

Meeting Minutes

Governance Committee

Wednesday, June 7, 2017

1:30 PM

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

PRESENT:

Directors: J. Ranns (Chair), S. Brice, A. Finall (1:35), C. Hamilton, B. Isitt, W. McIntyre, C. Plant, B. Desjardins (Board Chair, ex-officio) (1:37)
Staff: R. Lapham, Chief Administrative Officer; T. Robbins, General Manager, Integrated Water Services; N. Chan, Chief Financial Officer; C. Nielson, Senior Manager, Human Resources; B. Reems, Corporate Officer; P. Perna, Committee Clerk (recorder)

REGRETS: Directors N. Jensen (Vice Chair) and S. Price

The meeting was called to order at 1:32 pm.

1. Approval of Agenda

**MOVED by Director Hamilton, SECONDED by Director McIntyre,
That the agenda for the June 7, 2017 Governance Committee meeting be
approved as circulated.
CARRIED**

2. Adoption of Minutes

2.1. [17-372](#) Minutes of the April 5, 2017 Governance Committee Meeting

**MOVED by Director Plant, SECONDED by Director Hamilton,
That the minutes of the April 5, 2017 Governance Committee meeting be adopted
as circulated.
CARRIED**

3. Chair's Remarks

The Chair remarked on Granicus issues on the IPad. The Chair further remarked that he, as chair of the Governance Committee, received a couple complaints via correspondence, which were passed on to the Board Chair to go through the correspondence process. However, after he was contacted by the media on this, he felt that each Board member should have a copy of the complaints. He advised that this is not on this Governance agenda because it is not strictly a Governance issue, but should this need to be addressed, it should be brought through the Board.

4. Presentations/Delegations

4.1. [17-458](#) Presentation: Mr. Caleb Horn, Co-Chair, and Mr. Art Beck, Co-Chair, Governance Review Citizens Advisory Committee, District of Saanich

Mr. Art Beck, Vice Chair, introduced his co-chair, Mr. Caleb Horn, as well as other members of the Governance Review Citizens Advisory Committee, District of Saanich. He advised of what their committee is about and how it started.

Mr. Horn noted that the Advisory Committee would like to receive any information that the Capital Regional District or the Governance Committee has in relation to governance in the Capital Regional District.

Mr. Beck and Mr. Horn provided an information brochure regarding "Share Your Views" consultation. A copy of this brochure is available in the Legislative and Corporate Services department.

Discussion ensued on the following:

- amalgamating policing, fire, and ambulance
- amalgamation - voluntary versus mandatory
- being a District of Saanich only initiative
- the local nature of the initiative

5. Committee Business

5.1. [17-453](#) CRD Exempt Staff Protection

Discussion ensued on the following:

- the Capital Regional District Managerial Professional Association (MPA) and its mandate, purpose, and composition
- communication lines between the MPA and the Chief Administrative Officer
- Bylaw 3343 contains many things that are negotiated and the need to consider the bylaw in more detail at a future meeting
- additional dues paid by all exempt staff

**MOVED by Director Ranns, SECONDED by Director Plant,
That the Governance Committee recommend to the Capital Regional District Board:**

That staff be directed to review the policies applicable to exempt staff employee conduct expectations, protections and guidelines and bring forward a proposed policy that would explicitly set out a process for exempt employees to bring forward concerns and issues related to employee conduct with additional assurance of exempt staff protection.

**MOVED by Board Chair Desjardins, SECONDED by Director Brice,
That the main motion be amended to add "That staff provide clarity regarding the role of the Capital Regional District Board and Board Chair".**

CARRIED

**MOVED by Director Ranns, SECONDED by Director Plant,
That the Governance Committee recommend to the Capital Regional District Board:**

**That staff be directed to review the policies applicable to exempt staff employee conduct expectations, protections and guidelines and bring forward a proposed policy that would explicitly set out a process for exempt employees to bring forward concerns and issues related to employee conduct with additional assurance of exempt staff protection; and
That staff provide clarity regarding the role of the Capital Regional District Board and Board Chair.
CARRIED**

5.2. [17-455](#)

Board Standards of Conduct

R. Lapham provided an overview of the report.

Discussion ensued on the following:

- no further work being done on this topic due to other rules and regulations in place that can enforce a Director's conduct
- waiting to hear back on the UBCM results

MOVED by Director Plant, SECONDED by Director Finall,

That the Governance Committee recommend to the Capital Regional District Board:

That this report be received for information and that staff report back to the Board on the issue following the completion of the work on responsible elected official conduct undertaken by the Union of British Columbia Municipalities.

CARRIED

OPPOSED: Director Isitt

5.3. [17-362](#)

Review of Hourly Charge Out Rates

Director Hamilton left at 2:30 pm.

N. Chan provided an overview of the report.

Discussion ensued on the following:

- whether the rate is based on work within the CRD or if performing work for other organizations
- how the charge out rate is decided
- utilizing charge out rates to aid a corporate/service review

MOVED by Director Brice, SECONDED by Director Plant,

That the Governance Committee recommend to the Capital Regional District Board:

That this report be received for information.

CARRIED

5.4. [17-368](#)

Service Information

B. Isitt left at 3:00 pm.

Discussion ensued on the following:

- providing information on what the requisition maximums are for all of these services
- the requisition maximums being defined in the bylaws
- the many services that recover funds from other revenue such as fees and

charges levied

**MOVED by Director Finall, SECONDED by Director Plant,
That the Governance Committee recommend to the Capital Regional District
Board:**

That this report be received for information.

CARRIED

6. New Business - None.

7. Adjournment

**MOVED by Director Finall, SECONDED by Director McIntyre,
That the June 7, 2017 Governance Committee meeting be adjourned at 3:06 pm.
CARRIED**

Chair

Recorder