

## Notice of Meeting and Meeting Agenda Finance Committee

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Wednesday, May 2, 2018

9:30 AM

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

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PRESENT: S. Brice (Chair), D. Blackwell (Vice Chair), M. Alto, J. Brownoff, L. Helps, D. Howe, N. Jensen, D. Screech, M. Tait, K. Williams, R. Windsor, G. Young, S. Price (Ex Officio).

### 1. Approval of Agenda

### 2. Adoption of Minutes

- 2.1. [18-284](#) Minutes from the March 7, 2018 Finance Committee Meeting.

**Recommendation:** That the minutes from the March 7, 2018 Finance Committee Meeting be adopted as circulated.

**Attachments:** [Minutes: March 7, 2018 Finance Committee Meeting](#)

### 3. Chair's Remarks

### 4. Presentations/Delegations

### 5. Committee Business

- 5.1. [18-205](#) Capital Regional District External Grants Update

**Recommendation:** That the Finance Committee recommend to the Capital Regional District Board: That the Capital Regional District External Grants Update be received for information.

**Attachments:** [Staff Report: CRD External Grants Update](#)  
[Appendix A: CRD External Grants - Dashboard](#)

- 5.2. [18-165](#) 2018 First Quarter Capital Plan Report

**Recommendation:** That the Finance Committee recommend to the Capital Regional District Board: That the 2018 First Quarter Capital Plan Report be received for information.

**Attachments:** [Staff Report: 2018 First Quarter Capital Plan Report](#)  
[Appendix A: Projects Greater than \\$500,000](#)

- 5.3. [18-268](#) Capital Regional District Investment Portfolio Annual Update

**Recommendation:** That the Finance Committee recommend to the Capital Regional District Board: That this report be received for information.

**Attachments:** [Staff Report: Investment Portfolio Update](#)

**5.4. [18-267](#) Insurance Renewal (Except Property) for 2018**

**Recommendation:** That the Finance Committee receive this report for information.

**Attachments:** [Staff Report: Insurance Renewal \(except Property\) for 2018](#)

**5.5. [18-269](#) 2019 Service and Financial Planning Guidelines**

**Recommendation:** That the Finance Committee recommend to the Capital Regional District Board:  
That the financial plan guidelines be approved as presented and that staff be directed to prepare the draft financial plan review based on the timeline presented.

**Attachments:** [Staff Report: 2019 Service and Financial Planning Guidelines](#)  
[Appendix A: Strategic and Corporate Planning Framework](#)  
[Appendix B: 2019 Financial Planning Timetable](#)

**5.6. [18-271](#) Capital Regional District Board of Directors Remuneration**

**Recommendation:** That the Finance Committee recommend to the CRD Board:  
That staff continue to undertake the comprehensive review of Board remuneration, for implementation effective January 1, 2019, and to implement 2019 adjustments when the comparator information is fully determined.

**Attachments:** [Staff Report: Board Remuneration plus Appendix A](#)  
[Appendix B: Board Remuneration Policy With 2018 Appendices](#)

**5.7. [18-233](#) Capital Regional District Electoral Area Directors' Remuneration**

**Recommendation:** That the Finance Committee recommend to the Capital Regional District Board:  
That as directed by the Electoral Area Services Committee, staff be directed to make a one-time exception for Electoral Area Director remuneration, and Alternate Directors who attend Electoral Area Commission meetings on behalf of the Director, to offset the elimination of tax exemptions that apply for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders, effective January 1, 2019.

**Attachments:** [Staff Report: Electoral Area Director Remuneration 2019](#)  
[Appendix A: CRD Board Remuneration Philosophy](#)  
[Appendix B: Board Remuneration Policy](#)

**6. New Business****7. Adjournment**

Next Meeting: June 6, 2018

To ensure quorum, please advise Jessica Cuthbert ([jcuthbert@crd.bc.ca](mailto:jcuthbert@crd.bc.ca)) if you or your alternate cannot attend.

## Meeting Minutes

### Finance Committee

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Wednesday, March 7, 2018

9:30 AM

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

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PRESENT: S. Brice (Chair), D. Blackwell (Vice Chair), M. Alto, J. Brownoff, L. Helps, B. Maberley (for D. Howe), N. Jensen, D. Screech, M. Tait, K. Williams, R. Windsor, J. Loveday (for G. Young), S. Price (Ex Officio).

REGRETS: Directors Howe and Young

STAFF: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; R. Lachance, Senior Manager, Finance; E. Gorman, Deputy Corporate Officer; B. Jones, Manager, Financial Systems & Reporting; J. Cuthbert, Committee Clerk (Recorder)

ALSO PRESENT: Lenora Lee, Lead Audit Engagement Partner, KPMG

The meeting was called to order at 9:28 am.

#### 1. Approval of Agenda

The Chair welcomed Alternate Directors Maberley and Loveday.

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

#### 2. Adoption of Minutes

2.1. [18-154](#) Minutes from the February 7, 2018 Finance Committee meeting.

**MOVED by Director Blackwell, SECONDED by Director Brownoff,  
That the minutes from the February 7, 2018 Finance Committee meeting be  
adopted as circulated.  
CARRIED**

#### 3. Chair's Remarks

There were none.

#### 4. Presentations/Delegations

4.1. [18-123](#) Audit Planning Report (Verbal Presentation), Lenora Lee, Lead Audit Engagement Partner, KPMG

The Chair welcomed a representative from the KPMG, Lenora Lee.

Ms. Lee gave a presentation which is on file with Legislative and Corporate Services.  
A discussion ensued regarding reports from previous years and whether there are no additional changes to be aware of.

## 5. Committee Business

### 5.1. [18-125](#) Audit Planning Discussion

A discussion ensued regarding the following "asset management" and whether a part of that will be around climate change and facilities.

**MOVED by Director Blackwell, SECONDED by Director Helps,  
That the Finance Committee recommend to the Capital Regional District Board:  
That the 2017 Capital Regional District Audit Plan developed by KPMG be  
approved.  
CARRIED**

### 5.2. [18-135](#) Capital Regional District External Grants Update

Mr. Chan spoke to the report.

**MOVED by Director Blackwell, SECONDED by Director Helps,  
That the Finance Committee recommend to the Capital Regional District Board:  
That the Capital Regional District External Grants Update be received for  
information.  
CARRIED**

### 5.3. [18-143](#) Bylaw 4232: 2017 to 2021 Financial Plan, Amendment Bylaw No. 4, 2018

Mr. Chan spoke to the report.

A discussion took place regarding warranty from the manufacturer of lighting structures and that there is no reimbursement for the faulty products.

**MOVED by Director Screech, SECONDED by Director Helps,  
That the Finance Committee recommend to the Capital Regional District Board:  
That Bylaw 4232, cited as "2017 to 2021 Financial Plan, Amendment Bylaw No. 4,  
2018" be introduced and read a first and second time; read a third time; and  
adopted.  
CARRIED**

### 5.4. [18-145](#) Provincial and Federal Budgets Update - Verbal

Mr. Chan spoke to the report.

A short discussion ensued regarding the following:

- a request that information in verbal report be e-mailed to all directors
- MSP changes and what the annual impacts will be
- privacy issues around collecting social insurance numbers
- potential notice of motion regarding MSP premiums

**MOVED by Director Jensen, SECONDED by Director Helps,  
That the update be received for information.**

CARRIED

**6. New Business**

There was none.

**7. Adjournment**

MOVED by Director Screech, SECONDED by Director Blackwell,  
That the meeting be adjourned at 10:19 am.  
CARRIED

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CHAIR

CERTIFIED CORRECT:

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COMMITTEE CLERK

**REPORT TO THE FINANCE COMMITTEE  
MEETING OF WEDNESDAY, MAY 2, 2018**

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**SUBJECT**     **Capital Regional District External Grants Update**

**ISSUE**

This report provides an update since the previous Finance Committee meeting.

**BACKGROUND**

The Capital Regional District (CRD) Grants Dashboard (Appendix A) summarizes grant calls and agreements in progress, as well as grants awarded since January 1, 2015. The information in this report is current as of the report submission deadline of April 12, 2018.

**Grants / Contributions Awarded**

**UBCM FireSmart Initiative (\$10,000)**

The CRD has been awarded a grant for the Saturna FireSmart Initiative. The total cost of the project is \$10,000.

**UBCM Community Emergency Preparedness Fund (\$25,000)**

The CRD has been awarded a grant for the region's Emergency Operations Center Upgrade. This total cost of the project estimated at \$97,400.

**BC HYDRO Sustainable Communities (\$31,350)**

The CRD has been awarded a grant for the Capital Region Electric Vehicle and Electric Bike Infrastructure Planning Project. The total cost of the project is estimated at \$62,700.

**Federal Gas Tax – Strategic Priorities Fund (\$1,242,670)**

The CRD has been awarded a grant for expansion of the SEAPARC Leisure Complex fitness and multi-purpose space. The total cost of the project is estimated at \$2,742,670.

**Abandoned Boats Program (\$60,400)**

The CRD has been awarded \$50,000 to help increase public awareness about the environmental and safety risks posed by abandoned boats across the region. In addition, the CRD will receive \$10,400 in federal funding to assess the condition and removal costs of ten vessels. The total cost of each project is estimated at \$66,700 and \$10,400 respectively.

**BC Rural Dividend Grant (\$9,869)**

The CRD has been awarded \$9,869 for the Salt Spring Island Feasibility Study on Shared Service Options. The total cost of the project is estimated at \$14,869.

**Award under News Embargo**

One grant award for the region remains unreported due to a news embargo pending official public notice.

**Grant Applications Submitted or In Progress**

- *SSI Foundation*: \$1,050 for equipment to offer Youth Squash Camps;
- *SSI Foundation*: \$18,562 requested for the SSI Rainbow Road Aquatic Centre Youth Active Play Equipment project;

- *UBCM Community to Community Forum Grant*: Three applications have been submitted to help offset the costs of the following forums: (1) WSANEC Leadership Committee; (2) CAO-Band Administrators Lunch; (3) Pacheedaht MoU;
- *Abandoned Boat Program – Assessment Funding Request*: \$16,175 for assessment of vessels in the Sooke Harbour;
- *Salt Spring Island Parks and Recreation in cooperation with Salt Spring Island Chamber of Commerce*: \$124,000 requested for the Centennial Park Replacement Project.

### **New Grant Opportunities Announced Since the Last Grants Report**

New grant opportunities include:

- *Federation of Canadian Municipalities (FCM) Climate Change Staff Grant*: Available to municipalities with a population of 150,000 or less, this grant offers up to \$125,000 over 2 years to supplement the salary of a new or existing staff person working on climate change initiatives;
- *BCAA Play Here*: Three grants of \$100,000 are accessible to Service Organizations that CRD can work in partnership with to develop project proposals for children's' play facilities;
- *Low Carbon Economy Challenge*: A federal \$500M program to fund project that will generate clean growth and reduce greenhouse gas emissions;
- *Abandoned Boats Program*: Another program call for assessment and removal of abandoned boats opened April 3, 2018 and will run until March 31, 2019.

### **Wastewater Treatment Plant – Grant Revenue**

To date, \$10.8M has been received in response to grant claims submitted.

### **Grant Forecast Update**

Based on reports in the media, a Canada-British Columbia agreement has been signed that will provide \$4.1 billion over the next decade for transit, green infrastructure, recreation facilities, and projects in rural and northern communities across the province. Details pertaining to the related grant programs have not yet been released. Currently available information is accessible in Appendix A (page 6) by clicking on the links provided in the **Federal Infrastructure Funding** section highlighted in yellow.

Additionally, the governments of Canada and B.C. have agreed to a five-year partnership to grow B.C.'s agricultural economy; it will result in an investment of \$115 million in B.C. programs that will offer widespread support to the farming, ranching and food-processing sectors. Specific funding initiatives under this agreement are yet to be announced and will be noted in the External Grants Dashboard (the Dashboard) as applicable to the CRD mandate. For now, the news release relating to this agreement is posted on page 6 of the Dashboard (see right-most column of the yellow-highlighted section).

**RECOMMENDATION**

That the Finance Committee recommend to the Capital Regional District Board:  
That the Capital Regional District External Grants Update be received for information.

