



## Notice of Meeting and Meeting Agenda Governance Committee

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Wednesday, December 1, 2021

10:00 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. 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](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).*

#### 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.

## Meeting Minutes

### Governance Committee

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Wednesday, October 6, 2021

10:00 AM

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

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#### PRESENT

Directors: K. Murdoch (Chair), R. Windsor (Vice Chair), S. Brice, B. Desjardins, B. Isitt (10:05)(EP), R. Martin (EP), B. Fallo (for C. McNeil-Smith) (EP), J. Ranns, J. Bateman (for M. Tait) (EP), G. Young, C. Plant (Board Chair, ex officio)

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

EP - Electronic Participation

Regrets: Directors C. McNeil-Smith, M. Tait, Councilor J. Olsen

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

#### 1. Territorial Acknowledgement

Chair Murdoch provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Windsor, **SECONDED** by Director Brice,  
That the agenda for the October 6, 2021 Governance Committee meeting be approved.  
**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [21-715](#) Minutes of the June 2, 2021 Governance Committee Meeting

**MOVED** by Director Desjardins, **SECONDED** by Director Ranns,  
That the minutes of the Governance Committee meeting of June 2, 2021 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

## 5. Presentations/Delegations

- 5.1. [21-754](#) Delegation - Alon Soraya; Representing South Island Mountain Bike Society: Re: Agenda Item 6.3.: Review of Delegation Speaking Time in the Board Procedures Bylaw
- Alon Soraya sent his regrets.

## 6. Committee Business

- 6.1. [21-683](#) 2022 Service Planning - Accountability
- B. Lapham, N. Chan and K. Morley spoke to Item 6.1.
- Discussion ensued on the following:
- organizational capacity
  - overall requisition impact
  - asset management funding
  - timeline of the asset management plan
  - facilities management plan around increased staffing levels
  - the Executive Leadership Team's review process of all service plans
  - ability to approve incremental increases rather than as a whole
- MOVED by Director Plant, SECONDED by Director Brice,  
The Governance Committee recommends the Committee of the Whole  
recommend to the Capital Regional District Board:  
That Appendix A, Community Need Summary - Accountability be approved as  
presented and form the basis of the 2022-2026 Financial Plan.  
CARRIED**

**6.2.**     [21-724](#)     Establishing Best Practices for CRD Meetings

K. Morley spoke to Item 6.2.

Discussion ensued on the following:

- the ability of a committee member to challenge a calling the question where there was no opportunity to speak
- appropriateness of suspending the procedures bylaw
- staff to provide guidance to the Chair for managing questions and speakers
- staff providing direction on where it is appropriate to reconsider or rescind a motion
- incorporating a cheat sheet that Directors can refer to when needed
- limiting 'receive for information' motions
- clarity regarding staff recommendations and committee recommendations
- standardizing the process of committee chairs moving items at the Board

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

- 1. That staff report back to the Governance Committee with best practice guidelines for meetings of the Capital Regional District Boards, Committees and Commissions in accordance with the direction set out in this report.**

**MOVED by Director Brice, SECONDED by Director Windsor,  
That the motion be amended to add the words "That the issue of rescind and reconsider be examined by staff and included in the information moving forward."**

**CARRIED**

The question was called on the main motion as amended.

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

- 1. That staff report back to the Governance Committee with best practice guidelines for meetings of the Capital Regional District Boards, Committees and Commissions in accordance with the direction set out in this report.**
- 2. That the issue of rescind and reconsider be examined by staff and included in the information moving forward.**

**CARRIED**

The remaining agenda items 6.3. thru 6.6. are deferred to the next meeting.

**6.3.**     [21-722](#)     Review of Delegation Speaking Time in the Board Procedures Bylaw

Postponed until the next meeting.

**6.4.**     [21-642](#)     Capital Regional District Board Regional Grants-in-Aid Policy

Postponed until the next meeting.

6.5. [21-698](#) Update to CRD Reporting of Serious Misconduct Policy  
Postponed until the next meeting.

6.6. [21-699](#) Process to Claim Expenses under CRD Board Remuneration and Travel  
Expense Reimbursement Policy  
Postponed until the next meeting.

**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 Windsor, **SECONDED** by Director Desjardins,  
That the October 6, 2021 Governance Committee meeting be adjourned at 12:03  
pm.  
**CARRIED**

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CHAIR

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RECORDER



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**REPORT TO GOVERNANCE COMMITTEE  
MEETING OF WEDNESDAY, OCTOBER 06, 2021**

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**SUBJECT**     **Review of Delegation Speaking Time in the Board Procedures Bylaw**

**ISSUE SUMMARY**

The Governance Committee was referred a motion with notice to review options for the public to appear as delegations before Boards and Committees while also giving consideration to the limited time for meetings.

**BACKGROUND**

At the June 2, 2021 Governance Committee meeting, the following Motion with Notice was carried:

*That the Governance Committee be requested to review Section 13 of the Procedures Bylaw related to Delegations, with the goal of providing fair access to delegations and a reasonable use of the Board's time.*

At the same meeting, the following motions arising were also carried:

- 1. That staff bring back any information previously prepared, and information related to today's discussion, to the next Governance Committee to allow us to continue this discussion; and,*
- 2. Invite staff to bring back any other recommendations on amendments to the Procedure Bylaw.*

The notice of motion was originally served during the adjourned May 12, 2021 CRD Board meeting which was continued on May 26. The CRD Board received 30 applications by the deadline to appear as a delegation at the May 12 meeting. At the meeting, the Board passed a 2/3 vote to suspend the rules in order to reduce the maximum time allotted for each delegation to 3 minutes instead of 4 minutes. In addition, there was one late delegation that was not permitted to speak as the Procedures Bylaw required unanimous approval of the Board.

Staff conducted a review of the previous meeting minutes for the Governance Committee (formerly Governance and Finance Committee) since 2018. In regards to delegations, in March 2019 a new business item was defeated and later a notice of motion was withdrawn in May 2019. Excerpts of the meeting minutes is attached as Appendix A.

**ALTERNATIVES**

*Alternative 1*

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.

*Alternative 2*

The Governance Committee recommends to the Capital Regional District Board:  
That staff report back with options on limiting the number of delegations that a Committee or Board will hear on a single agenda item.

*Alternative 3*

The Governance Committee recommends to the Capital Regional District Board:  
That staff report back with options on establishing different procedures for delegations that appear before Board versus Committees and Commissions.

*Alternative 4*

That this report be referred back to staff for additional information.

**IMPLICATIONS**

*Bylaw 3828: Board Procedures Bylaw*

Currently, a person wishing to address the Board would submit their application in writing after the agenda is published (i.e. Friday). The application must indicate the meeting and agenda item they wish to speak to, what municipality/electoral area they reside in, the reason for the presentation, and the organization they represent (if applicable). Applications are due no later than 4:30 pm on the Monday prior to the meeting. All applications received by the deadline are placed in the order they were received on the meeting agenda. Each delegation is limited to 4 minutes unless a 2/3 vote is passed to extend the time.

Delegation requests that are received after the deadline are considered late and require unanimous vote of the Board to be heard. For more information on delegations, see Section 13 of the *CRD Board Procedures Bylaw* (attached as Appendix B).

*Jurisdictional Review of Speaking Times*

A jurisdictional review of delegation (public input) procedures among CRD member municipalities and select regional districts was conducted (attached as Appendix C). The review found that there is no consistent time limit for delegations. Delegation times ranged from 2 to 10 minutes, and in some cases there being no limit at all. A key finding was that 9 of the 13 CRD member municipalities, and half of the regional districts reviewed, have set a total maximum time for delegations/public input per meeting. A second key finding was that regional districts had fewer opportunities for the public to participate in a meeting compared to municipal councils.

*Recommendations & Alternatives on Delegation Speaking Times*

The staff recommendation is to amend delegation procedures in the Bylaw as follows: reducing the time limit per delegation; setting a total maximum number for delegations per meeting (including late delegations); registering delegations on a first come, first served basis; and limiting delegations to speaking only once on an agenda item.

In order to provide an opportunity for the Board to hear from as many stakeholders as possible, staff recommend reducing the time limit per delegation from 4 minutes to 3 minutes. At the direction of the Governance Committee, this time limit can be further reduced to 2 minutes per delegation.

To ensure the Board has adequate time to deal with the business matters on an agenda, staff recommend that the delegation portion of a meeting be no longer than 30 minutes or 10 delegations at 3 minutes each. The Bylaw limits meetings to 3 hours unless the time is extended by a majority vote. At the direction of the Governance Committee, this time limit can be further reduced while keeping in mind the impact of the individual delegation speaking time. For example, 15 minutes for delegations that are up to 3 minutes each would result in a maximum of 5 delegations being heard per meeting.

If a maximum number of delegations per meeting is established, staff recommend that applications be approved on a first come, first served basis. This approach is recommended as the most transparent and efficient to administer. At the direction of the Governance Committee, a recommendation can be made to the Board that delegations be selected by lot if there were more applications received by the deadline than time allowed. Another alternative is directing staff to report back on limiting the number of delegations that a Committee or Board will allow on a single agenda item (presented as Alternative 2).

To eliminate the possibility of the same delegation being heard when an agenda item is considered by Committee and then again at Board, staff recommend that delegations be registered to speak only once on an agenda item. The one exception would be to introduce new and material information (at the discretion of the Corporate Officer). In most cases, new and material information would only be considered if the recommendation from the Committee to the Board had changed significantly from the staff recommendation. Another alternative is directing staff to report back on establishing different procedures for delegations at committee meetings versus board meetings (presented as Alternative 3).

*Publication of Written Submissions from Delegations on the Agenda*

Currently written submissions to the Board on agenda items are circulated through the Board Correspondence Portal. When a high volume of correspondence is received directly before a meeting, staff endeavor to ensure Directors are aware of the correspondence with an email prompt to review the portal. It is not the practice at CRD to publish written submissions from the public with the agenda item and staff are not recommending any changes to the current practice. Doing so would require that the correspondence be redacted prior to publication to remove any personal information and to screen for any comments that could be considered defamatory. Given the high volume of correspondence that is received for hot button issues, often within a day or two of the meeting date, the required redaction and screening of correspondence would prompt a service level change and require additional staff resources.

*Additional Amendments to Delegation Procedures*

If direction is given to amend the Board Procedures Bylaw for delegations, staff recommend that section 13(1) be modernized to remove the option of having the Corporate Officer provide hard copies of written submissions to Board or Committee Members. All correspondence from delegations should be provided electronically and is distributed via the Board Correspondence Portal.

Staff also recommend that section 13(3) be amended to clarify that delegations cannot be by video presentations only; however, they are permitted as part of a delegation's address and will count towards the speaking time allotted. Staff recommend a further amendment to clarify that all video presentations need to be reviewed and approved by the Corporate Officer in advance of the meeting. This is the current practice and allows staff to screen for appropriateness of the material before it is publically displayed in an open meeting.

