



## Notice of Meeting and Meeting Agenda Governance and First Nations Relations Committee

---

Wednesday, February 5, 2025

9:30 AM

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

---

M. Little (Chair), R. Windsor (Vice Chair), M. Alto, P. Brent, C. Coleman, B. Desjardins,  
K. Murdoch, D. Murdock, C. Plant, M. Tait, K. Williams, C. McNeil-Smith (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. [25-0030](#) Minutes of the November 27, 2024 First Nations Relations Committee Meeting and the December 4, 2024 Governance Committee Meeting

**Recommendation:** That the minutes of the First Nations Relations Committee meeting of November 27, 2024 and the Governance Committee meeting of December 4, 2024 be adopted as circulated.

**Attachments:** [Minutes - November 27, 2024 FNRC](#)  
[Minutes - December 4, 2024 GC](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

#### 5.1. Presentations

- 5.1.1. [25-0094](#) Presentation: Shar Wilson / Wiihlbuun, Coast Salish Peoples of Galiano Society; Re: Out of the Shadows - The Galiano Island First Nation

#### 5.2. 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. [25-0035](#) 2025 Governance and First Nations Relations Committee Terms of Reference

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:** [Staff Report: 2025 Governance and First Nations Relations Committee ToR](#)  
[Appendix A: 2025 GFNRC ToR - Approved January 8, 2025](#)  
[Appendix B: 2025 GFNRC ToR - Redlined](#)

### 6.2. [25-0029](#) 2025 Appointments Advisory Committee

**Recommendation:** The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:  
That the membership of the Appointments Advisory Committee for 2025 include Governance and First Nations Relations Committee Chair Little and the following two committee members: Director [X], and Director [Y].

**Attachments:** [Staff Report: 2025 Appointments Advisory Committee](#)  
[Appendix A: CRD Appointment of Public Members to External Boards Policy](#)

### 6.3. [25-0068](#) First Nations Relations Operational Update

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:** [Staff Report: First Nations Relations Operational Update](#)

### 6.4. [25-0089](#) Public Website Redesign Update

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:** [Staff Report: Public Website Redesign Update](#)  
[Appendix A: Presentation](#)  
[Appendix B Part 1: Design Concept - CRD](#)  
[Appendix B Part 2: Design Concept - CRHC](#)  
[Appendix B Part 3: Design Concept - Panorama Recreation](#)  
[Appendix B Part 4: Design Concept - SEAPARC](#)  
[Appendix B Part 5: Design Concept - Salt Spring Island PARC](#)  
[Appendix B Part 6: Design Concept - PrepareYourself.ca](#)  
[Appendix C: Integrations](#)

**6.5.**      [25-0096](#)      Proposed Amendments to the CRD Board Procedures Bylaw

**Recommendation:**    The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:  
That staff be directed to prepare an amending bylaw to the "Capital Regional District Board Procedures Bylaws, 2012" to include the proposed amendments on electronic meetings and electronic participation (Appendix A) and miscellaneous updates (Appendix B).

**Attachments:**        [Staff Report: Proposed Amendments to the CRD Board Procedures Bylaw](#)  
[Appendix A: Proposed Amendments - Electronic Meetings and Participation](#)  
[Appendix B: Proposed Amendments - Miscellaneous Updates](#)

**6.6.**      [25-0086](#)      Previous Minutes of Other CRD Committees and Commissions for Information

**Recommendation:**    There is no recommendation. The following minutes are for information only.  
a) Accessibility Advisory Committee Meeting - November 19, 2024

**Attachments:**        [Minutes: AAC - November 19, 2024](#)

**7. Notice(s) of Motion**

**8. New Business**

**9. Adjournment**

The next meeting is April 2, 2025.

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

## Meeting Minutes

### First Nations Relations Committee

---

Wednesday, November 27, 2024

1:30 PM

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

---

#### PRESENT

Directors: M. Tait (Chair) (EP), R. Windsor (Vice Chair), P. Brent (EP), B. Desjardins (EP), S. Kim (for M. Alto), M. Little, K. Murdoch, M. Wagner (for S. Goodmanson), K. Williams, C. McNeil-Smith (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; K. Morley, General Manager, Corporate Services; L. Edwards, Manager, Strategic Initiatives, First Nations Relations; C. Vernon, Manager, First Nations Relations; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director(s) M. Alto, S. Goodmanson

The meeting was called to order at 1:30 pm.

#### 1. Territorial Acknowledgement

Alternate Director Kim provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Williams, **SECONDED** by Director Murdoch,  
That the agenda for the November 27, 2024 First Nations Relations Committee meeting be approved.  
**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [24-1277](#)

Minutes of the October 23, 2024 First Nations Relations Committee Meeting

**MOVED** by Director Williams, **SECONDED** by Director Murdoch,  
That the minute of the First Nations Relations Committee meeting of October 23, 2024 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.



## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [24-1269](#) Inclusive Regional Governance Study Grant Update

C. Vernon presented Item 6.1. for information.

Discussion ensued on the following:

- differentiation between inclusive approach strategies
- further discussions and emerging relationships
- provincial consultation, ministry consultation report and next steps
- Declaration on the Rights of Indigenous Peoples Act action plan
- steering committee meeting and common themes amongst Nations

## 7. Notice(s) of Motion

There were no notice(s) of motion.

## 8. New Business

There was no new business.

## 9. Motion to Close the Meeting

### 9.1. [24-1274](#) Motion to Close the Meeting

**MOVED by Director Williams, SECONDED by Director Murdoch,  
That the meeting be close for intergovernmental negotiations in accordance with  
Section 90(2)(b) of the Community Charter.  
CARRIED**

The First Nations Relations Committee went into closed session at 2:02 pm.

The First Nations Relations Committee rose from closed session at 2:13 pm  
without report.

## 10. Adjournment

**MOVED by Director Murdoch, SECONDED by Director Williams,  
That the November 27, 2024 First Nations Relations Committee meeting be  
adjourned at 2:14 pm.  
CARRIED**

---

CHAIR

---

RECORDER

## Meeting Minutes

### Governance Committee

---

Wednesday, December 4, 2024

9:30 AM

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

---

#### PRESENT

Directors: M. Little (Chair), K. Armour (for B. Desjardins), S. Brice, G. Holman (EP), P. Jones, K. Murdoch, D. Murdock (EP), S. Tobias (EP), M. Wagner (for S. Goodmanson), C. McNeil-Smith (Board Chair, ex officio)

Staff: T. Robbins, Chief Administrative Officer; K. Morley, General Manager, Corporate Services; C. Neilson, Senior Manager, Human Resources & Corporate Safety; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director(s) C. Coleman, B. Desjardins, S. Goodmanson

The meeting was called to order at 9:30 am.

#### 1. Territorial Acknowledgement

Director Brice provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Brice, **SECONDED** by Director Murdoch,  
That the agenda for the December 4, 2024 Governance Committee meeting be approved.  
**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [24-1314](#) Minutes of the October 2, 2024 Governance Committee Meeting

**MOVED** by Alternate Director Armour, **SECONDED** by Director Murdoch,  
That the minutes of the Governance Committee of October 2, 2024 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [24-1076](#) Bylaw No. 4642: Changes to Officers and Officers' Titles

C. Neilson spoke to Item 6.1.

**MOVED by Director Brice, SECONDED by Director Murdoch,  
The Governance Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4642, cited as "Officers', General Managers' and Management Staff's Bylaw No.1, 2006, Amendment Bylaw No.8, 2024" be introduced and read a first, second, and third time.  
2. That Bylaw No. 4642 be adopted.  
CARRIED**

### 6.2. [24-1275](#) Amendments to Remuneration for Elected Officials of the Salt Spring Electoral Area

C. Neilson spoke to Item 6.2.

Discussion ensued on the delegated and final decision making power of local community commission members.

**MOVED by Director Holman, SECONDED by Director Brice,  
The Governance Committee recommends to the Capital Regional District Board:  
That the Capital Regional District Board approve the Board Remuneration and Travel Expense Reimbursement Policy as amended, effective January 1, 2025.  
CARRIED**

### 6.3. [24-1286](#) 2025 Appointment of Liaison to Accessibility Advisory Committee

K. Morley spoke to Item 6.3.

**MOVED by Director Murdoch, SECONDED by Director Brice,  
The Governance Committee recommends to the Capital Regional District Board:  
That Chair Little be appointed as the Governance Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2025.  
CARRIED**

### 6.4. [24-1290](#) Previous Minutes of Other CRD Committees and Commissions for Information

**The following minutes were received for information:  
a) Accessibility Advisory Committee Meeting - September 17, 2024**

## 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 Murdoch, **SECONDED** by Alternate Director Wagner,  
That the December 4, 2024 Governance Committee meeting be adjourned at  
9:42 am.  
**CARRIED**

---

CHAIR

---

RECORDER

**REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 5, 2025**

---

**SUBJECT**     **2025 Governance and First Nations Relations Committee Terms of Reference**

**ISSUE SUMMARY**

To provide the 2025 Governance and First Nations Relations Committee Terms of Reference for information.

**BACKGROUND**

Under the *Local Government Act* and the CRD Board Procedures Bylaw, the CRD Board Chair has the authority to establish Standing Committees and to appoint members to provide advice and recommendations to the Board.

On January 8, 2025, the CRD Board approved the 2025 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the committees and members.

One major change to the CRD Board standing committee structure for 2025 is the combination of the Governance Committee and First Nations Relations Committee. A new Terms of Reference has been prepared for the new Governance and First Nations Relations Committee. In addition, the Victoria Family Court and Youth Justice Committee has been added as a committee that will report through this committee.

The approved 2025 Governance and First Nations Relations Committee TOR is attached as Appendix A, and a redlined copy is attached as Appendix B.

The TOR are being provided for information to the Committee. Any proposed revisions to the TOR will require ratification by the Board.

**CONCLUSION**

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members. Any future revisions to the TOR will require ratification by the Board.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: 2025 Governance and First Nations Relations Committee Terms of Reference –  
Approved

Appendix B: 2025 Governance and First Nations Relations Committee Terms of Reference –  
Redlined

# Terms of Reference



## GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Governance and First Nations Relations Committee is a standing committee established by the CRD Board to make recommendations to the Board regarding items related to governance, corporate administration, and building strong government-to-government relationships with First Nations.