Submitted by:	Carlo Vijandre, PMP, ASCT, FMP, Manager, Asset Management
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Appendix A: External Grants Dashboard



Grants Administration Dashboard ▶ Externally Sourced Grant Funding

STATUS LEGEND:  Work In Progress (  delay)  Board Resolution Needed  Application Done - Outcome pending  Project Done (  =payment pending)  Application Declined  Links to Information								
Grant Program Links	Application Deadline	Project	Status	Board Resolution	Comments	Grant Ask	% of Total Project Cost	
<a href="#">SSI Community Foundation</a>	29-Mar-18	For purchase of equipment for Youth Squash Camps		N/A		\$ 1,050	76%	
<a href="#">SSI Community Foundation</a>	27-Mar-18	For purchase of youth active play equipment at Rainbow Pool		N/A		\$ 18,562	76%	
<a href="#">UBCM Community to Community Forum</a>	15-Mar-18	WSANEC Leadership Committee		N/A		\$ 2,760	48%	
<a href="#">UBCM Community to Community Forum</a>	15-Mar-18	CAO - Band Administrators Lunch		N/A		\$ 520	24%	
<a href="#">UBCM Community to Community Forum</a>	15-Mar-18	Pacheedaht MoU		N/A		\$ 1,720	41%	
<a href="#">Abandoned Boats Program (Assessment)</a>	15-Mar-18	Assessment funding for abandoned boats in Sooke Harbour		2-Aug-17	Work is ongoing in tandem with multiple program call deadlines	\$ 16,175	100%	
<a href="#">Co-op Community Spaces Grant</a>	01-Mar-18	Centennial Park Washroom Replacement Project		N/A	In partnership with SSI Chamber of Commerce	\$ 124,000	22%	
<a href="#">FCM Green Municipal Fund - Brownfield Feasibility Study</a>	02-Feb-18	CRD McLoughlin Point - Site Assessment and Remedial Action Plan		N/A	Project total cost estimate: \$380,000	\$ 175,000	46%	
<a href="#">UBCM Strategic Wildfire Prevention Program (2018)</a>	23-Feb-18	Saturna Island FireSmart Initiative		14-Mar-18	Project total cost estimate: \$10,000; 100% of cost: Awarded 2018-04-05			
<a href="#">FCM Municipal Asset Management Program - FCM</a>	Ongoing	Corporate Asset Inventory and Condition Assessments		N/A		\$ 50,000	TBC	
<a href="#">National Disaster Mitigation Program (NDMP)</a>	25-Aug-17	Gardom Pond Dam Decommissioning and Naturalization		N/A	This application was successful in being selected as one of the BC projects submitted to the Federal Government for NDMP funding.	\$ 459,904	100%	
<a href="#">Transport Canada Rail Safety Improvement Program</a>	01-Aug-17	The Atkins Avenue Railway Crossing Project		N/A		\$ 400,000	80%	
<a href="#">Transport Canada Abandoned Boats Program (Removal)</a>	31-Mar-19	Work on this phase of the program to proceed based on the results of the Assessment phase		2-Aug-17		TBC	TBC	
<a href="#">PlanH - Social Connectedness</a>	30-May-17	Carving Community Connections - Welcome Figure Project		N/A		\$ 15,000	100%	
<a href="#">Affordable Rental Innovation - CMHC</a>	Ongoing Intake	Regional Housing First Program - Affordable Rental Housing		14-Dec-16		\$ 30,000,000	100%	
<b>TOTAL GRANT ASKS IN PROGRESS (EXCLUDING CORE AREA LIQUID WASTE MANAGEMENT)</b>						<b>\$ 31,264,699</b>		

NOTE: Grant award dates are unknown and unpredictable. For direct access to GRANT CALLS IN PROCESS, see page 4.

Grants Administration Dashboard ▶ Externally Sourced Grant Funding

STATUS LEGEND: Work In Progress ( delay) Board Resolution Needed Application Done - Outcome pending Project Done ( =payment pending) Application Declined Links to Information

CORE AREA LIQUID WASTE MANAGEMENT - GRANT FUNDING STATUS								
Grant Program Links	Contribution Terms and Purpose	Status	Board Resolution	Comments	Grant Award Maximum	Redeemed to Date		
<a href="#">Infrastructure Canada - 3P Funding Agreement (Federal funding)</a>	Lesser of 25% of eligible costs or \$83.4M for a bio-solids energy centre treatment facility for wastewater sludge.				\$ 41,000,000	\$ -		
<a href="#">Infrastructure Canada - Building Canada Fund (Federal funding)</a>	Up to 50% of eligible costs to a maximum of \$120M for construction of the McLoughlin Point Wastewater Treatment Plant, marine outfall pipe, and completion of the Victoria Harbour crossing.			Funding agreements executed. Construction to start in April 2017 as per March 16, 2017 joint media release (Canada, BC, CRD)	\$ 120,000,000	\$ 10,761,074		
<a href="#">Infrastructure Canada - green Infrastructure Fund (Federal funding)</a>	Up to 50% of eligible costs to a maximum of \$50 M to upgrade Clover Point and Macaulay Point pump stations, implement attenuation tanks, and upgrade existing pump stations and piping systems.				\$ 50,000,000	\$ -		
<a href="#">Provincial Funding</a>	The lesser of 1/3 total cost (excluding land acquisition cost) or \$248M for construction of the wastewater treatment plant, the energy centre for sludge treatment, and conveyance system upgrades - all serving the Core Area.		08-Mar-17	CRD Board approved execution of the Provincial Agreement	\$ 248,000,000	\$ -		
<b>TOTALS</b>					\$ 459,000,000	\$ 10,761,074		

CORE AREA GRANTS

## Grants Administration Dashboard ▶ Externally Sourced Grant Funding

STATUS LEGEND: Work In Progress ( delay) Board Resolution Needed Application Done - Outcome pending Project Done ( =payment pending) Application Declined Links to Information

Grant Program Links	Dept	Project Deadline	Project	Status	Lead	Project Cost (Estimate)	Grant Award
<a href="#">Investment in Housing Innovation</a>	PPS	TBC	3816 Carey Road Affordable Housing Project		Regional Housing	\$ 15,249,662	\$ 6,156,662
<a href="#">Community Wellness Grant (Island Health)</a>	PPS	NA	For community population health initiatives.		Health and Capital Planning Strategies, Community Health	\$ 186,667	\$ 186,667
<a href="#">Regional District Grant</a>	F&T	NA	Unconditional grant to fund administrative costs.		Financial Services	\$ 60,000	\$ 60,000
<a href="#">FCM Green Municipal Fund - Climate and Asset Management Network (CAMN)</a>	F&T	TBC	Climate and Asset Management Network		Asset Management	\$ 64,300	\$ 51,440
<a href="#">BC Hydro Custom Incentive Program</a>	PES	31-Mar-17	SEAPARC Lighting Retrofit		SEAPARC	\$ 270,525	\$ 35,752
<a href="#">Trans-Canada Trail Foundation</a>	PES	30-Jun-17	Sooke Hills Wilderness Trail		Regional Parks	\$ 1,935,000	\$ 650,000
<a href="#">UBCM Age-Friendly Communities</a>	PPS	31-Dec-17	Community Map - Connecting Older Adults		Health and Capital Planning Strategies, Community Health	\$ 20,000	\$ 20,000
<a href="#">BC Hydro Sustainable Communities Program</a>	PES	31-Dec-17	Stepping Up with the BC Energy Step Code		Environmental Protection Division - Climate Action	\$ 39,250	\$ 19,625
<a href="#">BC Rural Dividend Program</a>	PES	28-Mar-18	Port Renfrew Tourism Trail - Implementaton		Juan de Fuca Administration - Parks and Recreation	\$ 111,714	\$ 89,194
<a href="#">PLAN H - Healthy Communities Capacity Building</a>	PPS	31-Mar-18	Health and Social Equity in the Capital Region		Health and Capital Planning Strategies, Community Health	\$ 10,000	\$ 10,000
<a href="#">Island Health Community Wellness Grant</a>	PES	31-Mar-18	Physical Literacy Opportunities for Youth		Panorama Recreation Centre	\$ 17,649	\$ 10,640
<a href="#">Island Health Community Wellness Grant</a>	PPS	31-Mar-18	Walk and Wheel to School Week		Regional and Strategic Planning	\$ 18,560	\$ 12,000
<a href="#">Clean Water Wastewater Fund</a>	IWS	31-Mar-18	Port Renfrew Water Main Replacement Project		IWS - Infrastructure Engineering	\$ 628,634	\$ 488,103
<a href="#">BC Rural Dividend Program</a>	SSI	10-Apr-18	SSI Rural Accelerator		SSI Administration and SSI Community Economic Development Commission	\$ 90,080	\$ 72,080
<a href="#">Victoria Foundation Community Grants</a>	PPS	15-Apr-18	Active Transportation and Healthy Communities Program		Regional and Strategic Planning (Project acronym: ATHCP)	\$ 444,790	\$ 100,000
<a href="#">BC Rural Dividend Program</a>	SSI	1-Jul-18	SSI Feasibility Study on Shared Services Model Options		SSI Administration	\$ 14,869	\$ 9,869
<a href="#">BC Hydro Sustainable Communities Program</a>	PES	31-Aug-18	Capital Region EV & E-Bike Infrastructure Planning Project		Environmental Protection Division - Climate Action	\$ 62,700	\$ 31,350
<a href="#">Real Estate Foundation of BC</a>	PPS	30-Sep-18	Active and Safe Routes To School (part of ATHCP)		Regional and Strategic Planning (Grant amount included in ATHCP budget of \$444k)		\$ 50,000
<a href="#">UBCM Age-Friendly Communities</a>	Corp.	31-Dec-18	Pender Island Community Bus		Corporate Services - SGI	\$ 15,000	\$ 15,000
<a href="#">Bike BC 2016</a>	PES	31-Dec-18	E&N Rail Trail Phase 1 - Maplebank to Hallowell		Regional Parks	\$ 2,600,000	\$ 1,000,000
<a href="#">BC Fleet Champlons Program</a>	F&T	27-Jan-18 27-Jan-19	EV Suitability Assessment - Data Loggers		Risk and Facilities Management	\$ 60,880	\$ 60,880
<a href="#">UBCM Community Emergency Preparedness Fund - Emergency Social Services</a>	PPS	31-Jan-19	ESS Group Lodging Readiness Project		Protective Services	\$ 25,000	\$ 25,000
<a href="#">UBCM Community Emergency Preparedness Fund - Emergency Operations Centres and Training</a>	PPS	29-Mar-19	CRD HQ Emergency Operations Centre Upgrade		Protective Services	\$ 97,400	\$ 25,000
<a href="#">Infrastructure Planning Grant (2017)</a>	PES	31-Mar-19	Bowker Creek Daylighting Feasibility Study		Stormwater-Harbours & Watershed: 10k each for CRD, Oak Bay, Saanich, Victoria)	\$ 80,000	\$ 40,000
<a href="#">BC Disaster Mitigation Program</a>	PPS	31-Mar-19	Port Renfrew and Pacheedaht First Nation Tsunami Siren Upgrade		Protective Services	\$ 550,000	\$ 550,000
<a href="#">UBCM Strategic Wildfire Prevention Program (2018)</a>	pps	5-Apr-19	Saturna Island FireSmart Initiative		Protective Services	\$ 10,000	\$ 10,000

GRANTS AWARDED SINCE JANUARY 1, 2015

Grants Administration Dashboard ▶ Externally Sourced Grant Funding

STATUS LEGEND:  Work In Progress (  delay)  Board Resolution Needed  Application Done - Outcome pending  Project Done (  =payment pending)  Application Declined  Links to Information										
<a href="#">Homelessness Partnering Strategy</a>	PPS	2019	Funding various community homelessness service projects		The total funding over the period of 2014-2019 is \$4,409,503. Of this amount, \$625,023 was received in 2014; the balance of grant funding as of Jan. 1, 2015 is	\$	3,784,480	\$	3,784,480	
<a href="#">FCM Green Municipal Fund - Pilot Project</a>	F&T	1-Oct-20	Zero Emissions Fleet Initiative		Asset and Risk Management	\$	1,087,000	\$	350,000	
<a href="#">Transport Canada Abandoned Boats Program (Education and Awareness)</a>	PES	TBC	Capital Region Abandoned Boats Stewardship (CRABS)		To deliver an outreach program to educate about abandoned boat issues, responsibilities and addressing boat end-of-life issues.	\$	66,700	\$	50,000	
<a href="#">Transport Canada Abandoned Boats Program (Assessment)</a>	PES	TBC	Capital Region Abandoned Boats Stewardship (CRABS)		The assessment component funds boat removal assessments, which may lead to the permanent removal and disposal of abandoned and/or wrecked small boats.	\$	10,400	\$	10,400	
<a href="#">UBCM Federal Gas Tax - Strategic Priorities Fund</a>	PES	TBC	SEAPARC Leisure Complex Expansion		Expansion of SEAPARC Leisure Complex Fitness and Multi-Purpose Space	\$	2,742,670	\$	1,240,000	
GRANTS AWARDED SINCE JANUARY 1, 2015 (Completed Projects Not Listed But Included in Totals)							\$	32,927,312	\$	16,440,601

