

**qathet Regional District
FINANCE COMMITTEE**

MINUTES -- January 22, 2020

The REGIONAL DISTRICT COMMITTEE OF THE WHOLE meeting was held in the Regional District Boardroom on Wednesday, January 22, 2020 commencing at 4:07 PM

Present: Director George Doubt, Chair
 Director Sandy McCormick
 Alternate Director Harold Robertson
 Director Mark Gisborne
 Director Clay Brander
 Director Andrew Fall (via teleconference)
 Director CaroleAnn Leishman

Regrets: Director Patrick Brabazon

Staff Present: Al Radke, Chief Administrative Officer
 Michelle Jones, Manager of Administrative Services
 Shelley Termuende, Legislative Assistant
 Christina Peake, Records Clerk
 Jason Kouwenhoven, Accountant
 Mike Wall, Manager of Asset Management and Strategic Initiatives
 Linda Greenan, Manager of Financial Services
 Laura Roddan, Manager of Planning Services
 Ryan Thoms, Manager of Emergency Services
 Melanie Thoms, OH&S Coordinator
 Patrick Devereaux, Manager of Operational Services
 Nancy Schmeister, Manager of Technical Services

1. CALL TO ORDER

The meeting was called to order by the Corporate Officer, Michelle Jones, at 4:07 pm.

2. ELECTION OF THE CHAIR

Michelle Jones, Corporate Officer called for nominations for the position of Chair of the Finance Committee for the term of January, 2020 to the first meeting in January, 2021.

Director McCormick nominated Director Doubt. Director Doubt accepted the nomination when asked.

The Corporate Officer called a second time for further nominations.

The Corporate Officer called a final and third time for further nominations.

There being no further nominations the Corporate Officer declared George Doubt elected Chair by acclamation.

Director Doubt assumed the Chair to conduct the remaining items of business.

3. APPROVAL OF AGENDA

M. Gisborne / S. McCormick THAT the agenda be approved.

MOTION CARRIED UNANIMOUSLY.

4. DELEGATION & INQUIRIES

4.1 Rebecca Burbank, Chief Librarian re Approved 2020 Budget

Linda Rosen introduced Rebecca Burbank who gave a PowerPoint presentation and provided information on the library budget, upgrading costs and challenges experienced.

5. UNFINISHED BUSINESS

6. CORRESPONDENCE

6.1 Correspondence dated January 9, 2020 from Peter Ronald, Program Officer, Union of BC Municipalities re Completion of Fuel Management Project (SWPI-932: Powell River Prescription, 2018)

M. Gisborne / H. Robertson THAT the correspondence dated January 9, 2020 from Peter Ronald, Program Officer, Union of BC Municipalities re Completion of Fuel Management Project (SWPI-932: Powell River Prescription, 2018) be received.

MOTION CARRIED UNANIMOUSLY.

7. REPORTS

7.1 Lasqueti Island Fire Protection and Savary Island and Fire Protection Service Area – Requisition Limit Corrections

C. Leishman / M. Gisborne THAT the Committee recommend the Board endorse the amendment to the “Lasqueti Island Fire Protection Service Establishment Bylaw No. 341, 2001” and forward it to the January board meeting for first through third reading.

MOTION CARRIED UNANIMOUSLY.

C. Leishman / M. Gisborne THAT the Committee recommend the Board endorse the amendment to the “Savary Island Fire Protection Local Service Establishment Bylaw No. 284, 1996” and forward it to the January board meeting for first through third reading.

MOTION CARRIED UNANIMOUSLY.

7.2 Request for Financial Assistance – Inclusion Powell River Society

C. Leishman / M. Gisborne THAT the Committee recommend the Board include in its 2020 budget a contribution of \$2,880 to Inclusion Powell River Society from the Electoral Area A Grant-in-Aid service; and

THAT the Committee recommend the Board include in its 2020 budget a contribution of \$842 to Inclusion Powell River Society from the Electoral Area B Grant-in-Aid service; and

THAT the Committee recommend the Board include in its 2020 budget a contribution of \$1,278 to Inclusion Powell River Society from the Electoral Area C Grant-in-Aid service; and

THAT any approved financial assistance to the Inclusion Powell River Society of the 2020 Cranberry Child Development Center refurbishment be paid in March 2020.

MOTION CARRIED UNANIMOUSLY.

7.3 Request for Financial Assistance – Powell River Festival of the Performing Arts

C. Brander / C. Leishman THAT the Committee recommend the Board include in its 2020 budget a contribution of \$373 to the Powell River Festival of the Performing Arts from the Electoral Areas A Grant-in-Aid service; and

THAT the Committee recommend the Board include in its 2020 budget a contribution of \$109 to the Powell River Festival of the Performing Arts from the Electoral Areas B Grant-in-Aid service; and

THAT the Committee recommend the Board include in its 2020 budget a contribution of \$166 to the Powell River Festival of the Performing Arts from the Electoral Areas C Grant-in-Aid service; and

THAT the Committee recommend the Board include in its 2020 budget a contribution of \$102 to the Powell River Festival of the Performing Arts from the Electoral Areas D Grant-in-Aid service; and

THAT any approved financial assistance to the Powell River Festival of the Performing Arts be paid in January 2020.

MOTION CARRIED UNANIMOUSLY.

7.4 Request for Financial Assistance – Townsite Jazz Festival Society

C. Leishman / S. McCormick 1. THAT the Committee recommend the Board include in its 2020 budget a contribution of \$6,410 to the Townsite Jazz Festival Society from the Economic Development Service; and

THAT any approved financial assistance to the Townsite Jazz Festival Society for the 2020 Townsite Jazz Festival be paid in March 2020.