**CONCLUSION**

The Governance Committee was directed to review Section 13 of the Procedures Bylaw related to delegations, with the goal of providing fair access to delegations and a reasonable use of the Board's time for conducting meetings. Staff were also directed to bring back information previously prepared on the issue and any other recommended amendments to the Bylaw. Staff are recommending that the Board Procedures Bylaw be amended to reduce the time limit per delegation, to set a total maximum number of delegations per meeting, to register delegations on a first come, first served basis; and to limit delegations to speaking only once on an agenda item. Staff will report back through the Governance Committee with a draft bylaw to amend 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 requests to appear as a delegation 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.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: Excerpt of Previous Committee Minutes

Appendix B: Bylaw 3828 - CRD Board Procedures Bylaw (Consolidated for Convenience)

Appendix C: Jurisdictional Review of Delegates Speaking Times

## Excerpt of Previous Governance and Finance Committee Minutes

<p>GFC 6 2019-03-06</p>	<p>New Business</p> <p>Chair Plant brought forward the following motion: "That the Governance and Finance Committee ask staff to report back on options on how to manage delegations at Committees and Board meetings and to recommend potential changes to the Capital Regional District Board Procedures Bylaw."</p> <p>Discussion ensued on the following: - the procedures for allowing a Notice of Motion on the table for debate - suspending the rules of procedure to allow the motion on the table by a two thirds majority vote - waiting for the next meeting to see if the pattern of extra delegations occurs and continue to monitor delegations requests</p> <p>MOVED by Board Chair Plant, SECONDED by Director Blackwell, That the proposed motion put on the table by Board Chair Plant be allowed for debate. DEFEATED OPPOSED: Brice, Windsor, Murdoch, Desjardins, Isitt</p> <p>The proposed motion was considered a Notice of Motion for discussion at the next Governance and Finance Committee meeting.</p>
<p>GFC 2019-06-05 5.8 (19-458)</p>	<p>Motion with Notice (Chair Plant)</p> <p>That the Governance and Finance Committee ask staff to report back on options on how to manage delegations at Committees and Board meetings and to recommend potential changes to the Capital Regional District Board Procedures Bylaw.</p> <p>Chair Plant withdrew motion as issue has been deemed resolved. This Motion with Notice was withdrawn.</p>
<p>2021-06-02 GC 7.1. (21-464)</p>	<p>Motion with Notice: Review of Time Allocation for Delegations (Directors Isitt, Windsor, Murdoch)</p> <p>MOVED by Director Isitt, and SECONDED by Director Windsor, That the Governance That the Governance Committee be requested to review Section 13 of the Procedures Bylaw related to Delegations, with the goal of providing fair access to delegations and a reasonable use of the Board's time. CARRIED Opposed: Ranns</p> <p>Discussion ensued regarding: - Statistical information regarding delegations - Public engagement and accessibility - Meeting length pertaining to procedure bylaw - Procedure bylaw</p> <p>MOVED by Director Windsor, and SECONDED by Director Isitt 1. That staff bring back any information previously prepared, and information related to today's discussion, to the next Governance Committee to allow us to continue this discussion; and, 2. Invite staff to bring back any other recommendations on amendments to the Procedure Bylaw.</p>



Making a difference...together

**BYLAW NO. 3828**

**CAPITAL REGIONAL DISTRICT BOARD  
PROCEDURES BYLAW, 2012**

(as amended by Bylaw No. 3951, 3999, 4024, 4044, 4129, 4206, &  
4262, 4312, 4313, 4353, 4368)

**A bylaw to regulate the proceedings  
of the Capital Regional District Board**

For further details, please contact the Capital Regional District,  
Legislative Services Department, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6  
T 250-360-3128, F 250-360-3130, [www.crd.bc.ca](http://www.crd.bc.ca)

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3828  
REGIONAL DISTRICT PROCEDURES BYLAW**

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CAPITAL REGIONAL DISTRICT

BYLAW NO. 3828

\*\*\*\*\*  
A BYLAW TO REGULATE THE PROCEEDINGS  
OF THE CAPITAL REGIONAL DISTRICT BOARD  
\*\*\*\*\*

The Board of the Capital Regional District enacts as follows:

PART 1 – INTRODUCTION

Definitions

1. In this Bylaw:

“**Board**” means the governing and executive body of the CRD;

“**Chair**” means the Chair or Vice Chair of the CRD elected pursuant to section 215 of the *Local Government Act* or other person presiding at a meeting of the Board or committee, as the context requires;

(Bylaw No. 4262)

“**Committee**” means a standing, advisory, select, or other committee of the Board, but does not include Committee of the Whole or a local service committee or a service committee;

“**Commission**” means a commission established by the Board under section 263(1)(g) of the *Local Government Act* and a local service committee and a service committee established by the Board.

(Bylaw No. 4262)

“**Corporate Officer**” means the officer of the CRD assigned the corporate administration responsibilities of section 236 of the *Local Government Act*, and includes that officer’s designate;

(Bylaw No. 4262)

“**COW**” means the Committee of the Whole Board;

“**CRD**” means the Capital Regional District;

“**CRD Offices**” means the CRD located at 625 Fisgard Street, Victoria, BC;

“**CRD Website**” means the information resource found at an internet address provided by the CRD;

“**Delegation**” means an individual or an organization addressing the Board, a committee or commission about a specific item on the agenda of a meeting;

**"First Nation Member"** means a First Nations' elected representative who is permitted to participate on an Advisory Committee, Select Committee, or Standing Committee by the relevant Terms of Reference and includes their alternate if acting in the place of a First Nation Member;  
(Bylaw No. 4368)

**"Member"** means a Member of the Board, whether a municipal director or an electoral area director, and includes their alternates if acting in the place of a Member;

**"Presenter"** means a person(s) or organization(s) invited by the CRD to make a presentation to the Board. It also includes a request to speak by a First Nations Elder or Chief and a federal, provincial or local government elected official.  
(Bylaw No. 4024)

**"Public Notice Posting Place"** means the notice board, whether electronic or not, located in the front foyer of the CRD offices and the CRD Website; and, in the case of a Commission, means a consistent local public location designated by the Commission;

**"Vice Chair"** means the Member elected as Vice pursuant to section 215 of the *Local Government Act*.  
(Bylaw No. 4262)

### **Application of Rules of Procedure**

2. (1) The provisions of this Bylaw govern the proceedings of the Board, COW, all standing and select committees of the Board and all commissions, as applicable.
- (2) In cases not provided for under this Bylaw, The Newly Revised Robert's Rules of Order, 11<sup>th</sup> edition, 2011, apply to the proceedings of the Board, COW, committees and commissions to the extent that those rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with provisions of this Bylaw, the *Local Government Act* or the *Community Charter*.
- (3) No provision of this bylaw relating to the procedure of the Board shall be altered unless notice of the proposed amendment is given in accordance with section 225 of the *Local Government Act*.

### **Suspension of Rules of Procedure**

3. Except for those provisions of this Bylaw that are statutorily mandated, the rules of procedure contained in this Bylaw may be suspended for a temporary time period specified by the Board with a 2/3 vote of those Members present.

## PART 2 – BOARD MEETINGS

### Inaugural Meeting

4. (1) The Board shall meet in an inaugural meeting during the month of November at such time as shall be advised by the Corporate Officer in writing.  
*(Bylaw No. 4129)*
- (2) The presiding officer of the inaugural meeting shall be the Chief Administrative Officer until such time as the Chair has been elected.
- (3) The Chief Administrative Officer shall announce results of elections and confirm that new Members have completed the Oath of Office set out in the *Local Government Act*, following which the Chair shall be elected from among the Members of the Board.

### Election of Chair and Vice Chair

5. (1) The Chief Administrative Officer shall call for nominations for Chair and conduct a vote by secret ballot in which the person receiving a majority vote of those Members present shall be elected Chair. Each Member shall have only one vote. If only one candidate is nominated for an office, that candidate shall be declared elected by acclamation. The call for nominations for the office of Vice Chair shall be called by the Chair.
- (2) Nominations do not need to be seconded and a candidate must consent to the nomination.
- (3) If a candidate is not present at the meeting, his or her written consent to the nomination must be provided to the Corporate Officer at the meeting.
- (4) At the close of nominations, if more than one candidate has been nominated, each candidate will be given a maximum of four (4) minutes to address the Board in favour of his/her candidacy in the order of his/her nomination. If a candidate is not present at the meeting, he or she may have their nominator deliver a prepared speech on his or her behalf not to exceed three minutes in duration.
- (5) At the conclusion of the candidates' speeches, the Corporate Officer and Deputy Corporate Officer or designate will circulate a ballot box in which the completed ballots will be placed. When all of the ballots have been collected the Corporate Officer will remove the ballot box to a separate room and the ballots will be counted in accordance with subsection (6).
- (6) The counting of the ballots will be conducted by the Corporate Officer together with the Deputy Corporate Officer or designate. Either the CRD's legal counsel or a judicial justice appointed under the *Provincial Court Act* will be present to observe the counting of the ballots.
- (7) Following the counting of the ballots, the Corporate Officer shall advise the Chief Administrative Officer of the candidate that has received a majority of the votes.
- (8) The number of votes received by each candidate will not be disclosed to the Board unless

a resolution requiring disclosure is passed.

- (9) In the event that there are more than two candidates for the election of Chair or Vice Chair and if no person receives a majority of the votes of those Members present, the candidate receiving the least number of votes shall be eliminated and subsequent ballots shall be taken until one candidate receives the majority of votes of those Members present; unless there is a tie between the two candidates with the least votes of those Members present, in which case, subsequent ballots shall be taken until one candidate receives the least number of votes of those Members present and is eliminated. If the tie for the least number of votes of those Members present continues after three elections have been held, the candidate who shall be eliminated will be decided by a lot between the candidates as outlined in section 5(3). The voting on subsequent ballots will then proceed without the eliminated candidate until one candidate receives the majority of votes of those Members present.
- (10) In the event of a tie vote for the most votes of two (2) or more candidates, the candidates who are tied remain in the election. If a definitive election result cannot be declared after three (3) elections have been held, then the majority vote shall be deemed to be determined by a lot between the candidates as follows:
  - (a) the names of the candidates shall be written on separate pieces of paper and placed in a container;
  - (b) the Corporate Officer shall be asked to withdraw one paper; and
  - (c) the candidate whose name is on the withdrawn paper shall be declared elected.
- (11) Once a candidate has been declared elected, the ballots shall be destroyed by way of a Board resolution.
- (12) Following the election of the Chair, the CRD Board shall elect one of its Members to be Vice Chair. The procedure for determining the Member to be elected Vice Chair shall be as set out in sections 5(1) to (11) for electing the Chair of the Board.

*(Bylaw No. 4044)*

## **Meetings and Adjournment**

6. Regular meetings shall be held at the CRD Board Room, 625 Fisgard Street, Victoria, BC on the second Wednesday of the month commencing at 1:00 pm unless otherwise determined by resolution of the Board.

*(Bylaw No. 4262)*

- 6.1 Regular and special meetings shall be adjourned no later than three (3) hours from the scheduled start time of the meeting unless the Board resolves to proceed beyond that time by an affirmative vote of the majority of the members present.

*(Bylaw No. 3951)*

## **Quorum**

7. (1) The quorum for a meeting of the Board shall be a majority of all the Members.

- (2) At the appointed time for commencement of the meeting, the Chair or, in his/her absence, the Vice Chair, shall ascertain that a quorum is present before proceeding to the business of the meeting. If neither the Chair nor the Vice Chair is present within fifteen (15) minutes after the time appointed for a meeting, the Corporate Officer shall call the Members to order, ascertain that a quorum is present and, if so, the Board shall appoint an Acting Chair who shall preside during the meeting or until the arrival of the Chair or Vice Chair. Such person appointed as Acting Chair shall have all the powers and be subject to the same rules as the Chair.
- (3) If a quorum has not been made within sixteen (16) minutes after the appointed time, the Corporate Officer shall record the names of the Members then present and the Board shall stand adjourned until the next meeting date or until another meeting shall have been called in accordance with this bylaw or to such time as the Chair shall appoint.

### **Notice of Regular Meetings**

8. At least seventy-two (72) hours before a regular meeting of the Board, the Corporate Officer must give public notice of the time, place and date of the meeting by way of a notice and agenda posted at the Public Notice Posting Place.

### **Notice of Special Meetings**

9. (1) Except where notice of a special meeting is waived by a unanimous vote of all Members under section 220(3) of the *Local Government Act*, before a special meeting of the Board, the Corporate Officer shall:
  - (a) at least twenty-four (24) hours in advance, give notice of the general purpose, time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place; and
  - (b) at least five (5) days before the date of the meeting, mail to each Member the notice of the general purpose, time, place and date of the meeting.  
*(Bylaw No. 4262)*
- (2) Despite section 9(1), in the case of an emergency, notice of a special meeting may be given in accordance with section 220(4) of the *Local Government Act*.  
*(Bylaw No. 4262)*

### **Notice of Committee Meetings**

10. (1) At least seventy-two (72) hours before a regular meeting of a committee or COW, excluding a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- (2) At least twenty-four (24) hours before a special meeting of a committee or COW, excluding a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted at the Public Notice Posting Place.

