

## **Meeting Minutes**

### **Governance Committee**

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**Wednesday, June 1, 2022**

**9:30 AM**

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

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**PRESENT:**

Directors: K. Murdoch (Chair), R. Windsor (Vice Chair) (EP), S. Brice (EP), B. Desjardins (EP), B. Isitt (EP), D. Kobayashi (for R. Martin) (EP), J. Ranns, J. Bateman (for M. Tait) (EP), G. Young (EP)

Staff: R. Lapham, Chief Administrative Officer; K. Morley, General Manager, Corporate Services; S. Carey, Senior Manager of Legal Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director(s) C. McNeil-Smith, C. Plant, R. Martin, M. Tait

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

#### **1. Territorial Acknowledgement**

Chair Murdoch provided a Territorial Acknowledgement.

#### **2. Approval of Agenda**

**MOVED** by Director Ranns, **SECONDED** by Director Young,  
That the agenda for the June 1, 2022 Governance Committee meeting be approved.  
**CARRIED**

#### **3. Adoption of Minutes**

- 3.1.**     [22-232](#)     Minutes of the February 2, 2022 and April 6, 2022 Governance Committee Meetings

**MOVED** by Director Ranns, **SECONDED** by Director Windsor,  
That the minutes of the Governance Committee meetings of February 2, 2022 and April 6, 2022 be adopted as circulated.  
**CARRIED**

#### **4. Chair's Remarks**

Chair Murdoch spoke to the exciting discussion on today's agenda items.

## 5. Presentations/Delegations

- 5.1. [22-363](#) Delegation - Marie-Térèse Little; Representing Victoria Family Court and Youth Justice Committee: Re: Agenda Item 6.4.: Victoria Family Court Committee - Central Saanich Withdrawal Request  
M. Little spoke to Item 6.4.
- 5.2. [22-365](#) Delegation - Marcie McLean; Councillor: District of Highlands: Re: Agenda Item 6.4.: Victoria Family Court Committee - Central Saanich Withdrawal Request  
Councillor McLean spoke to Item 6.4.

## 6. Committee Business

- 6.1. [22-352](#) Updates to the Election and Voting Procedures Bylaw  
K. Morley spoke to Item 6.1.
- Discussion ensued on the use of voting machines and the financial impacts of mail-in ballots.
- MOVED by Director Ranns, SECONDED by Director Windsor,  
The Governance Committee recommends to the Capital Regional District Board:**
- 1. That Bylaw 4486, the “Capital Regional District Election and Voting Procedures Bylaw, 2008, Amendment Bylaw No. 3, 2022” be introduced, read a first, second, and third time;**
  - 2. The Bylaw 4486 be adopted.**
- CARRIED**

**6.2.**     [22-345](#)

## Timelines for the Notice of Motion Procedure

M. Lagoa spoke to Item 6.2.

Discussion ensued on the following:

- different notice provisions for committee versus board meetings
- advancement of notices to and from board versus committee
- urgent notice procedures

S. Brice left the meeting at 9:54am

**MOVED by Director Ranns, SECONDED by Director Windsor,**

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

**1. That the CRD Board support the current notice of motion process and timelines as set out in the CRD Board Procedures Bylaw and defer consideration of possible amendment to the notice of motion timelines to the incoming Board in early 2023.**

**CARRIED**

**OPPOSED: Isitt**

**Motion Arising:**

**MOVED by Director Isitt, SECONDED by Alternate Director Bateman,**

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

**That staff report to the Governance Committee no later than the first quarter of 2023 including the comparative information from other local governments.**

**CARRIED**

**6.3.**     [22-343](#)

## Regional Grants-in-Aid Board Policy

N. Chan spoke to Item 6.3.

**MOVED by Director Ranns, SECONDED by Director Windsor,**

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

**That the Regional Grants-in-Aid Policy be adopted.**

**CARRIED**

**6.4.**     [22-351](#)     Victoria Family Court Committee - Central Saanich Withdrawal Request

S. Carey spoke to Item 6.4.

Discussion ensued on the following:

- provincial elector review approval method
- appeal process and formal service review
- value extraction from committee
- opt-out and opt-in criteria

S. Brice rejoined the meeting at 10:22 am

B. Isitt left the meeting at 10:40 am.

**MOVED** by Director Windsor, **SECONDED** by Alternate Director Kobayashi,  
**The Governance Committee recommends to the Capital Regional District Board:**

**1. That Bylaw No. 4493, "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997, Amendment Bylaw No. 4, 2022", be introduced, and read a first, second, and third time;**

**2. That Bylaw No. 4493 be referred to the participants for consent on behalf of the electors, and if successful, forwarded to the Inspector of Municipalities for approval.**

**3. That Bylaw No. 4494, "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022, Amendment Bylaw No. 1, 2022", be introduced, read a first, second, and third time.**

**CARRIED**

**OPPOSED:** Young

**6.5.**     [22-353](#)     Correspondence on Agenda Items

K. Morley presented Item 6.5. for information.

B. Isitt rejoined the meeting at 10:45 am.

Discussion ensued on the following:

- Freedom of Information and Protection of Privacy Act
- liabilities of publishing correspondence
- potential alternatives

**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 Ranns, **SECONDED** by Director Windsor,  
**That the June 1, 2022 Governance Committee meeting be adjourned at 10:56 am.**  
**CARRIED**

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CHAIR

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RECORDER