2. THAT the Committee recommend the Board include in its 2020 budget a contribution of \$1,090 to the Townsite Jazz Festival Society from the Electoral Area B Grant-in-Aid Service; and

THAT any approved financial assistance to the Townsite Jazz Festival Society for the 2020 Townsite Jazz Festival be paid in March 2020.

S. McCormick / M. Gisborne THAT the Committee postpone the “Request for Financial Assistance – Townsite Jazz Festival Society” to the February 19, 2020 Finance Committee.

MOTION CARRIED.

Director Leishman and Alternate Director Robertson opposed.

MAIN MOTION POSTPONED TO THE FEBRUARY FINANCE COMMITTEE.

7.5 **Request for Financial Assistance – Powell River Film Society**

C. Leishman / M. Gisborne THAT the Committee recommend the Board include in its 2020 budget a contribution of \$2,991 to the Powell River Film Society from the Economic Development Service; and

THAT any approved financial assistance to the Powell River Film Society be paid in January 2020.

M. Gisborne / C. Brander THAT the motion be amended to state THAT the Committee recommend the Board include in its 2020 budget a contribution of \$1000 to the Powell River Film Society and that grant be apportioned from Electoral Area A, B, C & D grant in aid services based on the 2020 completed assessment roll values; and
THAT any approved financial assistance to the Powell River Film Society be paid in January 2020.

MOTION DEFEATED.

Director Gisborne, Director Fall, Director McCormick, Alternate Director Robertson, Director Leishman, and Director Doubt opposed.

MAIN MOTION CARRIED.

Director Brander and Director Gisborne opposed.

C. Brander / S. McCormick THAT the Committee recommend the Board include in its 2020 budget a contribution of \$509 to the Powell River Film Society from the Electoral Area B Grant-in-Aid Service; and

THAT any approved financial assistance to the Powell River Film Society be paid in January 2020.

MOTION CARRIED.

Director Gisborne opposed.

7.6 Administration Charges Policy No. 3.4

C. Leishman / C. Brander THAT the Finance Committee recommend the Board approve changes to Administration Charges Policy No. 3.4 as follows:

- Standard charge be increased from 8% to 9%.
- Maximum charge be increased from \$40,000 to \$50,000.
- New charge of \$2,500 be included for the Electoral Area Feasibilities Service.
- Capital administration charge be eliminated.
- Overhead costs included for contribution from the Planning and Regional Emergency Services departments be amended to reflect the costs exclusive of specific general ledger accounts.

MOTION CARRIED UNANIMOUSLY.

Director Fall joined the meeting at 5:08 pm.

7.7 2020-2024 Financial Plan Draft One

M. Gisborne / C. Brander THAT the Finance Committee receive and provide comment on draft one of the proposed 2020-2024 financial plan.

MOTION CARRIED UNANIMOUSLY.

7.8 Fire Services Capital Asset Management

C. Leishman / C. Brander THAT the Committee recommend the Board endorse the concept and principles of developing capital asset management plans for the qathet Regional District local fire services by following facility condition assessments, BC Building Code, Worksafe BC, and adherence to the Fire Underwriters Survey guidelines for fire hall and fire apparatus replacement schedules; and

THAT the Committee recommend Board commit the recommended capital funding to build reserves in the respective fire department service budgets to meet the identified capital asset management planning needs outlined in the “Fire Services Capital Asset Management” report dated January 15, 2020.

A. Fall / S. McCormick THAT the words "adherence to" be replaced with the words "with guidance from".

MOTION CARRIED UNANIMOUSLY.

THAT the Committee recommend the Board endorse the concept and principles of developing capital asset management plans for the qathet Regional District local fire services by following facility condition assessments, BC Building Code, Worksafe BC, and with guidance from the Fire Underwriters Survey guidelines for fire hall and fire apparatus replacement schedules; and

THAT the Committee recommend Board commit the recommended capital funding to build reserves in the respective fire department service budgets to meet the identified capital asset management planning needs outlined in the “Fire Services Capital Asset Management” report dated January 15, 2020.

MAIN MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

8. NEW BUSINESS

8.1 Director Fall- Motion: Lasqueti Island Volunteer Fire Department (LIVFD) Radio Coverage Analysis (Improving the LIVFD, Part 3)

A. Fall / M. Gisborne THAT the Committee recommend the Board

- i. To include up to \$12,000 in the 2020 LIVFD service budget for a Radio Coverage Analysis for Lasqueti Island to identify options for on-island communications by LIVFD, and done in collaboration with LIVFD; and
- ii. To direct staff to develop a request for quotes (RFQ) or request for proposals (RFP) for such a Radio Coverage Analysis.

MOTION CARRIED UNANIMOUSLY.

9. QUESTION PERIOD

Questions were entertained from the floor.

10. IN CAMERA SESSION

10.1 Proposed Closed Session

C. Leishman / A. Fall THAT the Committee move in-camera and that the meeting be closed to the public on the grounds that the subject matter to be considered relates to matters covered by the Community Charter under section(s):

90(1)(c) labour relations or other employee relations;

90(1)(n) the consideration of whether a Committee meeting should be closed under a provision of this subsection or subsection(2).

MOTION CARRIED UNANIMOUSLY.

The meeting moved to in-camera at 6:20 pm.

The open meeting resumed at 7:03 pm.

11. ADJOURNMENT

There being no further items of business, the meeting adjourned at 7:04 pm.

Sandy McCormick
Chair

Michelle Jones
Manager of Administrative Services