## Notice of Commission Meetings

11. (1) At least seventy-two (72) hours before a regular meeting of a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted in a consistent public location in the area served by the commission.
- (2) At least twenty-four (24) hours before a special meeting of a commission, public notice must be given of the time, place and date of the meeting by way of a notice posted in a consistent public location in the area served by the commission.

## Agenda

12. (1) The Corporate Officer, under the direction of the Chair, shall prepare an agenda and shall circulate a copy of the agenda to each Member at least four (4) days before the meeting. If necessary, a supplementary agenda for a meeting of the Board will be circulated at least 24 hours before the meeting. At any meeting other than a special meeting, the Chair may add items of an emergent or time sensitive nature to the agenda.  
*(Bylaw No. 4262)*
- (2) At a meeting, a Member may, at the time adoption of the agenda is being considered, propose to place an additional item of an emergent or time sensitive nature on the agenda. The item must be added to the agenda only if the resolution is adopted by at least two thirds of the votes cast.

## PART 3 – BOARD PROCEEDINGS

### Delegations

13. (1) The Board may, by resolution, allow a delegation to address the meeting in person on the subject of an agenda item, provided written application on a prescribed form has been received by the Corporate Officer no later than 4:30 pm two (2) calendar days prior to the meeting. Each address shall be limited to four (4) minutes unless a longer period is agreed to by 2/3 vote of those Members present. The order of speakers will be based on the order in which the request was received. The Corporate Officer may determine the number of copies of any written submissions to be provided by each delegation to the Board. Each delegation shall provide the number of copies as determined by the Corporate Officer, for distribution at the time of the delegation's appearance.
  - (a) As an alternative to addressing a meeting as a delegation, a person may submit their comments in writing to the Corporate Officer for circulation to Members in advance of the next meeting.  
*(Bylaw No. 3951)*
- (2) Where written application has not been received as prescribed in section 13(1), an individual or delegation may address the meeting if approved by a unanimous vote of the Members present.
- (3) Any video presentations used as part of a delegation's address to the Board will count toward the time limit permitted for the delegation.

- (4) If a delegation has registered to address a meeting but is no longer able to attend the meeting, a different delegation will not be permitted to address the meeting in substitution.
- (5) The Board shall not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (6) The Board shall not permit a delegation to address a meeting of the Board regarding a matter to be dealt with as a grievance under a collective agreement, or that is within the exclusive mandate of the Greater Victoria Labour Relations Association Board.
- (7) The subject matter upon which a delegation wishes to speak must:
  - (a) be within the jurisdiction of the Board; and
  - (b) be within the terms of reference of the Committee or Commission for which the delegation wishes to appear.
- (8) The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any Member of the delegation:
  - (a) immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs; or
  - (b) addresses issues not contained within the written application of the individual or delegation.

## **Presentations**

14. (1) The CRD may, with the Chair's approval, invite a person, persons, or organization(s) to make a presentation to the Board. Time permitting, the Corporate Officer shall include the subject of the presentation and the designated speaker on the meeting agenda.
- (2) With the Chair's approval, the Corporate Officer shall include a request to speak by a presenter on the meeting agenda.
- (3) All presentations shall be limited to 10 minutes unless a longer period is approved by a majority vote of those Members present.

*(Bylaw No. 4024)*

## **Order of Proceedings and Business**

15. (1) The order of business at all regular meetings shall be as follows:
  1. Territorial Acknowledgement
  2. Approval of Agenda
  3. Adoption of Minutes of Previous Meeting

4. Report of the Chair
5. Presentations/Delegations
6. Consent Agenda
7. Administration Reports
8. Reports of Committees (not included in the Consent Agenda)
9. Correspondence
10. Bylaws and Resolutions
11. Motions for Which Notice Has Been Given
12. New Business
13. Motion to close the meeting in accordance with the applicable provisions of the *Community Charter*
14. Adjournment

(Bylaw No. 4262, 4312)

(2) The order of business at all special meetings shall be as follows:

1. Territorial Acknowledgement
2. Approval of Agenda
3. Presentations/Delegations
4. Special Meeting Matters
5. Motion to close meeting in accordance with the applicable provisions of the *Community Charter*
6. Adjournment

(Bylaw No. 4312)

(3) The order of business at all closed meetings whether regular or special shall be as follows:

1. Approval of Agenda
2. Approval of Minutes of Previous Closed Meeting
3. Closed Meeting Matters
4. Rise and Report
5. Adjournment

(4) A change to the prescribed order of business other than a special meeting may be ordered by the Chair or moved by a Member, with unanimous consent.

(5) The Consent Agenda portion of the agenda shall consist of staff or committee report items that contain clear take action, give approval, or receive for information recommendations.

(6) Members may vote on and adopt in one motion all recommendations appearing on the Consent Agenda that are subject to the same voting rule.

(7) At approval of the Consent Agenda, a Member may for the purpose of:

- (a) debate or discussion;
- (b) voting in opposition to a recommendation on the consent agenda or to propose an amendment to the motion; or

- (c) declaring a conflict of interest with respect to an item on the consent agenda;

request that an item be removed from the consent agenda, without debate or vote of the Members.

(Bylaw No. 4262)

## Minutes

16. (1) Minutes of all proceedings of the Board shall be kept by the Corporate Officer; such minutes to be concise and to detail proceedings of the Board. The minutes shall be legibly recorded, certified as correct by the Corporate Officer, and signed by the Chair, Vice Chair, or the person presiding at such meeting or at the next meeting at which they are adopted.
- (2) Minutes of proceedings of standing and select committees, and commissions shall be legibly recorded and signed by the Chair, or Member presiding.
- (3) Subject to section 16(4), and in accordance with sections 97(1)(b) and (c) of the *Community Charter*, minutes of the proceedings of the Board or of a body referred to in section 17(2) must be open for public inspection at the CRD Offices, Legislative Services, during their regular office hours and may be posted to the CRD website.
- (4) Section 16(3) does not apply to minutes of a Board meeting or a meeting of a body referred to in section 17(2) for that part of the meeting from which persons were excluded under section 90 of the *Community Charter*.

## Correspondence

- 16.1 (1) Following consultation with the Chair or other person who is to preside at the applicable meeting, the Corporate Officer may place correspondence from another government or government agency that requests an action from the Board, on the agenda of the next convenient Board meeting, or on an agenda of the meeting of a committee or commission whose mandate or terms of reference includes the requested action, together with any report from Regional District staff that the Chair or the Chief Administrative Officer consider advisable.
- (2) Any other correspondence to the Board not accounted for in section 16.1(1), including but not limited to written comments received pursuant to section 13(a), may be placed on the meeting agenda at the request of the Chair or such other person who is to preside at the meeting where the correspondence is to be considered, or by way of Notice of Motion made in accordance with section 22(6).

(Bylaw No. 3951)

## Attendance of Public at Meetings

17. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Board meetings must be open to the public. Before a meeting or part of a meeting is closed to the public, the Board must pass a resolution in the public meeting in accordance with section 92 of the *Community Charter*.
- (2) The requirement in section 17(1) applies to meetings of bodies referred to in section 93 of the *Community Charter* including, without limitation:

- (a) Advisory Commissions
- (b) Advisory Committees
- (c) a Commission established under s. 263(1)(g) of the *Local Government Act*
- (d) Board of Variance
- (e) Parcel Tax Review Panel
- (f) Select Committees
- (g) Standing Committees
- (h) Committee of the Whole
- (i) a body that under the *Local Government Act* or another *Act* may exercise the powers of the CRD or its Board

(Bylaw No. 4262)

- (3) Despite section 17(1), the Chair may expel or exclude a person from a Board meeting or meeting of a body listed in section 17(2) of this Bylaw in accordance with section 133 of the *Community Charter*.

### **Closed Meetings**

- 18 (1) No Member shall disclose to the public the proceedings of a closed meeting, unless a resolution has been passed at the closed meeting to allow disclosure.
- (2) As soon as practicable, the Corporate Officer shall review and determine whether to seek a resolution of the Board for the release of closed minutes and related information that would no longer undermine the reason for discussing it in a closed meeting.
- (3) Minutes of a closed meeting shall be kept in the same manner as a regular meeting but shall not be filed with the minutes of regular meetings.
- (4) The Board must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

### **Use of Video Recording Devices**

- 19. (1) The Chair shall preserve order and decorum at a meeting and at his/her discretion may require that any video recording devices be placed in a designated location while being used and remain in that location during the course of the meeting. This applies to the Chairs of Board, Committee, Commission and COW meetings.

### **Chair and Presiding Officers**

- 20. (1) The Chair, if present, shall preside at meetings of the Board. Any Member of the Board may preside at a COW.
- (2) The Vice Chair shall preside in the absence of the Chair or when the Chair vacates the chair.
- (3) In the event that neither the Chair nor the Vice Chair is able to take the chair, the presiding officer shall be such person, as the Board may choose.

- (4) The Chair shall preserve order and decorum and shall rule on all points of order, stating his/her reasons and the authority for ruling when making a ruling. The ruling of the Chair shall be subject to an appeal to the Board without debate.
- (5)
  - (a) If an appeal be taken from the decision of the Chair, the question "Shall the Chair be sustained?" shall be put forthwith and decided without debate by a simple majority of the Members present (exclusive of the Chair) and in the event of the votes being equal, the question shall pass in the affirmative. The names of the Members of the Board voting for or against the question shall be recorded in the minutes.
  - (b) If the Chair refuses to put the question "Shall the Chair be sustained?", the Board shall forthwith appoint the Vice Chair or, in his/her absence, one of the Members, to preside temporarily in lieu of the Chair. The Vice Chair, or Member so appointed, shall proceed in accordance with paragraph 20(5)(a).
- (6) The Chair shall vote at the same time as the other Members of the Board.

### **Rules of Order**

21.
  - (1) The Chair's ruling on a point of order shall be based on rules of order as stated in section 2 herein.
  - (2) All questions shall be decided by a vote on motion.
  - (3) The Chair shall have the discretion to call the question on completion of debate and the Chair shall then advise that the debate is closed. Following closure of debate no Member shall speak further to the question.

### **Motions**

22.
  - (1) Motions shall be phrased in a clear and concise manner so as to express an opinion or achieve a result.
  - (2) The Chair may divide a motion containing more than one subject if the Chair feels this would produce a fairer or clearer result and the same shall be voted on in the form in which it is divided.
  - (3) A motion to adjourn the meeting or to adjourn the debate shall always be in order.
  - (4) An amendment to a motion does not require notice. Only one amendment to an amendment shall be allowed at one time and the same shall be dealt with before the amendment is decided. Amendments must be strictly relevant to the main motion and not alter in a material way or be contrary to the principle embodied in the main motion.
  - (5) Any Member desiring to bring before the Board any new matter, other than a point of order or privilege, shall do so by way of motion; provided, however, that any new matter of major import, which may require further information than could or would normally be available to the Board at such meeting, may be referred to a Board Standing Committee agenda by the Chair, or may be ruled by the Chair as a notice of motion and shall be dealt with as provided by section 22(6).

- (6) Any Member may give notice of a motion to the Board by providing the Corporate Officer with a written copy of such motion before or during a meeting, and the Corporate Officer shall, upon the Member being acknowledged by the Chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as a notice of motion and shall add the motion to the agenda of the next regular Board meeting, or to the agenda of a special Board meeting scheduled for that purpose.
- (7) Notwithstanding section 12(2), a motion under section 22(6) shall only be decided at its meeting of introduction if all of the following are met:
  - (a) the motion's subject matter falls into one or more of the following classes:
    - (i) those items with an urgent deadline;
    - (ii) those items of minor organization impact (e.g. simple advocacy or letters of support); or
    - (iii) those items supporting the position of member local governments;
  - (b) the Members present vote with a two-thirds majority to consider it.