Grants Administration Dashboard ▶ Externally Sourced Grant Funding

STATUS LEGEND: ➡ Work In Progress ( ■ delay) ◆ Board Resolution Needed ☑ Application Done - Outcome pending ★ Project Done ( ■ =payment pending) ■ Application Declined ■ Links to Information

Grant Program Links	Launch Date	Application Deadline	Resolution Needed	Departments Alerted	Status
Habitat Conservation Trust Foundation					
Part 3: Community Conservation & Public Awareness	12-Sep-17	16-May-18	No	All	➡ Grant alert sent.
Community Emergency Preparedness Fund - CEPF Part 4: Structural Flood Mitigation	13-Sep-17	13-Apr-18	Yes	F&T IWS PES PPS	➡ EOC application approved by the Board 2018-01-10: on track for timely submission.
BCAA Play Here	27-Mar-18	15-Apr-18	No	PES, JDF,SGI,SGI	➡ This funding opportunity could be accessed by working in partnership with a Service Organization that would be the project lead.
Low Carbon Economy Fund - Low Carbon Economy Challenge	14-Mar-18	14-May-18	Not stated in overview	All	➡ The only deadline specified to date is May 14 for Expressions of Interest re: Champions Stream which applies to populations above 100,000
Community to Community Forum - UBCM	Ongoing	01-Jun-2018 19-Oct-2018	No	First Nations Relations	➡ Grant alert sent.
Climate Change Staff Grant	2018-Apr-04	29-Jun-18	Not stated in overview	All	☒ This grant is for Municipalities with a population of 150,000 or less; it is provided for information sharing across the region only.
BC Accessibility Grants Program	15-Jan-18	01-Jul-18 01-Dec-18	No	All	➡ Grant alert sent.
Transport Canada Rail Safety Improvement Program	Ongoing	01-Aug-18	No	All	➡ Grant alert sent and featured in CRD Grants Weekly 2017-12-29: outcome of 2017 application (for 2018-2019 funding) pending.
Real Estate Foundation of BC	Ongoing	01-Sep-18	No	All	➡ Grant alert sent and featured in CRD Grants Weekly 2017-12-08.
Urban Deer Management Cost-Share Program	30-Nov-17	17-Nov-18	No (under BL 4186)	PPS PES EA Administrators	➡ Grant alert sent. Featured in CRD Grants Weekly 2017-11-17
Green Municipal Fund - Plans, Feasibility Studies, Pilot Projects and Capital Projects for Sustainable Neighbourhood and Brownfields Action Plans, Energy Efficiency and Recovery, Transportation and Fuel Efficiency, Water Quality and Conservation, Waste Management	Ongoing	1-Mar-19 for capital projects: Ongoing for other project types	Yes	F&T IWS PES PPS	➡ Grant alert sent.
Abandoned Boats Program: Assessment/Removal	19-Jul-17	31-Mar-19	No	All	➡ Grant alert sent. This is round 3.
Community Energy and Climate Initiatives - Multiple Programs	01-Feb-18	Varies by Program	Varies by Program	All	➡ Grant alert sent.
Green Jobs - Science and Technology Internship Program	23-Nov-17	First Come-First Served	No	All	➡ Grant alert sent. Featured in CRD Grants Weekly 2017-11-24
Municipalities for Climate Innovation Program	15-Mar-17	Ongoing	Depends on \$ value	All	➡ Grant alert sent.
Municipal Asset Management Program - FCM	09-May-17	Ongoing	Yes	F&T IWS PES PPS	➡ Grant alert sent.
Clean Energy Innovation	15-Jun-17	Ongoing	Depends on \$ value	PES	➡ Grant alert sent.
Western Economic Diversification: Call for Proposals	Ongoing	Deadline TBA	Yes	T&I, IWS, PES, PPS	➡ Grant alert sent.
Connecting British Columbia Program	17-Jun-16	Ongoing	Depends on \$ value	Referred to IT for review	➡ Referred to IT for review given the work conducted in the past to explore ways of increasing connectivity in the Electoral Areas.

GRANT CALLS IN PROGRESS

Grants Administration Dashboard ▶ Externally Sourced Grant Funding

STATUS LEGEND: ➡ Work In Progress ( ■ delay) ◆ Board Resolution Needed ☑ Application Done - Outcome pending ★ Project Done ( ■ =payment pending) X Application Declined ■ Links to Information

Funding Sources / Plans	Description	Possible Timing	Links
<b>Federal funding potential</b>	More than 100 MPs and senators have signed a letter to Finance Minister Bill Morneau asking for a historic expansion of Canada's protected land and marine areas to be financed with an investment of \$1.4-billion over three years that would be included in the next federal budget.	Unknown	<a href="#">Globe and Mail article, January 9, 2018</a>
<b>Federal Budget Highlights 2018</b>	The Federal Budget 2018 highlights provide perspective on potential funding opportunities in the areas of housing, land acquisition for nature protection/conservation, and small craft harbours.		<a href="#">Federal Budget Highlights 2018</a>
<b>Provincial Budget Highlights 2018</b>	The Provincial Budget 2018 highlights provide perspective on potential forthcoming grant opportunities relating to housing and wildfire resiliency.	Unknown	<a href="#">Provincial Budget Highlights 2018</a>
<b>Federal Infrastructure Funding</b>	<p>On August 2, 2017, Federal Minister Arjjeet Sohi spoke to the CRD Committee of the Whole regarding future infrastructure funding. His presentation related to the information presented in his letter of July 6, 2017 to Premier Horgan.</p> <p>On July 6, 2017, the Federal Infrastructure Minister announced that negotiations currently in progress will lead to the design of programs in British Columbia that will provide \$2.69 Billion for public transit; \$1.11 billion for green infrastructure; \$157 million for culture and recreational infrastructure; and \$166 million for rural and northern communities.</p>	<p>Known programs are included in the grants Federal Infrastructure Funding Overview (see Appendix B link in the right-most column).</p> <p>Another program relating to</p>	<p><a href="#">2018-04-02: Federal government promises \$4.1 billion over next decade for B.C. Infrastructure Federal Infrastructure Funding Overview - Based on July2, 2017 letter to the Premier of BC (See Appendix B)</a></p> <p><a href="#">2017-08-02: Federal Minister Sohi presentation to the CRD Committee of the Whole</a></p> <p><a href="#">2018-04-12: 5-Year Federal-Provincial Partnership to Grow the Agricultural Economy (Note: this may include grant opportunities down the road.)</a></p>
<b>BC On The Move - Bike BC</b>	Under the BC on the Move 10-Year Transportation Plan, BikeBC will award approximately \$18 million province-wide to support infrastructure projects over the period from 2015-2017. The 2016 round of funding was announced February 12, 2016 (see Proposal Assessment section).	Timing of future calls unknown.	<a href="#">BC On the Move - 10 Year Transportation Plan</a>

FUNDING INITIATIVES: ONGOING SCAN

## GRANTS FORECAST

See website links in the right-most column for program information available to date. Note that typically, infrastructure grants will require SHOVEL READY projects (e.g: Asset plan is current; design drawings and environmental assessments are complete; matching funding - usually 50%- is assigned.)

Programs under the Integrated Bilateral Agreements - Green Infrastructure, Social Infrastructure, and Rural/Northern Communities (Annex p. 2-3 of Minister Sohi letter - 2017-Jul)  
 Bilateral Agreements Summary Chart based on 2017-July letter (See Appendix B)  
 Bike BC (Generic program Information; 2019 call expected November-December 2018.)  
 Federal Gas Tax - Strategic Priority Fund: Potential Intake In the future; timing unknown.



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**REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD  
MEETING OF WEDNESDAY, MAY 2, 2018**

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**SUBJECT: 2018 First Quarter Capital Plan Report**

**ISSUE**

2018 quarterly budget estimate to actual variances and variance explanations for the first quarter capital expenditures.

**BACKGROUND**

Annually the CRD develops an operating and capital financial plan for the next five years. The CRD Financial Plan consists of more than 200 service budgets funding delivery of regional, sub-regional and local services. The financial plan is the primary tool for fiscal planning, tracking, and controlling expenditures.

Currently, to track spending, monthly and yearly budget-to-actual reports are distributed automatically to all budget managers and local service commissions in each of the CRD's services. In addition, interim variance reporting is prepared by staff who use this to forecast estimated revenue and expenditures into the financial planning process, annually.

At the CRD Board meeting on May 10, 2017, the delegation bylaw was approved giving greater signing authority to all officers of the CRD. The Chief Administrative Officer now has up to \$5M while all General Managers have up to \$0.5M within the limit of the approved financial plan. To improve current controls and align to best practices, regular and systematic reporting of major capital projects has been in development since the end of 2017.

Just as the Priorities Dashboard provides a progress update on how the CRD is delivering initiatives in the Corporate Plan and the Board's strategic priorities, the Quarterly Capital Plan Report will update financial status on how the CRD is delivering against budget.

Financial plan variance analysis is the process of investigating deviations in financial performance from the limits defined in the budget. The value in monitoring variance analysis reporting is two-fold: it affords the Board a medium to exercise appropriate financial oversight but also provides the Board, staff and community critical insight into the performance of the organization and how to adjust going forward.

Consistent with reporting materiality set in the financial planning process, this quarterly report aims to highlight variances from budget for capital projects greater than \$500K.

## **ALTERNATIVES**

### Alternative 1

That the 2018 First Quarter Capital Plan Report be received for information.

### Alternative 2

That the 2018 First Quarter Capital Plan Report be referred back to staff for further information.

## **FINANCIAL IMPLICATIONS**

Expectations for the first quarter of the year are established by quarterly budget estimates based on the expected delivery of the projects in the annual capital plan. The budget estimate for the first quarter is often conservative with respect to progress planned for the whole year. Unless projects receive early approval in November from the Board, new projects are not initialized by operations until the annual financial plan bylaw is adopted in March at the end of the first quarter. The projects then move into the planning/procurement phase which results in progress trending higher through the remainder of the year.

Quarterly variances and annual forecasts for the 2018 significant capital projects are included in Appendix A.

The CRD capital plan expenditures on projects >\$500K was \$34.7M for the first quarter of 2018, 17% higher than quarterly budget estimates of \$29.7M. The \$5M variance is primarily due to sooner than expected spending of \$9M for the Core Area Wastewater Treatment Project (CAWTP) related to progress against the Clover Point and Macaulay Point components of the project. Other notable projects in the first quarter are the Unified Call Answer Center, the McCallum Road supply and distribution water mains, replacement of the Deep Cove Permastran water main and the Millstream Meadows remediation.

Excluding CAWTP, total expenditures were \$4.8M, lower than the \$8.7M quarterly budget estimate by \$3.9M for the first quarter. This reflects progress against the estimate of 55%. Of this \$3.9M, \$2.2M is still planned for completion within the year. The remainder are project expenditures that will be carried forward into 2019.

Forecasts to year end reflect actual experience in the first quarter. The 2018 forecast is higher than plan primarily due to more progress than expected for some components of CAWTP, which was offset by a number of projects forecasted to come in under budget and some projects forecasting carryforwards into 2019.

Projects with anticipated carryforwards are the E&N Rail Trail Phases 3 & 4, Sooke intake screens condition assessment and replacement, McCallum Pump Station, Sooke Rd Ph. 2 - 1,000m of 600m Pipe (Cecil Blogg to Jacklin) and the SEAPARC Facility Expansion.



