



## Notice of Meeting and Meeting Agenda Governance Committee

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Wednesday, February 2, 2022

9:30 AM

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

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K. Murdoch (Chair), R. Windsor (Vice Chair), S. Brice, B. Desjardins, B. Isitt, R. Martin,  
C. McNeil-Smith, 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. [22-065](#) Minutes of the December 1, 2021 Governance Committee Meeting

**Recommendation:** That the minutes of the Governance Committee meeting of December 1, 2021 be adopted as circulated.

**Attachments:** [Minutes - December 1, 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](mailto: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](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

- 6.1.      [22-078](#)      2022 Governance Committee Terms of Reference
- Recommendation:**      That the Governance Committee receive the 2022 Terms of Reference attached at Appendix A.
- Attachments:**      [Staff Report: 2022 Governance Committee TOR](#)  
                                 [Appendix A: Governance Committee TOR](#)
- 6.2.      [21-642](#)      Capital Regional District Board Policy on Regional Grants-in-Aid
- 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.      [22-094](#)      Cost Recovery Options and Cost Allocations for Freedom of Information (FOI) Requests
- Recommendation:**      The Governance Committee recommends to the Capital Regional District Board:  
                                 1. That staff be directed to amend Bylaw No. 3945, "Freedom of Information and Protection of Privacy" to include a \$10 application fee for general FOI requests in accordance with the Freedom of Information and Protection of Privacy Act and the Freedom of Information and Protection of Privacy Regulation;  
                                 2. That staff be directed to further investigate and establish appropriate categories of building and property records which are available to the public without a FOI request in accordance with section 71 of the Freedom of Information and Protection of Privacy Act and the Copyright Act, including setting prescribed fees for providing copies of available records; and,  
                                 3. That staff report back with proposed amendments to Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010" to include a list of routinely available records and their associated fees.
- Attachments:**      [Staff Report: Cost Recovery Options and Cost Allocations for FOI Requests](#)  
                                 [Appendix A: Bylaw No. 3945](#)
- 6.4.      [22-095](#)      Bylaw No. 4479 - Delegations Amendment to Board Procedures Bylaw
- Recommendation:**      The Governance Committee recommends to the Capital Regional District Board:  
                                 1. That Bylaw No. 4479, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 12, 2022" be introduced and read a first, second and third time.  
                                 2. That Bylaw No. 4479 be adopted.
- Attachments:**      [Staff Report: Delegations Amendment Procedures Bylaw](#)  
                                 [Appendix A: Bylaw 4479](#)  
                                 [Appendix B: Bylaw 3828 Consolidated \(redlined\)](#)  
                                 [Appendix C: Delegation Procedures – Electronic Presentations](#)

**6.5.**      [22-097](#)      Bylaw No. 4453, "Victoria Family Court and Youth Justice Committee  
Commission Bylaw No. 1, 2022"

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

1.    That Bylaw No. 4453, "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022", be introduced and read a first, second, and third time.
2.    That Bylaw No. 4453 be adopted.
3.    That staff be directed to advise service participants of Bylaw No. 4453.

**Attachments:**        [Staff Report: Bylaw 4453, "VFC and YJC Commission Bylaw No. 1, 2022"](#)  
[Appendix A: Correspondence with VFC&YJC and its recommendations](#)  
[Appendix B: October 2021 Letter to VFC&YJC from A/ADM Paul Craven](#)  
[Appendix C: January 10, 2022 Letter from C. Day encl adopted motions & AGM](#)  
[Appendix D: Redlined Draft Bylaw No. 4453, showing modifications](#)  
[Appendix E: Bylaw No. 4453](#)

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

**8. New Business**

**9. Adjournment**

The next meeting is April 6, 2022.

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