The Capital Regional District (CRD) spans the traditional territories of over 20 First Nations, of which 11 have Reserve lands and 9 of those are populated. The Committee will provide support to the Board to provide advice and direction to the Board on matters that directly or indirectly affect those relationships.

The Committee will also provide advice to the Board on agenda items for Committee of the Whole meetings.

The Committee's official name is to be:

Governance and First Nations Relations Committee

### 1.0 PURPOSE

(a) To consider governance and corporate administration matters and make recommendations to the Board or to the Committee of the Whole regarding the following functions:

- i. Board, committee and commission governance and meeting procedures;
- ii. General governance issues such as communication, access and accountability processes;
- iii. Corporate administration and operations such as but not limited to:
  - Labour Relations and Human Resource Matters
  - Internal and external communications systems
  - Intergovernmental relations
- iv. Legal and Risk Management;
- v. Matters related to accessibility;
- vi. Identification of items of regional interest and/or items that are relevant to more than one standing committee that are better suited for consideration at a Committee of the Whole meeting;

(b) The mandate of the Committee includes providing advice and making recommendations to the Board regarding the following functions relating to First



Nation governments:

- i. Advise on programs and activities that strengthen relationships between the CRD and First Nations within the region;
  - ii. Understand and provide advice to the Board on the implications of the BC Treaty process where it intersects with local government interests;
  - iii. Provide guidance on the coordination of regional events such as a Forum of all Councils;
  - iv. Make recommendations to the Board on the initiatives identified in the First Nations Task Force Final Report; and
  - v. Review progress on Reconciliation with First Nations and make recommendations to support continued efforts.
- (c) The Committee may also make recommendations to the Board to advocate to provincial and federal governments on matters affecting the Regional District.
- (d) The following committees will report through the Governance Committee
  - i. Accessibility Advisory Committee
  - ii. Victoria Family Court and Youth Justice Committee
- (e) The Committee may establish an Appointment Advisory Committee, on an as-and-when needed basis, responsible for reviewing applications and making recommendation for appointments to external boards and the Accessibility Advisory Committee.
  - i. The Appointment Advisory Committee is permitted to meet in closed when evaluating public member applications.

## **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

## **3.0 COMPOSITION**

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

#### **4.0 PROCEDURES**

- a) The Committee shall meet on a bi-monthly basis and have special meetings, as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration;
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business; and
- e) The above procedures may be relaxed or suspended by majority vote of the Committee in order to facilitate unstructured discussions and consensus-based outcomes.

#### **5.0 RESOURCES AND SUPPORT**

- a) The General Manager of Corporate Services will provide strategic support and will act as liaison to the Committee;
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department; and
- c) The Executive Services Department will provide additional Committee support as required.

*Approved by CRD Board January 8, 2025*

# Terms of Reference



## GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Governance and First Nations Relations Committee is a standing committee established by the CRD Board to make recommendations to the Board regarding items related to governance, corporate administration, and building strong government-to-government relationships with First Nations.

The Capital Regional District (CRD) spans the traditional territories of over 20 First Nations, of which 11 have Reserve lands and 9 of those are populated. The Committee will provide support to the Board to provide advice and direction to the Board on matters that directly or indirectly affect those relationships.

The Committee will also provide advice to the Board on agenda items for Committee of the Whole meetings.

The Committee's official name is to be:

Governance and First Nations Relations Committee

### 1.0 PURPOSE

(a) To consider governance and corporate administration matters and make recommendations to the Board or to the Committee of the Whole regarding the following functions:

- i. Board, committee and commission governance and meeting procedures;
- ii. General governance issues such as communication, access and accountability processes;
- iii. Corporate administration and operations such as but not limited to:
  - Labour Relations and Human Resource Matters
  - Internal and external communications systems
  - Intergovernmental relations
- iv. Legal and Risk Management;
- v. Matters related to accessibility;
- vi. Identification of items of regional interest and/or items that are relevant to more than one standing committee that are better suited for consideration at a Committee of the Whole meeting;

(b) The mandate of the Committee includes providing advice and making recommendations to the Board regarding the following functions relating to First

**Nation governments:**

- i. Advise on programs and activities that strengthen relationships between the CRD and First Nations within the region;
  - ii. Understand and provide advice to the Board on the implications of the BC Treaty process where it intersects with local government interests;
  - iii. Provide guidance on the coordination of regional events such as a Forum of all Councils;
  - iv. Make recommendations to the Board on the initiatives identified in the First Nations Task Force Final Report; and
  - v. Review progress on Reconciliation with First Nations and make recommendations to support continued efforts.
- (c) The Committee may also make recommendations to the Board to advocate to provincial and federal governments on matters effecting the Regional District.
- (d) The following committees will report through the Governance Committee
  - i. Accessibility Advisory Committee
  - ii. Victoria Family Court and Youth Justice Committee
- (e) The Committee may establish an Appointment Advisory Committee, on an as-and-when needed basis, responsible for reviewing applications and making recommendation for appointments to external boards and the Accessibility Advisory Committee.
  - i. The Appointment Advisory Committee is permitted to meet in closed when evaluating public member applications.

## **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

## **3.0 COMPOSITION**

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

#### **4.0 PROCEDURES**

- a) The Committee shall meet on a bi-monthly basis and have special meetings, as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration;
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business; and
- e) The above procedures may be relaxed or suspended by majority vote of the Committee in order to facilitate unstructured discussions and consensus-based outcomes.

#### **5.0 RESOURCES AND SUPPORT**

- a) The General Manager of Corporate Services will provide strategic support and will act as liaison to the Committee;
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department; and
- c) The Executive Services Department will provide additional Committee support as required.

*Approved by CRD Board* \_\_\_\_\_

**REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 5, 2025**

---

**SUBJECT     2025 Appointments Advisory Committee**

**ISSUE SUMMARY**

Establish membership to the Appointments Advisory Committee for the current year.

**BACKGROUND**

On April 14, 2021, the CRD Board adopted the policy titled “*CRD Appointment of Public Members to External Boards*” attached as Appendix A.

The purpose of this policy is to ensure that the most suitable candidates are selected and appointed as CRD Representatives, and to ensure that the process of appointing Public Members to an External Board is inclusive, transparent, and consistently applied. The policy defines the establishment of an Appointment Advisory Committee as an advisory committee responsible for reviewing applications and making recommendations for public member appointments to the CRD Board.

Section 1.0(c) of the Governance and First Nations Relations Committee’s Terms of Reference states:

*(c) The Committee may establish an Appointment Advisory Committee, on an as-and-when needed basis, responsible for reviewing applications and making recommendation for appointments to external boards.*

*i. The Appointment Advisory Committee is permitted to meet in closed when evaluating public member applications.*

The decision before the Committee is to appoint three of its members to the Appointments Advisory Committee. Historically, the Chair of the Governance Committee has also served as the Chair to the Appointments Advisory Committee.

**ALTERNATIVES**

*Alternative 1*

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the membership of the Appointments Advisory Committee for 2025 include Governance and First Nations Relations Committee Chair Little and the following two committee members: Director [X], and Director [Y].

*Alternative 2*

That this report be referred to the Capital Regional District Board for a decision on appointing three members to the Appointments Advisory Committee for 2025.

## **IMPLICATIONS**

The CRD has received notice of the following vacancies requiring appointments in 2025:

- **Royal & McPherson Theatres Society:** Appointment of one Appointed Director for a 2-year term by the March 12, 2025 Board meeting.
- **Accessibility Advisory Committee:** Annual appointment for expired and vacant members for a 2-year term by the December 10, 2025 Board meeting.

Legislative Services staff will prepare the call for expressions of interest and work with CRD Corporate Communications on posting the opportunity to serve on the external boards listed above. Staff will bring forward a report to a Closed meeting of the Appointments Advisory Committee that will include a matrix showing which individuals have met the eligibility requirements and established member criteria. The Appointments Advisory Committee will then make a recommendation to the CRD Board for appointment.

## **CONCLUSION**

The Appointments Advisory Committee is a sub-committee of the Governance and First Nations Relations Committee. The Committee appoints up to three of its members annually to serve on the Appointments Advisory Committee. Appointments considered by this Committee include the Accessibility Advisory Committee (annually) and external boards (as required) when members of the public may be appointed as CRD Representatives. The Appointments Advisory Committee will review the applicants and then make a recommendation to the CRD Board for appointment.

## **RECOMMENDATION**

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the membership of the Appointments Advisory Committee for 2025 include Governance and First Nations Relations Committee Chair Little and the following two committee members: Director [X], and Director [Y].

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

## **ATTACHMENT(S)**

Appendix A: CRD Appointment of Public Members to External Boards Policy



Making a difference...together

## CAPITAL REGIONAL DISTRICT CORPORATE POLICY

Policy Type	Board		
Section			
Title	<b>CRD Appointment of Public Members to External Boards</b>		
Adopted Date	April 14, 2021	Policy Number	BRD08
Last Amended			
Policy Owner	Legislative Services		

### 1. POLICY:

The intent of the policy is to establish a standard process for the CRD Board's appointment of Public Members to External Boards.

### 2. PURPOSE:

The purpose of this policy is to ensure that the most suitable candidates are selected and appointed as CRD Representatives, and to ensure that the process of appointing Public Members to an External Board is inclusive, transparent and consistently applied.

### 3. SCOPE:

This policy applies to the filling of vacancies when Public Members are eligible for appointment as a CRD representative or nominee to an External Board.

This policy is intended to supplement, not replace, the appointment processes already prescribed in the establishing governance documents for the External Board. Where sections of this policy conflict with requirements set out in legislation or bylaws, the requirements of those governing documents will prevail.

This policy does not apply to the appointment of CRD Board Members or Municipal Councillors.

### 4. DEFINITIONS:

**"Appointment"** means a resolution by the CRD Board to nominate or appoint a Public Member to an External Board.

**"Appointment Advisory Committee"** means an advisory committee responsible for reviewing applications and making recommendations for public member appointments.

**"CRD Board"** means the governing and executive bodies of the Capital Regional Board, Capital Regional Hospital District Board, and Capital Region Housing Corporation.

**"External Board"** means a non-CRD Board or committee, including but not limited to a society, corporation, foundation, public utility or authority, which has a CRD-appointed or nominated representative as a member.



