

## Meeting Minutes

### 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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#### PRESENT

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

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

EP - Electronic Participation

Regrets: Councillor 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 December 1, 2021 Governance Committee meeting be approved.

**CARRIED**

#### 3. Adoption of Minutes

3.1. [21-881](#) Minutes of the October 6, 2021 Governance Committee Meeting

**MOVED** by Director Brice, **SECONDED** by Director Windsor,  
That the minutes of the Governance Committee meeting of October 6, 2021 be adopted as circulated.

**CARRIED**

#### 4. Chair's Remarks

The Chair spoke to the importance of work before the committee today.

#### 5. Presentations/Delegations

- 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

Y. Mendel spoke to Item 6.1.

## 6. Committee Business

- 6.1. [21-722](#) Review of Delegation Speaking Time in the Board Procedures Bylaw

K. Morley spoke to Item 6.1.

Discussion ensued on the following:

- the frequency and effectiveness of receiving updates through the correspondence portal
- allowing a wait list once the maximum number of delegations has been reached
- the impact to service levels should written correspondence be published on agendas

**MOVED by Director Desjardins, SECONDED by Director Isitt,  
The Governance Committee recommends to the Capital Regional District Board:  
1. That the maximum speaking time for each delegation be reduced to three (3) minutes.**

**MOVED by Director Windsor, SECONDED by Director Martin,  
That the motion be amended to replace the words, "...three (3)", with the words "two (2)".**

**DEFEATED**

**OPPOSED: Brice, Isitt, McNeil-Smith, Murdoch, Ranns, Tait, Young**

The question was called on the main motion.

**MOVED by Director Desjardins, SECONDED by Director Isitt,  
The Governance Committee recommends to the Capital Regional District Board:  
That the maximum speaking time for each delegation be reduced to three (3) minutes.**

**CARRIED**

**MOVED by Director Windsor, SECONDED by Director Plant,  
That line item five (5) be amended to "That people be given an opportunity to speak at committee or board, but not both."**

**OPPOSED: Brice, Desjardins, Isitt, McNeil-Smith, Martin, Murdoch, Plant, Ranns, Tait, Young**

**DEFEATED**

**MOVED by Director McNeil-Smith, SECONDED by Director Isitt,  
To refer the question of correspondence relating to agenda items back to staff to report back through the Governance Committee.**

**CARRIED**

**MOVED by Director Isitt, SECONDED by Director Brice,  
That staff review the impact of this procedural change and report back to the**

committee by the first quarter of 2024.

**CARRIED**

**OPPOSED: Windsor**

**6.2.**     [21-642](#)     Capital Regional District Board Regional Grants-in-Aid Policy

N. Chan spoke to Item 6.2.

**MOVED by Director Isitt, SECONDED by Director Desjardins,  
That this item be referred to the next meeting of this committee.**

**CARRIED**

**OPPOSED: Windsor**

**6.3.**     [21-698](#)     Update to CRD Reporting of Serious Misconduct Policy

C. Neilson spoke to Item 6.3.

Discussion ensued on replacing the word 'shall' with the word 'must' within this policy.

**MOVED by Director Isitt, SECONDED by Director Young,  
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.**

**CARRIED**

**6.4.**     [21-699](#)     Process to Claim Expenses under CRD Board Remuneration and Travel  
Expense Reimbursement Policy

C. Neilson spoke to Item 6.4.

Discussion ensued on the following:

- the allowable expenses for committee members
- the frequency of Board review of this document

**MOVED by Director Isitt, SECONDED by Director Windsor,  
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.**

**CARRIED**

**MOVED by Director Isitt, SECONDED by Director Windsor,  
That this matter be referred to the next Governance Committee meeting for  
discussion.**

**DEFEATED**

**OPPOSED: Brice, Desjardins, McNeil-Smith, Murdoch, Plant, Ranns, Tait**

## 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 Brice,  
That the December 1, 2021 Governance Committee meeting be adjourned at  
11:54 am.

**CARRIED**

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CHAIR

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RECORDER