

## Meeting Minutes Finance Committee

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Wednesday, March 2, 2016

9:30 AM

6th Floor Boardroom

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PRESENT:

Directors: D. Howe (Chair), K. Williams (Vice-Chair), R. Atwell, S. Brice, V. Derman, A. Finall, L. Helps, J. Ranns, B. Desjardins (Board Chair, ex-officio)

Staff: R. Lapham, Chief Administrative Officer; D. Lokken, General Manager, Finance and Technology; K. Lorette, General Manager, Planning and Protective Services; R. Sharma, Senior Manager, Financial Services; C. Nielson, Senior Manager, Human Resources; S. Henderson, Manager, Real Estate; R. Lachance, Manager, Financial Planning and Analysis; A. Genero, Manager, Accounting Services; B. Reems, Corporate Officer, P. Perna, Committee Clerk (Recorder)

ABSENT: Director(s) M. Hicks

The meeting was called to order at 9:31 am.

### 1. Approval of Agenda

**MOVED by Board Chair Desjardins, SECONDED by Director Helps,  
That the agenda for the March 2, 2016 Finance Committee meeting be approved  
as amended to include New Business Items 6.1 and 6.2.  
CARRIED**

### 2. Adoption of Minutes

2.1. [16-337](#) Minutes of the February 3, 2016 Finance Committee Meeting

**MOVED by Director Derman, SECONDED by Director Williams,  
That the minutes of the February 3, 2016 Finance Committee meeting be adopted  
as circulated.  
CARRIED**

### 3. Chair's Remarks

The Chair remarked on looking for direction from this committee on items relating to the Core Area Liquid Waste Management project and procurement, while keeping in mind the goals to explore cost-reducing innovation on the front-end and proper risk and financial reporting before and during the implementation cycle.

### 4. Presentations/Delegations

None.

## 5. Committee Business

### 5.1. [16-285](#) Audit Planning Discussion

D. Lokken provided an overview of the report and advised that Randy Decksheimer and Heather Crow were in attendance to present the Audit Planning Report for the year ended December 31, 2015.

R. Decksheimer spoke to a PowerPoint presentation and addressed questions from the committee.

**MOVED by Director Derman, SECONDED by Director Brice,  
That the Finance Committee recommend the Capital Regional District Board  
approve the 2015 KPMG Audit Plan.  
CARRIED**

### 5.2. [16-305](#) 2016 Staff Establishment and Priorities Dashboard Progress Report No. 1 - Fall 2015/Winter 2016

R. Lapham provided an overview of the report.

Discussion ensued on the Priorities Dashboard as follows:

- \* staffing requirements based on regulatory requirements in particular areas
- \* adding and eliminating CUPE positions
- \* reviewing priorities and timelines to save on adding staff
- \* reducing the workload so there is less need for staff
- \* focusing on and rationalizing what committees want to achieve
- \* meeting timelines within the budget approval deadline

**MOVED by Director Helps, SECONDED by Director Brice,  
That the Finance Committee recommend to the Capital Regional District Board:  
That the Priorities Dashboard Progress Report No. 1 - Fall 2015/Winter 2016 as  
attached in Appendix A be confirmed.  
CARRIED**

**MOVED by Director Ranns, SECONDED by Board Chair Desjardins,  
That the Staff Establishment Chart be referred back to staff with instructions to  
staff to work within the existing framework of employees and to examine how  
the work can be accomplished within the existing framework of employees and  
to provide explanations if they cannot.**

**CARRIED**

**OPPOSED: Directors: Brice, Helps, and Howe**

### 5.5. [16-281](#) South Island Unit Dose Medication Distribution Project Major Capital Project Funding Request

With consensus from the Committee, item 5.5 was brought forward following item 5.2.