**“Public Member”** means an individual who is not a CRD Board Member or Municipal Councillor.

## **5. PROCEDURE:**

### **5.1. Confirmation of Vacancies**

- Legislative Services staff will monitor membership terms and vacancies in accordance with the relevant legislation, bylaw, and terms of reference, as applicable.
- External Boards seeking appointments may specify preferred qualifications or areas of experience for prospective CRD Representatives.

### **5.2. Call for Expressions of Interest**

- Calls for expressions of interest will be posted to the CRD website and on social media.
- Expressions of interest for available vacancies may be published in a local newspaper or posted in a local meeting place.
- Expressions of interest must be open for a period of no less than 30 days from the first date of publication of the call for expression of interest.

### **5.3. Consideration of Candidates & Appointments**

- CRD staff will prepare a Closed staff report for consideration by the Appointment Advisory Committee during a Closed meeting in accordance with Section 90(1)(a) of the *Community Charter*.
- The Closed staff report must include the following information:
  - **Candidates:** naming of all individuals who have expressed interest by the deadline and may include materials they have submitted;
  - **Re-appointments:** Identify any individuals currently serving on the committee/commission and seeking re-appointment;
  - **Eligibility-Criteria Matrix:** When applicable, a matrix showing which individuals have met the eligibility requirements and member criteria.
  - **Recommendation:** Recommendation to nominate or appoint will be made in accordance with the External Board governing documents and confirmed by a resolution of the CRD Board.
- The appointment of individuals will be determined by a non-weighted all majority vote by the CRD Board.

### **5.4. Communicating and Tracking Appointments**

- Legislative Services staff will send written notice and a certified copy of the CRD Board's resolution to the External Board informing them of the appointment.
- Legislative Services staff will maintain the pertinent contact information of Public Members, along with the appointment information of the External Board to which they have been appointed.

## **6. SCHEDULE:**

Schedule A: External Boards with Public Member Appointments

**7. AMENDMENT(S):**

<b>Adoption Date</b>	<b>Description:</b>
April 14, 2021	

**8. REVIEW(S):**

<b>Review Date</b>	<b>Description:</b>
April 2026	

**9. RELATED POLICY, PROCEDURE OR GUIDELINE:**

CRD Board Procedures Bylaw (No. 3828)

Guidelines for CRD Commissions Policy

Non-Disclosure / Confidentiality Agreement for CRD Commissions Policy

## SCHEDULE A

### External Boards with Public Member Appointments

Member Agency Boards	Representation Type	Appointment vs. Nomination	Term Length	Current Membership	Governing Documents
BC Ferry Authority	Southern Vancouver Island <i>CVRD or CRD Representative</i>	Nomination	3 years	CVRD Public Member	<i>Coastal Ferry Act/ BC Ferry Bylaw</i>
CREST Corporation	Director	Nomination	2 years	3 Public Members	<i>ECC Act</i>
Greater Victoria Harbour Authority	Member Director	Nomination	2 years	CRD Director	Board Recruitment Policy BRD06
Island Corridor Foundation	Director	Nomination	2 years	CRD Director	ICF Bylaw
Royal and McPherson Theatres Society	Appointed Director	Appointment	2 years <i>RMTS Board may re-appoint (up to 6 years)</i>	3-5 Public Members	RMTS Bylaw
Victoria Airport Authority	CRD Representative	Nomination	3 years	Public Member	VAA Bylaw No. 3

## REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 5, 2025

---

**SUBJECT**     First Nations Relations Operational Update

### **ISSUE SUMMARY**

To provide an update on recent initiatives supporting the Board's priority of advancing respectful relationships with First Nations.

### **BACKGROUND**

#### *Inclusive Regional Governance*

The Inclusive Regional Governance Study Grant has now concluded. A draft final report was brought to the Board on December 11, 2024, circulated to First Nations for their review, and then submitted to the Province in December 2024 with very minor amendments.

Discussions with First Nations regarding inclusive governance continue. Staff met with P'a:chi:da?aht (Pacheedaht) First Nation Chief and Council on January 24<sup>th</sup> to provide an overview of regional district operations and to discuss the Nation's input regarding next steps for inclusive governance. x<sup>w</sup>sepsəm (Kosapsəm) Nation has also requested a similar session with Chief and Council; staff are working to schedule this.

The Province will be reviewing the input from the Capital Regional District (CRD) and other regional districts that participated in the Study Grant, and then determining their next steps towards furthering inclusive governance at regional district boards. The Province is planning to continue to host regular meetings of the regional districts that participated in the Study Grant, to provide input as the Province determines their next steps. CRD staff will continue to participate in these meetings. Additionally, through quarterly intergovernmental meetings with the Province and other opportunities the CRD will continue to share the feedback from First Nations and press the Province to take further steps to implement action item 1.11 from the Declaration Act Action Plan.

#### *Government-to-Government Relationship Building Initiative*

Following the Government-to-Government Relationship Building Initiative Summary Report that was shared with the Board on May 8, 2024, the CRD has taken steps to implement the recommendations of that report. Specifically, the First Nations Relations Division is working closely with other CRD Divisions to encourage respectful engagement timelines and capacity funding where required be incorporated into any First Nations engagement processes.

The First Nations Relations Division is continuing to collaborate with First Nations to develop and implement protocol agreements. The protocol agreements under discussion, also known as Memorandums of Understanding or cooperation agreements, outline priority topics for collaboration and mechanisms for engagement.

Staff have found that regular leadership-level and staff-level meetings with First Nations can provide a more respectful and reciprocal mechanism for engagement in which each party can share their priorities and interests and opportunities for collaboration. First Nations Relations staff work closely with other CRD Divisions in the development of MOU implementation workplans, to

ensure that operational requirements and feasibility are considered along with First Nations' priorities.

#### *Reconciliation Action Plan*

CRD Initiative 15a-3 outlined in the 2023-2026 Corporate Plan commits the CRD to “Partner with First Nations to develop, monitor, and report out on an organization-wide Reconciliation Action Plan” and Board Priority 4a directs CRD staff to develop and implement concrete actions that support reconciliation. The First Nations Relations Division staff are beginning a process to collaborate with First Nations, the CRD Board and all CRD Divisions to create a comprehensive Reconciliation Action Plan with engagement principles, measurable actions and strategic initiatives to advance reconciliation across the CRD. This plan will foster stronger government-to-government relationships, support Indigenous rights, and integrate reconciliation into all CRD Divisions' operations, creating a collaborative environment for ongoing learning and accountability. Updates will be forthcoming.

#### *Archaeology / Heritage Conservation*

Staff continue to build relationships and collaborate closely with involved First Nations leadership, staff, cultural workers and Guardians in archaeological and cultural heritage management and protection. The First Nations Relations Division holds regular meetings with many First Nations to bring forward land altering works from across CRD service delivery that have the potential to impact archaeological sites. The CRD Archaeology Manager then collaborates with First Nations staff and technical experts to develop an archaeological management approach.

CRD has standing offer agreements in place, two with First Nations and one with an organization representing two First Nations, for the provision of cultural and Guardian services to support park maintenance, routine operations and construction projects throughout the region. The agreements also cover the provision of training and knowledge sharing to staff and volunteers, for example Elders providing cultural awareness sessions through land-based meetings to staff and volunteers.

Over the past year the First Nations Relations Division has responded to queries from municipalities and regional districts across the province regarding best practices and processes for archaeological and cultural heritage management. Requests for information have come from the City of Coquitlam, Comox Valley Regional District, City of Cranbrook, City of Kelowna, Metro Vancouver, Sunshine Coast Regional District, District of North Saanich, District of Saanich, and the Islands Trust. In addition, the Manager of Archaeology has presented to a Local Trust Commission, was invited by Gulf Islands National Parks Reserve to meet with Penelakut council member and knowledge holders and has just received a special invitation from First Nations to witness and contribute to the Coastal Erosion Winter Working Group Meeting Series. The Manager of Archaeology has been providing ongoing input into proposed changes to the *Heritage Conservation Act* with an eye to addressing operational aspects that have implications on local governments, and has been invited to present two sessions to the Western Canada Onsite Wastewater Management Association's convention in February 2025.

#### *Training & Educational Opportunities*

Indigenous Cultural Perspectives training is offered as a foundational training for all new staff, delivered by Indigenous Perspectives Society and First Nations Relations Division staff. Two online trainings were offered in 2024.

Archaeology Policy and Process, Heritage Site Conservation, and Archaeological Chance Find Management training are provided to staff, volunteers and contractors involved in land altering works, by the Manager of Archaeology. Over the past year Indigenous Elders have helped offer these trainings, when available. These trainings have resulted in the identification of and subsequent avoidance of impacts to regulated archaeological sites and areas of cultural significance. There is an increasing appetite for additional training and land-based learning from staff and the public. Ten trainings were offered in 2024, including three with Elders in a land-based setting.

Significant and ongoing learning occurs more informally, through meetings and site visits and on-the-ground collaborative projects. CRD Directors gained an enhanced understanding of First Nations' realities, culture, history, governance aspirations and community priorities as well as the ongoing impacts of colonization through participation in government-to-government meetings and site visits. Upcoming protocol agreement signing ceremonies are anticipated to be an opportunity for Directors to learn about First Nations culture, protocol, and priorities.

CRD staff have learned directly from Indigenous Elders, leadership and community members through staff-level meetings, site visits, and project-specific collaborations such as ecological restoration projects. The First Nations Relations Division will continue to prioritize facilitating opportunities for CRD staff and leadership to learn directly from First Nations through collaboration, dialogue and relationship building.

#### *Integrating First Nations Reconciliation as a Corporate Lens*

Across all staff reports, staff are asked to consider the First Nations implications of their projects. The First Nations Implications Guidance Document supports staff in identifying and addressing First Nations implications related to project planning and implementation and will also be referenced as a resource for staff in upcoming service planning. The impact of a proposed project on First Nations relations is a factor considered in service planning.

