

Meeting Minutes

Finance Committee

Wednesday, November 2, 2016

9:30 AM

6th Floor Boardroom

PRESENT:

Directors: D. Howe (Chair), K. Williams (Vice Chair), V. Sanders (for R. Atwell), V. Derman, A. Finall (9:47), J. Loveday (for L. Helps), M. Hicks (9:34), C. Plant, J. Ranns, B. Desjardins (Board Chair, ex-officio) (9:37)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; D. Lokken, General Manager, Technology and Initiatives; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; R. Sharma, Senior Manager, Financial Services; A. Genero, Manager, Accounting Services; N. Moore, Manager, Risk and Insurance; L. Ferris, Climate Action Analyst, Risk, Insurance, and Facility Management; B. Reems, Corporate Officer; P. Perna, Committee Clerk (Recorder)

ABSENT: Director S. Brice

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

1. Approval of Agenda

MOVED by Director Derman, **SECONDED** by Director Williams,
That the agenda for the November 2, 2016 Finance Committee meeting be approved as amended to move Items 5.6, 5.7, and 5.9 to follow Item 5.3, Item 5.5 to follow Item 5.9, Item 5.4 to follow Item 5.5, and Item 5.8 to be last.
CARRIED

2. Adoption of Minutes

2.1. [16-1042](#) Minutes of the October 5, 2016 Finance Committee Meeting

MOVED by Director Derman, **SECONDED** by Director Williams,
That the minutes of the October 5, 2016 Finance Committee meeting be adopted as circulated.
CARRIED

3. Chair's Remarks

The Chair remarked on the opportunity to hear about innovative topics on today's agenda as it relates to risk and stated that he is satisfied with the direction that this committee has been going and with the support provided from staff and the committee.

4. Presentations/Delegations - None

5. Committee Business

- 5.1. [16-1035](#) Capital Regional District (CRD) Grants Update
- N. Chan provided an overview of the report.
- M. Hicks arrived at 9:34 am.
B. Desjardins arrived at 9:37 am.
- Discussion ensued on clean water and waste water funds as well as the Rick Hansen accessibility funds.
- MOVED by Director Williams, SECONDED by Director Plant,
That the Finance Committee receive this report and recommend to the Capital Regional District Board that it be received for information
CARRIED**
- 5.2. [16-1005](#) Union of BC Municipalities 2017 Age-friendly Communities Grant
- K. Lorette provided an overview of the report.
- MOVED by Director Plant, SECONDED by Board Chair Desjardins,
That the Finance Committee recommend to the Capital Regional District (CRD) Board:
That the submission of an application to UBCM for a 2017 Age-friendly Communities Grant on behalf of the Health and Capital Planning Strategies Division be approved.
CARRIED**
- 5.3. [16-1037](#) Bylaw No. 4131: 2016-2020 Financial Plan Amendment
- N. Chan provided an overview of the report and the bylaw.
- MOVED by Director Derman, SECONDED by Director Williams,
That the Finance Committee receive this report and recommend to the Capital Regional District Board:
That Bylaw No. 4131, cited as “2016 to 2020 Financial Plan, Amendment Bylaw No. 3, 2016”, be introduced and read a first and second time, read a third time, and adopted.
CARRIED**
- 5.6. [16-1030](#) Bylaw No. 4130: Revenue Anticipation Borrowing (General Purpose)
- N. Chan provided an overview of the report and the bylaw.
- MOVED by Director Derman, SECONDED by Director Williams,
That the Finance Committee receive this report and recommend to the Capital Regional District Board:
That Bylaw No. 4130, “Revenue Anticipation Borrowing (General Purpose) Bylaw No. 1, 2017” be read a first and second time, read a third time, and adopted.
CARRIED**
- 5.7. [16-1017](#) Peninsula Health Unit Roof Replacement 2016 - Award of Contract FM2016-120
- D. Lokken provided an overview of the report.

A. Finall arrived at 9:47 am.

Discussion ensued on the provision and ability to have wifi in the building and following up with Vancouver Island Health Authority to install the wifi.

**MOVED by Director Williams, SECONDED by Board Chair Desjardins,
That the Finance Committee recommend to the Capital Regional District Board:
That Contract FM2016-120, Peninsula Health Unit Roof Replacement 2016, be
awarded to Top Line Roofing Ltd. in the amount of \$214,850 (plus GST) and that a
construction contingency of \$10,000 (plus GST) be approved.
CARRIED**

5.9. [16-1049](#) Corporate Climate Action Strategy

L. Ferris provided an overview of the CRD Corporate Climate Action Strategy and spoke to a presentation.

Discussion ensued on the following:

- * timelines and expectations to meet goals
- * pathways towards 2020 and identifying projects to meet the greenhouse gas emissions reductions target of 33%
- * monthly progress reports from the Project Board on the sewage project
- * reviewing opportunities for fuel switching for both greenhouse gas benefits and cost savings
- * boiler replacement projects
- * price of natural gas affecting projects
- * designing around resource recovery including siting and location
- * prioritizing projects

**MOVED by Director Derman, SECONDED by Board Chair Desjardins,
That the Finance Committee recommend to the Capital Regional District Board:
That the Corporate Climate Action Strategy be endorsed and staff be directed to
implement the policy framework and 5-year action plan.
CARRIED**

5.5. [16-1015](#) Capital Regional Hospital District 2017-2026 Ten Year Capital Plan

R. Sharma provided an overview of the report.

Discussion ensued on the following:

- * Hospital District funding versus Island Health funding projects
- * the Capital Plan developed in consultation with Island Health
- * the consideration and assessment of projects in the Capital Plan
- * wifi installation in hospitals

**MOVED by Board Chair Desjardins, SECONDED by Alternate Director Sanders,
That the Finance Committee recommend to the Capital Regional Hospital District
Board:
That the 2017-2026 Capital Regional Hospital District Capital Plan be approved as
submitted.
CARRIED**

5.4. [16-1032](#) 2017 Capital Regional Hospital District Provisional Budget

R. Sharma provided an overview of the report.

**MOVED by Director Derman, SECONDED by Alternate Director Sanders.
That the Finance Committee recommend to the Capital Regional Hospital District Board:**

That the 2017 Capital Regional Hospital District Provisional Budget be approved as submitted.

CARRIED

5.8. [16-1038](#) Summit at Quadra Village (Project) Financing Options Analysis

N. Chan provided an overview of the report and spoke to the Summit Financing Presentation.

Due to time constraints, the Committee recommended postponing the item to a Special Finance Committee meeting prior to the next Capital Regional District Board meeting.

**MOVED by Board Chair Desjardins, SECONDED by Director Derman,
That the report, Summit at Quadra Village (Project) Financing Options Analysis, be deferred to a Special Finance Committee meeting to be held prior to the next Capital Regional District Board meeting.**

CARRIED

6. New Business - None

7. Motion to Close the Meeting

7.1. [16-1045](#) Motion to Close the Meeting

**MOVED by Director Plant, SECONDED by Director Derman,
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, 90(1)(g) litigation or potential litigation affecting the regional district; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act; (k) negotiations and related discussions respecting the proposed provision of a regional service that are at their preliminary stages and that, in the view of the board, could reasonably be expected to harm the interests of the regional district if they were held in public.**

CARRIED

The Committee moved to the closed session at 10:56 am.

The Committee rose from the closed session at 11:31 am without report.

8. Adjournment

**MOVED by Director Finall, SECONDED by Director Plant,
That the November 2, 2016 Finance Committee meeting be adjourned at 11:31 am.**

CARRIED

Chair

Recorder