



## Notice of Meeting and Meeting Agenda Governance Committee

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Wednesday, October 4, 2023

9:30 AM

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

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M. Little (Chair), S. Goodmanson (Vice Chair), S. Brice, C. Coleman, B. Desjardins, G. Holman, P. Jones, K. Murdoch, D. Murdock, S. Tobias, C. Plant (Board Chair, ex officio)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [23-721](#) Minutes of the August 2, 2023 Governance Committee Meeting

**Recommendation:** That the minutes of the Governance Committee of August 2, 2023 be adopted as circulated.

**Attachments:** [Minutes - August 2, 2023](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

*The public are welcome to attend CRD Board meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.bc.ca/address](http://www.crd.bc.ca/address) no later than 4:30 pm two days before the meeting and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the CRD Board at [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

- 6.1.**      [23-709](#)      Service Planning 2024 - Advocacy Community Need Summary
- Recommendation:**    The Governance Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:  
The Appendix A, Community Need Summary - Advocacy, be approved as presented and form the basis of the Provisional 2024 - 2028 Financial Plan.
- Attachments:**        [Staff Report: Service Planning 2024 - Advocacy Community Need Summary](#)  
[Appendix A: Community Need Summary - Advocacy](#)
- 6.2.**      [23-711](#)      Service Planning 2024 - People Community Need Summary
- Recommendation:**    The Governance Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:  
That Appendix A, Community Need Summary - People, be approved as presented and form the basis of the Provisional 2024 - 2028 Financial Plan.
- Attachments:**        [Staff Report: Service Planning 2024 - People Community Need Summary](#)  
[Appendix A: Community Need Summary - People](#)
- 6.3.**      [23-710](#)      Service Planning 2024 - Open Government Community Need Summary
- Recommendation:**    The Governance Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:  
That Appendix A, Community Need Summary - Open Government be approved as presented and form the basis of the Provisional 2024 - 2028 Financial Plan.
- Attachments:**        [Staff Report: Service Planning 2024 - Open Government Community Need Summary](#)  
[Appendix A: Community Need Summary - Open Government](#)
- 6.4.**      [23-712](#)      Service Planning 2024 - Business Systems & Processes Community Need Summary
- Recommendation:**    The Governance Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:  
That Appendix A, Community Need Summary - Business Systems & Processes be approved as presented and form the basis of the Provisional 2024 - 2028 Financial Plan.
- Attachments:**        [Staff Report: Service Planning 2024 - Business Systems & Processes Community Need Summary](#)  
[Appendix A: Community Need Summary - Business Systems & Processes](#)

6.5. [23-670](#) Legislative and General Administration Service - 2024 Operating and Capital Budget

**Recommendation:** The Governance Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:  
That Appendices A through O, the Legislative and General Government Operating and Capital Budgets be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

**Attachments:** [Staff Report: Leg & Gen Service Plan](#)  
[Appendix A: 2024 Leg & Gen Consolidated Budget](#)  
[Appendix B: 2024 Budget Board Expenditures](#)  
[Appendix C: 2024 Budget Other Leg & Gen Climate](#)  
[Appendix D: 2024 Budget CAO & Executive Services](#)  
[Appendix E: 2024 Budget Corporate Services](#)  
[Appendix F: 2024 Budget Real Estate](#)  
[Appendix G: 2024 Budget Human Resources](#)  
[Appendix H: 2024 Budget Finance](#)  
[Appendix I: 2024 Budget Health & Capital Planning](#)  
[Appendix J: 2024 Budget Information Technology](#)  
[Appendix K: 2024 Budget GM Planning & Protective Services](#)  
[Appendix L: 2024 Budget Corporate Emergency](#)  
[Appendix M: 2024 Budget First Nations Relations](#)  
[Appendix N: 2024 Budget GM Parks & Environmental Services](#)  
[Appendix O: 2024 Budget Corporate Communications](#)  
[Presentation: Leg & Gen Service Budget](#)

**6.6.**      [23-717](#)      Code of Conduct - Next Steps

- Recommendation:** The Governance Committee recommends to the Capital Regional District Board:
1. That staff report back with a draft Code of Conduct bylaw that includes the following elements:
    - a. Standards of conduct will be applicable to Board Directors, Alternate Directors, and elected members of CRD Committees and Commissions;
    - b. Allows for complaints to be made by Directors, Alternate Directors, and elected members on CRD Committees and Commissions;
    - c. Includes a clear process for filing complaints;
    - d. Allows for complaints to be referred to and adjudicated by a third-party investigator;
    - e. Has a preliminary screening mechanism, an informal and formal resolution process;
    - f. Allows for the imposition of remedies and sanctions;
    - g. Includes guidelines for confidentiality in investigations and provides for the public release of investigative reports;
    - h. Provides for the discretionary reimbursement of legal expenses.

- Attachments:**
- [Staff Report: Code of Conduct - Next Steps](#)
  - [Appendix A: UBCM Model Code of Conduct](#)
  - [Appendix B: Code of Conduct Comparison Tables \(CRD & BC\)](#)
  - [Appendix C: Esquimalt Policy: Council Code of Conduct](#)
  - [Appendix D: Langford Policy: Council Code of Conduct Policy](#)
  - [Appendix E: Saanich Policy: Code of Conduct](#)
  - [Appendix F: Sidney Bylaw: Council Code of Conduct Bylaw No. 2249, 2023](#)
  - [Appendix G: Comox Valley Regional District Policy: Board Code of Conduct](#)
  - [Appendix H: Nanaimo Bylaw: City of Nanaimo Bylaw No. 7348](#)
  - [Appendix I: Surrey Bylaw: Council Code of Conduct Bylaw 2020, No. 20020](#)
  - [Appendix J: Vancouver Bylaw: Code of Conduct No. 12886](#)
  - [Presentation: Code of Conduct Next Steps](#)

**7. Notice(s) of Motion****8. New Business****9. Adjournment**

The next meeting is December 6, 2023.

To ensure quorum, please advise Jessica Dorman (jdorman@crd.bc.ca) if you or your alternate cannot attend.