

**FRASER VALLEY REGIONAL DISTRICT  
ELECTORAL AREA SERVICES COMMITTEE  
OPEN MEETING MINUTES**

Tuesday, January 28, 2020

4:00 pm

FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Members Present: Director Bill Dickey, Electoral Area D, Chair  
Director Terry Raymond, Electoral Area A  
Director Dennis Adamson, Electoral Area B  
Director Wendy Bales, Electoral Area C  
Director Orion Engar, Electoral Area E (*arrived at 4:03 p.m.*)  
Director Hugh Davidson, Electoral Area F  
Director Al Stobbart, Electoral Area G  
Director Taryn Dixon, Electoral Area H

Staff Present: Jennifer Kinneman, Acting Chief Administrative Officer  
Mike Veenbaas, Director of Financial Services/Chief Financial Officer  
Jaime Reilly, Acting Director of Corporate Affairs/Corporate Officer  
Kristy Hodson, Manager of Financial Operations  
Beth Klein, Accountant  
Matthew Fang, Network Analyst I  
Amanda Molloy, Executive Assistant  
Kristen Kohuch, Executive Assistant to CAO and Board  
Chris Lee, Executive Assistant, Corporate Admin (*Recording Secretary*)

**1. CALL TO ORDER**

Chair Dickey called the meeting to order at 4:00 p.m.

**2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS**

Moved By STOBART  
Seconded By ADAMSON

**THAT** the Agenda, Addenda and Late Items for the Electoral Area Services Committee Open Meeting of January 28, 2020 be approved;

**AND THAT** all reports, correspondence and other information set to the Agenda be received for information.

**CARRIED**

### **3. BUDGET DISCUSSION**

Mike Veenbaas, Director of Financial Services reported that after the budget discussion in December, Staff had the opportunity to meet with Electoral Area Directors to review options for a change to the 2020 Draft Financial Plan.

Mr. Veenbaas gave a brief presentation, outlining the financial planning process and provided an overview of the following Regional Services and EA Wide Services:

- Requisition – Regional Services
- Requisition – EA Wide Services
- Regional Administration
- Regional Fire Dispatch
- Regional Mosquito Control
- Electoral Area Administration
- Emergency Management (*Emergency Program Assistant position eliminated*)
- Procurement and Risk Specialist

Mr. Veenbaas presented and reviewed the following options for a Financial Plan change for consideration:

- 1) Change corporate restructure allocation
  - 75% funded by regional administration – 1.2%
  - 100% funded by regional administration – 2.5%
- 2) Reverse 2019 EA Director pay increase -0.7%
- 3) Cancel Engineering Services Coordinator funding change – 1.3%
- 4) Cut Emergency Management training budget – 0.6%
- 5) Cut Procurement/Risk position – 0.9%
- 6) Increase Building Permit revenue budget – 0.4%
- 7) Eliminate EA Admin “communications” fund – 0.7%

Staff recommended four of the presented options for the Committee's consideration based on feedback from Committee members which will result in a 3.2% reduction to the Financial Plan.

Moved by DAVIDSON  
Seconded by RAYMOND

**THAT** the Electoral Area Services Committee support the following options to be incorporated into the 2020 Draft Financial Plan:

- Change corporate restructure allocation to be 75% funded by regional administration
- Cut Procurement/Risk position
- Increase Building Permit revenue budget
- Eliminate Electoral Area Admin “communications” fund

**CARRIED**

**4. ADDENDA ITEMS/LATE ITEMS**

None

**5. PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA**

None

**6. RESOLUTION TO CLOSE MEETING**

Moved By STOBART

Seconded By RAYMOND

**THAT** the meeting be closed to the public, except for Senior Staff and the Executive Assistant, to consider matters pursuant to:

- Section 90(1)(c) of the *Community Charter* - labour relations or other employee relations

**CARRIED**

The Open Meeting recessed at 4.33 p.m.

**7. RECONVENE OPEN MEETING**

The Open Meeting reconvened at 4:36 p.m.

**8. RISE AND REPORT OUT OF CLOSED MEETING**

None

**9. ADJOURNMENT**

Moved By STOBART

Seconded By ENGAR

**THAT** the Electoral Area Services Committee Open Meeting of January 28, 2020 be adjourned.

**CARRIED**

The Electoral Area Services Committee Open Meeting of January 28, 2020 adjourned at 4:36 p.m.

MINUTES CERTIFIED CORRECT:

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Director Bill Dickey, Chair