Financial plan amendments for any significant changes to the annual capital plan will be included in the report scheduled for the June 2018 Board meeting.

**CONCLUSION**

Financial plan variance analysis is the process of investigating deviations in financial performance from the limits defined in the budget. The value in monitoring variance analysis reporting is two-fold: it affords the Board a medium to exercise appropriate financial oversight but also provides the Board, staff and community critical insight into the performance of the organization and how to adjust going forward.

**RECOMMENDATION**

That the Finance Committee recommend to the Capital Regional District Board:  
That the 2018 First Quarter Capital Plan Report be received for information.

Submitted By:	Rianna Lachance, BCom, CPA, CA Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

RL:ngm

Attachments: Appendix A: Projects Greater than \$500,000

Capital Regional District  
2018 First Quarter Capital Plan Report  
Projects Greater than \$500,000 (before budget amendments)

✓	As planned
▲	Changes to plan
●	Issues with plan

Service #	Service Name	Proj. No.	Capital Project Description	Quarter 1				Q1 Variance Explanation	2018 Total				Total Project			
				Q1 Budget	Q1 Actuals	Q1 Variance (over) / under	Variance % (over) / under		Total Forecast 2018	(Sorted) Total 2018 Budget	Variance \$ (over) / under	Variance % (over) / under	Scope	Timing	Budget	
3.798C	CAWTP	16-01	Wastewater Treatment Plant	\$ 20,941,759	\$ 29,946,608	\$ (9,004,848)	-43.0%	Progress against the Clover Point and Macaulay Point components in 2018, advancing plan from 2019.	\$ 172,044,768	\$ 134,691,000	\$ (37,353,768)	-27.7%	✓	✓	✓	Advanced Work*
1.911	911 Systems	17-01	Unified Call Answer Centre	\$ 1,650,000	\$ 1,603,671	\$ 46,329	2.8%	Project progressing as planned	\$ 10,256,233	\$ 13,600,000	\$ 3,343,767	24.6%	✓	✓	✓	On Plan
1.280	Regional Parks	17-03	Construct E&N Rail Trail Phases 3 & 4	\$ 500,000	\$ 15,784	\$ 484,216	96.8%	Revisions to scope of design contract for Phase 3	\$ 1,515,784	\$ 4,085,000	\$ 2,569,216	62.9%	▲	▲	✓	Completion 2019 vs 2018
3.810	Ganges Sewer	16-01	Ganges sewer system rehabilitation	\$ 250,000	\$ 196,600	\$ 53,400	21.4%	Tendered prices higher than budgeted, retendering with adjusted scope	\$ 2,596,600	\$ 3,450,000	\$ 853,400	24.7%	▲	▲	✓	Completion 2019 vs 2018
2.670	Regional Water Supply	16-15	Lubbe Dam No. 4 Remediation	\$ 20,000	\$ 25,415	\$ (5,415)	-27.1%	Current variance will be recovered in next quarter.	\$ 1,970,415	\$ 2,265,000	\$ 294,585	13.0%	✓	✓	✓	On Time, Under Budget
1.521	Environmental Resource Management	17-02	Aggregate Production for Internal Use	\$ 330,000	\$ 8,133	\$ 321,867	97.5%	Minor revisions to production schedule	\$ 2,000,000	\$ 2,000,000	\$ 0	0.0%	▲	▲	✓	Completion 2018
1.238B	Community Transportation (S.S.I.)	16-01	North Ganges Transportation Plan	\$ 100,000	\$ 31,417	\$ 68,583	68.6%	Unexpected delay due to archaeological study requirement. Revisions to forecast	\$ 1,717,417	\$ 1,786,000	\$ 68,583	3.8%	✓	▲	✓	Completion 2018
2.670	Regional Water Supply	15-03	Sooke Intake Screens Condition Assessment & Replacement	\$ 40,000	\$ 6,353	\$ 33,647	84.1%	Uncertainty in market requires more due diligence in detailed design and estimates	\$ 106,353	\$ 1,650,000	\$ 1,543,647	93.6%	✓	▲	✓	Completion 2019 vs 2018
2.680	Juan de Fuca Water Distribution	16-04	Jacklin Rd - 900m of 600mm Pipe	\$ 820,000	\$ 187,206	\$ 632,794	77.2%	Change in timing due to contractor delay. No impact to budget	\$ 1,617,206	\$ 1,620,000	\$ 2,794	0.2%	✓	▲	✓	Completion 2018
2.610	Saanich Peninsula Water Supply	16-04	Replace Deep Cove Permastran Main, 2300m	\$ 1,000,000	\$ 854,658	\$ 145,342	14.5%	Forecast project completion by end of Q2. Realized cost savings due to project work being carried out internally	\$ 904,658	\$ 1,500,000	\$ 595,342	39.7%	✓	✓	✓	Completion 2018 - Under Budget
2.680	Juan de Fuca Water Distribution	99-01	Annual Small Diameter Pipe Replacement Program	\$ 10,000	\$ 5,774	\$ 4,226	42.3%	Spending in line with plan	\$ 1,245,774	\$ 1,250,000	\$ 4,226	0.3%	✓	✓	✓	On Plan
1.280	Regional Parks	09-01	Engineering - Todd Creek Trestle	\$ 900,500	\$ 18,165	\$ 882,335	98.0%	Confirmation of scope and design	\$ 965,165	\$ 1,214,986	\$ 249,821	20.6%	▲	▲	✓	Completion 2018
2.680 (DCC)	Juan de Fuca Water Distribution	19-02	McCallum Rd Supply & Distribution Mains	\$ 1,200,000	\$ 1,168,909	\$ 31,091	2.6%	Project complete	\$ 1,168,909	\$ 1,200,000	\$ 31,091	2.6%	✓	✓	✓	Project Completed
2.670	Regional Water Supply	14-02	Upgrade JG Chloramination System	\$ 500,000	\$ 175,118	\$ 324,882	65.0%	Delay in construction, expected to be on target by end of Q3	\$ 1,155,118	\$ 1,160,000	\$ 4,882	0.4%	✓	▲	✓	Completion 2018
2.680 (DCC)	Juan de Fuca Water Distribution	16-32	McCallum Pump Station	\$ 40,000	\$ -	\$ 40,000	100.0%	Revisions to design, to tender in Q4 with construction starting in Q1 2019. Project still expected to be on budget.	\$ 100,000	\$ 1,150,000	\$ 1,050,000	91.3%	✓	▲	✓	Completion 2019 vs 2018
2.680 (DCC)	Juan de Fuca Water Distribution	17-19	Millstream Extension	\$ 550,000	\$ 173,300	\$ 376,700	68.5%	Re-prioritization of projects in Q1, progress expected Q2 & Q3	\$ 1,098,300	\$ 1,100,000	\$ 1,700	0.2%	✓	▲	✓	Completion 2018
2.670	Regional Water Supply	17-35	Vehicle & Equipment Replacement	\$ 50,000	\$ 41,268	\$ 8,732	17.5%	Spending in line with plan	\$ 865,268	\$ 865,000	\$ (268)	0.0%	✓	✓	✓	On Plan
3.701	Millstream Remediation Service	17-01	Millstream Meadows Remediation	\$ 300,000	\$ 233,279	\$ 66,721	22.2%	Progress in Q1 slightly below, completion on target for 2018	\$ 842,300	\$ 842,300	\$ 0	0.0%	✓	✓	✓	On Plan
2.680	Juan de Fuca Water Distribution	18-01	Sooke Rd Ph. 2 - 1,000m of 600m Pipe - Cecil Blogg to Jacklin	\$ -	\$ -	\$ -	-	Revisions to scope and design, project re-forecasted	\$ 50,000	\$ 800,000	\$ 750,000	93.8%	✓	▲	▲	Completion 2019 vs 2018
3.715	Northeast Trunk #2	18-01	NET-B Pipe Lining	\$ 50,000	\$ 2,226	\$ 47,774	95.5%	No issues, work to progress Q2 - Q4	\$ 750,000	\$ 750,000	\$ -	-	✓	▲	✓	Completion 2018
1.40X	SEAPARC	17-09	SEAPARC Facility Expansion	\$ -	\$ -	\$ -	-	Delay due to external project grant funding approval - March 9th, 2018	\$ 290,000	\$ 750,000	\$ 460,000	61.3%	✓	▲	✓	Completion 2019 vs 2018
1.280	Regional Parks	17-01	Construct Elk/Beaver Lake Washrooms	\$ 239,590	\$ 31,720	\$ 207,870	86.8%	Revisions to design and in obtaining necessary authorizations	\$ 532,820	\$ 589,590	\$ 56,770	9.6%	✓	▲	✓	Completion 2018
1.358	Port Renfrew Fire Protection	18-01	Port Renfrew/Pacheedaht Tsunami Warning System	\$ 137,500	\$ 7,040	\$ 130,460	94.9%	Project will be completed by June 2018	\$ 242,028	\$ 550,000	\$ 307,972	56.0%	✓	▲	✓	Complete 2018
2.680	Juan de Fuca Water Distribution	15-02	Sun River Reservoir Rehabilitation	\$ 20,000	\$ 17,252	\$ 2,748	13.7%	Delayed due to legal resolution of design and construction deficiencies	\$ 62,252	\$ 550,000	\$ 487,748	88.7%	▲	●	▲	Completion 2019 vs 2018
2.670	Regional Water Supply	18-19	Sooke Lake Dam - Instrumentation System Improvements	\$ 80,000	\$ -	\$ 80,000	100.0%	External resourcing constraint - have not found the appropriate consultant to carry out the work	\$ 150,000	\$ 525,000	\$ 375,000	71.4%	✓	▲	✓	Completion 2019 vs 2018
<b>Total Projects &gt;\$500k</b>				<b>\$ 29,729,350</b>	<b>\$ 34,749,895</b>	<b>\$ (5,020,545)</b>	<b>-17%</b>		<b>\$ 204,247,367</b>	<b>\$ 179,943,877</b>	<b>\$ (28,097,786)</b>	<b>-16%</b>				
<b>Total Projects &gt;\$500k Excluding CAWTP</b>				<b>\$ 8,787,590</b>	<b>\$ 4,803,287</b>	<b>\$ 3,984,303</b>	<b>45%</b>		<b>\$ 32,202,599</b>	<b>\$ 45,252,877</b>	<b>\$ 9,256,511</b>	<b>22%</b>				

\* Capital plan amendment to follow



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**REPORT TO FINANCE COMMITTEE  
MEETING OF WEDNESDAY, MAY 2, 2018**

**SUBJECT**    **Capital Regional District Investment Portfolio Annual Update**

**ISSUE**

Provide an update on Capital Regional District (CRD) investments held and rates of return for the period ended December 31, 2017.

**BACKGROUND**

The CRD follows a policy of investing working capital and cash-on-hand according to guidelines set out in the *Local Government Act* and the CRD Investment Policy.

The CRD Investment Policy meets the statutory requirements under the *Local Government Act* and applies to investment activities for all funds maintained by the CRD including operating, capital and reserve funds. The types and terms of investments are structured to meet the goals of security and availability of funds when required, while balancing social responsibility with returns. The policy also defines minimum ratings for investment vehicles to be purchased; chartered banks or savings institutions holdings must be R-1 low or higher for short-term, while long-term facilities require a minimum rating of A-. As a number of investments are held through the Municipal Finance Authority (MFA), they are presently rated Aaa “Stable” by Moody’s and AAA “Stable” by both Fitch and Standard & Poor’s.

The CRD invests its net working capital, primarily the annual requisition, in a mix of vehicles including its general bank account and term deposits or bankers acceptances of various financial institutions. In practice, sufficient funds are maintained in the general bank account to meet immediate needs. At December 31, 2017, the general bank account had a balance of \$17.4 million, along with \$160.6 million invested in both short and long-term investments, as outlined in Table 1 below.

**Table 1: Investment and Bank Balances**

	Balance
General Bank Account	17,441,569
Chartered Bank GIC's	40,171,161
Credit Union GIC's	60,000,000
<b>Total Short Term</b>	<b>\$ 117,612,730</b>
MFA Intermediate	21,007,820
MFA Term Bond	39,441,571
<b>Total Intermediate and Long-Term</b>	<b>\$ 60,449,391</b>
<b>Total Investments and Bank</b>	<b>\$178,062,121</b>

As per the CRD Investment Policy, the CRD generally invests longer term funds (primarily reserve funds, where the funds are not likely to be needed for a number of years) in MFA Bond Funds to minimize interest and credit risk and provide liquidity not otherwise available in the long-term investment market.

