/salary increase, regional transportation/RSS, SSI Administration (SSI only)
- Major Initiatives included: public consultation, First Nation consultation, SSI administration, sewage treatment, records management system
- Process for Changes to Budget

#### 4. Service and Municipal Impacts

D. Lokken reviewed the Preliminary 2012 Financial Plan and gave a presentation of service and municipal impacts. Her presentation included:

- CRD on a Page / Financial Plan Overview
- Overview of Municipal Requisition Summaries

The Committee of the Whole received the staff report for information.

#### Executive Services

K. Daniels continued his budget presentation for Executive Services. He covered five service areas, including:

#### 5. Board

**MOVED** by Director Blackwell, **SECONDED** by Director Wilne,  
That staff investigate the possibility of having the Board agendas packages distributed electronically, to reduce copying and courier costs, and that staff coordinate with other agencies to assure there would be no overlap in the provision of electronic devices for Board members.

**CARRIED**

#### 6. CAO's Office

**MOVED** by Alternate Director Herbert, **SECONDED** by Director Derman,  
That the Committee of the Whole close the meeting and move *in camera*, in accordance with the Community Charter, Part 4, Division 3, 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 municipality or another position appointed by the municipality and (c) labour relations or other employee relations.

***The Committee of the Whole moved in camera at 10:30 a.m. and rose without report at 11:00 a.m.***

*A five minutes recess was called at 11:00 a.m.*

After the recess, discussion on the CAO's office continued.

- #### 7. Human Resources:
- Staff were requested to provide information on workspace costs to the Finance Committee.

8. **Corporate Communications**
9. **Intergovernmental Relations & Corporate Development**

Budgets were reviewed and discussed and no further action was taken at this time.

#### **Corporate Services**

D. Lokken gave a PowerPoint presentation on the corporate services budget, which included:

10. **Finance**
11. **Real Estate and Facilities Management:** Staff was requested to list all contracts included in the budget, with a short explanation. It was also requested that a report be submitted to the Finance Committee outlining the CRD's computers/technology needs.
12. **Information Systems**
13. **Other Legislative**
14. **Victoria Family Court Committee**
15. **Greater Victoria Police Victims Services**
16. **Traffic Safety**
17. **Royal and McPherson Theatres**
18. **Arts and Cultural Grants** – The Committee would like information on development programs offered through Arts and Cultural Grants.

*Director Blackwell left the meeting at 11:42 a.m.*

19. **Sooke Regional Museum**
20. **Debt Service - M.F.A. - Municipal**
21. **Feasibility Study Reserve**
22. **Electoral Area Administrative and Other Services:** staff will review this budget with electoral area directors.

Budgets were reviewed and discussed and no further action was taken at this time.

#### **Parks and Recreation**

L. Rushton spoke to the Parks and Community Service Overview. He gave a presentation that covered the delegated responsibility (Pan Rec, SEAPARC, JDF EA, SSI, Southern Gulf Island, Westshore Parks and Rec), major impacts and key assumptions.

Budgets were reviewed and discussed and no further action was taken at this time. The remainder of the budget items will be discussed at the February 15 meeting of the Committee of the Whole.

23. **Adjournment**

**MOVED** by Director Bryson, **SECONDED**, by Alternate Director Sanders,  
That the meeting be adjourned at 12:05 pm.

**CARRIED**

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**CHAIR**

**CERTIFIED CORRECT:**

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**CORPORATE OFFICER**