

## Meeting Minutes

### Governance Committee

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Wednesday, December 6, 2023

9:30 AM

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

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#### PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; K. Morley, General Manager, Corporate Services; S. Carey, Senior Manager, Legal Services; C. Hauff, Senior Manager, Technology and Digital Transformation; A. Orr, Senior Manager, Corporate Communications; C. Neilson, Senior Manager, Human Resources; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director B. Desjardins

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

#### 1. Territorial Acknowledgement

Alternate Director Armour provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Tobias, **SECONDED** by Director Jones,  
That the agenda of the December 6, 2023 Governance Committee meeting be approved.  
**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [23-942](#) Minutes of the October 4, 2023 Governance Committee Meeting

**MOVED** by Director Brice, **SECONDED** by Director Tobias,  
That the minutes of the Governance Committee of October 4, 2023 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

## 5. Presentations/Delegations

### 5.1. Presentations

5.1.1. [23-957](#) Presentation: Sid Tobias, Mayor of View Royal, Re: Provincial Engagement Tool

Director Tobias presented on the Provincial Engagement Tool.

**MOVED by Director Plant, SECONDED by Director Goodmanson,  
That the rules of the Capital Regional District Board Procedures Bylaw be  
suspended to allow the presentation be extended for an additional 5 minutes.  
CARRIED**

Discussion ensued on the following:

- unique differences versus other software such as Bang The Table
- system updates and outages
- public engagement and increasing future involvement

## 6. Committee Business

**6.1.**     [23-717](#)     Code of Conduct - Next Steps

K. Morley spoke to Item 6.1.

Discussion ensued on the following:

- Directors signing commitment to code
- application to personal life situations
- reporting mechanisms, integrity and inclusion of the public in the complaint process
- investigative process of complaints
- potential benefits of shared integrity commissioners

**MOVED by Director Plant, SECONDED by Director Murdoch,  
The Governance Committee recommends to the Capital Regional District Board:  
1. That staff report back with a draft Code of Conduct bylaw that includes the following elements:**

- a. Standards of conduct will be applicable to Board Directors, Alternate Directors, and elected members of CRD Committees and Commissions;
- b. Allows for complaints to be made by Directors, Alternate Directors, and elected members on CRD Committees and Commissions;
- c. Includes a clear process for filing complaints;
- d. Allows for complaints to be referred to and adjudicated by a third-party investigator;
- e. Has a preliminary screening mechanism, an informal and formal resolution process;
- f. Allows for the imposition of remedies and sanctions;
- g. Includes guidelines for confidentiality in investigations and provides for the public release of investigative reports;
- h. Provides for the discretionary reimbursement of legal expenses.

**MOVED by Director Murdoch, SECONDED by Director Tobias,  
That the main motion be amended to sub item b. to add the words "and the public" after "CRD Committees and Commissions".**

**DEFEATED**

**OPPOSED: Brice, Goodmanson, Holman, Jones, Little, Murdock, Plant**

The question was called on the main motion:

**The Governance Committee recommends to the Capital Regional District Board:  
1. That staff report back with a draft Code of Conduct bylaw that includes the following elements:**

- a. Standards of conduct will be applicable to Board Directors, Alternate Directors, and elected members of CRD Committees and Commissions;
- b. Allows for complaints to be made by Directors, Alternate Directors, and elected members on CRD Committees and Commissions;
- c. Includes a clear process for filing complaints;
- d. Allows for complaints to be referred to and adjudicated by a third-party investigator;
- e. Has a preliminary screening mechanism, an informal and formal resolution process;
- f. Allows for the imposition of remedies and sanctions;
- g. Includes guidelines for confidentiality in investigations and provides for the public release of investigative reports;
- h. Provides for the discretionary reimbursement of legal expenses.

**CARRIED**

**6.2.**     [23-982](#)     Bylaw No. 4548: Victoria Family Court Committee - Amendment of Commission Bylaw No. 4453

S. Carey spoke to Item 6.2.

Discussion ensued on the differentiation between municipal and CRD appointed Committee members.

**Director Brice left the meeting at 11:23 am.**

**Director Murdock left the meeting at 11:26 am.**

**MOVED by Director Murdoch, SECONDED by Director Plant,  
The Governance Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4548, "Victoria Family Court and Youth Justice Committee  
Commission Bylaw No. 1, 2022, Amendment Bylaw No. 1, 2023", be introduced,  
and read a first, second, and third time;  
2. That Bylaw No. 4548 be adopted.  
CARRIED**

**6.3.**     [23-971](#)     Appointment of Liaison to Accessibility Advisory Committee

K. Morley spoke to Item 6.3.

Discussion ensued on the rational behind having the Chair or Vice Chair as the liaison.

**MOVED by Director Plant, SECONDED by Director Holman,  
The Governance Committee recommends to the Capital Regional District Board:  
That the Chair of the Governance Committee be appointed as the Governance  
Committee liaison to the Accessibility Advisory Committee for a one-year term  
ending December 31, 2024.  
CARRIED**

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

7.1. [23-925](#) Notice of Motion: The Provincial Engagement Tool (Director Goodmanson)

S. Goodmanson proposed the following Notice of Motion with same day consideration:

"That staff report back on current engagement platforms utilized by CRD and the implications of implementing the provincial engagement tool presented by Director Tobias."

Director Murdoch left the meeting at 11:30 am.

**MOVED** by Director Plant, **SECONDED** by Director Tobias,  
That same day consideration be applied to the Notice of Motion.  
**CARRIED**

**MOVED** by Director Goodmanson, **SECONDED** by Director Plant,  
That staff report back on current engagement platforms utilized by CRD and the implications of implementing the provincial engagement tool presented by Director Tobias.  
**CARRIED**

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Director Plant, **SECONDED** by Director Tobias,  
That the December 6, 2023 Governance Committee meeting be adjourned at 11:35 am.  
**CARRIED**

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CHAIR

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RECORDER