As part of the overall portfolio management process, staff regularly monitor market trends through Bank of Canada interest rate announcements and reports, Government of Canada bond rates and other key metrics. Additionally, staff communicate with the MFA on regular market developments and receive forward looking reports through Phillips, Hager & North Investment Management (PH&N). It is important to note that the MFA pooled investment funds are managed externally by PH&N, an organization recognized for an outstanding track record of long-term performance.

In addition, for 2017, all investment providers were advised of CRD Board-approved revisions to the investment policy in support of socially responsible investing (SRI) and green investing as qualifying investments within 5% of maximum available yield in the market. In 2017, there were no investments of this type evaluated.

**FINANCIAL IMPLICATIONS**

Portfolio Holdings

Table 1 summarizes the mix of the CRD investment portfolio at December 31, 2017. Total investments of \$160.6 million were distributed 62% and 38% between short-term and long-term instruments respectively. Investments with maturities less than two years are classified as short-term. All short-term investments at December 31 were held in Superior rated Guaranteed Investment Certificates (GICs) yielding interest upon maturity and were issued by both chartered banks and credit unions. Long-term investments are held in the MFA intermediate and bond fund earning a 3 year blended compounded annual return of 1.29%.

Rates of Return

Placements of funds are made throughout the year in accordance with the CRD Investment Policy based on cash flow requirements, market rate analysis and portfolio constraints. The evaluation of short-term rates are inclusive of CRD’s primary banking agreement with the Royal Bank of Canada (RBC), which provides a tiered rate of return based on balance. Rates are shown in Table 2 below.

**Table 2: Banking Agreement Tiered Rates**

RBC 2017 Deposit Rates		
Description	2017 Rate Structure	2017 Rates at Dec 31/17
Tier 1: \$0-49,999,999.99	Prime less 1.65%	1.55%
Tier 2: > \$50,000,000	Prime less 1.62%	1.58%

As the Bank of Canada issued multiple rate increases in 2017, the fixed interest rate structure in our banking agreement was renegotiated to a variable discounted prime rate, resulting in a net increase in interest earnings. As prime lending rate is forecasted to increase through 2018, interest yield will rise accordingly.

There were no significant re-investments of long-term funds in 2017 due to the prevailing, flatter yield curve. MFA rates fell significantly from prior years due mainly to the 13-year lows related to

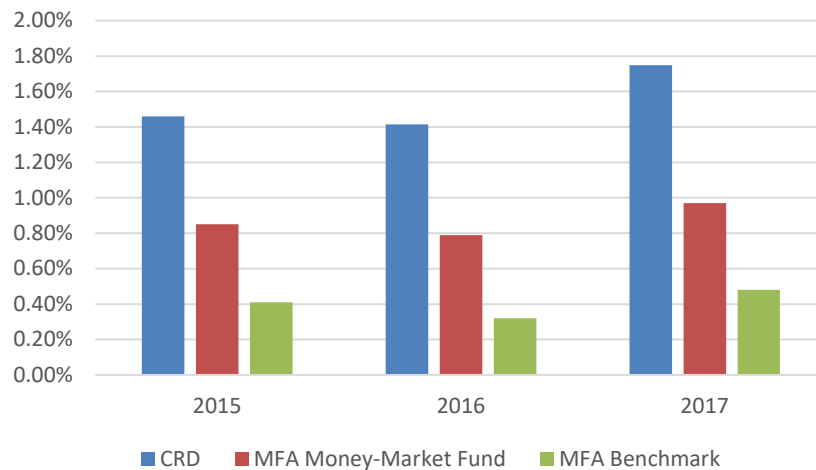
commodity prices for oil, uncertainty in domestic petroleum transportation, softwood lumber, NAFTA negotiations with the US, and political uncertainty in European markets.

2017 Performance

In line with the Bank of Canada rate increases in 2017, short-term GICs returned higher rates vs 2016. CRD earnings increased from 1.42% to 1.53% in 2017 on short-term investments, and combined with improved cash flow forecasting controls, resulted in higher interest income.

The summary charts below demonstrate short-term and long-term investment earnings for the past three years. The charts indicate the rates earned by the CRD, the bond and money market rates in MFA BC pooled investment funds and the benchmark FTSE TMX indices for treasury bills and bonds. The CRD rate of return outpaces both the benchmark and MFA returns. As long-term rates have declined in 2017, low or even negative returns are not unexpected with long term bonds, given the current market of international political uncertainty and low commodity pricing. All long-term placements are currently placed in the MFA Bond Funds; as a result, the posted MFA rates are equal to the return for the CRD. Notable negative return experienced in the bond market reflects the flattening of the yield curve in 2017 and the strength of MFA bond fund to still return positive interest return. The long-term rate graph also shows the spread between the MFA rate and the benchmark rate decreased from 0.62% in 2016 to 0.37% in 2017.

Short-term investment earning yields



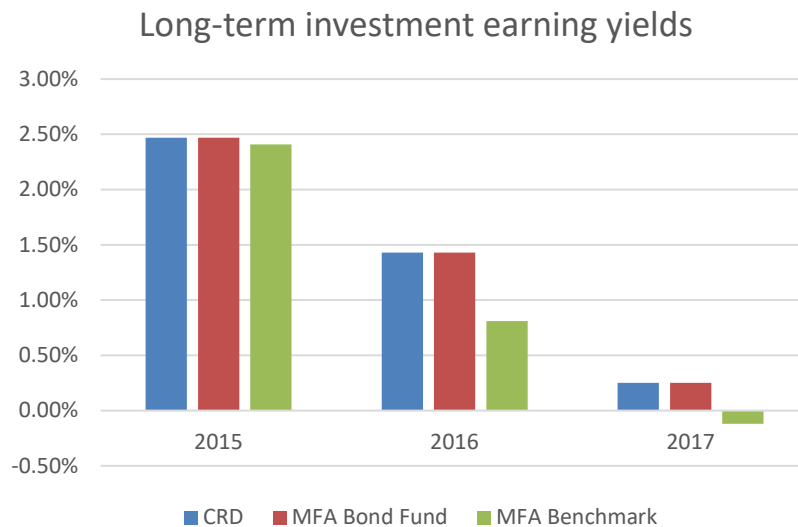


Table 3 shows the three year trend on interest income from 2015–2017. Interest income gains in the short-term market offset reduced earnings in long-term investments. Interest income is distributed annually on a pro-rata basis to reserve accounts.

**Table 3: Investment Income 3-Year Trend**

	2015	2016	2017
Interest Income	\$ 2,112,187	\$ 2,238,393	\$ 2,309,995
Effective Rate	1.46%	1.42%	1.53%

**CONCLUSION**

Overall, the portfolio of investments reflects the CRD investment principles requiring security, liquidity and return. Investments have been made in keeping with statutory requirements under the *Local Government Act* and investment returns were in line with expectations for the year ended December 31, 2017.

**RECOMMENDATION**

That the Finance Committee recommend to the Capital Regional District Board:  
 That this report be received for information.

Submitted by:	Rianna Lachance, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

AD:ngm



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**REPORT TO FINANCE COMMITTEE  
MEETING OF WEDNESDAY, MAY 2, 2018**

**SUBJECT Insurance Renewal (Excluding Property) for 2018**

**ISSUE**

The purpose of the report is to provide the Committee with information on the non-property insurance renewal for the Capital Regional District (CRD).

**BACKGROUND**

The CRD obtains insurance coverage to protect the organization from any potential liabilities. These policies include Commercial General Liability, Marine Liability, Crime and Accidental Death & Dismemberment (AD&D) coverage for CRD Directors, commission members and volunteers. Typically liability and other insurance policies are marketed by our Insurance Broker to determine best rates and coverage.

Annually the rates are reviewed and the policy renewed. Towards the end of 2017, the CRD engaged its insurance broker to perform a review of the limits and retention level of its portfolio. The study examined probabilities, optimum transfer levels, a deductible review and technical pricing for coverage. It was determined that the current reserves were within the broker's predicted loss probabilities and by remaining status quo, maintain expected insurance premium allocations to departments and services.

Consistent with the delegated authority bylaw revisions, in 2017, the contract has been renewed within the signing authority of the Chief Financial Officer.

The following table provides the April 15, 2018, information on the various insurance policies and premiums. There has been no material change in the policies coverage or premiums from the prior year.

<b>Policy type</b>	<b>2018 Premium</b>	<b>2017 Premium</b>	<b>Comments</b>
Commercial General Liability	\$85,500	\$85,500	No change from prior year
Crime	\$ 5,200	\$ 5,200	No change from prior year
Volunteer AD&D	\$ 1,955	\$ 2,672	2018 based on 1538 volunteers; 2017 based on 1717 volunteers.
Group AD&D	\$ 5,013	\$ 4,799	2018 based on 700 Board appointed positions; 2017 based on 645 Board appointed positions.
Non Firefighting Activities CGL & Property Insurance	\$ 6,500	\$ 6,380	8 volunteer fire departments
Small Craft Harbours Liability	\$24,000	\$24,000	12 docks

The insurance premiums are budgeted and paid for by the applicable CRD services. The cost drivers determine the specific methodology for distributing the premiums to the services.

**ALTERNATIVES**

Alternative 1

That the Finance Committee receive this report for information.

Alternative 2

That the report be referred back to staff for further information.

**CONCLUSION**

The CRD obtains a number of insurance policies to protect the organization from any potential liabilities. Coverages and premiums are similar to the prior year.

**RECOMMENDATION**

That the Finance Committee receive this report for information.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Kristen Morley, JD, General Manager, Corporate Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

HL:ngm





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## REPORT TO THE FINANCE COMMITTEE MEETING OF WEDNESDAY, MAY 2, 2018

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**SUBJECT** 2019 Service and Financial Planning Guidelines

**ISSUE**

This report outlines the service planning and financial planning process for 2019 and outlines key budget drivers for consideration.

**BACKGROUND**

The Capital Regional District (CRD) 2019 service and financial plan process is set to begin in May, 2018. The 2019 planning process marks the final year of the four-year service planning cycle. Following the 2018 municipal elections, staff will assist the new Board of Directors through strategic planning and priority setting. Appendix A highlights the overall planning process: from strategic to corporate planning, through service and financial plans.

The current Service Plans approved for 2018 will remain the foundation for the 2019 financial planning process with updates for changes both internal and external to the organization. The service plan update summary captures changes in assumptions and trends, outlines issues, highlights anticipated performance to budget, updates division initiatives, and outlines required service adjustments and staffing levels.

The updated service plans and service plan summaries will be presented to a Committee of the Whole meeting on September 5, 2018, together with an overview of financial implications and budget recommendations that would be presented to the Board for consideration on September 19, 2018. This process and these dates are being proposed in consideration of feedback from the Board on the Service and Financial Planning process, as well as the UBCM convention during the second week of September and the election period. See Appendix B for the timetable of the 2019 Financial Planning Process.

Staff will be preparing service plan summaries and budget estimates for 2019 starting in June through August to be reviewed corporately by the Executive Leadership Team in consideration of service plan objectives and financial guidelines. To proactively influence service and financial planning, this report explores financial plan guidelines along with key trends, assumptions and drivers to be used in the 2019 financial planning process.

**Financial Guidelines**

Financial plan guidelines are the policies and assumptions by which CRD Board and CRD staff determine the most appropriate allocation of CRD resources in developing the financial plan.

The financial guidelines are based on the following major areas:

1. Financial Management Strategies
2. Base Service Levels and Infrastructure Funding
3. Changes to Status Quo
4. Board and Public Preferences

## **1) Financial Management Strategies**

Financial Management Strategies ensure critical financial objectives are integrated into organizational decision making and operations. The following outlines the financial management strategies that will guide financial planning:

- Optimize fee for service revenues and stabilize tax rates to fund operations, maintenance, growth and asset depletion.
- Limit transfers to/from operating reserves, transferring only to fund one-time projects or with the intent of stabilizing revenue requirements.
- Levels of transfers to/from capital reserves are to be supported through development of life cycle funding requirements.
- One-time variances resulting in surplus should be transferred to reserve to fund future capital liabilities or reduce future revenue requirements and only be applied to reduce tax rates in rare circumstances where the offset is sustainable and stable.

