

## Meeting Minutes

### Governance and Finance Committee

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Wednesday, November 4, 2020

10:00 AM

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

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#### PRESENT

Directors: D. Howe (Vice Chair), D. Blackwell, B. Desjardins, B. Isitt (10:02 am), K. Murdoch, G. Orr, J. Ranns, M. Tait (EP), K. Williams (EP), R. Windsor, C. Plant (Board Chair, ex-officio)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; A. Orr, Senior Manager, Corporate Communications; M. Lagoa, Acting Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Guests: Alternate Director P. Brent, Director N. Taylor

Regrets: Director S. Brice (Chair)

The meeting was called to order at 10:00 am.

#### 1. Territorial Acknowledgement

Acting Chair Howe provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Desjardins, **SECONDED** by Director Blackwell,  
That the agenda for the November 4, 2020 Governance and Finance Committee meeting be approved.  
**CARRIED**

#### 3. Adoption of Minutes

- 3.1. [20-710](#) Minutes of the October 7, 2020 Governance and Finance Committee Meeting
- MOVED** by Director Orr, **SECONDED** by Director Blackwell,  
That the minutes of the Governance and Finance Committee meeting of October 7, 2020 be adopted as circulated.  
**CARRIED**
- Director Isitt joined the meeting at 10:02 am.

#### 4. Chair's Remarks

Acting Chair Howe introduced the new Southern Gulf Islands Electoral Area Alternate Director; Paul Brent.

He discussed the US elections, and how the outcome relates to our region in terms of financial ramifications, and environmental impacts. Mr. Chan provided comments regarding the impacts of this election on the organization.

#### 5. Presentations/Delegations

There were no presentations or delegations.

#### 6. Committee Business

- 6.1. [20-680](#) Minutes for Information: Royal & McPherson Theatres Society Advisory Committee

**MOVED by Director Plant, SECONDED by Director Blackwell,  
That the September 9, 2020, minutes of the Royal & McPherson Theatres Society  
Advisory Committee be received for information.  
CARRIED**

- 6.2. [20-676](#) Capital Regional District External Grants Update

N. Chan spoke to item 6.2.

Discussion ensued on the following:

- Safe Restart Grant fund allocation
- appreciation of staff time and effort for grant application preparation

**MOVED by Director Plant, SECONDED by Director Murdoch,  
The Governance and Finance Committee recommends to the Capital Regional  
District Board:  
That the Capital Regional District External Grants Update be received for  
information.  
CARRIED**

- 6.3. [20-698](#) Grant Adjudication Process

N. Chan spoke to Item 6.3.

Discussion ensued on the following:

- whether increased grant applications negatively affect the success rate
- the goal of the decision making process is to be consistently repeatable
- prioritizing the grant applications based on highest probability of award

**MOVED by Director Blackwell, SECONDED by Director Desjardins,  
The Governance and Finance Committee recommends to the Capital Regional  
District Board:  
That the Grant Adjudication Process report be received for information.  
CARRIED**

- 6.4. [20-687](#) Bylaw No. 4383: 2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 4, 2020

N. Chan spoke to Item 6.4.

**MOVED** by Director Orr, **SECONDED** by Director Desjardins,  
The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4383, “2020 to 2024 Financial Plan Bylaw, 2020, Amendment Bylaw No. 4, 2020” be introduced and read a first, second, and third time; and
2. That Bylaw No. 4383 be adopted.

**CARRIED**

- 6.5. [20-686](#) Bylaw No. 4384: Capital Regional District Electoral Area Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 3, 2020

N. Chan spoke to Item 6.5.

**MOVED** by Director Blackwell, **SECONDED** by Director Murdoch,  
The Governance and Finance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4384 cited as the “Capital Regional District Regional Services Operating Reserve Fund Bylaw No. 1, 2016, Amendment Bylaw No. 3, 2020” be introduced and read a first, second and third time.
2. That Bylaw No. 4384 be adopted.

**CARRIED**

**MOVED** by Director Plant, **SECONDED** by Director Blackwell,  
That Director Taylor be allowed to participate in the meeting.  
**CARRIED**

- 6.6. [20-697](#) Youth Engagement in the Capital Regional District

B. Lapham introduced A. Orr who spoke to Item 6.6.

Discussion ensued on the following:

- clarification of the Diversity and Inclusion Strategy
- the intention of this motion being to educate and engage youth in the governmental processes
- addressing and combating bias

**MOVED** by Director Orr, **SECONDED** by Director Isitt,  
The Governance and Finance Committee recommends to the Capital Regional District Board:

That staff be directed to expand and enhance the CRD’s youth engagement approaches as part of the organizational Diversity & Inclusion strategy, currently under development.

**CARRIED**

## 7. Notice(s) of Motion

7.1. [20-553](#) Motion with Notice: CRD External Appointments (C. Plant)

Director Plant spoke to the Motion with Notice.

**MOVED by Director Plant, SECONDED by Director Blackwell,  
The Governance and Finance Committee recommend to the Capital Regional  
District Board:  
That staff report back on developing and implementing a standardized process  
for CRD appointments of members of the public to external boards.  
CARRIED**

7.2. [20-634](#) Motion with Notice: Board Discussion Policy Addendum to Procedures  
Bylaw (Directors Tait and Windsor)

Directors Windsor and Tait spoke to this Motion.

Discussion ensued on the following:

- elevating the standards of procedure
- the impact to staff time if approved
- having various municipalities send their procedures to staff

**MOVED by Director Windsor, SECONDED by Director Tait,  
That the Governance and Finance Committee recommend to the Capital  
Regional District Board:  
Whereas during board and committee meetings Directors are often moving  
motions, making amendments, asking questions and offering discussion in a  
somewhat disorganized fashion.  
Whereas this can create some confusion from Directors as well as members of  
the public following the meeting virtually or viewing the recorded meeting.  
Therefore be it resolved that staff develop a policy to guide board discussion and  
that the policy be referred to as an addendum in the Board Procedures Bylaw.  
CARRIED**

7.3. Notice of Motion - Coastal Communities Social Procurement Initiative (Directors Helps and Tait)

That staff be directed to report to the Governance and Finance committee about  
the potential for the Capital Regional District to join the Coastal Communities  
Social Procurement Initiative.

## 8. New Business

There was no new business.

## 9. Adjournment

**MOVED by Director Windsor, SECONDED by Director Blackwell,  
That the November 4, 2020 Governance and Finance Committee meeting be  
adjourned at 11:16 am.  
CARRIED**

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Chair

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Recorder