



## Notice of Meeting and Meeting Agenda Governance Committee

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Wednesday, July 10, 2024

9:30 AM

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

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### Special Meeting

M. Little (Chair), S. Goodmanson (Vice Chair), S. Brice, C. Coleman, B. Desjardins, G. Holman, P. Jones, K. Murdoch, D. Murdock, S. Tobias, C. Plant (Board Chair, ex officio)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

#### 1. Territorial Acknowledgement

#### 2. Approval of Agenda

#### 3. Adoption of Minutes

##### 3.1. [24-513](#) Minutes of the April 3, 2024 Governance Committee Meeting

**Recommendation:** That the minutes of the Governance Committee meeting of April 3, 2024 be adopted as circulated.

**Attachments:** [Minutes - April 3, 2024](#)

#### 4. Chair's Remarks

#### 5. Presentations/Delegations

*The public are welcome to attend CRD Board meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.bc.ca/address](http://www.crd.bc.ca/address) no later than 4:30 pm two days before the meeting and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the CRD Board at [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca).*

#### 6. Committee Business

**6.1.**      [24-718](#)      Advocacy to Support Local Government Act Legislative Reform Initiative

**Recommendation:** The Governance Committee recommends to the Capital Regional District Board:  
That the Board Chair write a letter of support for the Local Government Act Legislative Reform Initiative addressed to Minister Kang, with copies to UBCM President Mandewo and Chair Craig of the Regional District of Nanaimo.  
(NWA)

**Attachments:**      [Staff Report: Advocacy to Support LGA Legislative Reform Initiative](#)  
[Appendix A: Letter from Chair Craig & Summary of UBCM Panel Session](#)  
[Appendix B: Sample Letter of Support](#)

**6.2.**      [24-719](#)      Advocacy to Sustain Funding for At-Risk Youth Counselling

**Recommendation:** The Victoria Family Court & Youth Justice Committee recommends the Governance Committee recommends to the Capital Regional District Board:  
That the CRD Board Chair send an advocacy letter to the Province to encourage renewed support for the Pacific Centre Family Services Association's Mobile Youth Services Team (MYST) and its Crime Reduction and Exploitation Diversion (CRED) program, with consistent and sustainable funding for the MYST youth counsellor position in the very near future due to the critical and urgent work with vulnerable youth and their families with the CRD.  
(NWA)

**Attachments:**      [Staff Report: Advocacy to Sustain Funding for At-Risk Youth Counselling](#)  
[Appendix A: January 2023 Letter from Chair Plant](#)  
[Appendix B: April 2023 Response from Province](#)

**6.3.**      [24-717](#)      Creation of a Sub-regional Service for Expansion of the West Shore RCMP Detachment

**Recommendation:** The Governance Committee recommends to the Capital Regional District Board:  
That CRD continue to engage in discussions with staff from the municipalities of Colwood, Langford and View Royal to explore the creation of a sub-regional service to expand the West Shore RCMP detachment.  
(NWA)

**Attachments:**      [Staff Report: Creation of Sub-Reg. Svc. for Expan. of West Shore RCMP Det.](#)  
[Appendix A: November 23, 2023 Letter from View Royal](#)  
[Appendix B: November 28, 2023 Letter from Langford](#)  
[Appendix C: November 29, 2023 Letter from Colwood](#)  
[Appendix D: Backgrounder on West Shore RCMP Building](#)

**6.4.      [24-716](#)      Electronic Meetings and Participation by Members**

**Recommendation:** The Governance Committee recommends to the Capital Regional District Board: That staff be directed to report back to the Governance Committee with bylaw amendments to update the provisions for electronic meetings and electronic participation of members of CRD committees, commissions and boards. (NWA)