## **2) Base Service Levels and Infrastructure Funding**

The 2018-2022 Financial Plan Bylaw approved by the CRD Board in March, 2018, included provisions for service level adjustments in response to social, economic and environmental trends both internal and external to the organization. The 2019 budget is expected to reflect the continued deployment of those approved service level enhancements and to include core inflation aligned with market trends.

The 2018 budget will be used as a starting point to develop the projections for the next five years. Any ongoing service level enhancements already approved in the 2018 service planning process, that were for implementation in 2019, will be included. The proposed budget will also include funding to incorporate adjustments for inflation and cost escalation reflected in the market.

### **Key Drivers**

The largest costs to deliver services are debt servicing, capital savings, salary and benefits, materials and equipment, and administrative expenses. Changes in these costs are driven by economic conditions such as unemployment, supply and demand, inflation, federal and provincial tax changes, employee contract rates and benefit contract rates.

Given the higher inflationary environment, changing tax regulations and escalating costs due to the demand for labour, the organization will continue to rigorously review service plans for opportunities to reduce or reallocate resources in order to reduce costs and mitigate revenue requirements.

### **Infrastructure**

Each service is responsible for funding their infrastructure life cycle funding gap. The gap is the difference between the amount the CRD service holds in reserves for infrastructure maintenance and replacement and the amount required to fund these assets as they deplete without incurring debt beyond the optimal level.

The CRD's financial management strategy is to support the objective to achieve full annual infrastructure lifecycle funding, setting transfers to reserve/savings to meet asset replacement

costs into the future. The asset management framework and policy for the organization are currently being developed and look to further inform financial management practices in the future.

### **3) Changes to Status Quo**

While service planning has not been completed for 2019, there are a number of expanded programs, which are expected to be included in the budget, over and above the status quo. These specific programs have been triggered by grant opportunities and provide ongoing new Fee for Service revenues; although they may also require fixed term resources and ongoing service adjustments, new revenue will offset costs.

<b>Department</b>	<b>Project/Service</b>	<b>Comments</b>
Regional Housing	Regional Housing First Program	Increases in operating costs to support service delivery of the Regional Housing First Program
SEAPARC	Facility Expansion	Increases in operating costs to operate the facility expansion, expected completion in late 2019-2020.

### **4) Board and Public Preferences**

The 2019 financial planning process is based on the corporate planning cycle and will reflect direction from Commissions, Committees and the Board. The public will be invited to engage throughout the planning process with a communications and public input strategy similar to the 2018 planning process. There are also ongoing opportunities for public input directly through individual service activities at the Committee and Commission level.

### **ALTERNATIVES**

#### Alternative 1

That the Finance Committee recommend to the Capital Regional District Board:

That the financial plan guidelines be approved as presented and that staff be directed to prepare the draft financial plan review based on the timeline presented.

#### Alternative 2

That the financial plan guidelines be approved as amended.

### **FINANCIAL IMPLICATIONS**

Alignment of the financial plan with strategic priorities and financial management strategies supports efficient and effective service delivery. Prudent financial management of surpluses, reserves, debt levels, and rigour over spending levels enables the organization to optimize revenue requirements and minimize requisition increases. The guidelines to maintain core service levels and incorporate adjustments for inflation and market cost escalations, as detailed in this report for the 2019 budget, looks to minimize financial implications for the 2019 budget year in preparation for the next four-year planning cycle.

**CONCLUSION**

The 2019 service and financial planning year marks the final year of the current four-year planning cycle. The service levels as approved in the 2018 Service Plans form the basis of the baseline budget for 2019. Incorporated into the baseline are assumptions for inflation, market cost escalation, salary contract rates, benefit rates and utility rates.

**RECOMMENDATION**

That the Finance Committee recommend to the Capital Regional District Board:  
That the financial plan guidelines be approved as presented and that staff be directed to prepare the draft financial plan review based on the timeline presented.

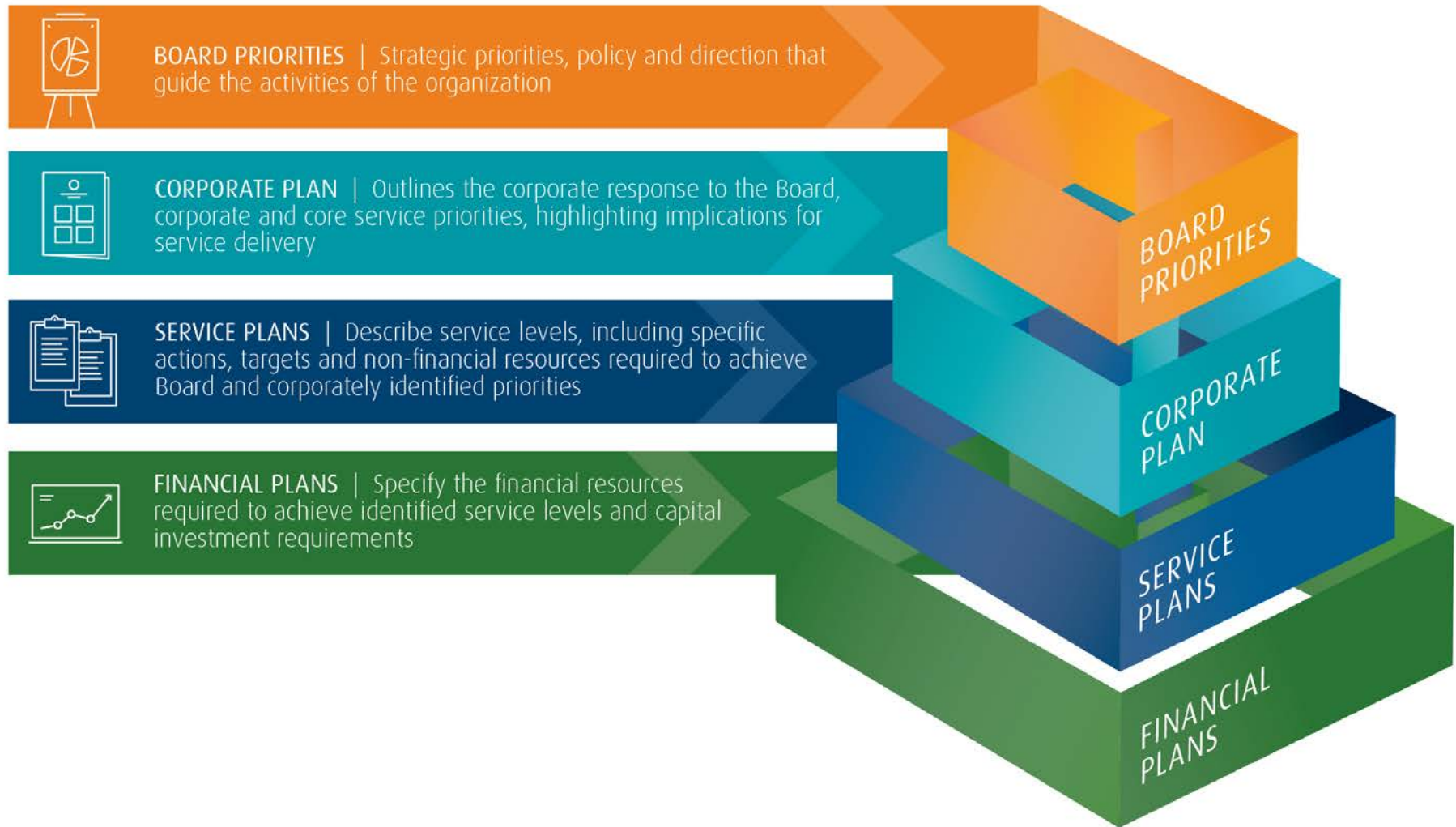
Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, CPA, CMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

RL:ngm

**Attachments**

- Appendix A – CRD Board Strategic and Corporate Planning Framework
- Appendix B – 2019 Financial Planning Timetable

## Appendix A – CRD Planning Process



**CRD Timetable for 2019-2023 Financial Plan**

<b>Month</b>	<b>Description</b>
<b>May</b>	Financial Plan Guidelines
<b>June - August</b>	Staff - Service Plan and Budget Preparation
<b>August</b>	ELT - Review Service Plans and Budgets
<b>September</b>	EASC - Service Plan and Budget Review (Sep 5) Committee of the Whole - Service Plan Review with Financial Implications (Sep 5) Board - Approval Provisional Budget (Sep 19)
<b>January</b>	Surplus/Deficits - Budget Recast
<b>March</b>	Board - Final Bylaw Approval
<b>April</b>	Requisition



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## REPORT TO THE FINANCE COMMITTEE MEETING OF WEDNESDAY, MAY 2, 2018

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**SUBJECT**     **Capital Regional District Board of Directors Remuneration**

**ISSUE**

To provide an update on the review of Capital Regional District Board of Directors remuneration.

**BACKGROUND**

Effective January 1, 2016, the CRD Board approved a remuneration policy for CRD Board Directors and Alternates. The policy is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations, as follows. The current remuneration philosophy is in Appendix A and the remuneration policy with 2018 schedules is in Appendix B.

As part of the 2017 Federal Budget, the Federal Government announced that tax exemptions that apply for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders would be eliminated. This change is to be effective January 1, 2019, and will directly impact the CRD Board, Alternates, and Commission members who receive remuneration. This change was discussed at the CRD Finance Committee meetings of May 3 and June 7, 2017. Recommendations were put to and approved by the CRD Board as follows:

1. *That [the June 7, 2017 “2017 Federal Budget Impact on Tax Exemption”] report be received for information;*
2. *That the current CRD Board Remuneration policy continue to apply; and*
3. *That the CRD undertake a comprehensive Board remuneration review in 2018, with implementation in 2019, as scheduled.*
4. *That a resolution be sent to the UBCM regarding the Federal Budget Impact on Tax Exemptions.*

CRD staff are currently undertaking a review of the comparator organizations to determine 2019 remuneration levels. At this time, while some within the comparator group will be making remuneration adjustments, preliminary findings are that there has been no universal decision made amongst the comparator group with respect to adjusting remuneration in view of the tax exemption; a few have indicated that this is being reviewed.

In addition, at their meeting of April 2018, the Electoral Area Services Committee (EASC) moved:

*That staff come back with a report to adjust Electoral Area Director portion of remuneration to make net pay the same in consideration of the loss of tax exemption status.*

This information will be provided to the EASC at their May 2018 meeting.

## **ALTERNATIVES**

### **Alternative 1**

That staff continue to undertake the comprehensive review of Board remuneration, for implementation effective January 1, 2019, and to implement 2019 adjustments when the comparator information is fully determined.

### **Alternative 2**

That staff be directed to make a one-time exception to offset the elimination of tax exemptions that apply for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders, effective January 1, 2019.

## **IMPLICATIONS**

### **GOVERNANCE IMPLICATIONS**

#### **Alternative 1**

The current CRD Board Policy on Board remuneration accounts for remuneration provided by comparator organizations. Most comparator organizations have not yet determined 2019 remuneration rates. Once these have been determined, these will inform 2019 remuneration for the CRD Board.

The EASC has directed staff to adjust the Electoral Area Direction portion of remuneration to make the net pay the same in consideration of the loss of tax exemption status. The financial implications will be reported to the EASC at their May meeting; however, the recommendation to adjust the remuneration is included in a separate report to the Finance Committee on this agenda as the EASC would like to move this forward to the Board for consideration prior to local government elections in October. As some comparator organizations have deferred consideration of adjustments to remuneration until after local government elections, should this recommendation be approved, the Board will not know if comparator organizations have adjusted for the changes in federal taxation until after the election.

#### **Alternative 2**

When the CRD Board Policy on Board remuneration was developed, it was understood that remuneration levels included a defined expense provision which was tax exempt. In January 2019, the Federal Government will be eliminating this provision. The impact is that net remuneration levels for Board and Commission members who receive remuneration will be reduced.

This alternative would adjust remuneration to offset the change in Federal taxation; however, this may put gross remuneration amounts out of line with comparator organizations, should those comparators not also make remuneration adjustments in light of the loss of tax exemption.



