

Meeting Minutes

Governance Committee

Wednesday, April 5, 2023

9:30 AM

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

PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; K. Morley, General Manager, Corporate Services; C. Nielson, Senior Manager, Human Resources; S. Byrch, Manager, Information Services; P. Nyhuus, Legal Council, Legal Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Guests: Director P. Brent (EP)

Regrets: Directors B. Desjardins, P. Jones

The meeting was called to order at 9:32 am.

1. Territorial Acknowledgement

Chair Little provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Coleman, **SECONDED** by Director Plant,
That the agenda for the April 5, 2023 Governance Committee meeting be approved.
CARRIED

MOVED by Director Brice, **SECONDED** by Director Coleman,
That Director Brent be permitted to participate (without vote) in the April 5, 2023 session of the Governance Committee.
CARRIED

3. Adoption of Minutes

3.1. [23-268](#) Minutes of the February 1, 2023 Governance Committee Meeting

MOVED by Director Plant, **SECONDED** by Director Murdoch,
That the minutes of the February 1, 2023 Governance Committee meeting be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Little welcomed everyone to the meeting and spoke about the items on today's agenda.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [23-260](#) Freedom of Information and Protection of Privacy Act (FOIPPA) 2022 Overview

K. Morley presented Item 6.1. for information.

Discussion ensued on the following:

- Electronic Document Management System (EDMS) implementation
- building inspection FOI requests
- trends and metrics of requestors
- fees collected versus estimated
- local government FOI requests
- proactive disclosure and open data

6.2. [23-263](#) Alternative Methods for Public Notice

K. Morley spoke to Item 6.2.

Discussion ensued on the following

- current process and constraints
- augmentation versus replacement of current notification methods
- subscription notification service

**MOVED by Director Murdoch, SECONDED by Director Murdoch,
The Governance Committee recommends to the Capital Regional District Board:
That staff report back through the Governance Committee on options for public
notice bylaw and policy.**

CARRIED

6.3. [23-271](#) Establishment of an Accessibility Advisory Committee

C. Neilson spoke to item 6.3.

Discussion ensued on the following:

- redundancy with other local inter-municipal accessibility task forces
- remuneration policy
- intentions of the accessibility advisory committee
- reporting structure of the advisory committee

MOVED by Director Plant, **SECONDED** by Director Murdoch,

That the Governance Committee recommends to the CRD Board:

1. That the TOR for the Accessibility Advisory Committee (AAC) be adopted;
2. That staff be directed to proceed with recruitment of ACC members in accordance with the requirements of the CRD Appointment of Public Members to External Boards Policy;
3. That the TOR for the Governance Committee be amended to include consideration of matters related to accessibility;
4. That public members of the AAC receive an honorarium in the amount of \$110.00 per meeting and reimbursement of any necessary travel expenses; and
5. That staff report back on resources required to support the AAC as part of 2024 service planning

MOVED by Director Plant, **SECONDED** by Director Murdoch,

That the main motion be amended in 4. to replace the word "receive" with "be offered".

DEFEATED

OPPOSED: Armour, Brice, Coleman, Holman, Little, Murdock

The question was called on the main motion:

That the Governance Committee recommends to the CRD Board:

1. That the TOR for the Accessibility Advisory Committee (AAC) be adopted;
2. That staff be directed to proceed with recruitment of ACC members in accordance with the requirements of the CRD Appointment of Public Members to External Boards Policy;
3. That the TOR for the Governance Committee be amended to include consideration of matters related to accessibility;
4. That public members of the AAC receive an honorarium in the amount of \$110.00 per meeting and reimbursement of any necessary travel expenses; and
5. That staff report back on resources required to support the AAC as part of 2024 service planning.

CARRIED

6.4. [23-272](#) Administrative Policy for Intergovernmental Relations and Updated Terms of Reference for the Executive Leadership Team

T. Robbins presented Item 6.4. for information.

Discussion ensued on the following:

- inter-governmental communication
- application and implications of the policy
- changes to the Executive Leadership Team (ELT) Terms of Reference

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 Tobias, **SECONDED** by Director Brice,
That the April 5, 2023 Governance Committee meeting be adjourned at 11:18 am.
CARRIED

CHAIR

RECORDER