*(Bylaw 4313)*

### **Reconsideration of an Adopted Bylaw, Resolution or Proceeding**

- 23. (1) The Chair may require a matter to be reconsidered in accordance with Section 217 of the *Local Government Act* and if it has not been acted on by an officer, servant or agent of the Board.
 

*(Bylaw No. 4262)*
- (2) The Chair may state his/her reasons to the Board. The Corporate Officer shall record in the Minute Book the reasons, suggestions or amendments of the Chair.
- (3) The Board shall, as soon as convenient, consider the reasons and either reaffirm or reject the bylaw, resolution or proceeding, and if rejected, it is deemed repealed and is of no force or effect.
- (4) The rejected bylaw, resolution or proceeding shall not be reintroduced to the Board for six (6) months, except with the unanimous consent of the Board.
- (5) The conditions which apply to the passage of the original bylaw, resolution or proceeding apply to its rejection.

### **Debate and Conduct**

- 24 (1) Debate shall be strictly relevant to the question before the meeting and the Chair shall warn speakers who violate this rule.
- (2) No Member shall speak until recognized by the Chair.
- (3) Every Member desiring to speak shall address himself to the Chair. No Member shall interrupt a person speaking except to raise a point of order.

- (4) A matter of privilege (a matter dealing with the rights or interests of the Board as a whole or of a Member personally) may be raised at any time and shall be dealt with forthwith before resumption of business.
- (5) Members speaking at a Board meeting:
  - (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must speak only in connection with the matter being debated; and
  - (d) must adhere to the rules of procedure established under this Bylaw and to the decisions of the Chair and the Board in connection with the rules and points of order.
- (6) If a Member does not adhere to section 24(5) or the Chair considers the Member to be acting improperly, the Chair may order the Member to leave the Member's seat.
- (7) A Member may speak to a question, or speak in reply, for no longer than fifteen (15) minutes unless the majority of the votes of the Board support a time extension.
- (8) A Member may speak more than once in connection with the same question only if:
  - (a) every other Member has spoken, or has had the opportunity to speak; and
  - (b) if the Member has already spoken for fifteen (15) minutes, the Member who wishes to speak a second time may request to do so by making a motion that must be approved by at least two-thirds of the votes cast by the Board.
- (9)
  - (a) a Member may not speak for longer than a total time of fifteen (15) minutes unless the Member has done so in accordance with sections 24(7) and (8); and
  - (b) a Member speaking for a second time under section 24(8) shall speak for a maximum of five (5) minutes only.
- (10) The conflict of interest guidelines (*disclosure of conflict and restrictions on participation*) shall be in accordance with section 100 of the *Community Charter*.

## **Voting**

25. (1) Voting rules will be in accordance with the *Local Government Act*.
- (2) On any question where the numbers of votes, including the vote of the person presiding, are equal, the question is defeated.
- (3) Where a Member who is present when a vote is taken abstains from voting, that Member shall be deemed to have voted in the affirmative.

- (4) Whenever a vote of the Board is taken, after the vote is taken the Chair must then state the names of those Members voting in the negative, and the Corporate Officer must enter those names in the minutes.

## **PART 4 – COMMITTEES AND COMMISSIONS**

### **Board Standing Committees**

26. (1) The Chair may establish a Board Standing Committee as a regular permanent committee whose mandate will be in relation to a CRD service or potential service.
  - (2) The Chair shall appoint only Board Members to a Board Standing Committee with the following exceptions:
    - (a) Unless the authorizing legislation or Letters Patent for the Board Standing Committee defines its membership; and
    - (b) Where a Board Standing Committee Terms of Reference allow a First Nation Member to participate.
- (Bylaw No. 4368)*
- (3) The general duties of Board Standing Committees shall be as follows:
    - (a) To consider and report to the Board from time to time or whenever desired by the Board and as often as the interest of the CRD may require, on all matters referred to them by the Chair of the Board, or coming within their purview, and to recommend such action by the Board in relation thereto as they, the Committee, deem necessary or expedient.
    - (b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to any Committee for immediate action thereon, but in such cases the instruction of the Board shall be specific and the Committee shall report its action in detail at the next regular or other meeting of the Board thereafter as specified in the instructions of the Board Advisory Committees.

### **Advisory Committees**

27. (1) The Board, or Board Standing Committees, may establish an Advisory Committee to provide advice and recommendations to the Board, or to a Board Standing Committee, on matters determined to be within approved terms of reference or within a specific resolution of the Board.
- (2) Members of an Advisory Committee shall be appointed by the Board, a Board Standing Committee, or the appointments may be delegated by the Board to the Chair.
- (3) Persons who are not Members may be appointed to an Advisory Committee but each Advisory Committee should include at least one (1) Member of the Board.
- (4) The term of any person who is appointed to an Advisory Committee who is not a Member

of the Board shall not exceed three (3) years.

### **Select Committees**

28. (1) The Board may establish a Select Committee to consider or inquire into any matter dealing with a specific subject or issue referred to it by the Board and report its findings, opinions and recommendations to the Board, following its consideration and inquiry. Select Committees must have terms of reference approved by the Board.
- (2) The Select Committee will cease to exist once it has reported its findings, opinions and recommendations to the Board.
- (3) The Board may delegate to the Chair the establishment of a Select Committee and the appointment of its Members.

### **Commissions**

29. (1) The Board may establish a Commission regarding a CRD service within the authorities delegated to it and as mandated by the Board by bylaw.

### **Electronic Participation at Commission Meetings**

- 29.1 (1) A member of a Commission may participate in a regular or special meeting by means of electronic or other communication facilities that:
  - (a) enable the meeting's participants to hear, or watch and hear, each other;
  - (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the member participating by electronic or other communication facilities.
- (2) The person presiding at the Commission meeting must not participate electronically.
- (3) A person participating in a Commission meeting electronically is deemed to be present at the meeting as though they were physically present.
- (4) The recording secretary shall record in the minutes the persons present including those participating electronically.
- (5) Subject to section 29.1(9), no more than one person at one time may participate electronically.
- (6) The person wishing to participate in a Commission meeting electronically must advise the Corporate Officer at least 24 hours in advance of the meeting;  
*(Bylaw No. 4206)*
- (7) Subject to section 29.1(9), if more than one person wishes to participate electronically at a Commission meeting, the Corporate Officer will by lot choose the person who is entitled to participate electronically.  
*(Bylaw Nos. 4206,4262)*

- (8) Electronic participation will only be permitted where existing technical facilities at the location of the Commission meeting accommodate electronic participation.

*(Bylaw No. 3951)*

- (9) Sections 29.1(5) and 29.1(7) do not apply to meetings of a Commission that operates a service that includes the entire Southern Gulf Islands Electoral Area as the service area.

*(Bylaw No. 4206)*

### **Electronic Participation in case of Emergency or Special Circumstance**

- 29.2 (1) In an emergency, special circumstance, or public health event that prevents or restricts members from being able to physically meet in one location, members or persons appointed by the Board may participate in a meeting by means of electronic or other communication facilities that:

- (a) enable the meeting's participants to hear, or watch and hear, each other; and,
- (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the member(s) and person(s) participating by electronic or other communication facilities.

- (2) Meetings called under subsection (1) will be at the call of the Board Chair.

- (3) Special meetings called under subsection (1) will be in accordance with section 9 of this bylaw and will comply with the requirements set out in subsection 2(2)(d) of the *Regional District Electronic Meetings Regulations*, B.C. Reg. 118/2018.

*(Bylaw No. 4353)*

### **Attendance at Committee Meetings**

30. Members of the Board who are not Members of a Committee may attend meetings of that Committee and may take part in any discussion or debate by permission of a majority of the Committee Members present but may not vote.

### **Committee Reports**

31. A Standing or Select Committee of the Board may report to the Board at any regular meeting or shall report as required by the Board.

### **Quorum**

32. The quorum in a Standing or Select Committee shall be the majority of the Persons appointed to the Committee, but shall not include First Nation Members.

*(Bylaw No. 4368)*

## Voting at Meetings

33. (1) On a vote in a Committee each person shall have only one (1) vote.
- (2) (a) The Chair shall be a Member of all Committees and entitled to vote on all matters.
- (b) Despite section 33(2)(a) the Chair, when in attendance, may be counted as one Member for the purpose of constituting a quorum.
- (c) First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.  
*(Bylaw No. 4368)*
- (d) When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.  
*(Bylaw No. 4368)*

## Operation

34. No Committee or Commission will operate outside of its expressed mandate or terms of reference without prior approval of the Board.

## PART 5 – COMMITTEE OF THE WHOLE

### Procedures for COW Meetings

35. (1) The Board may resolve to sit as a COW at any time.
- (2) The Chair may appoint another Member to preside over the COW who shall maintain order therein and report the proceedings thereof to the Board.
- (3) The rules of the Board shall be observed in COW as far as may be applicable. Motions shall be seconded and the names of Members shall not be recorded in case of a division. Divisions in COW shall be decided by a show of hands. A motion in COW to rise without reporting, or that the Chair of the Committee do leave the Chair, shall always be in order and shall take precedence over any other motion. A motion to rise without reporting, if affirmed shall be considered as disposing of the matter before the Committee in the negative.
- (4) When all matters referred to the COW have been considered, a motion to rise and report shall be adopted. The Committee may report progress and ask leave to sit again if the matter before it has not been disposed of. On the Committee rising, the Chair shall report to the Board and an adoption of the report shall be moved.
- (5) Discussion in COW shall be strictly relevant to the item or clause under consideration.
- (6) First Nation Members may attend COW when invited in advance by the Board Chair.  
*(Bylaw No. 4368)*

## PART 6 – BYLAWS

36. (1) Bylaws shall be passed by the following stages:
- (a) Introduction and first reading shall be decided by the motion "that Bylaw No. \_\_\_\_ be introduced and read a first time". The question shall be decided without amendment or debate.
  - (b) Second Reading - Debate on second reading shall be limited to the general principle of the bylaw.
  - (c) Third Reading - A bylaw may be amended at third reading and passed upon the motion "that Bylaw No. \_\_\_\_ (as amended or as presented) be read a third time".
  - (d) Despite sections 36(1)(a), (b) and (c) every proposed bylaw may be introduced and given first, second, and third readings at the same meeting by one motion for all three readings.
  - (e) Adoption - Not less than one clear day after third reading, the bylaw shall be adopted upon the motion "that Bylaw No. \_\_\_\_ be adopted", unless the Board adopts the bylaw in accordance with subsection (2) and section 228 of the *Local Government Act*.
- (Bylaw No. 4262)*
- (2) A bylaw that does not require approval, consent or assent under the *Local Government Act* or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading, so long as the motion for adoption receives at least two thirds of the votes cast.
- (3) A copy of every bylaw shall be endorsed by the Corporate Officer with a record of the stages through which it has proceeded and shall be kept among the records of the Board. A copy of every adopted bylaw signed, sealed and where necessary bearing evidence of registration by the Inspector of Municipalities shall be kept with the records of the Board.

## PART 7 – RESOLUTIONS

37. A resolution may be introduced at a Board meeting only if a written copy is given to each Member before consideration unless the Board waives this requirement.

## PART 8 – GENERAL

38. The rules of the Board shall be observed in proceedings of the Capital Regional Hospital District Board, and Standing and Select Committees of the Board as far as may be applicable.
39. The provisions of sections 22 and 24 of this bylaw that apply to Members shall apply to First Nation Members.
- (Bylaw No. 4368)*

40. The following bylaw is repealed: Bylaw No. 3708, "Capital Regional District Board Procedures Bylaw, 2010", and any amendments thereto.