**Attachments:**      [Staff Report: Electronic Meetings and Participation by Members](#)  
                          [Appendix A: Bylaw No. 3828 - Electronic Participation \(Excerpts\)](#)  
                          [Appendix B: LGA - Electronic Mtgs. & Participation \(Excerpts\)](#)  
                          [Appendix C: B.C. Reg. 271/2005 - Reg. District Electronic Mtg. Reg.](#)  
                          [Appendix D: CRD Best Practices Guide for Meetings](#)  
                          [Appendix E: Jurisdictional Rvw of Electronic Mtgs. & Participation](#)

**6.5.      [24-514](#)      Previous Minutes of Other CRD Committees and Commissions for Information**

**Recommendation:** There is no recommendation. The following minutes are for information only.  
a) Accessibility Advisory Committee Meeting - March 19, 2024

**Attachments:**      [Minutes: AAC - March 19, 2024](#)

**7. Notice(s) of Motion****7.1.      [24-510](#)      Motion with Notice: Regional Diversity on CRD Committees and Commissions (Alternate Director Riddell)**

**Recommendation:** The Governance Committee recommends to the Capital Regional District Board: That staff explore options to ensure that CRD Commissions and Committees reflect the diversity of our region's population, including gender diversity, to the greatest extent possible, and report back to the board with recommendations. (NWA)

**8. New Business****9. Adjournment**

The next meeting is TBD.

To ensure quorum, please advise Jessica Dorman ([jdorman@crd.bc.ca](mailto:jdorman@crd.bc.ca)) if you or your alternate cannot attend.

## Meeting Minutes

### Governance Committee

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Wednesday, April 3, 2024

9:30 AM

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

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#### 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**

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CHAIR

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RECORDER



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## REPORT TO GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, JULY 10, 2024

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**SUBJECT**     **Advocacy to Support Local Government Act Legislative Reform Initiative**

### **ISSUE SUMMARY**

The Regional District of Nanaimo is seeking support from local governments across BC in advocating for legislative reform to the *Local Government Act*, to modernize the powers and tools that regional districts have to respond to current social, political, and economic challenges.

### **BACKGROUND**

Since 2021, the Regional District of Nanaimo (RDN) has been leading an initiative to update and modernize the *Local Government Act (LGA)*. Since that time, the RDN Chair and CAO have presented at numerous forums and co-hosted panel discussions at AVICC, UBCM, and several LGMA Chair/CAO forums. They have also engaged with Ministers from the Ministry of Municipal Affairs. Most recently, a panel session was held at UBCM in 2023 where attendees proposed the UBCM Executive create a working group to lead the initiative, conduct research and policy work, and develop a framework for potential *LGA* changes, and report back to the Ministry of Municipal Affairs. Attached as Appendix A is letter from the RDN Chair outlining the history of this initiative with a summary of the UBCM panel session.

Concerns with the *LGA* include the ways in which it is more restrictive than the powers given to municipalities in section 8 the *Community Charter*, which generally allow municipalities to regulate, prohibit and impose requirements by bylaw without provincial approval or establishing bylaws. Under the *LGA*, regional districts do not have jurisdiction for services such as business licensing (which in turn can impact efforts to regulate short term vacation rental accommodation), parking enforcement, subdivision approval, or regulation of the discharge of fireworks. The separation of funds by service, as mandated by the *LGA*, hampers the ability of regional districts to employ more flexible financial planning which would allow revenue generating services to offset requisition services. The *LGA* requirement to obtain participant or elector approval and approval of the Inspector of Municipalities prior to creating new services is administratively burdensome and hampers the ability of the Board to be nimble and respond quickly to community needs.

Legislative changes are not undertaken lightly by the Province and would likely take several years to affect. There have been minor incremental changes to the *LGA* over time which the Ministry seems to consider sufficient and it would be reluctant to undertake a comprehensive review without substantial feedback from local governments on the specific gaps and challenges in the current legislation. Advocacy from local governments will be key to encouraging the Province to support a review. Attached at Appendix B is a sample letter of support.

