



Notice of Meeting and Meeting Agenda Governance Committee

Wednesday, December 1, 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. [21-881](#) Minutes of the October 6, 2021 Governance Committee Meeting

Recommendation: That the minutes of the Governance Committee meeting of October 6, 2021 be adopted as circulated.

Attachments: [Minutes - October 6, 2021](#)

4. Chair's Remarks

5. Presentations/Delegations

In keeping with directives from the Province of BC, there is limited space for the public to attend CRD Board meetings in-person at this time. However, the public may continue to view meeting materials and Live Webcasts online. If you wish to attend a meeting in-person, please email legserv@crd.bc.ca.

CRD encourages delegations to participate electronically. Please complete the online application for "Addressing the Board" on our website 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.

5.1. [21-884](#) Delegation - Yvonne Mendel; Representing South Island Mountain Bike Society: Re: Agenda Item 6.1.: Review of Delegation Speaking Time in the Board Procedures Bylaw

6. Committee Business

6.1. [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](#)

6.2. [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](#)

6.3. [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](#)

6.4. [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 February 2, 2022.

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