

Meeting Minutes

Governance Committee

Wednesday, October 6, 2021

10:00 AM

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

PRESENT

Directors: K. Murdoch (Chair), R. Windsor (Vice Chair), S. Brice, B. Desjardins, B. Isitt (10:05)(EP), R. Martin (EP), B. Fallot (for C. McNeil-Smith) (EP), J. Ranns, J. Bateman (for M. Tait) (EP), G. Young, C. Plant (Board Chair, ex officio)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; C. Nielson, Senior Manager, Human Resources; A. Orr, Senior Manager, Corporate Communications; S. Byrch, Manager, Information Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Directors C. McNeil-Smith, M. Tait, Councilor J. Olsen

The meeting was called to order at 10:00 am.

1. Territorial Acknowledgement

Chair Murdoch provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Windsor, **SECONDED** by Director Brice,
That the agenda for the October 6, 2021 Governance Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [21-715](#) Minutes of the June 2, 2021 Governance Committee Meeting

MOVED by Director Desjardins, **SECONDED** by Director Ranns,
That the minutes of the Governance Committee meeting of June 2, 2021 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

- 5.1. [21-754](#) Delegation - Alon Soraya; Representing South Island Mountain Bike Society: Re: Agenda Item 6.3.: Review of Delegation Speaking Time in the Board Procedures Bylaw
- Alon Soraya sent his regrets.

6. Committee Business

- 6.1. [21-683](#) 2022 Service Planning - Accountability
- B. Lapham, N. Chan and K. Morley spoke to Item 6.1.
- Discussion ensued on the following:
- organizational capacity
 - overall requisition impact
 - asset management funding
 - timeline of the asset management plan
 - facilities management plan around increased staffing levels
 - the Executive Leadership Team's review process of all service plans
 - ability to approve incremental increases rather than as a whole
- MOVED by Director Plant, SECONDED by Director Brice,**
The Governance Committee recommends the Committee of the Whole
recommend to the Capital Regional District Board:
That Appendix A, Community Need Summary - Accountability be approved as
presented and form the basis of the 2022-2026 Financial Plan.
CARRIED

6.2. [21-724](#) Establishing Best Practices for CRD Meetings

K. Morley spoke to Item 6.2.

Discussion ensued on the following:

- the ability of a committee member to challenge a calling the question where there was no opportunity to speak
- appropriateness of suspending the procedures bylaw
- staff to provide guidance to the Chair for managing questions and speakers
- staff providing direction on where it is appropriate to reconsider or rescind a motion
- incorporating a cheat sheet that Directors can refer to when needed
- limiting 'receive for information' motions
- clarity regarding staff recommendations and committee recommendations
- standardizing the process of committee chairs moving items at the Board

**MOVED by Director Windsor, SECONDED by Director Desjardins,
The Governance Committee recommends to the Capital Regional District Board:**

- 1. That staff report back to the Governance Committee with best practice guidelines for meetings of the Capital Regional District Boards, Committees and Commissions in accordance with the direction set out in this report.**

**MOVED by Director Brice, SECONDED by Director Windsor,
That the motion be amended to add the words "That the issue of rescind and reconsider be examined by staff and included in the information moving forward."**

CARRIED

The question was called on the main motion as amended.

**MOVED by Director Windsor, SECONDED by Director Desjardins,
The Governance Committee recommends to the Capital Regional District Board:**

- 1. That staff report back to the Governance Committee with best practice guidelines for meetings of the Capital Regional District Boards, Committees and Commissions in accordance with the direction set out in this report.**
- 2. That the issue of rescind and reconsider be examined by staff and included in the information moving forward.**

CARRIED

The remaining agenda items 6.3. thru 6.6. are deferred to the next meeting.

6.3. [21-722](#) Review of Delegation Speaking Time in the Board Procedures Bylaw

Postponed until the next meeting.

6.4. [21-642](#) Capital Regional District Board Regional Grants-in-Aid Policy

Postponed until the next meeting.

- 6.5. [21-698](#) Update to CRD Reporting of Serious Misconduct Policy
Postponed until the next meeting.
- 6.6. [21-699](#) Process to Claim Expenses under CRD Board Remuneration and Travel
Expense Reimbursement Policy
Postponed until the next meeting.

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 Windsor, **SECONDED** by Director Desjardins,
That the October 6, 2021 Governance Committee meeting be adjourned at 12:03
pm.
CARRIED

CHAIR

RECORDER