41. This Bylaw may be cited as "Capital Regional District Board Procedures Bylaw, 2012".

READ A FIRST TIME THIS 19<sup>th</sup> day of September, 2018

READ A SECOND TIME THIS 19<sup>th</sup> day of September, 2018

READ A THIRD TIME THIS 19<sup>th</sup> day of September, 2018

ADOPTED THIS 10<sup>th</sup> day of October, 2018

[Original signed by] \_\_\_\_\_  
CHAIR

[Original signed by] \_\_\_\_\_  
CORPORATE OFFICER

### Jurisdictional Review of Delegates Speaking Times

Local Government	Time Per Speaker	Total Time Max.	Notes
<b>CRD Municipalities</b>			
Central Saanich	Delegation = 10 mins Public Questions = 2 mins Invited presentations or speakers to (their own) correspondence on agenda = 2 mins	Delegation = 2 per Regular Council Meeting	<ul style="list-style-type: none"> <li>• Application Req.</li> <li>•</li> </ul>
Colwood	Presentation = 5 mins  Public Participation = no maximum	Public Participation Period = 20 min	<ul style="list-style-type: none"> <li>• Must be residents or property owners, unless approved by 2/3 of Council</li> <li>• Where two or more delegations apply to address Council on the same subject, only one delegation may address Council either in favour or against the subject.</li> <li>• Organizations or associations are not permitted more than one delegation every six months on the same issues unless prior consent has been obtained by a resolution of Council.</li> </ul>
Esquimalt	Public Input/Comment Period = 2 mins Delegations = 5 mins Presentations = 10 mins	Presentations = 2 per meeting	
Highlands	Delegation = 5 mins		<ul style="list-style-type: none"> <li>• Delegation application</li> </ul>
Langford	<ul style="list-style-type: none"> <li>• Must be limited to agenda items</li> </ul>	<ul style="list-style-type: none"> <li>• Public Participation = 20 mins</li> </ul>	<ul style="list-style-type: none"> <li>• May be specified in next Procedure Bylaw update</li> </ul>
Metchosin	Public Participation = 4 mins Presentation = 10 mins Question Period = no limit	Public Participations = 45 mins Presentation = no limit Question Period = 20 mins	<ul style="list-style-type: none"> <li>• Includes standing committees</li> <li>• Presentation by written request</li> </ul>
North Saanich	Public Participation = 3 mins Delegations = 5 mins	Public Participation = 20 mins	<ul style="list-style-type: none"> <li>• Delegation may be scheduled for advisory body if</li> </ul>

APPENDIX C

			appropriate
Oak Bay	Public Input @ Council = 3 mins / agenda item Public Input @ COTW = 3 mins Public Comment & Question Period @ COTW = 2 mins Delegations = 5 mins Presentation = 10 mins	Public Comment & Question Period @ COTW = 30 mins max Delegations = 2 people per meeting Presentation = 1 person per meeting	<ul style="list-style-type: none"> <li>• Delegations at COTW only</li> <li>• Presentations by invitation only</li> </ul>
Saanich	Delegation = 10 mins  Public Input Council & CW Meetings = 3 mins  Neighborhood Comm. Assoc @ COTW = 6 mins	Delegation = 1 people at each COW Meeting  .	<ul style="list-style-type: none"> <li>• Application Req.</li> <li>• Neighborhood Assoc. must have carried out an engagement process.</li> <li>• Where two or more delegations apply to address Council on the same subject, only one delegation may address Council either in favour or against the subject.</li> <li>• Organizations or associations are not permitted more than one delegation every six months on the same issues unless prior consent has been obtained by a resolution of Council.</li> </ul>
Sidney	Public Input = 4 mins Presentation/Delegation = 10 mins	Public Input = 20 mins	
Sooke	Delegation = 5 mins  Public Input = 2 mins	Delegation – 2 people per Regular Council meeting  Public Question & Comment Period = 10 mins	<ul style="list-style-type: none"> <li>• Council or the Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council or if the same subject matter has been presented by the same</li> </ul>

APPENDIX C

			individual or delegation in the past six (6) months.
Victoria	Individual or Delegation w/notice = 5 mins  Individual or Delegation w/o notice= 2 mins	Not specified	<ul style="list-style-type: none"> <li>• Application req.</li> <li>• First 6 speakers are heard prior to the HEARINGS section of the meeting, all other speakers requests will be added to the second section, which takes place after the HEARINGS section of the Council meeting.</li> </ul>
View Royal	Delegation = 15 mins.  Public Participation = 5 mins  Question Period = 2 mins	Public Participation = 30 mins  Question Period = 15 mins	<ul style="list-style-type: none"> <li>• Application req.</li> <li>• Where a delegation has addressed Council on a particular matter, if a subsequent request to address Council is received from the same delegation on the same matter within three (3) months of having address Council, and no significantly new information is to be provided, the Corporate Officer may refuse to place the delegation on the agenda, but will circulate the information submitted to Council under</li> </ul>

			separate cover.
<b>Regional Districts</b>			
Central Okanagan	Delegations = 10 mins Presenters = 15 mins Land Use Applicant with negative recommendation = 5 mins Public Input = 5 mins	Delegations = 2 people Presenters = 2 people except where 2 delegations are previously scheduled, then presentations will be limited to 1 per meeting Public Input = not indicated	<ul style="list-style-type: none"> <li>• Application req.</li> </ul>
Comox Valley	Delegations = 10 mins	Delegations = 3 people	<ul style="list-style-type: none"> <li>• Application req.</li> </ul>
Cowichan Valley	Delegations = 10 mins Public Input = 3 mins	Delegations = 2 people* Public Input = 5 people	<ul style="list-style-type: none"> <li>• Application req.</li> <li>• *Additional delegations may address the meeting if approved unanimously by the members present.</li> </ul>
Fraser Valley	Delegations = 10 mins Public Question Period = no limit (at end of agenda) or submitted in writing the day before meeting	Not specified	<ul style="list-style-type: none"> <li>• Application req</li> <li>• The Chair must approve all delegations before they are set on the agenda.</li> </ul>
Metro Vancouver	Delegations = 5 mins Presenter = not indicated	Not specified	<ul style="list-style-type: none"> <li>• Application req.</li> </ul>
Nanaimo	Delegations = 5 mins	Not specified	<ul style="list-style-type: none"> <li>• Application req.</li> <li>• Delegations speaking to items not on the agenda will be placed at the end of the agenda.</li> <li>• No person(s) may appear more than once to the same item except to introduce new &amp; material information.</li> </ul>
North Coast	Delegations = 10 mins	Delegations = 2 people	<ul style="list-style-type: none"> <li>• Application req.</li> </ul>
Strathcona	Delegations = 10 mins	Not specified	<ul style="list-style-type: none"> <li>• Application req.</li> <li>• Public input on</li> </ul>

## APPENDIX C

			agenda items is by correspondenc e only
Thompson-Nicola	Delegations = 10 mins Presenters = not indicated	Delegations = 2 people	<ul style="list-style-type: none"><li>• Application req.</li></ul>



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**REPORT TO GOVERNANCE COMMITTEE  
MEETING OF WEDNESDAY, OCTOBER 06, 2021**

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**SUBJECT**     **Capital Regional District Board Policy on Regional Grants-in-Aid**

**ISSUE SUMMARY**

To provide an overview and history of the Regional Grants-In-Aid Board Policy.

**BACKGROUND**

As directed at the February 3, 2021, Governance Committee meeting, this report provides an overview of the legislation, policy and history of regional grants-in-aid (GIA).

The Capital Regional District (CRD) receives funding requests from various organizations for initiatives, programs, and/or capital purchases.

- Under the *Local Government Act* Section 263 (1) (c) the CRD has authority to provide regional GIA to organizations in the form of grants, benefit, or advantage, and under Section 380 (g) costs may be apportioned either by way of all electoral areas and municipalities or only those electoral areas or municipalities benefitting from the service.
- Under the Supplementary Letters Patent (SLP), dated March 24, 1977, and amended 17 April 1985, the CRD also has authority to deliver GIA to organizations within the Electoral Areas (EA).
- Under Section 273, as a limitation on section 263 (1) (c) a board must not provide assistance to an industrial, commercial or business undertaking.

A Board policy approved on February 23, 1994, is currently still in place. The policy states that “the Board establish a no grants policy regarding regional grant-in-aid, other than those regional grants-in-aid from a single jurisdiction”. Appendix A includes an excerpt of the February 1994 minutes, providing context to the Board decision at the time. This policy allows for requisition of regional GIA only when it is to be collected from a single jurisdiction.

Appendix B provides a summary of the regional GIA requests received by the CRD over the years. The two cases where an exception to the policy was made since 1994 are as follows:

1. November 14, 2012: Island Corridor Foundation (ICF) Funding Request, for \$1.2 million. The CRD raised the funds in 2013, 2014, and 2015 through tax requisition, and the funding has not yet been distributed.
2. May 26, 2016: Support to the Fort McMurray Region in the Wake of Northern Alberta Wildfires, for \$2,500.

The current Regional Grants-In-Aid Board Policy aligns current legislation and has not been revised since 1994.

## **ALTERNATIVES**

### *Alternative 1*

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.

### *Alternative 2*

The Governance Committee recommends to the Capital Regional District Board:  
That staff be directed to amend the Regional Grants-in-Aid Board Policy.

## **IMPLICATIONS**

### *Service Delivery Implications*

#### Alternative 1

While the Board has the service authority to provide GIA to regionally significant projects and has made exceptions, the CRD has an established no regional GIA policy and practice since 1994. The current policy allows for regional GIA requests to be funded by a single municipality or EA. The Board has the authority by way of policy to keep and maintain the existing practice without changes.

#### Alternative 2a

As many municipalities provide GIA funding programs at the municipal level, regional GIA requests only benefiting the single jurisdiction are more likely to be considered by the municipality. The Board policy could be amended to exclude all grants-in-aid by removing “regional grants-in-aid collected from a single jurisdiction”, aligning the Board Policy “no grants-in-aid” to include those from a single jurisdiction.

#### Alternative 2b

The Board has the service authority to provide GIA regionally or within electoral areas and municipalities benefitting from the service. The policy could be rescinded or amended to allow for grants, in which case requests for regional and specified area grants-in-aid would be considered and approved on a case-by-case basis.

### *Financial Implications*

The CRD has authority to provide regional GIA to external organizations. The LGA (s. 374(9)) sets the annual requisition limit of \$0.10 per \$1,000 on the net taxable value of land and improvements in the regional district. Based on 2021 assessment value, the maximum requisition is \$13 million. Requisition is cost apportioned on the basis of the converted value of land and improvements per LGA (s. 380 (2)) across all regional participants or only those EA's and municipalities benefitting from the service.

## **CONCLUSION**

The CRD has service authority under the LGA to provide funding to regional GIA projects. Historically, the CRD has maintained a no regional GIA policy, except in exceptional circumstances or in a single jurisdiction.

**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.

Submitted by:	Rianna Lachance, BCom, CPA, CA, Senior Manager, Financial Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENT(S)**

- Appendix A: CRD Board Minutes from February 23, 1994
- Appendix B: History of Past Regional GIA Requests

Delegation re: Proposed Cecelia Septage Disposal Rates

Mr. James Stewart, owner/operator of a septage service business, indicated that the increase in septage rates under Bylaw No. 2195 was the third increase in nine months and in that time the fees have risen 54%. Mr. Stewart asked for an explanation of the reasons for an increase at this time and whether any future increase was contemplated. Mr. Stewart also commented that it would be helpful if haulers were notified prior to increases being set in motion.

Director Butler explained that the increase in rates for septage disposal came about as part of the Environment Committee's budget deliberations in January and that Committee recommended to the Board that the fee be raised. Mr. Williams noted that as soon as Committee made this decision, haulers were notified and that the reason for the increase is that Committee believes the septage function should operate on a complete user pay system. If this policy continues then there will be further increases. Director Butler added that this service is currently subsidized and that the user fee would be \$5.60 per 100 imperial gallons if the service were to operate on a complete user pay basis.

2142 Tabled item from January 26, 1994 Meeting: Board Policy on Regional Grants-in-Aid

MOVED by Director Clark, SECONDED by Director Camden,  
that this item be lifted from the table.

CARRIED

Mr. Jordan spoke to the staff report on this subject which reviewed the statutory authority for regional grants and provided background information on the grant policies of the Intermunicipal Committee and the various municipalities in the region. It was indicated that regional grants-in-aid are entirely separate from Electoral Area grants-in-aid and that the disbursement of regional grants-in-aid has been very limited, i.e. two to date.

