

Meeting Minutes

Governance Committee

Wednesday, April 3, 2024

9:30 AM

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

PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; K. Morley, General Manager, Corporate Services; C. Neilson, Senior Manager, Human Resources & Corporate Safety; A. Ali, Manager, Equity, Diversity, Inclusion, and Accessibility, Human Resources & Corporate Safety; S. Byrch, Manager, Information Services; N. Elliott, Manager, Climate Action Programs, Parks & Environmental Services; C. Vernon, Manager, First Nations Relations; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director B. Desjardins, S. Tobias

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

1. Territorial Acknowledgement

Director Jones provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Coleman, **SECONDED** by Director Brice,
That the agenda for the April 3, 2024 Governance Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [24-344](#) Minutes of the February 7, 2024 Governance Committee Meeting

MOVED by Director Goodmanson, **SECONDED** by Director Brice,
That the minutes of the Governance Committee of February 7, 2024 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. [24-350](#) Freedom of Information and Protection of Privacy Act (FOIPPA) 2023 Overview

K. Morley presented Item 6.1. for information.

Discussion ensued on the following:

- building inspection and information accessibility
- scope of requests from media and law enforcement
- requests associated with fees and fee criterion

6.2. [24-358](#) Update to Implications Section of Staff Reports

K. Morley presented Item 6.2. for information.

Discussion ensued on the following:

- current and projected report writing timeframe
- training, implementation, and cost association
- closed report potential and First Nations relations lens
- evaluation process and reporting structure

6.3. [24-349](#) Board Code of Conduct Bylaw - Complaint Process Flowchart

K. Morley spoke to Item 6.3.

Discussion ensued on the following:

- submission of complaint to CAO against the Board Chair
- Director signing statement of commitment

**MOVED by Director Murdoch, SECONDED by Director Brice,
The Governance Committee recommends to the Capital Regional District Board:
That the CRD Board Code of Conduct Bylaw Complaint Process Flowchart
attached as Appendix B be approved.
CARRIED**

6.4. [24-345](#) Board Chair Voting Rights on Standing Committees

M. Lagoa presented Item 6.4. for information.

Referral Motion:

**MOVED by Director Holman, SECONDED by Director Coleman,
That this item be referred to the Electoral Areas Committee at the next regular
meeting.
CARRIED**

6.5. [24-353](#) Previous Minutes of Other CRD Committees and Commissions for Information

Discussion ensued on the reporting structure for the Accessibility Advisory Committee.

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 Brice, SECONDED by Director Coleman,
That the April 3, 2024 Governance Committee meeting be adjourned at 10:12 am.
CARRIED**

CHAIR

RECORDER