

Meeting Minutes

Governance Committee

Wednesday, February 2, 2022

9:30 AM

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

PRESENT

Directors: K. Murdoch (Chair) (EP), R. Windsor (Vice Chair), J. Brownoff (for S. Brice) (EP), B. Desjardins (EP), B. Isitt (10:00 am)(EP), R. Martin (EP), C. McNeil-Smith (EP), J. Ranns (9:32 am) (EP), M. Tait (EP), G. Young (EP), C. Plant (Board Chair, ex officio) (EP)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; S. Byrch, Manager, Information Services; S. Carey, Manager of Legal Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk, T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director S. Brice

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

1. Territorial Acknowledgement

Acting Chair Windsor provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Desjardins, **SECONDED** by Director Murdoch,
That the agenda for the February 2, 2022 Governance Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [22-065](#) Minutes of the December 1, 2021 Governance Committee Meeting

MOVED by Director Murdoch, **SECONDED** by Director Young,
That the minutes of the Governance Committee meeting of December 1, 2021 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [22-078](#) 2022 Governance Committee Terms of Reference

K. Morley spoke to Item 6.1.

**MOVED by Director Desjardins, SECONDED by Director Murdoch,
That the Governance Committee receive the 2022 Terms of Reference attached at
Appendix A.
CARRIED**

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

N. Chan spoke to Item 6.2.

Discussion ensued on the following:

- the merit of regional grants in aid
- discussion on levying of funds from a single jurisdiction or electoral area

**MOVED by Director Desjardins, SECONDED by Director Murdoch,
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.
CARRIED**

Motion Arising:

**MOVED by Director Young, SECONDED by Director McNeil-Smith,
The Governance Committee recommends to the Capital Regional District Board:
That the policy of Grants-in-Aid levied only against the taxpayers of an individual
municipality be removed, and the option of Grants-in-Aid for individual electoral
areas be retained.
CARRIED**

6.3. [22-094](#) Cost Recovery Options and Cost Allocations for Freedom of Information (FOI) Requests

K. Morley spoke to Item 6.3.

Discussion ensued on the following:

- the impact to staff workloads due to the shift of responsibility
- whether other districts or municipalities have implemented this fee
- the regulated maximum fee
- the goals of implementing the fee

MOVED by Director Ranns, **SECONDED** by Director Young,

The Governance Committee recommends to the Capital Regional District Board:

1. That staff be directed to amend Bylaw No. 3945, "Freedom of Information and Protection of Privacy" to include a \$10 application fee for general FOI requests in accordance with the Freedom of Information and Protection of Privacy Act and the Freedom of Information and Protection of Privacy Regulation.

DEFEATED

OPPOSED: Isitt, McNeil-Smith, Martin, Murdoch, Plant, Tait

MOVED by Director Murdoch, **SECONDED** by Director Plant,

The Governance Committee recommends to the Capital Regional District Board:

- 2. That staff be directed to further investigate and establish appropriate categories of building and property records which are available to the public without a FOI request in accordance with section 71 of the Freedom of Information and Protection of Privacy Act and the Copyright Act, including setting prescribed fees for providing copies of available records; and,**
- 3. That staff report back with proposed amendments to Bylaw No. 3741, "Building Regulation Bylaw No. 5, 2010" to include a list of routinely available records and their associated fees.**

CARRIED

6.4. [22-095](#) Bylaw No. 4479 - "Delegations Amendment to Board Procedures Bylaw"

K. Morley spoke to Item 6.4.

Discussion ensued on the reason for omission of delegations bringing written submissions for distribution to committee members at time of appearance.

MOVED by Director Plant, **SECONDED** by Director Desjardins,

The Governance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4479, "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 12, 2022" be introduced and read a first, second and third time.

2. That Bylaw No. 4479 be adopted.

CARRIED

OPPOSED: Isitt

6.5. [22-097](#) Bylaw No. 4453 - "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022"

S. Carey spoke to Item 6.5.

Discussion ensued on the following:

- the funding source that provides the annual grant to this committee
- ensuring the majority of members are qualified individuals as laid out in section 5 of the bylaw
- procedure to withdraw from this service
- appreciation of staff for the work they've done
- who supports the Victoria Family Court and Youth Justice Committee Commission's (VFCYJCC) website
- the importance of the work done by the VFCYJCC

Director Plant left the meeting at 10:24 am.

Director Martin left the meeting at 10:42 am.

MOVED by Director McNeil-Smith, SECONDED by Director Desjardins, The Governance Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4453, "Victoria Family Court and Youth Justice Committee Commission Bylaw No. 1, 2022", be introduced and read a first, second, and third time.

2. That Bylaw No. 4453 be adopted.

3. That staff be directed to advise service participants of Bylaw No. 4453.

CARRIED

OPPOSED: Isitt

7. Notice(s) of Motion

7.1. Notice of Motion (Directors Taylor, Isitt and Loveday)

Director Isitt provided the following Notice of Motion for consideration at the next meeting of the Governance Committee:

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

That staff be directed to report back with options for amending the procedures bylaw to reduce the time delay present within the current notice of motion process, with options for a notice period that does not exceed 14 days.

7.2. Notice of Motion (Director Plant)

Director Windsor on behalf of Director Plant, provided the following Notice of Motion for consideration at the next meeting of the Governance Committee:

Whereas the Capital Regional District (CRD) appoints both Board Members and members of the public to external organizations as appointees and representatives and nominees,

And whereas the CRD currently has no policy or guidelines to provide direction and/or guidance to external appointees in their work representing the CRD,

Be it resolved that staff report back to the Governance Committee with recommendations for a policy and/or guidelines to assist the board in providing direction and/or guidance to both Board Members and members of the public serving in external positions on behalf of the Capital Regional District.

8. New Business

There was no new business.

9. Adjournment

**MOVED by Director Murdoch, SECONDED by Director Tait,
That the February 2, 2022 Governance Committee meeting be adjourned at 10:50
am.**

CARRIED

CHAIR

RECORDER