MOVED by Director Imrie, SECONDED by Director Ranns,  
that the Board establish a no grants policy regarding regional grants-in-aid.

There was considerable debate on the motion. Directors in support of the motion felt that the CRD should hold the line on such grants and that it was not appropriate for the CRD Board to be involved in a grant program. It was noted that the increasing trend towards downloading of various programs by senior levels of government could result in more requests for grant money at the local government level. There was concern that there could be duplication in requests for grants at the municipal and regional level.

Directors opposed to the policy indicated that some grants are for very worthy causes that should be supported where appropriate. It was noted that for many years the four core municipalities have supported numerous organizations and events which benefit the entire region. A suggestion was made that a coordinated strategy for funding grants on a regional basis be explored whereby the tax burden could be shared by all of the benefitting areas. It was stated that the Municipal Act provides the authority to levy for regional grants and that the proposed policy would mean that the CRD would not be in a position to consider worthy requests. In response to the concern over a possible increase in grant requests, it was pointed out that the Board would have the right to reduce the level of grants and would be in a position to approve or disapprove any grant request thereby exercising control over the situation. It was recommended that the CRD look at how something similar to the Intermunicipal Committee could be put in place in the region.

There was discussion regarding the difference between regional grants-in-aid and electoral area grants-in-aid. Mr. Jordan explained that regional grants-in-aid are levied on the whole of the CRD and cost shared on the basis of converted assessments. However, there is provision for costs of regional grants-in-aid to be levied in a single benefitting municipality or electoral area.

With the permission of the Mover and Seconder, the motion was amended to add the following:

"other than those regional grants-in-aid collected from a single jurisdiction."

Following further debate, the motion as amended was then put, CARRIED

2143 Regional Grant-in-Aid Request for "Artspring" (Salt Spring Island)

MOVED by Director Luth, SECONDED by Director Clark, that the matter be tabled.

CARRIED

2144 Contract with District of Langford for Provision of a Message Relay Service for CRD 9-1-1 Emergency Response Telephone System

MOVED by Director Camden, SECONDED by Director Bergbusch, that the Board approve the contract with the District of Langford, and authorize the signing officers of the Board to execute the contract.

CARRIED

2145 Payment of Sooke Incorporation/Restructure Study

MOVED by Director Clark, SECONDED by Director Rosko, that the Minister of Municipal Affairs be advised that the Capital Regional District does not wish to be the banker for the present incorporation study for Sooke.

CARRIED

2146 Young Offenders Act

MOVED by Director Butler, SECONDED by Alternate Director Blackwell, that the correspondence be received.

CARRIED

2147 Sooke Parks and Recreation Commission - Park Land Acquisition and Exchange

MOVED by Director Clark, SECONDED by Director West, that the Board approve:

1. a bylaw to authorize the Capital Regional District to exchange a portion of land dedicated as Park (as shown on Plan 40027 attached to the report) for other land described in the Bylaw suitable for park purposes within the Sooke Electoral Area, and;
2. the Contract of Purchase and Sale between the Capital Regional District and Braemar Developments Ltd. on the terms and conditions detailed herein.

CARRIED

2148 Proposed Boundary Extension - City of Colwood

MOVED by Director Bergbusch, SECONDED by Director Coell, that the correspondence be received.

CARRIED

6. BYLAWS AND RESOLUTIONS

Bylaw No. 2195, "Septage Regulation Bylaw No. 1, 1980, Amendment Bylaw No. 14, 1994"

MOVED by Director Prentice, SECONDED by Director Coell, that Bylaw No. 2195 be reconsidered and finally adopted.

CARRIED

Bylaw No. 2191, "Sooke Advisory Planning Commission Bylaw No. 1, 1994"

MOVED by Director Clark, SECONDED by Director West, that Bylaw No. 2191 be introduced and read a first time.

CARRIED

## **Appendix B History of Past Regional Grant-in-Aid Requests (since 1994)**

1. May 26, 2016: Support to the Fort McMurray Region in the Wake of Northern Alberta Wildfires, approved for \$2,500.
2. September 9, 2015: Urban Wildlife Stewardship Society Funding Request, request for \$35,000, regional GIA request declined.
3. November 14, 2012: Island Corridor Foundation Funding Request, approved for \$1.2 million.
4. August 8, 2012: Salish Express Commuter Rail Implementation Funding Plan Request, request for \$70,000, regional GIA request declined.
5. April 11, 2007: Island Corridor Foundation Grant-in-Aid Request, request for \$4,899.02, regional GIA request declined.
6. February 23, 1994: Board Policy on Regional GIA
  - a. Moved that “the Board establish a no grants policy regarding regional GIA” and amended to include “other than those regional GIA collected from a single jurisdiction.”
    - i. The Board adopted a regional GIA policy in February 1994 (Appendix A).
7. January 26, 1994: Regional GIA Request from the Community Social Planning Council of Victoria, request for \$22,100, regional GIA request declined.



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**REPORT TO GOVERNANCE COMMITTEE  
MEETING OF WEDNESDAY, OCTOBER 06, 2021**

---

**SUBJECT**     **Update to CRD Reporting of Serious Misconduct Policy**

**ISSUE SUMMARY**

To update the Capital Regional District's Reporting of Serious Misconduct Policy, as recommended by the financial auditors.

**BACKGROUND**

On September 13, 2017, the Capital Regional District (CRD) Board approved a Reporting of Serious Misconduct Policy as the mechanism and approach for the reporting of serious misconduct where no other policies and/or procedures are in place for doing so. In a recent financial audit, the CRD's external auditors recommended an amendment to clarify the role of the Chief Financial Officer (CFO) when allegations of misconduct may have real or perceived financial implications. The CRD Board received a copy of this audit and the auditor's recommendations on May 12, 2021.

To meet this recommendation, it is recommended that the Reporting of Serious Misconduct Policy be updated to:

- 1) Amend to whom concerns are to be reported to, in a manner to limit any potential of bias:
- 2) to include the following within the Procedure (Section 7.1) of the Policy:  
*"the Chief Administrative Officer (or in part (d) the Senior Manager of Human Resources) shall advise and confer with the Chief Financial Officer of any serious misconduct complaint that has real or perceived financial implications as outlined by the Principles of this Policy."* ; and
- 3) to clarify the when an external investigator may need to be engaged to conduct a review as follows (Investigation, Section 7.3.b.1):  
*"Such an investigation may be conducted by an internal investigator where such impartial and professional skill set exists, or an external investigator where such impartial and professional skill set does not exist or where the circumstances requires such third-party expertise."*

**ALTERNATIVES**

*Alternative 1*

The Governance Committee recommends to the Capital Regional District Board:

That the Capital Regional District's Reporting of Serious Misconduct Policy be updated ensure the involvement of the Chief Financial Officer in any concern that may have real or perceived financial implications.

*Alternative 2*

That this report be referred back to staff for additional information.

**IMPLICATIONS**

There are no implications. Policy amendments are administrative to provide clarity.

**CONCLUSION**

The CRD Board has established a Policy which outlines the mechanism and approach for the reporting of serious misconduct allegations. The CRD’s financial auditors have recommended updates to ensure clarity in the review of allegations.

**RECOMMENDATION**

The Governance Committee recommends to the Capital Regional District Board:  
That the Capital Regional District’s Reporting of Serious Misconduct Policy be updated ensure the involvement of the Chief Financial Officer in any concern that may have real or perceived financial implications.

Submitted by:	Christopher Neilson, MBA, CPHR, Senior Manager Human Resources
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: Reporting of Serious Misconduct Policy (amendments highlighted)



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# CAPITAL REGIONAL DISTRICT

## CORPORATE POLICY AND PROCEDURE

Policy Type	Board		
Section			
Title	<b>REPORTING OF SERIOUS MISCONDUCT</b>		
Adopted Date	September 13, 2017	Policy Number	ADM10
Last Amended			
Policy Owner	Board/Executive Leadership Team		

### 1. POLICY:

This policy establishes the mechanism and approach for the reporting of serious misconduct involving staff where there are no other policies and/or procedures for doing so.

### 2. PURPOSE:

The Capital Regional District (CRD) is committed to creating and maintaining a work environment where high standards of business and personal ethics are observed and practiced. This policy sets out guidelines for the reporting and investigation of serious misconduct contrary to these standards, where there are no procedures in place for doing so, and provides protection from retaliation to those who report serious misconduct in good faith using the established process.

### 3. PRINCIPLES:

- a. Individuals under the CRD's direction are to act in a way that enhances public confidence in the CRD and to fulfill their duty to act honestly and exercise reasonable care and diligence.
- b. Individuals under the CRD's direction have a responsibility to adhere to the Standards of Conduct of the CRD, and report instances of serious misconduct. Serious misconduct that may be reported pursuant to this policy include such concerns as:
  - Manipulation of CRD resources for any illegal, improper or unethical purpose including fraud, theft, embezzling funds, or accepting kickbacks or bribes;
  - Misappropriating funds, misdirecting or misuse of funds/assets;
  - Misuse and/or improper disclosure of confidential information;
  - Manipulating CRD accounting or audit records or destroying any accounting or audit-related records except as otherwise permitted by CRD corporate records and information management policies;
  - Deliberate actions likely to cause serious harm to persons, public safety, property or the environment;
  - Deliberate actions resulting in the CRD being exposed to liability or significant financial loss; and,

- Deliberately concealing information relating to any of the above.
- c. This policy is intended to supplement existing procedures at the CRD whereby employees may already raise matters of serious concern.

This policy is *not* intended to override or replace existing reporting processes provided for under CRD policies, collective agreements or legislation and does *not* create an independent reporting process or requirement where other reporting processes exist.

- d. Reports made under this policy may be redirected where other more appropriate procedures are applicable such as:
- Grievance procedures (see applicable collective agreement);
  - Complaint procedures related to human rights or respectful workplace concerns (see human rights legislation and applicable CRD policies)
  - Procedures for reporting safety concerns (see Workers' Compensation Act and Occupational Health & Safety policies)

#### **4. SCOPE:**

This policy applies to all employees, elected officials, and volunteers of the CRD.

#### **5. RESPONSIBILITIES**

##### **5.1 Chief Administrative Officer (CAO)**

The CAO is responsible for the oversight of this policy, and may appoint a designate to be responsible for the day-to-day administration and stewardship of the policy.

##### **5.2 Employees, dependent contractors, elected officials and volunteers**

Individuals involved in a complaint, including employees to whom a complaint is made, are expected to and shall participate in the review and investigation of the matter expeditiously and in good faith. Employees shall not purposefully or deliberately impede a review or investigation of a complaint or concern.

#### **6. DEFINITIONS:**

- "Complaint" means the reporting of an allegation of serious misconduct in good faith, using the process set out in this policy.
- "Good Faith" means having reasonable and objective grounds for believing an allegation of serious misconduct is true.
- "Bad Faith" means making a complaint that is knowingly false, or which is unreasonably made, or which is malicious in nature or intent.
- "Serious Misconduct" includes such items and concerns as noted in Section 3b of this Policy.

- “Employee” means all paid individuals under the direction of the CRD, including officers, managers, contractors in a CRD-employer/employee relationship (i.e. dependent contractors), and non-management (ie. unionized) staff.
- “Chief Administrative Officer”, “Officer”, “Corporate Officer”, and “General Manager” means those staff designated as such in accordance with CRD Bylaw 3343 or subsequent. For the purposes of this policy, the “Chief Financial Officer” is included in the “General Manager” description.
- “Volunteer” means all unpaid individuals under the direction of the CRD, including those under the direction of CRD employees and the CRD Board.
- “Division Manager” means those management staff responsible for the oversight and leadership of a division within a CRD department.
- “Complainant(s)” means the individual(s) making a complaint alleging serious misconduct under this policy.
- “Respondent(s)” means the individual(s) alleged to have engaged in the serious misconduct under this policy
- “Witness(es)” means the individual(s) who witnessed the alleged serious misconduct under this policy.
- “Preliminary Review” is an assessment of a complaint to determine if (a) the facts as asserted if accurate would constitute serious misconduct under this policy and (b) there is sufficient verifiable information supporting the allegation(s) such that an investigation is warranted.