#### *Supporting CRD Projects & Initiatives*

The First Nations Relations Division provides support, guidance and advice to other CRD Divisions regarding First Nations engagement and related considerations for project planning, timelines, budgets and implementation. Some of the projects recently supported include:

- Water and wastewater operations and planning, including site upgrades at the Maliview Wastewater Treatment Plant, various inlet chambers, flow meter installs and manhole rehabilitations, a planned bypass at McLoughlin Point, and an infrastructure feasibility study for water and wastewater servicing in Port Renfrew;
- Invasive plant species management, including training volunteers on archaeology and heritage conservation and working with T'Sou-ke Nation to address knotweed in the Sooke River;
- Land acquisition and disposition;
- Community park management in the Electoral Areas, including supporting First Nations input into a What We Heard summary document for Mount Maxwell Community Park on Salt Spring Island, and supporting the Galiano Island Parks and Recreation Commission with upcoming First Nations engagement on the development of a Master Plan for Galiano Community Parks;
- Solid waste management and operations, including negotiating a solid waste partnership agreement with the WSÁNEĆ Leadership Council and working with P'a:chi:da?ah̓t (Pacheedaht) First Nation to close and clean-up their temporary transfer site and on Port

Renfrew waste transfer site operations;

- Implementation of the new Emergency and Disaster Management Act, through supporting the CRD and municipalities to consider jointly engaging with local First Nations;
- Supporting with First Nations engagement on the Water Supply Area Development Cost Charges and Strategic Plan;
- Environmental monitoring by First Nation Guardians in the Watershed;
- Supporting First Nations engagement into Regional Parks management plans and capital projects, for example at East Sooke Regional Park, Mount Work Regional Park, St John Point Regional Park and with portal signs across the region;
- Juan de Fuca Land Use Planning collaborations with P'a:chi:da?aht (Pacheedaht) First Nation on the process to update the Port Renfrew Official Community Plan;
- Shoreline stabilization and water quality at Coles Bay Regional Park, with BOKEĆEN (Pauquachin) First Nation; and
- Collaborating with P'a:chi:da?aht (Pacheedaht) First Nation on identifying and mapping areas of archaeological and cultural significance to inform future project planning and service delivery.

## **CONCLUSION**

The recent initiatives highlighted in this report illustrate the variety of ways in which the CRD is operationalizing Board commitments to reconciliation. The work of the First Nations Relations Division, in collaboration with other CRD Divisions, supports the Board priority of advancing strong relationships with First Nations.

## **RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Caitlyn Vernon, MES, Manager, First Nations Relations
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

## REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 5, 2025

---

### **SUBJECT**     Public Website Redesign Update

### **ISSUE SUMMARY**

This report provides an update on the Public Website Redesign Project, which remains on schedule for its planned launch in March 2025.

### **BACKGROUND**

The CRD public website ([www.crd.bc.ca](http://www.crd.bc.ca)) remains a crucial communication tool with more than 2 million visits per year. The current design and navigation systems have been in place since 2014, and a redesign project was brought forward as part of the service planning process to better meet community needs and expectations.

The Public Website Redesign Project began in 2023 and is reflected in the Corporate Plan as initiative 12b-3: Modernize the [crd.bc.ca](http://crd.bc.ca) website. The project aims to modernize the CRD website's design and navigation systems and create a user-friendly, dynamic and accessible virtual front counter that will serve the organization for years to come.

The project includes a change in content management systems from Sitefinity to Drupal and has been designed to meet international accessibility standards, WCAG 2.2 AA. It also aims to update the current URL to a shorter, modern URL ([www.crd.ca](http://www.crd.ca)) and includes five microsites:

- Capital Region Housing Corporation
- Panorama Recreation
- Prepare Yourself
- SEAPARC
- SSIPARC

Additional information about the project goals and objectives are included in Appendix A, Project Presentation.

### **Planning and Design Phase**

Following competitive procurement, work with the vendor (Upanup) began in January 2024. They started by analyzing data already collected and identifying ways to engage with residents to help inform decisions.

The first engagement with residents began in March 2024 with sitemap usability testing. The CRD invited residents to take a quick online test of the sitemap through website banners and social media. The tests gave residents a set of scenarios and asked them to click through a menu of links to tell us where they would click to find information or where they would get lost. This feedback led to several changes to the sitemap and how pages are organized.



Next, seven residents participated in 1:1 moderated design usability sessions in May 2024. These 1-hour sessions gave the project useful insights that informed changes to the home page and other layouts ahead of final designs approved in June.

Conducting this research both with internal and external user groups was important to get a holistic understanding of how users with different needs and levels of experience navigate the website.

The outcome of this phase included delivery of design concepts for the main CRD website and each of the microsites. An overview of the concepts is provided under Appendix B.

### **Content Phase**

The content phase started with an audit of all pages from May to October 2024. In November, content started being moved to Drupal. During migration, content was checked against accessibility standards and styling was applied for consistency.

### **Development Phase**

Development began in July 2024, with regular check-ins between the vendor and staff on components requiring integration with other systems or clarification of requirements prior to delivering the website to the CRD for testing during the beta phase.

The Technology & Digital Transformation team has been advancing the “myCRD” account concept in tandem with the website project. A “myCRD” account will provide residents with a single login to access a variety of CRD online services.

The new website will be the first tool to use the “myCRD” account, starting with utility billing and business opportunities. This integration marks a significant step in building a seamless and scalable system for managing resident and business interactions. Further details about additional integrations and their progress can be found in Appendix C.

### **Beta Testing & Training Phase**

The beta testing & training phase started on January 6 and runs until February 27. During this phase, staff are reviewing all six websites before they go live and documenting any bugs, issues or enhancements for the vendor to address ahead of launch.

### **Launch Phase**

CRD staff and the vendor will coordinate steps required for a successful launch and operational handoff. This includes coordination related to search optimization and indexing by major search engines. Communication activities related to launch include an update to the home page of each website, social media messaging and an internal lunch and learn session.

## **IMPLICATIONS**

### *Alignment with Board & Corporate Priorities*

The website redesign project aligns with Board Priority initiative 5d) Foster greater civic participation among diverse community members, and is in the Corporate Plan as initiative 12b-3) Modernize the crd.bc.ca website.

### *Alignment with Existing Plans & Strategies*

The new websites once launched are foundational to both the Communications & Engagement Strategic Plan and a Digital Strategy for the CRD. They also support the CRD Accessibility Plan objective to “ensure communication materials are more accessible.”

### *Equity, Diversity & Inclusion Implications*

A key goal of the project is to design a website that meets internationally recognized web standards set by the World Wide Web Consortium (W3C). Their Web Content Accessibility Guidelines (WCAG) set the standard for making web content more accessible to people with disabilities and we aim to meet WCAG version 2.2 level AA across all pages.

The project also focused on reducing the reading level of web pages, knowing that plain language can reduce barriers and build trust. Efforts to simplify language will not end when the website launches given the amount of content staff create, update and publish on a regular basis.

A ‘translate’ feature has been added to the website and microsites in support of our commitment to inclusion, and a feedback form has been added to every web page to proactively invite feedback to identify areas where content needs to be improved or simplified for all users.

### *Financial Implications*

The total combined capital and one-time implementation budget for this project is \$754,000, including additional internal short-term staff resources and the vendor contract. The project is on track for completion on time and within budget.

There are no ongoing changes to operational funding for the web team, which consists of two staff members within Corporate Communications & Engagement. These staff will continue to receive project and change management support from the Technology & Digital Transformation (TDT) team. Additionally, a hosting and maintenance agreement with Upanup ensures continuous technical support to complement the efforts of internal staff.

### *Service Delivery Implications*

The domain name change from [www.crd.bc.ca](http://www.crd.bc.ca) to [www.crd.ca](http://www.crd.ca) is limited to the public website at this time. Changes beyond the website such as email addresses and other platforms are not planned at this time.

The website introduces several new features designed to enhance how residents interact with CRD services and stay informed. Email subscription options allow users to receive updates on topics of interest, ensuring they remain aware of important changes, events, and service updates.

Additionally, the website includes dedicated community pages that provide tailored information for specific areas within the CRD, helping residents quickly locate relevant resources and updates.

The hosting and maintenance agreement with Upanup provides 24x7 support and a highly available, resilient cloud-based hosting solution.

Beyond the project, the Board Portal that CRD Directors use to view correspondence will have a new website URL. Further details will be shared with Board members closer to the change.

### **CONCLUSION**

The CRD is modernizing its public website with an updated look and feel, along with improved navigation and accessibility features. The Public Website Redesign Project is progressing as planned and remains within budget and on track for launch in March 2025.

### **RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Zoe Gray, Manager, Website & Public Engagement
Concurrence:	Andy Orr, Senior Manager, Corporate Communications
Concurrence:	Chris Hauff, Senior Manager, Technology & Digital Transformation
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

### **ATTACHMENT(S)**

Appendix A: Presentation

Appendix B Part 1: Design Concept – CRD

Appendix B Part 2: Design Concept – CRHC

Appendix B Part 3: Design Concept – Panorama Recreation

Appendix B Part 4: Design Concept – SEAPARC

Appendix B Part 5: Design Concept – Salt Spring Island PARC

Appendix B Part 6: Design Concept – PrepareYourself.ca

Appendix C: Integrations

# Website Redesign Project

Governance & First Nations Relations Committee

February 5, 2025

# Background

- The current version of our website launched over 10 years ago after 2 years of research, development and design.
- Users' perception of the website resulted in an average of 3.7 out of 5 when assessing usability, credibility, loyalty and appearance.



Usability



Credibility



Loyalty



Appearance

# Project Goals & Objectives

- Improve user experience
- Increase accessibility
- Improve navigation & search functionality
- Optimize for mobile
- Update content & information/promote transparency
- Integrate with digital tools and add more email notifications
- Strengthen security & privacy





# Our Approach

## Internal Research

Staff workshops to develop personas and capture user stories

## External Research

Sitemap was tested by members of the public and one on one sessions further informed the design and navigation

## Best Practices

Pages are being updated and tested against accessibility standards.

We are adding more email subscription options and asking for feedback on every page.

Plain language training for staff and less formal tone.



