

Meeting Minutes

Governance Committee

Wednesday, April 6, 2022

9:30 AM

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

PRESENT

Directors: K. Murdoch (Chair), S. Brice, B. Desjardins (9:52 am) (EP), B. Isitt (9:33 am) (EP), R. Martin (EP), C. McNeil-Smith, J. Ranns (EP), M. Tait (EP), G. Young, C. Plant (Board Chair, ex officio) (EP)

Staff: R. Lapham, Chief Administrative Officer; K. Morley, General Manager, Corporate Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director R. Windsor

Guest: Director N. Taylor

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

1. Territorial Acknowledgement

Chair Murdoch provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Plant, **SECONDED** by Director Brice,
That the agenda for the April 6, 2022 Governance Committee meeting be approved as amended to address Item 7.2. before Item 6.1.
CARRIED

3. Adoption of Minutes

3.1. [22-232](#) Minutes of the February 2, 2022 Governance Committee Meeting

There was no motion to adopt the minutes.

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

7.2. [22-131](#) Motion with Notice: CRD Appointees to External Boards (Director Plant)

Director Plant spoke to Item 7.2.

Discussion ensued on the following:

- nomination versus appointments to external bodies
- external Boards process for nominations/appointments
- appointments participation in CRD Board meetings

**MOVED by Director Plant, SECONDED by Director McNeil-Smith,
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.**

CARRIED

6.1. [22-229](#) 2022 General Local Election - Appointment of Chief Election Officer and the Deputy Chief Election Officers

K. Morley spoke to Item 6.1.

Discussion ensued on the handling of mail-in ballots.

MOVED by Director McNeil-Smith, SECONDED by Director Brice,

The Governance Committee recommends to the Capital Regional District Board:

- 1. That pursuant to Section 58 of the Local Government Act, the Board appoint Kristen M. Morley as Chief Election Officer with the power to appoint such other assistance as may be required for the administration and conduct of the 2022 General Local Elections; and**
- 2. That the Board appoint Marlene Lagoa, Kerry Fedosenko, Anthony Kennedy, and Anne Burdett as Deputy Chief Election Officers.**

CARRIED

6.2. [22-231](#) Best Practices Guide for Meetings

K. Morley spoke to Item 6.2.

Discussion ensued on the following:

- differentiation between discussion versus comment periods
- virtual versus in-person participation
- feasibility of alternative motions
- recommendations for information versus recommendations for action
- Robert's Rules of Order versus board procedure bylaw
- recording of movers and seconders

Director Plant left the meeting at 10:22 am.

**MOVED by Director McNeil-Smith, SECONDED by Director Tait,
The Governance Committee recommends to the Capital Regional District Board:
1. That the CRD Best Practices Guide for Meetings be approved; and,
2. That training on the CRD Best Practices Guide for Meetings be incorporated
into the orientation of Directors on meeting procedures following the 2022
General Local Election.**

CARRIED

6.3. [22-233](#) Verbal Update - Correspondence received from District of Central Saanich, dated March 11, 2022 re: Withdrawal from Victoria Family Court and Youth Justice Committee and Service

K. Morley spoke to Item 6.3., and noted a report will be presented at a future meeting.

7. Motions with Notice**7.1.** [22-130](#) Motion with Notice: Notice of Motion Procedure (Directors Taylor, Isitt, and Loveday)

**MOVED by Director Brice, SECONDED by Director Desjardins,
That Director Taylor be allowed to participate without vote in the April 6, 2022
Governance Committee meeting.**

CARRIED

Director Taylor spoke to Item 7.1.

Discussion ensued on the idea of a streamlined approach and how this would be a deterrent from same-day considerations.

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

CARRIED

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Brice, **SECONDED** by Director Young,
That the April 6, 2022 Governance Committee meeting be adjourned at 10:36 am.
CARRIED

CHAIR

RECORDER