### **ALTERNATIVES**

#### *Alternative 1*

The Governance Committee recommends to the Capital Regional District Board:

That the Board Chair write a letter of support for the *Local Government Act* Legislative Reform Initiative addressed to Minister Kang, with copies to UBCM President Mandewo and Chair Craig

of the Regional District of Nanaimo.

*Alternative 2*

The Governance Committee recommends to the Capital Regional District Board:  
That staff continue to monitor the progress of this initiative and inform the Board if there is an opportunity to provide input in the future.

**IMPLICATIONS**

*Alignment with Board & Corporate Priorities*

The Board has endorsed Governance as a 2023-2026 priority with the commitment that it will support effective advocacy, coordinated and collaborative governance, and leadership in organization performance and service delivery.

A common adage is that local governments are “creatures of statute”, a statement that reflects the significance of the legislative framework in shaping how work is carried out by local governments. Legislative requirements are fundamental in our financial planning and budgeting processes. The restriction on business licensing powers is an issue that is of importance to the Electoral Areas and has been a subject of discussion in the past at Electoral Areas Committee. Ministry of Municipal Affairs approval requirements create delays and drive a significant amount of work in the areas of Financial, Legal and Legislative Services. A coordinated UBCM working group to explore the impacts and challenges of the current legislation would be a first step in defining whether CRD’s challenges are unique or held in common with other regional districts.

*First Nations Implications*

Since 2018, the Board has been committed to exploring new ways of decision-making with First Nations in the region. The legislative framework created by the *LGA* does not allow non-treaty First Nations to join regional boards. Beyond that specific restriction, other *LGA* requirements regarding the creation of new services and service participation, which in turn define who has power over decision-making on administration of those services, creates a system that excludes First Nation governments from having a recognized role in shaping or influencing operational decisions that occur within their traditional territory. While the Ministry is advancing the Inclusive Governance initiative to explore these issues, a more comprehensive review of the *LGA* in tandem with the Inclusive Governance initiative may be required to uncover all the structural barriers that exist to limit First Nations participation in local government decision-making frameworks.

**CONCLUSION**

CRD has been asked to support an initiative to create a UBCM working group to consider legislative reform of the *Local Government Act* to modernize the powers and tools that local governments can use to respond to the current social, political, and economic climate. Advocating for change to the *LGA* would in turn support the Board’s commitment to First Nation governments to explore new decision-making systems on their traditional territory.



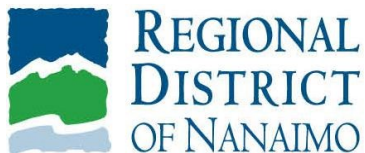
**RECOMMENDATION**

The Governance Committee recommends to the Capital Regional District Board:  
That the Board Chair write a letter of support for the *Local Government Act* Legislative Reform Initiative addressed to Minister Kang, with copies to UBCM President Mandewo and Chair Craig of the Regional District of Nanaimo.

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: Letter from Chair Craig and summary of UBCM panel session  
Appendix B: Sample Letter of Support



January 19, 2024

**Re: Legislative Reform Initiative Update**

Dear Local Government Colleagues:

On September 21, 2023, the Regional District of Nanaimo (RDN), Alberni-Clayoquot Regional District, Fraser Valley Regional District (City of Chilliwack), and Don Lidstone, K.C., hosted an interactive, discussion-based panel session (Legislative Reform Initiative) focused on reform of the *Local Government Act (LGA)* at the UBCM Annual Convention in Vancouver. While the lack of powers for regional districts in the *Act* was a major spark for this initiative, the session was intended for both municipal and regional district officials because many aspects of municipal operations are contained in the *LGA* and municipal issues with the *Act* have been the subject of numerous UBCM resolutions over the years. Similar workshops have been held previously at the Association of Vancouver Island and Coastal Communities' Annual Conventions in 2022 and 2023. Approximately 80-85 people attended the September 2023 UBCM session, indicating a broad interest in this evolving topic.