# Key Features



Website URL Change  
[www.crd.bc.ca](http://www.crd.bc.ca) > [www.crd.ca](http://www.crd.ca)



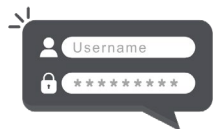
myRecyclopedia > “What Goes Where”  
app & web search



Email Subscription Email  
subscriptions for: News, Alerts,  
Public Notices, Water Outages



Side-Wide Feedback forms



My CRD log in to access CRD Water  
Billing and Business Opportunities



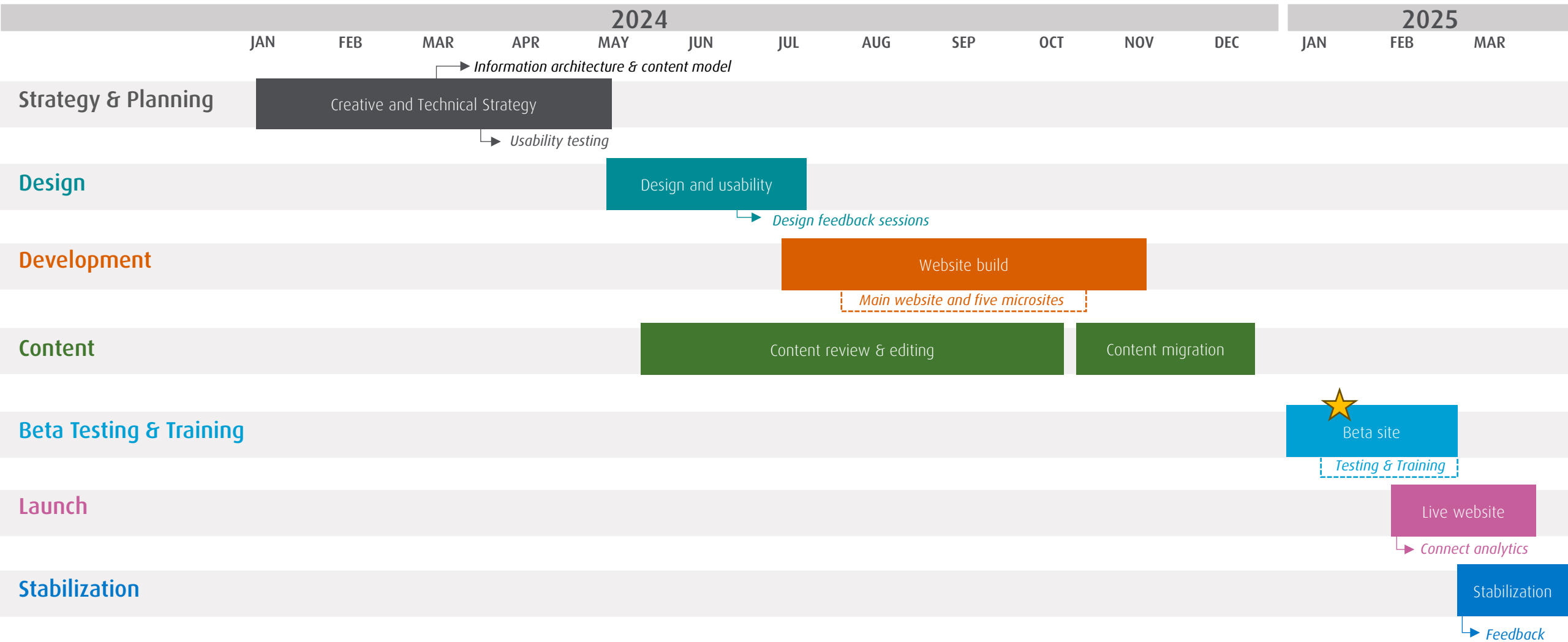
Translation feature to improve accessibility  
and functionality on screen readers

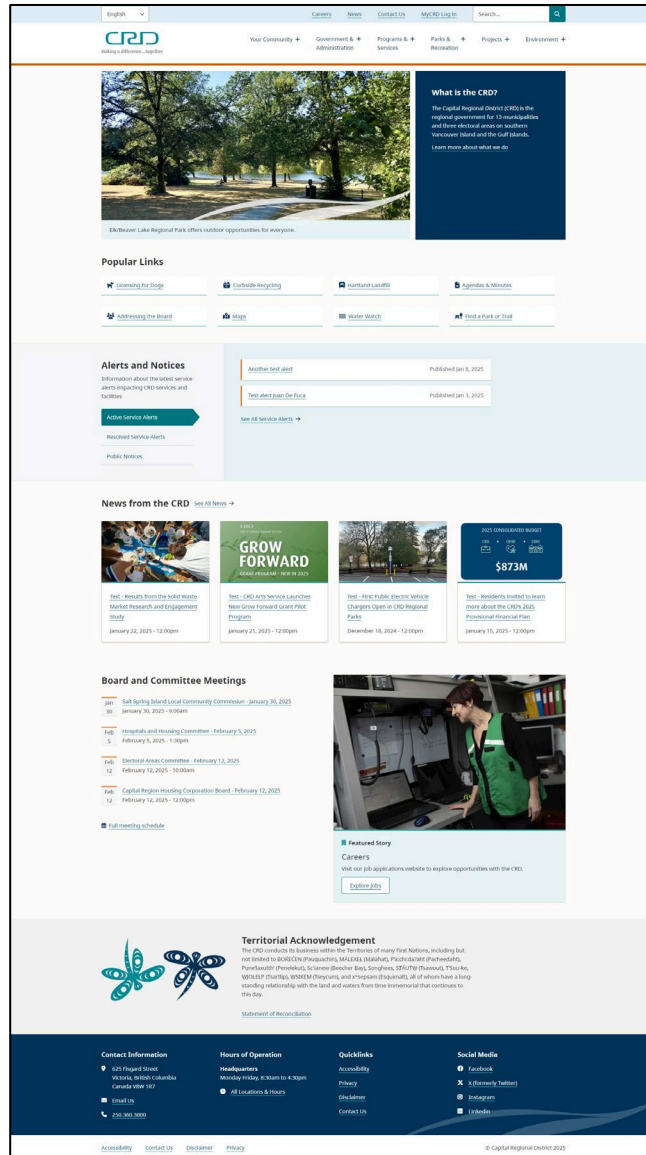


These features allow us to build future strategies to deliver additional online tools



# Website Redesign timeline





## Appendix B Design Concepts:

CRD  
CRHC  
Panorama  
SEAPARC  
SSIPARC  
PrepareYourself



Elk/Beaver Lake Regional Park offers outdoor opportunities for everyone.

### What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands.

[Learn more about what we do](#)

Popular Links

 [Licensing for Dogs](#)

 [Curbside Recycling](#)

 [Hartland Landfill](#)

 [Agendas & Minutes](#)

 [Addressing the Board](#)

 [Maps](#)

 [Water Watch](#)

 [Find a Park or Trail](#)

Alerts and Notices

Information about the latest service alerts impacting CRD services and facilities

Active Service Alerts

Resolved Service Alerts

Public Notices

Another test alert

Published Jan 8, 2025

Test alert Juan De Fuca

Published Jan 3, 2025

[See All Service Alerts](#) →

News from the CRD [See All News](#) →



[Test - Results from the Solid Waste Market Research and Engagement Study](#)

January 22, 2025 - 12:00pm



[Test - CRD Arts Service Launches New Grow Forward Grant Pilot Program](#)

January 21, 2025 - 12:00pm



[Test - First Public Electric Vehicle Chargers Open in CRD Regional Parks](#)

December 18, 2024 - 12:00pm



[Test - Residents invited to learn more about the CRD's 2025 Provisional Financial Plan](#)

January 15, 2025 - 12:00pm

Board and Committee Meetings

Jan 30

[Salt Spring Island Local Community Commission - January 30, 2025](#)

January 30, 2025 - 9:00am

Feb 5

[Hospitals and Housing Committee - February 5, 2025](#)

February 5, 2025 - 1:30pm

Feb 12

[Electoral Areas Committee - February 12, 2025](#)

February 12, 2025 - 10:00am

Feb 12

[Capital Region Housing Corporation Board - February 12, 2025](#)

February 12, 2025 - 12:00pm

 [Full meeting schedule](#)



Featured Story

Careers

Visit our [Job applications website](#) to explore opportunities with the CRD.

[Explore jobs](#)



Territorial Acknowledgement

The CRD conducts its business within the Territories of many First Nations, including but not limited to BOKEĆEN (Pauquachin), MÁLEXEL (Malahat), Paçhiçdaht (Pacheedaht), Puxelaxuth (Penelekut), Sclanew (Beecher Bay), Songhees, STAUTW (Tsawout), T'Sou-ke, YJOELP (Tsartlip), WSIKEM (Tseycum), and x'seçsəm (Esquimalt), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.

[Statement of Reconciliation](#)

Contact Information

 625 Fisgard Street  
Victoria, British Columbia  
Canada V8W 1R7

 [Email Us](#)

 250.360.3000

Hours of Operation

**Headquarters**  
Monday-Friday, 8:30am to 4:30pm

 [All Locations & Hours](#)

Quicklinks

[Accessibility](#)

[Privacy](#)

[Disclaimer](#)

[Contact Us](#)

Social Media

 [Facebook](#)

 [X \(formerly Twitter\)](#)

 [Instagram](#)

 [LinkedIn](#)



## Building Community

We are passionate about delivering affordable, attractive, inclusive, and sustainable housing for residents within the capital region.

[Our properties →](#)



## Properties

Vacancy

**West Park**  
View Royal  
Apartment Complex  
Vacancy

Waitlist

**Prosser Place**  
Central Saanich  
Apartment Complex  
Waitlist Available

Coming Soon

**Hockley House**  
Langford  
Apartment Complex  
Coming Soon

[All properties >](#)

## How can we help you?

[Tenant Services](#)

[Finding a Home](#)



### Paying Your Rent

Tenant's rent payments must be paid on or before the first day of each month.



### Maintenance Request

Submit a maintenance request if you have an issue with your home and require assistance.



### Ending Your Tenancy

Find out the requirements for ending your tenancy and moving out of your suite.



### Contact Us

Connect with us directly for inquiries, feedback, or any assistance you may need.



Approx. 205 new homes are coming to Pandora Ave.

## New Homes Underway in Victoria

Thanks to many partnerships, important collaborations and funding programs, new affordable homes are underway throughout the region.

[Our projects →](#)

1 of 4

## Territorial Acknowledgement



The CRD conducts its business within the traditional territories of many First Nations, including but not limited to BOKEĆEN (Pauquachin), MÁLEXEL (Malahat), P'a:chi:da?ah̓t (Pacheedaht), Pune'laxutth' (Penelekut), Sc'ianew (Beecher Bay), Songhees, STÁUTW (Tsawout), T'Sou-ke, WJOŁŁP (Tsartlip), WSIKEM (Tseycum), and x̱səpsəm (Esquimalt), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.