R. Sharma provided an overview of the report.

**MOVED by Director Helps, SECONDED by Director Derman,  
That the Finance Committee recommend to the Capital Regional Hospital District  
(CRHD) Board:**

1. That CRHD funding in the amount of \$4,124,000 be approved for the South Island Unit Dose Medication Distribution project; and,
2. That CRHD Bylaw No. 388, "Capital Regional Hospital District Capital Bylaw No. 168, 2016" (for a maximum of \$4,124,000) be introduced and read a first and second time, read a third time and be adopted.

**CARRIED**

**5.3.**     [16-283](#)     Capital Regional District (CRD) Grants Update

**MOVED** by Board Chair Desjardins, **SECONDED** by Director Helps,  
That the Finance Committee receive this report and recommend to the Capital Regional District Board:

That this report be received for information.

**CARRIED**

**5.4.**     [16-282](#)     2016 Capital Regional Hospital District (CRHD) Budget - Revision To 2016-2025 CRHD Capital Plan

R. Sharma provided an overview of the report and advised that on page 3, a new Large Scale Funding initiative was added.

**MOVED** by Director Helps, **SECONDED** by Board Chair Desjardins,  
That the Finance Committee recommend to the Capital Regional Hospital District (CRHD) Board:

1. Amend the 2016-2025 CRHD Capital Plan to include the purchase of 950 Kings Road and updated project budget for the UDMD capital project; and,
2. Approve the 2016-2025 CRHD Capital Plan.

**CARRIED**

## **6. New Business**

### 6.1. Finance Committee Terms of Reference

B. Reems provided an overview of the amended Terms of Reference and why they are being presented to the Committee.

Discussion ensued on the following:

- \* reasons for the inability to hold a joint meeting
- \* holding a workshop rather than a joint committee meeting bringing items back to their respective committees
- \* intent of the workshop not to develop actions or recommendations for a standing committee

**MOVED** by Director Finall, **SECONDED** by Director Helps,  
That the Finance Committee Recommend to the Capital Regional District Board:  
That the Terms of Reference for the 2016 Finance Committee be approved.

**MOVED** by Director Finall, **SECONDED** by Director Helps,  
That the Finance Committee Recommend to the Capital Regional District Board:  
That the Terms of Reference for the 2016 Finance Committee be approved as amended to change the wording in the Terms of Reference under 1.0 Purpose

first paragraph to read "...providing advice "or" making recommendations "or both" to the Board..."; and  
 That a bulleted paragraph be added under 4.0 Procedures stating "The Committee may invite members from any Standing Committee to participate in its meetings in accordance with the CRD Procedures Bylaw.  
**CARRIED**

**MOVED** by Director Derman, **SECONDED** by Director Brice,  
 That the Finance Committee Recommend to the Capital Regional District Board:  
 That the Terms of Reference for the 2016 Finance Committee be approved as amended.  
**CARRIED**

6.1. Incorporate Core Area Liquid Waste Management and Procurement

**MOVED** by Director Helps, **SECONDED** by Director Brice,  
 That the recommendation "That staff be directed to bring back a proposed agreement to retain two members of the Core Area Liquid Waste Management Technical Oversight Panel to assist staff with financial analysis, budget development and reporting on the Core Area Liquid Waste Management project" be referred to the Core Area Liquid Waste Management Committee.  
**CARRIED**

**7. Motion to Close the Meeting**

7.1. [16-336](#) Motion to Close the Meeting

**MOVED** by Director Derman, **SECONDED** by Director Helps,  
 That the meeting be closed in accordance with the Community Charter Part 4, Division 3, 90 (1) (e), the acquisition, disposition or expropriation of land or improvements, if the board considers that disclosure could reasonably be expected to harm the interests of the regional district.  
**CARRIED**

The Committee moved to the closed session at 11:09 am.  
 The Committee rose from the closed session at 11:14 am without report.

**8. Adjournment**

**MOVED** by Director Helps, **SECONDED** by Director Brice,  
 That the March 2, 2016 Finance Committee meeting be adjourned at 11:14 am.  
**CARRIED**

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 Chair

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 Recorder