Concerns about the dated *Local Government Act* have been widespread for some time among local governments. Although the Ministry of Municipal Affairs has made significant incremental changes in the legislation over time, without a comprehensive modernization of the *LGA* regional districts are left without sufficient tools or authority to meet expanding responsibilities or to legislate in key areas in comparison with municipalities. Moreover, the evolving social, political, and economic environments that both municipalities and regional districts operate within, such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance, should be reflected in updated and modernized legislation. A key component of our discussions is that any additional powers or tools granted to local government are opt-in so that local governments can choose to implement tools based on what is best for their area.

The goals of the September 2023 UBCM interactive panel session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

Prior to the session, the Ministry of Municipal Affairs provided some background information and several questions to consider during the group's discussion. This material was useful and very much appreciated.

The RDN committed to sending UBCM members a "What We Heard" document summarizing discussion at the session and next steps. We are attaching that document to this letter for your information, as well as the material provided by the Ministry of Municipal Affairs that was considered as part of the September 2023 panel discussion at UBCM. In addition, we are attaching the slide deck presented at the UBCM session.

We encourage other local governments to participate in this important initiative. As indicated in the "What We Heard" document, the RDN is currently following up with UBCM on the possibility of requesting that the UBCM Executive form a working group on this topic. Having letters of support from local governments across the province would be helpful in demonstrating interest. Should you wish to send a letter of support, have any questions, or wish to share examples of legislative challenges stemming from the *Local Government Act*, please contact RDN Chief Administrative Officer Douglas Holmes at [dholmes@rdn.bc.ca](mailto:dholmes@rdn.bc.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Vanessa Craig". The signature is fluid and cursive, with the first name "Vanessa" written in a larger, more prominent script than the last name "Craig".

Vanessa Craig  
Chair, Regional District of Nanaimo

Encl.

LEGISLATIVE REFORM INITIATIVE: NEXT STEPS  
UBCM ANNUAL CONVENTION, September 21, 2023  
Summary of Session and What We Heard

SUMMARY OF SESSION

On September 21, 2023, the Regional District of Nanaimo, Fraser Valley Regional District (City of Chilliwack), Alberni-Clayoquot Regional District, and Don Lidstone, K.C., hosted an interactive, discussion-based session on legislative reform. The session was intended for both municipal officials as well as regional district officials because many aspects of municipal operations are contained in the *Local Government Act*.

The goals of the session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

The Ministry of Municipal Affairs provided background and several questions to consider during the group's discussion (Attachment 1).

Approximately 80-85 people attended the session, indicating a broad interest in this evolving topic.

Concerns with the dated *Local Government Act* include restrictions on taxation and revenue sources, complexities in establishing services, and the lack of provisions in comparison with Section 8 of the *Community Charter* which gives municipalities powers to regulate, prohibit, and impose requirements by bylaw without provincial approval or establishing bylaws. Regional districts are limited in their legislative authority in comparison with municipalities in several key areas such as business licensing authority (which the province is now addressing as part of its efforts around short-term rental housing), subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models. Further, social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance. These realities should be reflected in a modernized legislative framework.

During the session, Slido polls were used to conduct two "straw polls" of the participants, on these questions: 1) whether or not to proceed with the Legislative Reform Initiative, and 2) whether a UBCM working group or a joint local government project is the best path forward to steer the process.

The majority of participants indicated support for the Legislative Reform Initiative, and indicated their preference would be for a UBCM working group to steer the initiative. These polls were conducted to gain a sense of the sentiments of the session participants only, and are not assumed to represent the views of the UBCM membership as a whole.