[Statement of Reconciliation >](#)

## Connect with the CRHC

Walk-in Address:  
625 Fisgard Street

Mailing Address:  
631 Fisgard Street,  
Victoria, BC V8W 1R7

Email us

Office Hours:  
Monday to Friday,  
8:30am to 4:30pm

General Inquiries:  
250.388.6422

After Hours Emergencies:  
250.388.1690

## Quicklinks

[Careers](#)

[Rental Inquiries](#)

[Report an Issue](#)

[Territorial Acknowledgement](#)

## CRHC | CRD

The CRHC is a wholly owned subsidiary of the Capital Regional District (CRD) and is the largest non-profit housing provider on Vancouver Island, providing homes for almost 4,000 tenants.

[About Us](#)





### Activity Schedules

Learn about scheduled and drop-in activities including swimming, skating, fitness programs, weight room, and more.



### Online Program Registration

Plan your recreation fun by browsing our program offerings and registering online today, with no wait!



### Admissions and Passes

We have a variety of admission options for our facilities. View the latest prices and various passes, or purchase a gift card!

## Popular Links

[Aquatics](#)[Skating & Hockey](#)[Weight Room](#)[Fitness Classes](#)[Drop-In Sports](#)[Registration](#)[Financing](#)[Camps](#)[Our Facilities](#)[Volunteer](#)

## Join the fun, Panorama is hiring!

Panorama Recreation offers a fun and dynamic workplace with great wages and employee benefits. A variety of positions exist within the Fitness/Weights, Aquatics, Arena, Community Recreation, Racquet Sports, Special Events, Administration and Facilities departments.

[Current Job Opportunities](#)

## Territorial Acknowledgement

The CRD conducts its business within the Territories of many First Nations, including but not limited to BOKEĆEN (Pauquachin), MÁLEXEL (Malahat), P'a:chí:da?əht (Pacheedaht), Pune'axutth' (Penelekut), Sc'ianew (Beecher Bay), Songhees, STÁUTW (Tsawout), T'Sou-ke, WJOELP (Tsartlip), WSIKEM (Tseycum), and x̱sepsəm (Esquimalt), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.

[Statement of Reconciliation](#)

### Contact Information

1885 Forest Park Dr.  
North Saanich, BC V8L 4A3

250.656.7271

[Email us](#)

[Facility Hours](#)

### Quicklinks

[How to Register](#)[Job Opportunities](#)[News & Updates](#)

### Social Media

[Facebook](#)[X \(formerly Twitter\)](#)[Instagram](#)[YouTube](#)

### About Us

Panorama Recreation offers a wide variety of recreational and general interest programs at many different locations throughout the communities of North Saanich, Central Saanich and the Town of Sidney.





### Register for a Program

Our secure online registration site allows you to browse, register and pay for a class immediately, with no wait.



### Our Facilities

Browse all of the activities and programs being offered by SEAPARC for spring / summer 2024.



### Employment Opportunities

SEAPARC offers a fun and dynamic workplace with great wages and employee benefits.

## Popular Links



[AquaFit Schedule](#)



[Arena Schedule](#)



[Weight Room](#)



## January-April Program Registration

Registration for winter programs, including community recreation, arena, fitness, and advanced aquatic programs is now available. Registration for swim lesson set 2 opens March 12th at 9:00am.

[Winter Program Guide](#)



## Territorial Acknowledgement

The CRD conducts its business within the Territories of many First Nations, including but not limited to BOKEĆEN (Pauquachin), MÁLEXEL (Malahat), P'a:chl:da?ah (Pacheedaht), Pune'laxutth' (Penelekut), Sc'lanew (Beecher Bay), Songhees, STÁUTW (Tsawout), T'Sou-ke, WJOLELP (Tsartlip), WSIKEM (Tseycum), and x"sepsam (Esquimalt), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.

[Statement of Reconciliation](#)

### Contact Information

2168 Phillips Road  
PO Box 421  
Sooke, BC V9Z 1H4

250.642.8000

### Quicklinks

[How to Register](#)

[Job Opportunities](#)

[News](#)

### Social Media

### About Us

SEAPARC provides recreational facilities, programs and activities for people living in Sooke and communities within the JDF Electoral Area (Otter Point, Shirley, Jordan River and East Sooke). We are a service of the Capital Regional District, overseen by the Sooke and Electoral Area Parks and Recreation Commission.





### [Activity Schedules](#)

Learn about scheduled and drop-in activities including swimming, skating, fitness programs, weight room, and more.



### [Online Program Registration](#)

Plan your recreation fun by browsing our program offerings and registering online today, with no wait!



### [Admissions and Passes](#)

We have a variety of admission options for our facilities. View the latest prices and various passes, or purchase a gift card!

## Popular Links

[Aquatics](#)[Community Parks](#)[Gym](#)[Youth Programs](#)[Events & Parties](#)[Employment](#)[Early Years Programs](#)

## Winter 2025 Registration

The Winter 2025 recreation guide is online and ready for viewing. Registration began Wednesday December 4th. The guide includes Winter swimming lessons, pool schedule, and programs!

[Parks & Recreation Guide Winter 2025](#)

## Territorial Acknowledgement

The CRD conducts its business within the Territories of many First Nations, including but not limited to BOKEĆEN (Pauquachin), MÁLEXEL (Malahat), P'a:chl:da?ah (Pacheedaht), Pune'laxutth' (Penelekut), Sc'lanew (Beecher Bay), Songhees, STĀUTW (Tsawout), T'Sou-ke, WJOLEP (Tsartlip), WSIKEM (Tseycum), and x̌'sepsəm (Esquimalt), all of whom have a long-standing relationship with the land and waters from time immemorial that continues to this day.

[Statement of Reconciliation](#)

### Contact Information

262 Rainbow Road  
Ganges, BC V8K 2M3

250.537.1402

### Quicklinks

[How to Register](#)[Job Opportunities](#)[News](#)

### Social Media

### About Us

SSIPARC provides a variety of parks, arts, recreation & culture programs and facilities on Salt Spring Island. We are a service of the Capital Regional District, administered by the Salt Spring Island Local Community Commission.





# Preparing Southern Vancouver Island for Emergencies

[Local Emergency Programs](#) >>

◀ 1 of 3 ▶

## Events for Emergency Preparedness

[All events](#) >>

### [Preparedness 101: Emergency Preparedness Begins With You](#)

🕒 May 22, 7:00pm - 8:00pm  
📍 Online

### [Saanich Emergency Program Volunteer Information Session](#)

🕒 May 15, 7:00pm - 8:00pm  
📍 Saanich Commonwealth Place, Saanich

### [Free Victoria Ready Emergency Preparedness Workshop](#)

🕒 Apr 25, 7:00pm - 8:30pm  
📍 Victoria Fire Hall #1, Victoria

### [Saanich Emergency Program Volunteer Information Session](#)

🕒 May 15, 7:00pm - 8:00pm  
📍 Saanich Commonwealth Place, Saanich

## Ways to Prepare



### [Hazards in our Region](#)

Learn about different emergencies in our region and how to be prepared



### [Guide to Emergency Preparedness](#)

What do before, during, and after an emergency, and checklists so you don't forget anything



### [Local Media](#)

Become familiar with your local broadcasters as Emergency Officials may rely on local media to inform the public



### [Get Your Kit Together](#)

Create emergency kits for different locations to ensure that you and your family are prepared

## Helpful Resources

### [Extreme Heat Information Portal](#)

Explore and understand the capital region's vulnerability and exposure to extreme heat.

### [FREE Virtual Emergency Preparedness Workshop](#)

Learn how to prepare for emergencies, make a plan, get your kit together, and connect with your neighbours.

### [Tsunami Information Portal](#)

An interactive map and data widgets that allow you to visualize and gain a holistic understanding of tsunami-related information.

### Local Emergency Programs

Each municipality and electoral area operates their own emergency programs. Visit your local emergency program website for information on programs in your area.

<a href="#">Central Saanich</a>	<a href="#">Juan de Fuca</a>	<a href="#">Oak Bay</a>	<a href="#">Sooke</a>
<a href="#">Colwood</a>	<a href="#">Langford</a>	<a href="#">Saanich</a>	<a href="#">Southern Gulf Islands</a>
<a href="#">Esquimalt</a>	<a href="#">Metchosin</a>	<a href="#">Salt Spring Island</a>	<a href="#">Victoria</a>
<a href="#">Highlands</a>	<a href="#">North Saanich</a>	<a href="#">Sidney</a>	<a href="#">View Royal</a>

### Marine & Land Forecasting

- [Fisheries and Oceans Canada](#)
- [Tide Tables](#)
- [The Weather Network](#)
- [Environment Canada](#)

### Provincial Resources

- [British Columbia FireSmart](#)
- [PreparedBC: Make your emergency plan](#)
- [Extreme Heat Information Portal](#)
- [Tsunami Information Portal](#)
- [Regional Emergency Management Partnership](#)



## APPENDIX C: Website Integrations

The CRD public website has 20 custom content types and modules with a defined set of fields, workflows, and/or integrations with other systems.

Feature	Details	Integration
Subscribe for email updates via website	Used for the following content types: <ul style="list-style-type: none"> <li>• News</li> <li>• Board Highlights</li> <li>• Business Opportunities</li> <li>• Public Notices</li> <li>• Alerts</li> <li>• Water Outages</li> <li>• Meeting agendas &amp; minutes</li> </ul>	Constant Contact
Events calendar	Sign up for free public tours and workshops	Eventbrite (public tours requiring registration)
"What Goes Where" page (new) & App	Look up how to recycle or dispose of products across all streams	Recollect (embedded widget)
Permit reporting	Generate tables of historical data showing number and value of building permits issued within the region filtered by municipality or electoral area.	Custom CRD web service (API)
Traffic counts	Generate tables of data showing historical traffic volumes collected by the CRD for up to 20 street locations.	Custom CRD web service (API)
Fire & weather data	Check latest data used by watershed protection teams to monitor conditions.	Custom CRD web service (API)
Water quality pages	Generate reports showing water sampling	Custom CRD web service (API)

	data for each system the CRD is responsible for.	
Meetings	View live and archived committee, commission and CRD board meeting videos.	Granicus
Committees & Commissions.	View current membership and related details	Custom CRD web service (API)
Water billing	Used by water service customers to opt in for e-billing and check their account balance.	LoginRadius (account registration/identity) SAP (billing)
Business opportunities	Login to view details of procurement and tender opportunities. Account registration is required.	LoginRadius

**REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 5, 2025**

---

**SUBJECT**     **Proposed Amendments to the CRD Board Procedures Bylaw**

**ISSUE SUMMARY**

To update Bylaw No. 3828, “Capital Regional District Board Procedures Bylaw, 2012” to reflect updates to provincial legislation and to address miscellaneous housekeeping updates.

