



Notice of Meeting and Meeting Agenda Governance Committee

Wednesday, October 6, 2021

10:00 AM

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

K. Murdoch (Chair), R. Windsor (Vice Chair), S. Brice, B. Desjardins, B. Isitt, R. Martin,
C. McNeil-Smith, J. Olsen, J. Ranns, M. Tait, G. Young, C. Plant (Board Chair, ex officio)

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [21-715](#) Minutes of the June 2, 2021 Governance Committee Meeting

Recommendation: That the minutes of the Governance Committee meeting of June 2, 2021 be adopted as circulated.

Attachments: [Minutes - June 2, 2021](#)

4. Chair's Remarks

5. Presentations/Delegations

Due to limited seating capacity, this meeting will be held by Live Webcast without the public present.

To participate electronically, complete the online application for "Addressing the Board" on our website. Alternatively, you may email the CRD Board at crdboard@crd.bc.ca.

5.1. [21-754](#) Delegation - Alon Soraya; Representing South Island Mountain Bike Society: Re: Agenda Item 6.3.: Review of Delegation Speaking Time in the Board Procedures Bylaw

6. Committee Business

6.1. [21-683](#) 2022 Service Planning - Accountability

Recommendation: The Governance Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:
That Appendix A, Community Need Summary - Accountability be approved as presented and form the basis of the 2022-2026 Financial Plan.

Attachments: [Staff Report: 2022 Service Planning - Accountability](#)
 [Appendix A: Community Need Summary - Accountability](#)
 [Appendix B: Initiatives Progress Report](#)

6.2. [21-724](#) Establishing Best Practices for CRD Meetings

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
That staff report back to the Governance Committee with best practice guidelines for meetings of the Capital Regional District Boards, Committees and Commissions in accordance with the direction set out in this report.

Attachments: [Staff Report: Best Practices for CRD Meetings](#)
 [Appendix A: Staff Report from Feb. 3, 2021 \(incl. Bylaw 3828 - Consolidated\)](#)

6.3. [21-722](#) Review of Delegation Speaking Time in the Board Procedures Bylaw

Recommendation: The Governance Committee recommends to the Capital Regional District Board:

1. That the maximum speaking time for each delegation be reduced to 3 minutes;
2. That no more than 10 delegations be heard per meeting;
3. That delegations be registered on a first come, first served basis;
4. That late delegation requests only be considered when the maximum number of delegations has not been reached;
5. That delegations be limited to speaking only once on an agenda item, except to introduce new and material information; and
6. That staff report back through the Governance Committee with a draft bylaw to amend the Board Procedures Bylaw as directed.

Attachments: [Staff Report: Review of Delegation Speaking Time](#)
 [Appendix A: Minutes Excerpt on Delegations](#)
 [Appendix B: Bylaw 3828 CRD Board Proc. \(Consolidated\)](#)
 [Appendix C: Jurisdictional Review of Speaking Times](#)

6.4. [21-642](#) Capital Regional District Board Regional Grants-in-Aid Policy

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
That the Capital Regional District Board Policy on Regional Grants-in-Aid report be received for information.

Attachments: [Staff Report: CRD Board Policy Regional Grants-in-Aid](#)
 [Appendix A: CRD Board Minutes from February 23, 1994](#)
 [Appendix B: History of Past Regional GIA Requests](#)

6.5. [21-698](#) Update to CRD Reporting of Serious Misconduct Policy

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
That the Capital Regional District's Reporting of Serious Misconduct Policy be updated to ensure the involvement of the Chief Financial Officer in any concern that may have real or perceived financial implications.

Attachments: [Staff Report: Reporting of Serious Misconduct Policy](#)
 [Appendix A: Reporting of Serious Misconduct Policy](#)

6.6. [21-699](#) Process to Claim Expenses under CRD Board Remuneration and Travel Expense Reimbursement Policy

Recommendation: The Governance Committee recommends to the Capital Regional District Board:
That Schedule 1 of the Capital Regional District's Board Remuneration and Travel Expense Reimbursement Policy be updated to include the administrative process for the claiming of expenses, as found in Appendix A.

Attachments: [Staff Report: Board Remuneration and Travel Expense Reimbursement Policy](#)
 [Appendix A: Board Remuneration and Travel Expense Reimbursement Policy](#)

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

The next meeting is December 1, 2021.

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.