## FINANCIAL IMPLICATIONS

### Alternative 1

Consistent with Board policy, effective January 1, 2018, the Board remuneration was adjusted by the Victoria CPI cost of living factor increase of 1.93%. 2019 remuneration figures will be based on those of the comparator organizations, following the comparator review, and once all 2019 remuneration rates of the comparator organizations have been determined. Any adjustment will be included in the 2019 CRD budget and form part of the requisition.

### Alternative 2

In an effort to retain consistent remuneration levels, it is foreseen that CRD Board remuneration would require an increase of up to approximately \$84,000, or fourteen percent (14%), effective January 1, 2019, excluding any CPI adjustment. This increase would offset the loss of the tax exemption and address the change in net remuneration. This adjustment would be included in the 2019 CRD budget and form part of the requisition.

## CONCLUSION

The CRD Board has established a remuneration policy which compares remuneration payments provided to other organizations. CRD staff are currently undertaking a review of the comparator organizations to ensure 2019 remuneration is appropriately aligned. Effective January 1, 2019, the Federal Government has announced that the tax exemptions that apply for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders will be eliminated. While some within the comparator group will be making remuneration adjustments in light of this, preliminary findings are that there has been no universal decision made amongst the comparator group with respect to adjusting remuneration in view of the tax exemption at this time.

## RECOMMENDATION

That the Finance Committee recommend to the CRD Board:

That staff continue to undertake the comprehensive review of Board remuneration, for implementation effective January 1, 2019, and to implement 2019 adjustments when the comparator information is fully determined.

Submitted by:	Chris Neilson, MBA, CHRP, Senior Manager Human Resources
Concurrence:	Nelson Chan, MBA, CMA, CPA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

CN: cn:ngm

Attachments (2)

## Appendix A

### CRD BOARD REMUNERATION PHILOSOPHY

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and
- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and
- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and
- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; and CRD Directors who are involved on more than two Standing Committees; and
- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and
- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and
- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.



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## CAPITAL REGIONAL DISTRICT BOARD POLICY

Section	<i>Board</i>	4.00(HR)
Subsection	Policies, Procedures, Manuals	
Title	<b>Board Remuneration and Travel Expense Reimbursement</b>	

**POLICY:**

Board of Directors Remuneration and Travel Expense Policy.

**PURPOSE:**

To outline the Board remuneration and travel expense reimbursement guidelines.

**RESPONSIBILITIES:**

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

**SCOPE:**

The policy applies to all CRD Board Directors, Commission members, certain Board appointees to external Board.

**DEFINITIONS:**

“board remuneration” means any compensation paid to Board Directors, certain Commission members, and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

**BACKGROUND**

The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

**PROCEDURE:**

1. All Board Directors, certain Commission members, Municipal Councillors and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.
2. Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.
3. The remuneration amounts will be adjusted annually, by CRD Payroll Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year.
4. The remuneration structure will be reviewed periodically as directed by the Board.

Board Resolution Approval Date:	September 9, 2015 (Revised April 18, 2016)	Approved By:	Board
1. Amendment Date:		Approved By:	
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:			

*CRD Board Remuneration and Travel Expense Policy – Schedule 1  
Effective January 1, 2018*

	REMUNERATION	EXPENSE ALLOWANCE	TOTAL	
<b>ANNUAL STIPENDS</b>				
Paid periodically throughout the year (currently, biweekly)				
1	<b>CRD / CRHD Board Directors</b> <i>Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments *where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair</i>	11,755	5,877	<b>17,632</b>
2	<b>Electoral Area Directors (additional)</b>	21,864	10,932	<b>32,796</b>
3	<b>CRD Board Chair (additional)</b>	17,287	8,644	<b>25,931</b>
4	<b>CRD Board Vice-Chair (additional)</b>	3,457	1,729	<b>5,186</b>
5	<b>CRHD Board Chair (additional)</b> <i>(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)</i>	3,457	1,729	<b>5,186</b>
6	<b>Board Standing Committee Chair, CRD Arts Commission Chair &amp; Solid Waste Advisory Commission Chair (additional)</b> <i>(when appointed by CRD Board Chair)</i>	1,729	864	<b>2,593</b>
7	<b>Additional Board Standing Committee(s) (additional)</b> <i>(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)</i>	3,457	1,729	<b>5,186</b>
<b>PER MEETING PAYMENTS</b>				
Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance				
8	<b>Alternate CRD/CRHD Board Director and Acting Standing Committee Chair</b>	67	33	<b>100</b>
9	<b>CRD Board Directors - Local &amp; Sub-Regional Commission/Committee Meetings</b> Does not apply when: <ul style="list-style-type: none"> <li>i. Commission /Committee within the responsibilities of the Electoral Area Director</li> <li>ii. Remuneration is already paid by the Commission</li> <li>iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other</li> </ul>	67	33	<b>100</b>

10	<b>CRD Board Directors – appointed by CRD to External Board</b> Does not apply when: i. External Board falls within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the External Board iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other	67	33	<b>100</b>
11	<b>CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area</b> Applies only when: a. Attendance at a JDFEA land use committee meeting of which the director is a member b. Attendance at any land use public hearing of the JDFEA regarding an area where the director is eligible to vote on decisions at the CRD Board  Does not apply to the Electoral Area Director	67	33	<b>100</b>
12	<b>Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director</b>	67	33	<b>100</b>
13	<b>All Commissioners - Regional Water Supply Commission</b>	67	33	<b>100</b>
14	<b>Forum of Councils – First Nations, Municipal Councilors and Directors</b>	67	33	<b>100</b>

### TRAVEL EXPENSES

15	<b>All Director Travel - to and from meetings where the Director is a member</b>	\$0.50	Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees
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#### DIRECTOR TRAVEL

Within Capital Region/Vancouver Island and Lower Mainland

16	<b>Travel by Personal Automobile</b>	\$0.50	Per kilometre
17	<b>Travel by Bus, Train, Ferry, Air (economy class)</b>	Actual expense	Payable upon receipt

#### DIRECTOR TRAVEL

Outside Capital Region/Vancouver Island and Lower Mainland

18	<b>Travel by Personal Automobile</b>	\$0.50	Per kilometre
19	<b>Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)</b>	Actual expense	Payable upon receipt
20	<b>Electoral Area Director Travel - within Electoral Area</b>	\$0.50	For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business

21	<b>CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs</b>	\$0.50	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
<b>MEALS</b>			
22	<b>For Travel Requiring Greater-Than 24 Hours from Place of Residence</b>	\$63	Per diem allowance for meals, gratuities, parking, local calls
<b>For Travel Requiring Less-than 24 Hours from Place of Residence</b>			
23	- Breakfast	\$10.50	See Footnote 1
24	- Lunch	\$21.00	See Footnote 1
25	- Dinner	31.50	See Footnote 1
<b>OTHER</b>			
26	<b>Seminars, Courses, Conferences, Meetings</b>	Actual Cost	Registration Fees paid for single participation (Receipt required)
27	<b>Accommodation</b>	Actual Cost	Based on single occupancy
28	<b>Taxi Expenses</b>	Actual Cost	Receipts are required
29	<b>Long Distance Telephone Calls</b>	Actual Cost	Receipts are required
<b><u>FOOTNOTE</u></b>			
(1) Meal payments will be paid as follows:			
	If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
		12:00noon	Lunch, Dinner
		6:00pm	Dinner
	If Return After:	12:30pm	Breakfast, Lunch
		6:00pm	Breakfast, Lunch, Dinner

CRD Board Remuneration and Travel Expense Policy – Schedule 2  
Effective January 1, 2018

**Remuneration Eligibility Table**

<b>Regional Board and Standing Committees</b>	<b>See Footnote</b>
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2
Electoral Area Services Committee	1, 2
Emergency Management Committee	1, 2
Environmental Services Committee	1, 2
Finance Committee	1, 2
Governance Committee	1, 2
Integrated Resource Management Advisory Committee	1, 2
Planning, Transportation and Protective Services Committee	1, 2
Regional Parks Committee	1, 2
Special Task Force on First Nations Engagement	7
Solid Waste Advisory Committee	7
Transportation Select Committee	1, 2

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**Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee*



<b>Director Appointments to Local &amp; Subregional Commissions</b>	<b>See Footnote</b>
Arts Commission	3
East Sooke Fire Protection and Emergency Response Service Commission	4
Fernwood Dock Management Commission	4
Galiano Island Parks and Recreation Commission	4
Juan de Fuca Economic Development Commission	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	3, 4
Lyll Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4
Peninsula Recreation Commission	3
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Housing Trust Fund Commission	3
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission & Water Commission	3
Salt Spring Island Community Economic Development Commission	4
Salt Spring Island Electoral Area Emergency Program Advisory Commission	4
Salt Spring Island Parks and Recreation Advisory Commission	4
Salt Spring Island Transportation Commission	4

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**Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee*

<b>Director Appointments to Local &amp; Subregional Commissions (con't)</b>	<b>See Footnote</b>
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3, 4
Southern Gulf Islands Community Economic Development Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
SSI - Beddis Water Service Commission	4
SSI - Cedar Lane Water Service Commission	4
SSI - Cedars of Tuam Water Service Commission	4
SSI - Fernwood Water Local Service Commission	4
SSI - Fulford Water Service Commission	4
SSI - Ganges Sewer Local Services Commission	4
SSI - Highland Water and Sewer Services Commission	4
SSI - Salt Spring Island Liquid Waste Disposal Local Service Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Traffic Safety Commission	3
Victoria Family Court and Youth Justice Committee	3
Wilderness Mountain Water Service Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

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**Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee*

## Regional Board Appointments to External Boards

	<b>See Footnote</b>
Capital Region Housing Corporation, Board of Directors	6
Capital Regional Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness	6
Greater Victoria Harbour Authority Board	5
Greater Victoria Labour Relations Board	3
Gulf Islands National Park Reserve Advisory Board	4
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Regional Representative to the Treaty Table	3
Salt Spring Island Ferry Advisory Committee	4
South Pender Island Fire Protection Society	4
Southern Gulf Islands Ferry Advisory Committees	4
Vancouver Island Regional Library	4

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### **Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee*



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**REPORT TO CRD FINANCE COMMITTEE  
MEETING OF WEDNESDAY, MAY 2, 2018**

---

**SUBJECT**     **Capital Regional District Electoral Area Directors' Remuneration**

**ISSUE**

To provide information regarding Electoral Area (EA) Director remuneration as a result of the loss of tax exemption effective January 2019.

**BACKGROUND**

Effective January 1, 2016, the CRD Board approved a remuneration policy for CRD Board Directors and Alternates. The policy is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations as follows.

For EA Directors, remuneration includes two pieces:

- the base CRD Director stipend provided to all CRD Directors for CRD Board business (the "Director portion"); and
- an additional annual stipend which recognizes all additional Electoral Area work (the "EA Director portion").

In addition, EA Alternative Directors receive a payment for attendance at EA Commission meetings where such is on behalf of the EA Director (the "EA Alternate Director portion").

The current remuneration philosophy is in Appendix A and the remuneration policy with 2018 schedules is in Appendix B.

As part of the 2017 Federal Budget, and discussed at the Finance Committee meetings of May 3 and June 7, 2017, and the CRD Board meeting of June 14, 2017, the Federal Government announced that that tax exemptions that apply for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders would be eliminated. This change is to be effective January 1, 2019, and directly impacts Board Directors, Alternate Directors, and those Commission members who receive remuneration.

On June 14, 2017, the CRD Board moved in part "...[that] the CRD undertake a comprehensive Board remuneration review in 2018, with implementation in 2019, as scheduled." This review is underway, and an update has been provided to the Finance Committee for the Board.

On April 11, 2018, the Electoral Area Services Committee (EASC) moved:

*That staff come back with a report to adjust Electoral Area Director portion of remuneration to make net pay the same in consideration of the loss of tax exemption status.*

This report is to address this EASC request.

## **ALTERNATIVES**

### *Alternative 1*

That the Finance Committee recommend to the Capital Regional District Board:

That as directed by the Electoral Area Services Committee, staff be directed to make a one-time exception for Electoral Area Director remuneration, and Alternate Directors who attend Electoral Area Commission meetings on behalf of the Director, to offset the elimination of tax exemptions that apply for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders, effective January 1, 2019.