**BACKGROUND**

Bylaw No. 3828, “Capital Regional District Board Procedures Bylaw, 2012” (“the Bylaw”), regulates the conduct of meetings of the CRD Board, its standing and select committees, and other advisory committees and commissions. The Bylaw was last amended on February 9, 2022 and is in need of a review to ensure consistency with the latest provincial statutes impacting regional district boards as well as some housekeeping updates.

On July 10, 2024, the CRD Board directed staff to report back to the Governance Committee with bylaw amendments to update the provisions for electronic meetings and electronic participation of members. Currently, the Bylaw permits electronic participation but does not allow for fully electronic meetings as the Chair is required to be present at the location publicized in the meeting notice. The proposed amendments for electronic meeting and electronic participation, attached as Appendix A, are consistent with the revised *Regional District Electronic Meetings Regulation B.C. Reg. 271/2005* (“the Regulation”).

During the previous Board term, the following motion with notice was proposed at the August 10, 2022 meeting of the CRD Board:

*That section 13(2) of the CRD Procedures Bylaw be amended to read “Where written application has not been received as prescribed in section 13(1), an individual or delegation may address the meeting if approved by a 2/3 majority vote of the Members present.”*

Currently, section 13(2) permits late delegates to be heard only with a unanimous vote of the Board. Unanimity in late delegations was introduced in 1989. Prior to that, they were not accepted. At present, those wishing to speak as a delegation can complete an online form or connect with CRD staff to schedule a delegation. Delegations must be submitted two days before the meeting, by end of day Monday for a Wednesday Board meeting. The proposed amendment on late delegations being permitted with a two-thirds vote has been included in the list of proposed miscellaneous housekeeping updates in Appendix B.

Note that in this report and the appendices, staff have used the same terms as in the Bylaw to ensure consistent use of language. The Bylaw uses the term “Member” as a defined term to refer to Board Directors and Alternate Directors, which is also used in this report and in the proposed amendments.

## **ALTERNATIVES**

### *Alternative 1*

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That staff be directed to prepare an amending bylaw to the “Capital Regional District Board Procedures Bylaws, 2012” to include the proposed amendments on electronic meetings and electronic participation (Appendix A) and miscellaneous updates (Appendix B).

### *Alternative 2*

That the proposed bylaw amendments in Appendix A and/or B be revised, as directed.

### *Alternative 3*

That this report be referred back to staff for additional information.

## **IMPLICATIONS**

### *Alignment with Board & Corporate Priorities*

The proposed bylaw amendments, attached as appendices to this report, are aligned with Board Priority initiative 5d to “foster greater civic participation among diverse community members and the CRD Corporate Plan initiative 16e-1 that staff “continue to review committees and commissions to find efficiencies and improve consistency”.

### *Service Delivery Implications*

#### **Electronic Meetings**

Electronic meetings allow all members to join a meeting by electronic means. Enabling this ability in the Bylaw will give flexibility to the Board to conduct business using telephone and video conferencing facilities without compromising the rights of the public to access the decision-making process. Under the Regulation, regional districts must still provide a physical location for the public to observe the fully electronic meeting. The Regulation also requires that a designed regional district officer (i.e. Corporate Officer) must be physically present in the public viewing location during all electronic meetings of the Board. For all other committee and commission meetings, any staff member can be physically present in the public viewing location.

Electronic meetings are not intended to be used by the Board on a regular basis, but rather are intended for special circumstances where physical in-person attendance is not practical due to an emergency situation or lack of an appropriate meeting place. Enabling this in the Bylaw, with the limitation that it can only be authorized at the call of the Chair and the Corporate Officer, is an important business continuity measure for the Board. Enabling this authority now will assist staff in planning upcoming boardroom renovations later this year, which may require the Board to meet electronically for a period of time while the boardroom is unavailable.

#### **Electronic Participation**

Electronic participation is a hybrid meeting where some members attend by electronic means. The proposed bylaw amendments concerning electronic participation continue to enable the

current practice of the Board with respect to enabling the option for electronic attendance. The proposed amendments do not set any limits on how many members can participate electronically in a single meeting, or on how many consecutive meetings a member may participate in electronically. The proposed bylaw amendment on electronic participation includes a provision that members must make reasonable efforts to attend meetings in person, unless an electronic meeting is scheduled in accordance with the Bylaw, and emphasizes the need to keep cameras on during meeting discussion and voting. While some other jurisdictions impose limits on the frequency of participating electronically, the Board has expressed in previous discussions that it prefers to be self-governing in this regard rather than taking a prescriptive approach in the Bylaw.

Currently, the only limit on meeting attendance for regional district directors is the potential for a Board Member to be disqualified under section 204 of the *Local Government Act*. A CRD Board Member is disqualified from holding office if the member is absent from 4 consecutive regularly scheduled board meetings.

#### Late Delegations

The motion to amend the voting threshold for allowing late delegations has already been endorsed by the Board in its previous term. It is unlikely that the change of voting threshold from unanimous consent to two-thirds consent will have a significant impact on the number of late delegations, given that these votes are rarely defeated, and late delegation are usually permitted to speak even with the higher voting threshold that is currently in place.

A review of other regional districts' procedures bylaws found that while two days prior written notice was common for delegations, there was no fixed standard on how to handle late delegations. In some cases, approval of the late delegation is either by the Board, the Chair, or Corporate Officer. When approval is by the Board, the voting threshold varies from unanimous, to two-thirds, to simple majority of members present. When approval is by the Chair or Corporate Officer, it requires the officer be satisfied a potential delegate's circumstances prevented issuance of advance notice. While it is open to the Board to revisit the previous Board's direction, a lower voting threshold is within the range of what is allowed in other jurisdictions and staff anticipate that the impact of this change will be minor.

#### *Climate Implications*

The proposed amendments on electronic meeting and electronic participation may result in a reduction of greenhouse gas emissions by members who would have otherwise driven a personal vehicle to attend a CRD meeting.

#### *Equity, Diversity & Inclusion Implications*

The proposed amendments for allowing electronic participation and electronic meetings will provide a greater opportunity for the inclusion of members across 77 plus CRD Committees and Commissions. The proposed amendments do not set any limits on committee or commission members electronic participation, thus protecting members right to personal privacy as to why they need to attend by electronic means. For some, this may provide more opportunity for members to participate fully in CRD committees and commissions without having to disclose the nature of their personal circumstance or visible or invisible disability.

Furthermore, electronic participation may increase the number of residents interested in serving on a CRD advisory body as travel may have historically been a deterrent for residents outside the core urban areas.

### *Financial Implications*

There is a nominal cost to amending the Board Procedures Bylaw as public notice must be given. The process for amending regional district procedure bylaws was revised in 2022 under section 225(2) of the *Local Government Act*. Historically, only written notice to each Director in advance was required. Regional Districts are now required to give public notice in accordance with section 94 of the *Community Charter* describing the proposed changes in general terms.

In accordance with the CRD Public Notice Bylaw and policy, notice will be posted on the CRD website and printed once in Times Colonist. The legislation requires that this notice be posted at least 7 days before the date the bylaw amendment is considered by the CRD Board.

### **CONCLUSION**

Staff are directed to prepare a bylaw amending Bylaw No. 3828, “Capital Regional District Board Procedures Bylaw, 2012” to reflect updates to provincial legislation and to address miscellaneous housekeeping updates. The bylaw regulates the conduct of meetings of the CRD Board, its standing and select committees, and other advisory committees and commissions. In 2024, the CRD Board directed staff to report back to the Governance Committee with bylaw amendments to update the provisions for electronic meetings and electronic participation of members. During the previous Board term, a motion with notice was proposed to amend the vote for allowing late delegations from requiring a unanimous vote to a lower threshold of only two-thirds vote. Prior to the Board’s consideration of the amending bylaw for readings and adoption, public notice must be given in accordance with the CRD Public Notice Bylaw.

### **RECOMMENDATION**

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That staff be directed to prepare an amending bylaw to the “Capital Regional District Board Procedures Bylaws, 2012” to include the proposed amendments on electronic meetings and electronic participation (Appendix A) and miscellaneous updates (Appendix B).

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

### **ATTACHMENT(S)**

Appendix A: Proposed Amendments - Electronic Meetings and Electronic Participation  
Appendix B: Proposed Amendments – Miscellaneous Updates

## **Appendix A: Proposed Amendments - Electronic Meetings and Electronic Participation**

### **Electronic Participation and Meetings**

*Inserting the following in alphabetical list order under section 1 [Definitions]:*

“Electronic Meeting” means a meeting where all Members, including the Chair, may participate electronically in accordance with the *Regional District Electronic Meetings Regulation B.C. Reg. 271/2005*

“Electronic Participation” means a hybrid meeting where some Members attend in person, and other Members attend by means of electronic or other communication facilities that enable meeting participants and the public to hear, or watch and hear, the meeting proceedings (except for a meeting that is closed to the public) in accordance with the *Regional District Electronic Meetings Regulation B.C. Reg. 271/2005*.

*Replacing sections 29.1 and 29.2 in its entirety with:*

#### **29.1 Electronic Participation at Board, Standing and Select Committees**

- (1) Members must make reasonable efforts to attend meetings in person unless an Electronic Meeting is scheduled in accordance with section 29.2 of this Bylaw.
- (2) When the technical facilities at the meeting location allows, members, except for the Chair or the person presiding, may attend by Electronic Participation in a regular or special meeting by means of electronic or other communication facilities in accordance with the *Regional District Electronic Meetings Regulation B.C. Reg. 271/2005*, and in addition:
  - (a) Members must make reasonable efforts to have a camera on during participation and voting in a meeting;
  - (b) Members must ensure that closed meeting content remains confidential, including but not limited to, having cameras turned on to ensure the Member is in a private location and that quorum is always present during closed session discussion and voting;
  - (c) where facilities or the electronic platform does not allow for a camera, the member will be required to voice their vote to be counted.
- (3) Prior to Electronic Participation in a meeting, a Member must provide written notice to the Chair and Corporate Officer.
- (4) The minutes must record which Members were present in person and those attending by Electronic Participation.

