

Meeting Minutes

Governance Committee

Wednesday, October 4, 2023

9:30 AM

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

PRESENT

Directors: M. Little (Chair), S. Goodmanson (Vice Chair) (9:33 am) (EP), K. Amour (for B. Desjardins), S. Brice, C. Coleman, G. Holman (EP), P. Jones, K. Murdoch, D. Murdock (9:32 am), S. Tobias, C. Plant (Board Chair, ex officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services; K. Morley, General Manager, Corporate Services; R. Lachance, Senior Manager, Financial Services; C. Nielson, Senior Manager, Human Resources; A. Orr, Senior Manager, Corporate Communications; C. Jenkinson, Manager, Executive Services; B. Semmens, Manager, Financial Planning & Performance; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director Desjardins

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

1. Territorial Acknowledgement

Director Coleman provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Brice, **SECONDED** by Director Tobias,
That the agenda for the October 4, 2023 Governance Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [23-721](#) Minutes of the August 2, 2023 Governance Committee Meeting

Director Murdock joined the meeting at 9:32 am.

Director Goodmanson joined the meeting electronically at 9:33 am.

MOVED by Director Coleman, **SECONDED** by Director Tobias,
That the minutes of the Governance Committee meeting of August 2, 2023 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Little spoke about the items on today's agenda and a future presentation from Director Tobias.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [23-709](#) Service Planning 2024 - Advocacy Community Need Summary

T. Robbins spoke to Item 6.1.

Discussion ensued on the following:

- lessons learned from previous board advocacy
- method of changing board priorities, re-prioritization and delivery expectations
- current level of support versus level of advocacy priorities
- rational for decrease of outgoing advocacy letters

**MOVED by Director Plant, SECONDED by Director Brice,
The Governance Committee recommends the Committee of the Whole
recommend to the Capital Regional District Board:
The Appendix A, Community Need Summary - Advocacy, be approved as
presented and form the basis of the Provisional 2024-2028 Financial Plan.
CARRIED**

6.2. [23-711](#) Service Planning 2024 - People Community Need Summary

T. Robbins spoke to Item 6.2.

Discussion ensued on the following:

- budget projections on implications, future forecasting and funding sources
- accessibility advisory committee support and accessibility plan
- bc assessment folio count numbers versus incremental growth and taxable folio numbers
- current CRD staff complement and efficiency review
- priority impact and resource assessment
- efficiency gains and capacity of the organization

**MOVED by Director Brice, SECONDED by Director Tobias,
The Governance Committee recommends the Committee of the Whole
recommend to the Capital Regional District Board:
That Appendix A, Community Need Summary - People, be approved as
presented and form the basis of the Provisional 2024-2028 Financial Plan.
CARRIED**

6.3. [23-710](#) Service Planning 2024 - Open Government Community Need Summary

T. Robbins spoke to Item 6.3.

Discussion ensued on the following:

- citizen experience versus point specific surveys and survey results
- open data initiatives (ODI) compliance and standard
- audio visual updates for meeting facilities, associated costs and preliminary budget
- FOI requests and drivers relating to requests
- expedited feasibility of audio visual project

Director Murdock left the meeting at 11:00 am.

Director Tobias left the meeting at 11:04 am.

MOVED by Director Plant, SECONDED by Director Tobias,

The Governance Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Community Need Summary - Open Government be approved, with expediting the implementation timeline of Item 12b 4-1 Meeting Management improvements to 2024-2025 service planning cycle as amended, and form the basis of the Provisional 2024-2028 Financial Plan.

CARRIED

6.4. [23-712](#) Service Planning 2024 - Business Systems & Processes Community Need Summary

T. Robbins spoke to Item 6.4.

Director Jones left the meeting at 11:08 am.

MOVED by Director Coleman, SECONDED by Director Murdoch,

The Governance Committee recommends the Committee of the Whole recommend to the Capital Regional District Board:

That Appendix A, Community Need Summary - Business Systems & Processes be approved as presented and form the basis of the Provisional 2024-2028 Financial Plan.

CARRIED

6.5. [23-670](#) Legislative and General Administration Service - 2024 Operating and Capital Budget

N. Chan spoke to Item 6.5.

Discussion ensued on the following:

- reserve transfers and replenishment
- surplus estimates for provisional and final budget
- expenditure versus revenue guidance indicators

Director Murdock returned to the meeting at 11:18 am.

**MOVED by Director Brice, SECONDED by Director Coleman,
The Governance Committee recommends the Committee of the Whole
recommend to the Capital Regional District Board:
That Appendices A through O, the Legislative and General Government
Operating and Capital Budgets be approved as presented and form the basis of
the Provisional 2024-2028 Financial Plan.**

CARRIED

6.6. [23-717](#) Code of Conduct - Next Steps

**MOVED by Director Brice, SECONDED by Director Plant,
That this item be referred to the Governance Committee at the next regular
meeting or a special meeting called by the Chair.**

CARRIED

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 Murdoch, SECONDED by Director Brice,
That the October 4, 2023 Governance Committee meeting be adjourned at 11:33
am.**

CARRIED

CHAIR

RECORDER