## WHAT WE HEARD

### WHY A COMPREHENSIVE MODERNIZATION EFFORT IS NEEDED

- The Ministry of Municipal Affairs has made important incremental changes in the legislation over time, but a more comprehensive modernization project is needed.
- Extensive downloading of responsibilities from the Province to local governments has exacerbated the problems local governments face; outdated legislation prevents local governments from addressing these issues effectively.
- Over 90% of the province is rural and is not under the *Community Charter*; these areas should not be governed by legislation that was drafted in 1966.
- Regional districts and municipalities have restricted powers where they have delegated authority only, are not constitutionally protected, and have few tools or resources to address local problems.
- Particular challenges with the *Local Government Act* (LGA) raised by participants at this session:
  - responding effectively to emergencies and natural disasters
  - taking measures to mitigate the effects of climate change
  - dealing with old infrastructure and the ability to fund these projects solely through property taxes
  - population growth and migration from cities during the pandemic is rapidly changing the character of rural areas; incoming residents have higher expectations for services
  - incorporation should not be the only other governance option for rural areas; there should be an intermediate step available
  - Electoral Areas lack power and resources
  - business licensing authority<sup>1</sup> and subdivision approval are difficult for regional districts
  - small municipalities and regional districts are unable to fund necessary projects costing millions, such as recycling, dikes, etc., to continue to provide the quality of life that residents cherish in these communities.

### CONSIDERATIONS FOR PURSUING LEGISLATIVE REFORM RAISED AT THIS SESSION

- The background and questions provided by the Ministry of Municipal Affairs were very helpful in this discussion.
- Need to identify and list specific, concrete, local community issues and distill them from a 10,000-foot level to provide the Ministry of Municipal Affairs with evidence for the need to modernize the *Local Government Act*.
- Legislative reform should be viewed as supporting the Province, not in conflict with the Province.
- The Ministry of Municipal Affairs should be involved from day one.
- The Ministry should provide funding for this initiative's research and policy work, as they have done for the Northwest Benefits Alliance.

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<sup>1</sup> The Province is addressing this as part of its efforts around short term rental housing. Amendments to the *Local Government Act* allow Regional Districts to regulate and licence short-term rentals and other businesses in similar ways to municipalities [see link](#)

- What is working well in the legislation should be left as is.
- If legislative reform is successful in providing new powers and tools for local governments, that does not mean all local governments must use them.
- Islands Trust has an even smaller toolbox than municipalities and regional districts.
- Metro Vancouver has excellent models and best practices, especially in the area of climate change; we can borrow good ideas.
- Local governments need a legislative framework that recognizes the importance of, and facilitates working together with, First Nations in a respectful, effective, and inclusive manner.
- When First Nations participate at the Board level, it changes the conversation and the votes. Local governments often are not well informed regarding Indigenous rights and title.
- The inclusive governance goals in UNDRIP legislation and provincial action plans can be reinforced and worked on concurrently with the Legislative Reform Initiative.
- Need to consider 7 generations into future when modernizing the LGA.
- Planning and land use issues should not be included in this initiative.
- Several participants stressed the need to draft a new charter rather than revise portions of the LGA in a continuation of the “band aid” approach.
- Area associations of UBCM should be included in the conversation.
- A retired CAO or Chair could be a primary resource person for this project, conducting research and policy work and keeping the project on track.

#### *DECIDING WHETHER TO PROCEED WITH THE LEGISLATIVE REFORM INITIATIVE*

- **Slido poll #1:** Is there an interest in proceeding with the Legislative Reform Initiative? (96% yes, 4% no)

#### *OPTIONS FOR STEERING AND MANAGING THE LEGISLATIVE REFORM INITIATIVE*

**Option 1:** UBCM Executive could form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

**Option 2:** This could be structured as a joint local government project, with local governments contributing funding to form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

#### **Considerations for Option 1:**

Pros:

- UBCM has an efficient network, broad reach, consistency, research capacity, and impact with the province.
- UBCM can be representative.
- UBCM has already been doing some work on legislative reform, and has experience.
- UBCM can allocate resources if legislative reform is identified as a priority.
- Reporting back will happen at UBCM.

Cons:

- Last UBCM working group report in 2010 did not meet expectations.
- Some uncertainty on the part of some participants as to how a UBCM working group functions.
- A UBCM working group may be more distant from local governments than is ideal.

