

Meeting Minutes

Governance Committee

Wednesday, October 4, 2023

9:30 AM

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

PRESENT

Directors: M. Little (Chair), S. Goodmanson (Vice Chair) (9:33 am) (EP), K. Amour (for B. Desjardins), S. Brice, C. Coleman, G. Holman (EP), P. Jones, K. Murdoch, D. Murdock (9:32 am), S. Tobias, C. Plant (Board Chair, ex officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Morley, General Manager, Corporate Services; R. Lachance, Senior Manager, Financial Services; C. Nielson, Senior Manager, Human Resources; A. Orr, Senior Manager, Corporate Communications; C. Jenkinson, Manager, Executive Services; B. Semmens, Manager, Financial Planning & Performance; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director Desjardins

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

1. Territorial Acknowledgement

Director Coleman provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Director Brice, SECONDED by Director Tobias,
That the agenda for the October 4, 2023 Governance Committee meeting be
approved.
CARRIED**

3. Adoption of Minutes

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

Director Murdock joined the meeting at 9:32 am.

Director Goodmanson joined the meeting electronically at 9:33 am.

**MOVED by Director Coleman, SECONDED by Director Tobias,
That the minutes of the Governance Committee meeting of August 2, 2023 be
adopted as circulated.
CARRIED**

4. Chair's Remarks

Chair Little spoke about the items on today's agenda and a future presentation from Director Tobias.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [23-709](#) Service Planning 2024 - Advocacy Community Need Summary

T. Robbins spoke to Item 6.1.

Discussion ensued on the following:

- lessons learned from previous board advocacy
- method of changing board priorities, re-prioritization and delivery expectations
- current level of support versus level of advocacy priorities
- rational for decrease of outgoing advocacy letters

**MOVED by Director Plant, SECONDED by Director Brice,
The Governance Committee recommends the Committee of the Whole
recommend to the Capital Regional District Board:
The Appendix A, Community Need Summary - Advocacy, be approved as
presented and form the basis of the Provisional 2024-2028 Financial Plan.
CARRIED**

6.2. [23-711](#) Service Planning 2024 - People Community Need Summary

T. Robbins spoke to Item 6.2.

Discussion ensued on the following:

- budget projections on implications, future forecasting and funding sources
- accessibility advisory committee support and accessibility plan
- bc assessment folio count numbers versus incremental growth and taxable folio numbers
- current CRD staff complement and efficiency review
- priority impact and resource assessment
- efficiency gains and capacity of the organization

**MOVED by Director Brice, SECONDED by Director Tobias,
The Governance Committee recommends the Committee of the Whole
recommend to the Capital Regional District Board:
That Appendix A, Community Need Summary - People, be approved as
presented and form the basis of the Provisional 2024-2028 Financial Plan.
CARRIED**

6.3. [23-710](#) Service Planning 2024 - Open Government Community Need Summary

T. Robbins spoke to Item 6.3.

Discussion ensued on the following:

- citizen experience versus point specific surveys and survey results
- open data initiatives (ODI) compliance and standard
- audio visual updates for meeting facilities, associated costs and preliminary budget
- FOI requests and drivers relating to requests
- expedited feasibility of audio visual project

Director Murdock left the meeting at 11:00 am.

Director Tobias left the meeting at 11:04 am.

**MOVED by Director Plant, SECONDED by Director Tobias,
The Governance Committee recommends the Committee of the Whole
recommend to the Capital Regional District Board:
That Appendix A, Community Need Summary - Open Government be approved,
with expediting the implementation timeline of Item 12b 4-1 Meeting
Management improvements to 2024-2025 service planning cycle as amended,
and form the basis of the Provisional 2024-2028 Financial Plan.
CARRIED**

6.4. [23-712](#) Service Planning 2024 - Business Systems & Processes Community Need Summary

T. Robbins spoke to Item 6.4.

Director Jones left the meeting at 11:08 am.

**MOVED by Director Coleman, SECONDED by Director Murdoch,
The Governance Committee recommends the Committee of the Whole
recommend to the Capital Regional District Board:
That Appendix A, Community Need Summary - Business Systems & Processes be
approved as presented and form the basis of the Provisional 2024-2028 Financial
Plan.
CARRIED**

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

N. Chan spoke to Item 6.5.

Discussion ensued on the following:

- reserve transfers and replenishment
- surplus estimates for provisional and final budget
- expenditure versus revenue guidance indicators

Director Murdock returned to the meeting at 11:18 am.

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

CARRIED

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

**MOVED by Director Brice, SECONDED by Director Plant,
That this item be referred to the Governance Committee at the next regular
meeting or a special meeting called by the Chair.**

CARRIED

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 Director Brice,
That the October 4, 2023 Governance Committee meeting be adjourned at 11:33
am.**

CARRIED

CHAIR

RECORDER