



## FINANCE/BUDGET COMMITTEE

### MINUTES

November 16, 2017

1:00 p.m.

Cariboo Regional District Board Room

Suite D - 180 Third Avenue North

Williams Lake, B.C.

- PRESENT : Chair M. Wagner, Director T. Armstrong, Director J. Bruce, Director J. Massier, Director S. Forseth, Director J. Sorley, Director A. Richmond, Director D. Cash, Director B. Anderson, Director B. Coakley, Director W. Cobb, Director R. Sharpe, Alternate Director M. Neufeld
- ABSENT : Director B. Kemp, Director R. William, Director B. Simpson, Director M. Campsall
- STAFF : J. MacLean, Chief Administrative Officer, S. Reid, Chief Financial Officer, A. Johnston, Corporate Officer, H. Surat, Manager of Development Services, M. Croft, Recording Secretary

#### 1. **CALL TO ORDER**

##### 1.1 **Adoption of Agenda**

**FB.2017-11-1**

Moved by Director Coakley

Seconded by Director Sharpe

That the agenda items be adopted as presented.

**Carried Unanimously**

#### 2. **REVIEW OF THE REMAINING 2018 BUSINESS PLANS (Including Revisions)**

##### 2.1 **General and Administration**

E. Epp, Manager of Communications, joined the meeting during discussion of this item and then left immediately following.

**FB.2017-11-2**

Moved by Director Richmond  
Seconded by Director Massier

That the Communications budget be increased by \$7,000, to a total of \$10,000, to cover costs of the 50th Anniversary celebration as well as the purchase of promotional items.

**Carried Unanimously**

**FB.2017-11-3**

Moved by Director Sorley  
Seconded by Director Richmond

That Goal 1 in the Communications business plan be amended to include development of a Crisis Communication Plan.

**Carried Unanimously**

**2.2 Development Services**

**2.2.1 1005 - Planning (2018)**

**FB.2017-11-4**

Moved by Director Sorley  
Seconded by Director Cash

That the revised Planning (1005) business plan be received as presented. Further, that staff bring forward a report to a future Committee of the Whole meeting with regard to opportunities for community/neighbourhood based planning initiatives, resources required, financial consideration, timelines etc.

**Carried Unanimously**

H. Surat, Manager of Development Services, left and P. Hughes, Manager of Environmental Services, joined the meeting.

**2.3 Environmental Services**

**2018 Rural Refuse (1008) and South Cariboo Solid Waste (1016)**

**FB.2017-11-5**

Moved by Director Richmond  
Seconded by Director Armstrong

That the revised Rural Refuse (1008) and South Cariboo Solid Waste (1016) business plans be received. Further, that the Rural Refuse business

plan be amended by including Forest Grove as one of the facilities listed under refuse transfer stations. Further, that the Rural Refuse business plan include reference to Goal 4 of the South Cariboo Solid Waste business plan.

**Carried Unanimously**

P. Hughes, Manager of Environmental Services, left the meeting.

**3. IN-CAMERA SESSION**

**FB.2017-11-6**

Moved Director Massier

Seconded Director Richmond

That the meeting be closed to public to discuss items suitable for discussion in-camera pursuant to Section 90(1)(a) of the *Community Charter*.

**Carried Unanimously**

RECESSED: The meeting recessed at 2:40 p.m. to go in-camera.

RECONVENED: The open meeting reconvened at 3:00 p.m.

RECESSED: The meeting recessed at 3:00 p.m.

RECONVENED: The meeting reconvened at 3:10 p.m.

PRESENT : Chair M. Wagner, Director T. Armstrong, Director J. Bruce, Director J. Massier, Director S. Forseth, Director J. Sorley, Director A. Richmond, Director D. Cash, Director B. Anderson, Director B. Coakley, Director W. Cobb, Director R. Sharpe, Alternate Director M. Neufeld

ABSENT : Director B. Kemp, Director R. William, Director B. Simpson, Director M. Campsall

STAFF : J. MacLean, Chief Administrative Officer, S. Reid, Chief Financial Officer, A. Johnston, Corporate Officer, M. Croft, Recording Secretary

**2.4 Protective Services**

**Forest Grove Fire Protection (1319)**

**FB.2017-11-7**

Moved by Director Richmond

Seconded by Director Coakley

That the Forest Grove Fire Protection budget and business plan be amended to include additional funding up to \$10,000 to re-carpet and repaint the upstairs of the fire hall.

**Carried Unanimously**

#### **2.4.21 1385 - Emergency Planning (All EAs) (2018)**

##### **FB.2017-11-8**

Moved by Director Sorley

Seconded by Director Coakley

That a goal be added to the Emergency Planning business plan to allow for staff support to communities that are developing their own emergency plans.

**Carried Unanimously**

##### **FB.2017-11-9**

Moved by Director Sorley

Seconded by Director Anderson

That the progress on fire recovery be re-evaluated in early 2018 to determine whether or not the Recovery Manager position should be extended longer than the anticipated completion date of March 2018.

**Carried Unanimously**

#### **4. REPORTS AND CORRESPONDENCE**

##### **4.1 2018 - 2022 Provisional Five Year Financial Plan Discussion and Review**

###### **FB.2017-11-10**

Moved by Director Forseth

Seconded by Director Coakley

That the agenda item summary from Scott Reid, Chief Financial Officer, dated November 9, 2017, with attached 2018 – 2022 Provisional Five Year Financial Plan, be received.

**Carried Unanimously**

##### **4.2 2018 – 2022 Five Year Financial Plan Summary Reports**

###### **FB.2017-11-11**

Moved by Director Forseth

Seconded by Director Coakley

That the agenda item summary from Scott Reid, Chief Financial Officer, dated November 9, 2017, with the attached 2018 – 2022 Five Year Financial Plan Summary Reports, be received.

**Carried Unanimously**

**4.3 2018 – 2022 Five Year Financial Plan Detail Reports**

**FB.2017-11-12**

Moved by Director Forseth

Seconded by Director Coakley

That the agenda item summary from Scott Reid, Chief Financial Officer, dated November 9, 2017, with attached 2018 – 2022 Five Year Financial Plan Detail Reports, be received.

**Carried Unanimously**

**4.4 Purchase Card Limit Increase**

**FB.2017-11-13**

Moved by Director Forseth

Seconded by Director Coakley

That the agenda item summary from Scott Reid, Chief Financial Officer, dated November 9, 2017, regarding a request to increase the current limit on the Purchase Card Program, be received. Further, that the Cariboo Regional District Procurement Policy No. 2015-3B-40 be revised to increase the purchase card transaction limit to \$3,000.

**Carried Unanimously**

**2. REVIEW OF THE REMAINING 2018 BUSINESS PLANS (Cont'd)**

**FB.2017-11-14**

Moved by Director Forseth

Seconded by Director Coakley

That all remaining 2018 business plans/budgets be received as presented.

**Carried Unanimously**

5. **ADJOURNMENT**

**FB.2017-11-15**

Moved by Director Forseth

Seconded by Director Bruce

That the Finance/Budget Committee meeting be adjourned at 4:34 p.m., November 16, 2017.

**Carried Unanimously**

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Chair

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Corporate Officer