Considerations for Option 2:

Pros:

- May insulate the project from getting sidetracked, if the Province does not assist with resources for UBCM.
- With a group of passionate people committed to working together on the project, the Legislative Reform Initiative may not need UBCM.

Cons:

- Challenges with resources and capacity: initiative will require significant buy-in and continued long-term commitment from local governments in terms of funding and staff time.
- Difficult to achieve forward momentum “off the side of the desk”.
- The complex coordination required for the project will be a challenge.

➤ Slido poll #2:

- **Option 1:** UBCM Executive forming a working group (85% in favour)
- **Option 2:** Joint local government project (15% in favour)

*NEXT STEPS*

- A “What We Heard” document summarizing the session will be distributed to UBCM members.
- It is noted that although there was significant enthusiasm for the initiative, including from areas outside the AVICC region, some representatives indicated they would like additional information on the initiative.

*UPDATE: December 2023*

Following the UBCM Annual Convention, Douglas Holmes, CAO of the Regional District of Nanaimo had the opportunity to discuss the Legislative Reform Initiative and the September 21, 2023, interactive panel session with Gary Maclsaac, Executive Director, UBCM. Mr. Maclsaac is in the process of seeking direction on this matter from the President’s Committee.

Attachment 1: Ministry of Municipal Affairs background and discussion questions

**Re: Legislative Reform Initiative**

I am writing to you on behalf of [regional district or municipality Board/Council] regarding the proposed reform of the *Local Government Act* (LGA), a topic that was considered in a panel discussion at the 2023 Union of BC Municipalities (UBCM) Annual Convention. I understand that the Regional District of Nanaimo is exploring the potential formation of a working group through the UBCM. This letter serves to express our support and encouragement for this.

A comprehensive review and reform of the *Local Government Act* has long been needed. Although the Ministry of Municipal Affairs has made significant incremental changes to the legislation, more substantial modernization of the LGA is required to provide municipalities and regional districts with sufficient tools and/or authority to meet their expanding responsibilities and challenges. In addition, the social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance. These changes should be reflected in modernized legislation.

[Regional district or municipality] supports the Regional District of Nanaimo's request that the UBCM Executive form a working group to steer this important initiative. We are eager to see this initiative continue momentum and support the creation of a process to organize and enable broad and inclusive consultation to work toward a modernized legislative scheme.





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## REPORT TO GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, JULY 10, 2024

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**SUBJECT**     **Advocacy to Sustain Funding for At-Risk Youth Counselling**

### **ISSUE SUMMARY**

The Victoria Family Court and Youth Justice Committee (the “Committee”) requests an advocacy letter from the CRD Board to request ongoing Provincial support for the sole youth counsellor position servicing youth at risk of sexual exploitation in the capital region.

### **BACKGROUND**

At its June 27, 2024 meeting, the Victoria Family Court and Youth Justice Committee unanimously passed the following motion:

*That the Victoria Family Court & Youth Justice Committee recommends the Governance Committee recommends to the Capital Regional District Board that the CRD Board Chair send an advocacy letter to the Province to encourage renewed support for the Pacific Centre Family Services Association’s Mobile Youth Services Team (MYST) and its Crime Reduction and Exploitation Diversion (CRED) program, with consistent and sustainable funding for the MYST youth counsellor position in the very near future due to the critical and urgent work with vulnerable youth and their families with the CRD.*

The MYST team consists of one youth counsellor and one police officer. Together they have thousands of support interactions with youth and families and conduct presentations in schools and in the community. The counselling position provides much-needed support and diversion services to youth at risk of sexual exploitation. The position is funded entirely by project-based grant funding, while the police officer is funded through a three-year rotation through Saanich, Victoria, and Oak Bay Police.

In January 2023, after the program’s three-year Provincial funding expired, Chair Plant drafted a letter of support along with several other local governments. This was responded by Minister of Public Safety and Solicitor General Mike Farnworth, who confirmed one-time, one-year funding of \$130,000 to provide these necessary services.