### *Alternative 2*

That the Finance Committee recommend to the Capital Regional District Board:

That as part of the comprehensive review of Board remuneration, and for implementation effective January 1, 2019, that staff include adjustments for Electoral Area Director and Electoral Area Alternate Director remuneration consistent with CRD Board Director and Alternate Director adjustments, and to implement 2019 adjustments when the Board comparator information is fully determined.

## **IMPLICATIONS**

### **GOVERNANCE IMPLICATIONS**

#### *Alternative 1*

When the CRD Board Policy on Board remuneration was developed, it was understood that remuneration levels included a defined expense provision was tax exempt. In January 2019, the Federal Government will be eliminating this provision. The impact is that net remuneration levels for Board (including EA Directors and Alternate Directors) and Commission members who receive remuneration will be reduced.

This alternative may put EA Director and EA Alternate Director gross remuneration amounts out of line with Board Director and Alternate Director remuneration amounts, should comparator organizations not make adjustments for the loss of tax exemption, or should the Board not also make remuneration adjustments in light of the loss of tax exemption.

#### *Alternative 2*

The current CRD Board Policy on Board remuneration includes the amount approved for the "Electoral Area portion" of EA Director and EA Alternate Director remuneration. As directed by the Board and consistent with the Policy, CRD staff are currently undergoing a review of 2019 remuneration amounts with the comparator organizations for the base CRD Director stipend. Most comparator organizations have not yet determined 2019 remuneration rates. Once these have been determined, these would inform 2019 remuneration for the CRD Board. A relative percentage adjustment would then also be applied to the Electoral Area portion.

**FINANCIAL IMPLICATIONS**

**Alternative 1**

In an effort to retain consistent remuneration levels, an adjustment of \$4,840 (14%) in 2019 to each of the Directors EA portion of remuneration, and an adjustment of \$14 (14%) to the EA Alternate Director remuneration (for attendance at Commission meetings on behalf of the EA Director) would be required to offset the loss of tax exemption and keep net remuneration levels consistent from 2018 to 2019. This figure excludes any 2019 CPI adjustment that would be applied.

**Alternative 2**

Consistent with Board policy, in 2018 the Board remuneration was adjusted by the Victoria CPI cost of living factor increase of 1.93%. Under this alternative, 2019 remuneration figures would be adjusted based on the relative percentage adjustment of those of the comparator organizations, following the comparator review, and once all 2019 remuneration rates of the comparator organizations have been determined. Any adjustment will be included in the 2019 CRD budget for each Electoral Area.

**CONCLUSION**

Effective January 1, 2019, the Federal Government has announced that the tax exemptions that apply for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders will be eliminated. This has an impact in net payments of Board Directors, including Electoral Area Directors and Alternates, as well as Commission members who may receive remuneration. The Electoral Area Services Committee has directed staff to bring forward an adjustment to the Electoral Area Director portion of the stipend to compensate for this loss. Currently there is no CRD Board direction to offset this net reduction, however a separate report to the Finance Committee is included on this agenda to address the issue. Preliminary findings from comparator organizations indicate that there has been no universal decision made on this matter at this time.

**RECOMMENDATION**

That the Finance Committee recommend to the Capital Regional District Board:

That as directed by the Electoral Area Services Committee, staff be directed to make a one-time exception for Electoral Area Director remuneration, and Alternate Directors who attend Electoral Area Commission meetings on behalf of the Director, to offset the elimination of tax exemptions that apply for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders, effective January 1, 2019.

Submitted by:	Chris Neilson, MBA, CHRP, Senior Manager Human Resources
Concurrence:	Nelson Chan, MBA, CMA, CPA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachments:

Attachment 1: Appendix A CRD Board Remuneration Philosophy

Attachment 2: Appendix B CRD Board Remuneration Policy



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## Appendix A

### **CRD BOARD REMUNERATION PHILOSOPHY**

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and
- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and
- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and
- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; and CRD Directors who are involved on more than two Standing Committees; and
- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and
- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and
- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.



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## CAPITAL REGIONAL DISTRICT BOARD POLICY

Section	<i>Board</i>	4.00(HR)
Subsection	Policies, Procedures, Manuals	
Title	<b>Board Remuneration and Travel Expense Reimbursement</b>	

**POLICY:**

Board of Directors Remuneration and Travel Expense Policy.

**PURPOSE:**

To outline the Board remuneration and travel expense reimbursement guidelines.

**RESPONSIBILITIES:**

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

**SCOPE:**

The policy applies to all CRD Board Directors, Commission members, certain Board appointees to external Board.

**DEFINITIONS:**

“board remuneration” means any compensation paid to Board Directors, certain Commission members, and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

**BACKGROUND**

The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

**PROCEDURE:**

1. All Board Directors, certain Commission members, Municipal Councillors and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.
2. Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.
3. The remuneration amounts will be adjusted annually, by CRD Payroll Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year.
4. The remuneration structure will be reviewed periodically as directed by the Board.



Board Resolution Approval Date:	September 9, 2015 (Revised April 18, 2016)	Approved By:	Board
1. Amendment Date:		Approved By:	
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	
Next Review Date:		Reviewed By:	
Supersedes:			

*CRD Board Remuneration and Travel Expense Policy – Schedule 1  
Effective January 1, 2018*

	REMUNERATION	EXPENSE ALLOWANCE	TOTAL	
<b>ANNUAL STIPENDS</b>				
Paid periodically throughout the year (currently, biweekly)				
1	<b>CRD / CRHD Board Directors</b> <i>Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments *where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair</i>	11,755	5,877	<b>17,632</b>
2	<b>Electoral Area Directors (additional)</b>	21,864	10,932	<b>32,796</b>
3	<b>CRD Board Chair (additional)</b>	17,287	8,644	<b>25,931</b>
4	<b>CRD Board Vice-Chair (additional)</b>	3,457	1,729	<b>5,186</b>
5	<b>CRHD Board Chair (additional)</b> <i>(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)</i>	3,457	1,729	<b>5,186</b>
6	<b>Board Standing Committee Chair, CRD Arts Commission Chair &amp; Solid Waste Advisory Commission Chair (additional)</b> <i>(when appointed by CRD Board Chair)</i>	1,729	864	<b>2,593</b>
7	<b>Additional Board Standing Committee(s) (additional)</b> <i>(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)</i>	3,457	1,729	<b>5,186</b>
<b>PER MEETING PAYMENTS</b>				
Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance				
8	<b>Alternate CRD/CRHD Board Director and Acting Standing Committee Chair</b>	67	33	<b>100</b>
9	<b>CRD Board Directors - Local &amp; Sub-Regional Commission/Committee Meetings</b> Does not apply when: <ul style="list-style-type: none"> <li>i. Commission /Committee within the responsibilities of the Electoral Area Director</li> <li>ii. Remuneration is already paid by the Commission</li> <li>iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other</li> </ul>	67	33	<b>100</b>

10	<b>CRD Board Directors – appointed by CRD to External Board</b>	67	33	<b>100</b>
	Does not apply when:			
	i. External Board falls within the responsibilities of the Electoral Area Director			
	ii. Remuneration is already paid by the External Board			
	iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other			
11	<b>CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area</b>	67	33	<b>100</b>
	Applies only when:			
	a. Attendance at a JDFEA land use committee meeting of which the director is a member			
	b. Attendance at any land use public hearing of the JDFEA regarding an area where the director is eligible to vote on decisions at the CRD Board			
	Does not apply to the Electoral Area Director			
12	<b>Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director</b>	67	33	<b>100</b>
13	<b>All Commissioners - Regional Water Supply Commission</b>	67	33	<b>100</b>
14	<b>Forum of Councils – First Nations, Municipal Councilors and Directors</b>	67	33	<b>100</b>

### TRAVEL EXPENSES

15	<b>All Director Travel - to and from meetings where the Director is a member</b>	\$0.50	Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees
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#### DIRECTOR TRAVEL

Within Capital Region/Vancouver Island and Lower Mainland

16	<b>Travel by Personal Automobile</b>	\$0.50	Per kilometre
17	<b>Travel by Bus, Train, Ferry, Air (economy class)</b>	Actual expense	Payable upon receipt

#### DIRECTOR TRAVEL

Outside Capital Region/Vancouver Island and Lower Mainland

18	<b>Travel by Personal Automobile</b>	\$0.50	Per kilometre
19	<b>Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)</b>	Actual expense	Payable upon receipt
20	<b>Electoral Area Director Travel - within Electoral Area</b>	\$0.50	For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business

21	<b>CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs</b>	\$0.50	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
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**MEALS**

22	<b>For Travel Requiring Greater-Than 24 Hours from Place of Residence</b>	\$63	Per diem allowance for meals, gratuities, parking, local calls
	<b>For Travel Requiring Less-than 24 Hours from Place of Residence</b>		
23	- Breakfast	\$10.50	See Footnote 1
24	- Lunch	\$21.00	See Footnote 1
25	- Dinner	31.50	See Footnote 1

**OTHER**

26	<b>Seminars, Courses, Conferences, Meetings</b>	Actual Cost	Registration Fees paid for single participation (Receipt required)
27	<b>Accommodation</b>	Actual Cost	Based on single occupancy
28	<b>Taxi Expenses</b>	Actual Cost	Receipts are required
29	<b>Long Distance Telephone Calls</b>	Actual Cost	Receipts are required

**FOOTNOTE**

(1) Meal payments will be paid as follows:

If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
	12:00noon	Lunch, Dinner
	6:00pm	Dinner
If Return After:	12:30pm	Breakfast, Lunch
	6:00pm	Breakfast, Lunch, Dinner

CRD Board Remuneration and Travel Expense Policy – Schedule 2  
Effective January 1, 2018

**Remuneration Eligibility Table**

<b>Regional Board and Standing Committees</b>	<b>See Footnote</b>
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2
Electoral Area Services Committee	1, 2
Emergency Management Committee	1, 2
Environmental Services Committee	1, 2
Finance Committee	1, 2
Governance Committee	1, 2
Integrated Resource Management Advisory Committee	1, 2
Planning, Transportation and Protective Services Committee	1, 2
Regional Parks Committee	1, 2
Special Task Force on First Nations Engagement	7
Solid Waste Advisory Committee	7
Transportation Select Committee	1, 2

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**Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee*

<b>Director Appointments to Local &amp; Subregional Commissions</b>	<b>See Footnote</b>
Arts Commission	3
East Sooke Fire Protection and Emergency Response Service Commission	4
Fernwood Dock Management Commission	4
Galiano Island Parks and Recreation Commission	4
Juan de Fuca Economic Development Commission	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	3, 4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4
Peninsula Recreation Commission	3
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Housing Trust Fund Commission	3
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission & Water Commission	3
Salt Spring Island Community Economic Development Commission	4
Salt Spring Island Electoral Area Emergency Program Advisory Commission	4
Salt Spring Island Parks and Recreation Advisory Commission	4
Salt Spring Island Transportation Commission	4

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**Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee*

<b>Director Appointments to Local &amp; Subregional Commissions (con't)</b>	<b>See Footnote</b>
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3, 4
Southern Gulf Islands Community Economic Development Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
SSI - Beddis Water Service Commission	4
SSI - Cedar Lane Water Service Commission	4
SSI - Cedars of Tuam Water Service Commission	4
SSI - Fernwood Water Local Service Commission	4
SSI - Fulford Water Service Commission	4
SSI - Ganges Sewer Local Services Commission	4
SSI - Highland Water and Sewer Services Commission	4
SSI - Salt Spring Island Liquid Waste Disposal Local Service Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Traffic Safety Commission	3
Victoria Family Court and Youth Justice Committee	3
Wilderness Mountain Water Service Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

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**Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee*

## Regional Board Appointments to External Boards

	<b>See Footnote</b>
Capital Region Housing Corporation, Board of Directors	6
Capital Regional Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness	6
Greater Victoria Harbour Authority Board	5
Greater Victoria Labour Relations Board	3
Gulf Islands National Park Reserve Advisory Board	4
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Regional Representative to the Treaty Table	3
Salt Spring Island Ferry Advisory Committee	4
South Pender Island Fire Protection Society	4
Southern Gulf Islands Ferry Advisory Committees	4
Vancouver Island Regional Library	4

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### **Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
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7. *Not eligible for payment: Sub-Committee to a Standing Committee*