

## Meeting Minutes

### Finance Committee

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Wednesday, July 5, 2023

9:30 AM

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

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#### PRESENT

Directors: S. Brice (Chair), P. Jones (Vice Chair), P. Brent, C. Coleman, S. Goodmanson,  
D. Kobayashi, M. Little, K. Williams, R. Windsor (EP), C. Plant (Board Chair, ex-officio) (9:45 am) (EP)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; R. Lachance, Senior  
Manager, Financial Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk  
(Recorder)

EP - Electronic Participation

The meeting was called to order at 9:30 am.

#### 1. Territorial Acknowledgement

Chair Brice provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by Director Little, SECONDED by Director Goodmanson,  
That the agenda for the July 5, 2023 Finance Committee meeting be approved.  
CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [23-328](#) Minutes of the May 3, 2023 Finance Committee Meeting

**MOVED by Director Williams, SECONDED by Director Coleman,  
That the minutes of the Finance Committee meeting of May 3, 2023 be adopted  
as circulated.  
CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

#### 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [23-330](#) Capital Regional District External Grants Update

N. Chan presented Item 6.1. for information.

Discussion ensued on the return on investment analysis of grants.

### 6.2. [23-384](#) Bylaw No. 4558: 2023 to 2027 Financial Plan Bylaw, 2023, Amendment No. 1, 2023

N. Chan spoke to Item 6.2.

Discussion ensued on the following:

- human resources information system
- Core Area Wastewater operations
- operating reserves and guidelines
- SAP enterprise software platform migration

**Board Chair Plant joined the meeting electronically at 9:45 am.**

**MOVED by Director Jones, SECONDED by Director Williams,**

**The Finance Committee recommends to the Capital Regional District Board:**

- 1. That Bylaw No. 4558, "2023 to 2027 Financial Plan Bylaw, 2023, Amendment Bylaw No. 1, 2023", be introduced and read a first, second and third time; and**
- 2. That Bylaw No. 4558 be adopted.**

**CARRIED**

### 6.3. [23-391](#) Municipal Finance Authority 2023 Fall Issue - Capital Regional District Security Issuing Bylaws No. 4562 and 4563

N. Chan spoke to Item 6.3.

Discussion ensued on the debt terms and guidelines.

**Board Chair Plant joined the meeting in person at 9:56 am.**

**MOVED by Director Jones, SECONDED by Director Williams,**

**The Finance Committee recommends to the Capital Regional District Board:**

- 1. That Bylaw No. 4562, Security Issuing Bylaw No. 2, 2023, be introduced and read a first, second, and third time; and**
- 2. That Bylaw No. 4562 be adopted.**
- 3. That Bylaw No. 4563, Security Issuing Bylaw No. 3, 2023, be introduced and read a first, second, and third time; and**
- 4. That Bylaw No. 4563 be adopted.**

**CARRIED**

- 6.4. [23-389](#) Bylaw No. 4559: Temporary Borrowing (Regional Parks Land Acquisition) Bylaw No. 1, 2023

N. Chan spoke to Item 6.4.

Discussion ensued on the following:

- municipal approval
- temporary borrowing versus loan authorization approval

**MOVED by Director Jones, SECONDED by Director Williams,**

**The Finance Committee recommends to the Capital Regional District Board:**

- 1. That Bylaw No. 4559, "Temporary Borrowing (Regional Parks Land Acquisition) Bylaw No. 1, 2023", be introduced and read a first, second and third time; and**
- 2. That Bylaw No. 4559 be adopted.**

**CARRIED**

- 6.5. [23-388](#) Bylaw No. 4557: Capital Regional District Recreation Services and Facilities Fees and Charges 2023-2024

N. Chan spoke to Item 6.5.

Discussion ensued on the fee service increases for recreation centers including SEAPARC in the Juan de Fuca Electoral Area.

**MOVED by Director Jones, SECONDED by Director Williams,**

**The Finance Committee recommends to the Capital Regional District Board:**

- 1. That Bylaw No. 4557, "Capital Regional District Recreation Services and Facilities Fees and Charges Bylaw No. 1, 2009, Amendment Bylaw No. 17, 2023", be introduced and read a first, second, and third time;**
- 2. That Bylaw No. 4557 be adopted.**

**CARRIED**

- 6.6. [23-415](#) Modernizing the Bylaws of the Royal Theatre and McPherson Playhouse Services - Bylaw No. 4560 and 4561

N. Chan spoke to Item 6.6.

**MOVED by Director Jones, SECONDED by Director Coleman,**

**The Finance Committee recommends to the Capital Regional District Board:**

- 1. That Bylaw No. 4560, Royal Theatre Local Service Area Establishment Bylaw No. 1, 1998, Amendment Bylaw No. 1, 2023, be read a first, second, and third time.**
- 2. That Bylaw No. 4561, McPherson Playhouse Local Service Area Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 1, 2023, be read a first, second, and third time.**
- 3. That staff be directed to commence a council consent approval process with the relevant participants of each amending bylaw (Bylaw No. 4560 - Oak Bay, Saanich, Victoria; Bylaw No. 4561 - Victoria).**

**CARRIED**

**6.7.**     [23-405](#)     Capital Region Emergency Service Telecommunications Inc. (CREST) Service Agreement

T. Robbins spoke to Item 6.7.

Discussion ensued on the following:

- CRD representation on CREST Board
- funding models and revenue streams
- call answer levy
- service agreement and member agreement terms

**MOVED by Director Jones, SECONDED by Director Williams,  
 The Finance Committee recommends to the Capital Regional District Board:**

- 1. That the March 9, 2022 Board resolution pertaining to the approved Service Agreement be rescinded;**
- 2. That the Chief Administrative Officer be authorized to enter into a further revised Service Agreement to provide emergency communications services, as attached at Appendix C; and,**
- 3. That Staff be directed to amend the Financial Plan to reflect the increased service agreement payments for 2022 to 2027.**

**CARRIED**

**Motion Arising:**

**MOVED by Director Goodmanson, SECONDED by Director Kobayashi,  
 That the CRD Board ask the CREST Board to present funding options to update the Call Answer Levy revenue.**

**CARRIED**

**7. Notice(s) of Motion**

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED by Director Kobayashi, SECONDED by Director Little,  
 That the July 5, 2023 Finance Committee meeting be adjourned at 10:43 am.**

**CARRIED**

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CHAIR

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RECORDER