## **7. PROCEDURE:**

### **7.1 REPORTING SERIOUS MISCONDUCT**

- a. Individuals who are aware of serious misconduct have a responsibility to report it in accordance with this policy in good faith.
- b. Reports of alleged serious misconduct shall be reported in the manner outlined in Table 1 (top next page).
- c. A report of alleged serious misconduct must be: (i) in writing, (ii) dated, and (iii) signed.

A complainant *may* be permitted to report alleged serious misconduct verbally if: (i) the Preliminary Reviewer to whom they are reporting makes a written record of the complaint, (ii) dates the concern, and (ii) the complainant confirms its accuracy by signature.

- d. Knowingly making false allegations, or making bad faith allegations, will be viewed as serious misconduct.

Table 1: Reporting and Informing Matrix

	(i) If the subject of the alleged serious misconduct <u>directly</u> involves the following Respondent:	(ii) Then the Complainant shall report the matter to and will be preliminarily reviewed by the following (hereby referred to as the "Preliminary Reviewer") (see Section 7.3):	(iii) And those who it is reported to <del>shall</del> <b>MUST</b> immediately inform the following (referred hereafter as the "Advisee") ( <u>see note*</u> ):
(a)	a colleague	the direct manager <u>and/or Senior Manager of Human Resources</u>	the Division Manager, General Manager, Chief Administrative Officer, and Senior Manager of Human Resources
(b)	a supervisor or section manager	the Division Manager <u>and/or Senior Manager of Human Resources</u>	the General Manager, Chief Administrative Officer, and Senior Manager of Human Resources
(c)	a division manager	the General Manager	the Chief Administrative Officer and Senior Manager of Human Resources
(d)	a General Manager or Officer	the Chief Administrative Officer	the Senior Manager of Human Resources
(e)	the Senior Manager of Human Resources	the Chief Administrative Officer	the Corporate Officer
(f)	the Chief Administrative Officer	the CRD Board Chair	the Senior Manager of Human Resources and Corporate Officer

\*Note: the Chief Administrative Officer (or in part (d) the Senior Manager of Human Resources) shall advise and confer with the Chief Financial Officer of any serious misconduct complaint that has real or perceived financial implications as defined by the Principles section of this Policy.

**7.2 CONFIDENTIALITY:**

- a. Every effort will be made to ensure confidentiality to those reporting serious misconduct. Individuals making a report under this policy are required to provide their name in confidence, which allows for follow-up questions, clarification and investigation where necessary.

Reports made anonymously will not be investigated if the report does not disclose sufficient information to be investigated or if the respondent(s) will not have a meaningful opportunity to respond.

- b. Confidentiality extends to all records relating to reports, including but not limited to meetings, interviews and investigation results.

Complainants, respondents, witnesses, internal and external investigators, and any other party(ies) are expected to maintain confidentiality. The CRD reserves the right to require confidentiality agreements in place before any third party is involved and/or privy to allegations, investigations,

reports, or related. The absence of a confidentiality agreement does not limit or absolve the requirement to maintain confidentiality.

The complainant who reported the serious misconduct must treat all aspects of the report and the incident generally as strictly confidential and must not discuss it with anyone except the person to whom the report has been made, legal and union advisors, and any investigator.

Breaches of confidentiality may be regarded as serious misconduct and will be treated accordingly, up to and including termination of employment.

- c. Personal information, including the identity of the person reporting the alleged serious misconduct, will be protected in accordance with the *Freedom of Information and Protection of Privacy Act* of BC.
- d. The CRD's records management policies will apply to records in relation to this policy. In addition, disclosure of records relating to reports made under this policy to any other person, and in particular any third party, will require the prior approval of the CRD's Corporate Officer and/or solicitor to ensure that privilege of such documentation is properly maintained.
- e. Confidentiality may be subject to legal disclosure requirements during a court proceeding, arbitration or other legal proceedings, and to circumstances where affected persons have consented to be identified.
- f. The employee who reported the alleged serious misconduct should not contact the subject of the report (outside of regular work contact for normal work reasons) or attempt to investigate the allegations further for any reason.
- g. In the event that an allegation is unsubstantiated, at the request of the respondent, the record of such may be put on the respondent's personnel file. See Section 7.3(c) below for more detail.

### **7.3 INVESTIGATION**

- a. Preliminary Reviewers identified in Section 7.1(b), who receive a report of alleged serious misconduct must:
  - a.1 Step 1: immediately contact the appropriate Advisee listed in section (iii) of the table;
  - a.2 Step 2: within five (5) working days of receipt, confirm confidentially in writing to the complainant that their complaint has been received and will be investigated in accordance with this policy; and
  - a.3 Step 3: within five (5) working days of receipt, advise the respondent(s) to whom the complaint has been made, advise and ensure that the respondent(s) has/have a meaningful opportunity to respond, and commence a preliminary review and report the findings as follows:
    - a.3.1 (*where the respondent is a colleague, supervisor, and/or manager*)
      - report the findings of the preliminary review to their General Manager and the CRD Senior Manager of Human Resources within ten (10) working days; and

- upon receipt of the preliminary review results, the General Manager will report the concern with the preliminary findings to the Chief Administrative Officer; and
- the Chief Administrative Officer will then take further action as deemed required under Section 7.3(b.1).

a.3.2 *(where the respondent is a division manager)*

- report the findings of the preliminary review to the CRD Senior Manager of Human Resources within ten (10) working days.
- upon conclusion of the preliminary review, the General Manager will report the preliminary findings to the Chief Administrative Officer.
- the Chief Administrative Officer will then take further action as deemed required under Section 7.3(b.1).

a.3.3 *(where the respondent is a General Manager, Officer and/or Senior Manager of Human Resources)*

- the Chief Administrative Officer will take further action as deemed required under Section 7.3(b.1). The Chief Administrative Officer may request that the preliminary review be undertaken by the Corporate Officer and/or Senior Manager of Human Resources unless those parties are directly involved.

a.3.4 *(where the respondent is the Chief Administrative Officer)*

- the CRD Board Chair will receive the complaint and review it to determine whether it involves allegations of serious misconduct as defined in this policy and determine whether a review is warranted. The Board Chair may consult with legal counsel to assist in this determination.
- If the Board Chair determines that the complaint does not concern or constitute serious misconduct, or if the Board Chair deems that the complaint can be addressed directly between the Board Chair and the Chief Administrative Officer, the Board Chair will refer the complaint to the Chief Administrative Officer to address as appropriate.
- If the Board Chair determines that a detailed review is warranted, a review will be undertaken by a third-party (see step 4, section 7.3(b.2)).

b. Step 4: Following the conclusion of the preliminary investigation, the following shall apply:

- b.1 *(except where the allegation of serious misconduct directly involves the Chief Administrative Officer):* the Chief Administrative Officer will then determine the appropriate level of a further detailed investigation if required, and if necessary the response to the alleged serious misconduct. If warranted upon review of the preliminary investigation, a detailed investigation will be conducted in an impartial and timely manner. Such an investigation may be conducted by an internal investigator where such impartial and professional skill set

exists, or an external investigator where such impartial and professional skill set does not exist or where the circumstances requires such third-party expertise.

~~If warranted, a detailed investigation will be conducted in an impartial and timely manner. Such an investigation may be conducted by an internal or external investigator.~~

b.2 (where the allegation of serious misconduct directly involves the Chief Administrative Officer): the CRD Board Chair will then determine the appropriate level of further investigation required. The Board Chair may retain legal counsel is assisting with this determination and in providing advice. A third-party will be retained to conduct the investigation.

In all cases of an investigation, a report of findings shall be made. This report will generally be in writing, but may be provided verbally if deemed warranted. All reports are deemed confidential.

c. Step 5: Where the alleged serious misconduct is proven, a response may include disciplinary measures appropriate to the degree of misconduct and terms of employment, and would be consistent with any terms of a collective agreement, if applicable. The CRD may pursue all applicable and appropriate legal remedies, including but not limited to civil or criminal remedies.

Where the alleged serious misconduct is not proven, the respondent(s) shall be informed in writing, and if the respondent so requests will have this placed on their personnel file. Further, if the respondent so requests, the appropriate reporting relationships of the respondent(s) shall also be advised. The complainant shall be advised verbally and/or in writing as deemed appropriate.

Records of the review and its result shall be retained in Human Resources in accordance with CRD Records Retention guidelines.

d. Step 6: The Chief Administrative Officer shall periodically advise the CRD Board of Directors of the general nature of concerns identified and the results of the review/investigation, and in a manner consistent with the appropriate protection of individuals and procedural fairness.

e. General principles of investigation: those conducting a preliminary review and more detailed investigation shall:

- Comply with any relevant legislation, policies, and agreements;
- Maintain adequate documentation to support any findings or recommendations made;
- Treat employees with courtesy and sensitivity to their rights;
- Respect the fairness and due process rights of all involved.
- Take all relevant facts into consideration having regard to the particular merits of each case;
- Endeavour to ensure the investigation is done in a prompt and professional manner; and
- Remove themselves from the investigation process if a conflict of interest arises.

**7.4 PROTECTION AGAINST RETALIATION**

- a. Any form of retaliation, discrimination, or reprisal against a staff member because that person reported serious misconduct in good faith, person acted as a witness, or otherwise participated in an investigation in good faith will be considered a serious violation of this policy. Such retaliatory actions are themselves serious misconduct and may result in discipline, including dismissal.
- b. Individuals who believe they have been retaliated against may report this in writing to the Chief Administrative Officer. If the individual believes the retaliation involves the Chief Administrative Officer, they may report to the Board Chair.

**7.5 MALICIOUS OR VEXATIOUS ALLEGATIONS**

If an allegation is found to be filed for malicious or vexatious purposes, formal disciplinary action may be taken against the employee involved. Serious allegations based on genuine “good faith” misunderstandings or misinterpretations may not be considered malicious or vexatious unless such form of allegations continue to be filed by an individual after he/she receives education and clarification on the Policy.

**7.6 EXCEPTIONS**

Where employees come forward to report their own serious misconduct under this policy, they will not be exempt from discipline appropriate to the serious misconduct; however, such reporting will be given appropriate consideration as a mitigating factor and these instances will be dealt with on an individual basis in accordance with this policy.

**7.7 SEVERABILITY**

In the event that any portion of this policy is inconsistent with a binding CRD collective agreement, bylaw or federal or provincial legislation, that portion and only that portion of the policy will have no application to the extent of that inconsistency. All other portions of the policy will continue in full force and effect.

**7.8 RIGHTS**

This policy is the administrative process for the reporting and review of allegations of serious misconduct within the workplace. This policy is not intended preclude individuals from pursuing other legally permitted avenues of action available to them, including those as may be allowed of an employee by law.

Approval Date:	September 13, 2017	Approved By:	CRD Board
1. Amendment Date:		Approved By:	
2. Amendment Date:		Approved By:	
3. Amendment Date:		Approved By:	

Next Review Date:	As Required	Reviewed By:	CRD Board for substantive changes / ELT for administrative updates
Supersedes:			



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**REPORT TO GOVERNANCE COMMITTEE  
MEETING OF WEDNESDAY, OCTOBER 06, 2021**

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**SUBJECT**     **Process to Claim Expenses under CRD Board Remuneration and Travel Expense Reimbursement Policy**

**ISSUE SUMMARY**

To provide clarity to the process to claim expenses under the Capital Regional District's Board Remuneration and Travel Expense Reimbursement Policy.

**BACKGROUND**

The Capital Regional District (CRD) Board has established a policy which outlines the Board remuneration and travel expenses reimbursement guidelines. In a recent financial audit of the 2020 financial statements, as reported to the CRD's Chief Financial Officer in their May 2021 "Reporting on internal control matter", the external auditors KPMG recommended clarity be added on the timing of expense submission and the provision of supporting documentation. Specific KPMG observations were to ensure that submissions of expenses, with receipts/verifications of expenses, be submitted in a timely manner and within the 30-day period required of policy. A copy of the KPMG audit was provided to the CRD Board on May 12, 2021.