## **29.2 Electronic Meetings at Board, Standing and Select Committees**

- (1) An Electronic Meeting is permitted at the call of the Chair and Corporate Officer due to any of the following circumstances:
  - (a) emergency situations, including but not limited to when a special meeting is called with less than 24 hours advance notice and in accordance with section 220(4) of the *Local Government Act*;
  - (b) public health event that prevents or restricts Members from being able to physically meet in one location; and
  - (c) special circumstance including but not limited to the following:
    - (i) when it is not possible for the Chair to attend the meeting location in person; or
    - (ii) when the facilities to host an in person meeting are not available.
- (2) For all Electronic Meetings, a public viewing room must be open to the public and have a designated officer in attendance.
  - (a) The public viewing room location must be published on the agenda for the Electronic Meeting.

## **29.3 Electronic Participation at Advisory Committees and Commissions**

- (1) Electronic Participation is permitted for Advisory Committees and Commissions in accordance with section 29.1 of this Bylaw.

## **29.4 Electronic Meetings at Advisory Committees and Commissions**

- (1) Electronic Meetings are permitted for Advisory Committees and Commissions in accordance with section 29.2 (1) of this Bylaw.
- (2) In addition to section 29.2 (1) of this Bylaw, Electronic Meetings of Advisory Committees and Commissions are permitted in the following special circumstances:
  - (a) when an Electronic Meeting would ensure quorum to hold a meeting; or
  - (b) when the Advisory Committee or Commission oversees a service that includes:
    - (i) the Southern Gulf Islands Electoral Area; or
    - (ii) more than one Electoral Area.
- (3) A public viewing room must be open to the public and have a staff member in attendance.
  - (a) The public viewing room location must be published on the agenda for the Electronic Meeting.



## Appendix B: Proposed Amendments – Miscellaneous Updates

### Spelling of “2/3”

*Replacing all instances of “two thirds” and “two-thirds” throughout the bylaw with “2/3”:*

12.(2) At a meeting, a Member may, at the time adoption of the agenda is being considered, propose to place an additional item of an emergent or time sensitive nature on the agenda. The item must be added to the agenda only if the resolution is adopted by at least **2/3** of the votes cast.

22.(7)(b) the Members present vote with a **2/3** majority to consider it.

24.(8)(b) if the Member has already spoken for fifteen (15) minutes, the Member who wishes to speak a second time may request to do so by making a motion that must be approved by at least **2/3** of the votes cast by the Board.

36.(2) A bylaw that does not require approval, consent or assent under the Local Government Act or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading, so long as the motion for adoption receives at least **2/3** of the votes cast.

### General Application

*Inserting reference to advisory committees for clarity under section 2.(1):*

2.(1) The provisions of this Bylaw govern the proceedings of the Board, COW, all standing and select committees of the Board and all **advisory committees** and commissions, as applicable.

*Updating reference to latest edition of Robert’s Rules of Order under section 2.(2):*

2.(2) In cases not provided for under this Bylaw, The Newly Revised Robert’s Rules of Order, **12<sup>th</sup>** edition, **2020**, apply to the proceedings of the Board, COW, committees and commissions to the extent that those rules are:

*Updating to reflect new requirement in Local Government Act for public notice to be given under section 94 of the Community Charter:*

2.(3) No provision of this bylaw relating to the procedure of the Board shall be altered unless notice of the proposed amendment is given in accordance with section 225**(2)** of the *Local Government Act*.

## **Election of Chair and Vice Chair**

*Correct typographical errors in references to other sections in the CRD Board Procedures Bylaw which have since been amended or renumbered:*

5.(9) In the event that there are more than two candidates for the election of Chair or Vice Chair and if no person receives a majority of the votes of those Members present, the candidate receiving the least number of votes shall be eliminated and subsequent ballots shall be taken until one candidate receives the majority of votes of those Members present; unless there is a tie between the two candidates with the least votes of those Members present, in which case, subsequent ballots shall be taken until one candidate receives the least number of votes of those Members present and is eliminated. If the tie for the least number of votes of those Members present continues after three elections have been held, the candidate who shall be eliminated will be decided by a lot between the candidates as outlined in section 5(10). The voting on subsequent ballots will then proceed without the eliminated candidate until one candidate receives the majority of votes of those Members present.

## **Notice of Special Meetings**

*Amend section 9.(1)(b) to*

- *update reference to correct subsection 220(4) of the Local Government Act*
- *replace "mail" with "circulate" to allow for emailed noticed and reflect language used in the Bylaw on distribution of agendas:*

9.(1) Except where notice of a special meeting is waived by a unanimous vote of all Members under section 220(4) of the *Local Government Act*, before a special meeting of the Board, the Corporate Officer shall:

- (a) at least twenty-four (24) hours in advance, give notice of the general purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and
- (b) at least five (5) days before the meeting, **circulate** to each Member the notice of the general purpose, time, place and date of the meeting.

## **Delegations**

*Amending section 13.(2) by replacing "unanimous" with "2/3":*

13.(2) Where written application has not been received as prescribed in section 13(1), an individual or delegation may address the meeting if approved by a **2/3** vote of the Members present.

*Amending section 13.(5) to reflect changes to public hearing requirements introduced through Bill 44 – 2023 Housing Statutes (Residential Development) Amendment Act, 2023:*

13.(5) The Board shall not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, **is not required to be held, or must not be held, under section 464 of the Local Government Act.**

## **Order of Proceedings and Business**

*Amending section 15.(1) to remove Correspondence as there is no need for a Correspondence subheading as correspondence is circulated to Board Members electronically via the Board Correspondence Portal.. As needed, correspondence items for discussion will be accompanied by a staff report or come forward from a Notice of Motion:*

15.(1) The order of business at all regular meetings shall be as follows:

1. Territorial Acknowledgement
2. Approval of Agenda
3. Adoption of Minutes of Previous Meeting
4. Report of the Chair
5. Presentations/Delegations
6. Consent Agenda
7. Administration Reports
8. Reports of Committees (not included in the Consent Agenda)
- ~~9. Correspondence~~
9. Bylaws
10. Notice(s) of Motion
11. New Business
12. Motion to close the meeting in accordance with the applicable provisions of the *Community Charter*
13. Adjournment

## **Correspondence**

*Correct typographical error in references to other sections in the CRD Board Procedures Bylaw:*

16.1(2) Any other correspondence to the Board not accounted for in section 16.1(1), including but not limited to written comments received pursuant to section 13(1)(a), may be placed on the meeting agenda at the request of the Chair or such other person who is to preside at the meeting where the correspondence is to be considered, or by way of Notice of Motion made in accordance with section 22(6).

## **Rules of Order**

*Amending section 21.(2) by inserting the word "the" between the words "on" and "motion":*

21.(2) All questions shall be decided by a vote on **the** motion.



Making a difference...together

**Minutes of the Accessibility Advisory Committee meeting, held on November 19, 2024 at 1:00 pm, 6<sup>th</sup> Floor Boardroom, 625 Fisgard Street, Victoria BC**

---

**PRESENT:**

Committee Members: P. Danforth (Chair), T. Bolt (Vice Chair), J. Briante (EP), M. Essery (1:39 pm) (EP), G. Robinson (EP), E. Syring (EP), R. Welland, M. Little (GC Liaison)

Staff: C. Hauff, Senior Manager, Technology and Digital Transformation; C. Neilson, Senior Manager, Human Resources & Corporate Safety; A. Ali, Manager, Equity, Diversity, Inclusion and Accessibility, Human Resources & Corporate Safety; S. Cole, Equity, Diversity, Inclusion and Accessibility Specialist, Human Resources & Corporate Safety; R. Cheney, Audio/Video Systems Analyst, Technology and Digital Transformation; J. Dorman, Committee Clerk (Recorder)

EP – Electronic Participation

Regrets: J. Parr, P. Pokorny

The meeting was called to order at 1:05 pm.

**1. Territorial Acknowledgement**

Chair Danforth provided a Territorial Acknowledgement.

**2. Approval of Agenda**

**MOVED by M. Little, SECONDED by R. Welland,  
That the agenda for the November 19, 2024 Accessibility Advisory  
Committee meeting be approved.  
CARRIED**

**3. Adoption of Minutes**

**MOVED by T. Bolt, SECONDED by R. Welland,  
That the minutes of the Accessibility Advisory Committee meeting  
of September 17, 2024 be adopted as circulated.  
CARRIED**

#### **4. Chairs Remarks**

Chair Danforth spoke about the BC Indigenous Disability & Wellness Gathering and the International Day of Persons with Disabilities.

#### **5. Presentations/Delegations**

There were no presentations or delegations.

#### **6. Committee Business**

##### **6.1. Committee Introduction: CRD Equality, Diversity, Inclusion & Accessibility Specialist**

A. Ali and S. Cole presented Item 6.1. for information

##### **6.2. Accessibility Advisory Committee 2025 Membership Update**

C. Neilson presented Item 6.2. for information.

Discussion ensued on the applications received and process for approval of future members.

##### **6.2.1. AAC Call For Expressions of Interest**

C. Neilson presented Item 6.2.1. for information.

##### **6.3. CRD Accessibility Plan**

S. Cole presented Item 6.3.1. for information.

##### **6.3.1. Action Item 3a-4: Establish a catalogue of assistive devices for CRD staff, and purchase inventories for use**

S. Cole presented Item 6.3.1. for information.

Discussion ensued on the future consultation with local organizations and community groups.

**6.4. Summary of Accessibility Training Recommendations**

A. Ali presented Item 6.4. for information.

**7. Notices of Motion**

There were no notice(s) of motion.

**8. New Business**

**8.1 Space Planning**

C. Neilson provided an update on the augmentation of the boardroom and electronic meetings in the future.

**9. Adjournment**

**MOVED by T. Bolt, SECONDED by R. Welland,  
That the November 19, 2024 Accessibility Advisory Committee  
meeting be adjourned at 2:04 pm.  
CARRIED**

---

Chair

---

Committee Clerk