To comply it is recommended that the Board Remuneration and Travel Expense Reimbursement Policy be updated to include the standard administrative process for the claiming of expenses. Specific recommended administrative amendments are as follows:

- (a) To best ensure attendance tracking for remunerated events where no external verification of attendance is available, that the Director/Alternate Director shall certify their attendance with CRD Legislative Services;
- (b) To adhere to standard travel expense claims protocols, that Directors/Alternate Directors shall submit these to CRD Legislative Services within thirty (30) calendar days of the period in which the expenses were incurred.

**ALTERNATIVES**

*Alternative 1*

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.

*Alternative 2*

That this report be referred back to staff for additional information.

**IMPLICATIONS**

**Financial Implications**

This amendment aligns to the recommendations of the CRD’s auditors for best accounting practices. This does not impact or alter what expenses are allowable for reimbursement.

**CONCLUSION**

The CRD has established a Policy for Board remuneration and travel expenses, and it has been recommended by the CRD’s external auditors that this be amended to include the process for the claiming of travel expenses to meet best practice.

**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.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager Human Resources
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: Board Remuneration and Travel Expense Policy (Schedule 1 amendments highlighted)



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## CAPITAL REGIONAL DISTRICT BOARD POLICY

Policy Type	Board		
Section	Policies, Procedures, Manuals		
Title	<b>Board Remuneration and Travel Expense Reimbursement</b>		
Adoption Date	September 9, 2015	Policy Number	BRD03
Last Amended	February 2, 2021	Amended By	HR
Policy Owner	Human Resources		

**1. POLICY:**

Board of Directors Remuneration and Travel Expense Reimbursement Policy.

**2. PURPOSE:**

To outline the Board remuneration and travel expense reimbursement guidelines. The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

**3. SCOPE:**

The policy applies to all CRD Board Directors, Commission members, First Nations Members and certain Board appointees to external Boards.

**4. DEFINITIONS:**

“Board Remuneration” means any compensation paid to Board Directors, certain Commission members, First Nations Members and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

**5. RESPONSIBILITIES:**

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

**6. PROCEDURE:**

1. All Board Directors, certain Commission members, Municipal Councillors, First Nations Members and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Reimbursement Policy - Schedule 1.

2. Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.
3. The remuneration amounts will be adjusted annually, by Financial Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year – Schedule 3.
4. The remuneration structure will be reviewed periodically as directed by the Board.

**7. SCHEDULE:**

- A. Schedule 1 – CRD Board Remuneration and Travel Expense Reimbursement Policy
- B. Schedule 2 – Remuneration Eligibility Table
- C. Schedule 3 – CRD Board Remuneration Philosophy

**8. AMENDMENT(S)**

Adoption Date	Description
September 9, 2015 (Revised April 18, 2016)	<i>Approved by the Board</i>
April 12, 2017 (eff. January 1, 2017)	<i>Amendment 1, approved by the Board</i>
May 9, 2018 (eff. January 1, 2019)	<i>Amendment 2, approved by the Board</i>
February 10, 2020 (Schedule 1 and 2 updates)	<i>Amendment 3, approved by Human Resources (eff Jan.2020 Schedule 1; Dec.2019 Schedule 2)</i>
January 13, 2021 (Schedule 2 update)	<i>Amendment 4, approved by the Board</i>
February 2, 2021 (Schedule 1 update)	<i>Amendment 5, approved by Human Resources (eff. Jan.2021)</i>

**9. REVIEW(S)**

Review Date	Description:
Annually	<i>Review annually for schedule(s) update</i>

**10. RELATED POLICY, PROCEDURE OR GUIDELINE:**

Board Procedures Bylaw No. 3828

*CRD Board Remuneration and Travel Expense Reimbursement Policy – Schedule 1  
Effective January 1, 2021*

	REMUNERATION	EXPENSE ALLOWANCE	TOTAL	
<b>ANNUAL STIPENDS</b>				
Paid periodically throughout the year (currently, biweekly)				
1	<b>CRD / CRHD Board Directors</b> <i>Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments *where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair</i>	13,708	6,854	<b>20,562</b>
2	<b>Electoral Area Directors (additional)</b>	26,423	13,212	<b>39,635</b>
3	<b>CRD Board Chair (additional)</b>	20,159	10,080	<b>30,239</b>
4	<b>CRD Board Vice-Chair (additional)</b>	4,031	2,016	<b>6,047</b>
5	<b>CRHD Board Chair (additional)</b> <i>(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)</i>	4,031	2,016	<b>6,047</b>
6	<b>Board Standing Committee Chair, CRD Arts Commission Chair &amp; Solid Waste Advisory Commission Chair (additional)</b> <i>(when appointed by CRD Board Chair)</i>	2,016	1,008	<b>3,024</b>
7	<b>Additional Board Standing Committee(s) (additional)</b> <i>(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)</i>	4,031	2,016	<b>6,047</b>
<b>PER MEETING PAYMENTS</b>				
Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance <b>(see Footnote 2 – Eligibility Verification)</b>				
8	<b>Alternate CRD/CRHD Board Director and Acting Standing Committee Chair</b>	73	37	<b>110</b>
9	<b>CRD Board Directors - Local &amp; Sub-Regional Commission/Committee Meetings</b> Does not apply when: i. Commission /Committee within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the Commission iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other	73	37	<b>110</b>

10	<b>First Nation Member appointees to eligible CRD Committee</b>	73	37	<b>110</b>
11	<b>CRD Board Directors – appointed by CRD to External Board</b> Does not apply when: i. External Board falls within the responsibilities of the Electoral Area Director ii. Remuneration is already paid by the External Board iii. The External Board is not eligible for payment by Act, Regulation, Bylaw or other	73	37	<b>110</b>
12	<b>CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area</b> Applies only when: a. Attendance at a JDFA land use committee meeting of which the director is a member b. Attendance at any land use public hearing of the JDFA regarding an area where the director is eligible to vote on decisions at the CRD Board  Does not apply to the Electoral Area Director	73	37	<b>110</b>
13	<b>Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director</b>	73	37	<b>110</b>
14	<b>All Commissioners - Regional Water Supply Commission</b>	73	37	<b>110</b>
15	<b>Forum of Councils – First Nations, Municipal Councilors and Directors</b>	73	37	<b>110</b>
<b>TRAVEL EXPENSES</b> (see Footnote 3 regarding claim process)				
16	<b>All Director or First Nation Member Travel - to and from meetings where the Director or First Nation Member is a member</b>	\$0.50	Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees	
<b>DIRECTOR TRAVEL</b> Within Capital Region/Vancouver Island and Lower Mainland				
17	<b>Travel by Personal Automobile</b>	\$0.50	Per kilometre	
18	<b>Travel by Bus, Train, Ferry, Air (economy class)</b>	Actual expense	Payable upon receipt	
<b>DIRECTOR TRAVEL</b> Outside Capital Region/Vancouver Island and Lower Mainland				
19	<b>Travel by Personal Automobile</b>	\$0.50	Per kilometre	
20	<b>Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)</b>	Actual expense	Payable upon receipt	

21	<b>Electoral Area Director Travel - within Electoral Area</b>	\$0.50	For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business
22	<b>CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs</b>	\$0.50	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
<b>MEALS</b>			
23	<b>For Travel Requiring Greater-Than 24 Hours from Place of Residence</b>	\$63	Per diem allowance for meals, gratuities, parking, local calls
<b>For Travel Requiring Less-than 24 Hours from Place of Residence</b>			
24	- Breakfast	\$10.50	See Footnote 1
25	- Lunch	\$21.00	See Footnote 1
26	- Dinner	31.50	See Footnote 1
<b>OTHER</b>			
27	<b>Seminars, Courses, Conferences, Meetings</b>	Actual Cost	Registration Fees paid for single participation (Receipt required)
28	<b>Accommodation</b>	Actual Cost	Based on single occupancy
29	<b>Taxi Expenses</b>	Actual Cost	Receipts are required
30	<b>Long Distance Telephone Calls</b>	Actual Cost	Receipts are required

**FOOTNOTES**

(1) Meal payments will be paid as follows:

If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
	12:00noon	Lunch, Dinner
	6:00pm	Dinner
If Return After:	12:30pm	Breakfast, Lunch
	6:00pm	Breakfast, Lunch, Dinner

**(2) Eligibility Verification:**

For attendance at meetings, seminars, courses, conferences and/or meetings outside of CRD facilities, claimants will confirm their attendance on the CRD Travel Expense Report Claim form and eligibility of expense claims will be approved by Legislative Services.

**(3) Travel Expense Claims Process:**

Claims for travel expenses are submitted to Legislative Services for approval on the CRD Travel Expense Report Claim form within thirty (30) calendar days of the period in which the expenses were incurred.

CRD Board Remuneration and Travel Expense Reimbursement Policy – Schedule 2

**Remuneration Eligibility Table**

*(as of January 13, 2021)*

<b>Regional Board and Standing Committees</b>	<b>See Footnote</b>
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Capital Region Housing Corporation Board	1, 6
Climate Action Inter-Municipal Task Force	7
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2, 8
Electoral Areas Committee	1, 2, 8
Environmental Services Committee	1, 2, 8
First Nations Relations Committee	1, 2, 8
Finance Committee	1, 2, 8
Governance Committee	1, 2, 8
Hospitals and Housing Committee	1, 2, 8
Planning and Protective Services Committee	1, 2, 8
Regional Parks Committee	1, 2, 8
Solid Waste Advisory Committee	7
Transportation Committee	1, 2, 8

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**Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*
  
8. *Payments to be made to respective First Nations Governments on behalf of First Nation Member appointees following attendance at the meeting. Payments for attendance and expenses shall not exceed \$8,250 per year per First Nation. Note that First Nation participation is only permitted where the specific Committee Terms of Reference allow.*

<b>Director Appointments to Local &amp; Subregional Commissions</b>	<b>See Footnote</b>
Arts Commission	3
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Fernwood Dock Management Commission	4
Galiano Island Parks and Recreation Commission	4
Juan de Fuca Board of Variance	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	3, 4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Advisory Planning Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4
Peninsula Recreation Commission	3
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Housing Trust Fund Commission	3
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission	3
Saanich Peninsula Water Commission	3
Salt Spring Island Community Economic Development Commission	4
Salt Spring Island Electoral Area Emergency Program Advisory Commission	4

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**Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

<b>Director Appointments to Local &amp; Subregional Commissions (con't)</b>	<b>See Footnote</b>
Salt Spring Island Parks and Recreation Advisory Commission	4
Salt Spring Island Transportation Commission	4
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3, 4
Southern Gulf Islands Community Economic Sustainability Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
SSI - Beddis Water Service Commission	4
SSI - Cedar Lane Water Service Commission	4
SSI - Cedars of Tuam Water Service Commission	4
SSI - Fernwood Water Local Service Commission	4
SSI - Fulford Water Service Commission	4
SSI - Ganges Sewer Local Services Commission	4
SSI - Highland Water and Sewer Services Commission	4
SSI - Salt Spring Island Liquid Waste Disposal Local Service Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Traffic Safety Commission	3
Victoria Family Court and Youth Justice Committee	3
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

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**Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

<b>Regional Board Appointments to External Boards</b>	<b>See Footnote</b>
Capital Regional Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	6
Greater Victoria Harbour Authority Board	5
Greater Victoria Labour Relations Board	3
Gulf Islands National Park Reserve Advisory Board	4
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Pender Islands' Fire Protection Society	4
Regional Representative to the Treaty Table	3
Royal and McPherson Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Salt Spring Island Ferry Advisory Committee	4
Sooke Historical Society	4
Southern Gulf Islands Ferry Advisory Committees	4
Vancouver Island Regional Library	4

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**Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

**CRD Board Remuneration Philosophy**

*(Effective January 1, 2016)*

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and
- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and
- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and
- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair *[amended effective January 1, 2017]*; and CRD Directors who are involved on more than two Standing Committees; and
- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and
- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and
- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.