Pacific Centre Family Services’ Association, which employs the youth counsellor position, had its most recent Provincial funding application denied, and as a result, the youth counsellor position funding runs-out in September. If there is no regular source of funding identified, PCFSA will no longer be able to provide youth counselling.

The MYST program arose in the early 2000s from the work of the Capital Region Action Team on Sexually Exploited Youth, and is heavily supported by the Committee, a *Provincial Court Act* family court committee which has as its mandate the canvassing of gaps in youth and family court and justice services in the capital region.

## **ALTERNATIVES**

### *Alternative 1*

The Victoria Family Court & Youth Justice Committee recommends the Governance Committee recommends to the Capital Regional District Board:

That the CRD Board Chair send an advocacy letter to the Province to encourage renewed support for the Pacific Centre Family Services Association's Mobile Youth Services Team (MYST) and its Crime Reduction and Exploitation Diversion (CRED) program, with consistent and sustainable funding for the MYST youth counsellor position in the very near future due to the critical and urgent work with vulnerable youth and their families with the CRD.

### *Alternative 2*

That this report be referred back to staff for additional information.

## **IMPLICATIONS**

### *Equity, Diversity & Inclusion Implications*

A loss of the youth counsellor would have significant impact for young people serviced by the program, many of whom are LGBTQ2+ or First Nations and at risk of online luring, prostitution, sextortion, or sexualized violence. While other organizations do exist that provide drop-in assistance or counselling generally, the CRED program is specific for youth at-risk of sexual violence and exploitation, and works closely with police to ensure youth are adequately supported and can be diverted from negative impacts, personally and with the justice system. It is unique in the region and the committee was advised that there is heavy demand for its counselling services.

### *Intergovernmental Implications*

Given the continued advocacy from the CRD Board on this issue and the lack of sustained, secure, ongoing funding from the Provincial and Federal Governments, the CRD's member municipalities may wish to look at modifying an existing CRD contribution service to provide ongoing funding. CRD's municipalities, excepting North Saanich, currently participate in the Greater Victoria Victims Services under Bylaw No. 1998, "Greater Victoria Victim Services Extended Service Establishment Bylaw No. 1, 1992". The Committee's funding service under Bylaw No 2560, "Family Court Committee Extended Service Establishment Bylaw No. 1, 1997", also permits making of grants but has a small annual budget of \$15,000. Either service authority bylaw could be modified by two-thirds consent of participants to include a direct contribution to PCFSA to cover or contribute to the cost of youth counsellors.

## **CONCLUSION**

The MYST and CRED programs are of importance to the region, as determined by the Committee, and it has requested the CRD Regional Board continue its advocacy to the Province for sustained provincial funding. Should funding continue to not be sustained or supported by the Province or Federal Government, the CRD Board may wish in future to consider more direct funding from a CRD service.

**RECOMMENDATION**

The Victoria Family Court & Youth Justice Committee recommends the Governance Committee recommends to the Capital Regional District Board:

That the CRD Board Chair send an advocacy letter to the Province to encourage renewed support for the Pacific Centre Family Services Association's Mobile Youth Services Team (MYST) and its Crime Reduction and Exploitation Diversion (CRED) program, with consistent and sustainable funding for the MYST youth counsellor position in the very near future due to the critical and urgent work with vulnerable youth and their families with the CRD.

Submitted by:	Steven Carey, B.Sc, J.D., Senior Manager, Legal Services & Risk Management
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Angela Linwood, CPA, CMA, Acting Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS:**

Appendix A: January 2023 Letter from Chair Plant

Appendix B: April 2023 Response from Province



Executive Office  
625 Fisgard Street, PO Box 1000  
Victoria, BC V8W 2S6

T: 250.360.3125  
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www.crd.bc.ca

January 19, 2023

File: 0400-20

The Honourable Mitzi Dean, M.L.A.  
Minister of Children and Family Development  
Room 134 Parliament Buildings  
Victoria BC V8V 1X4  
Via email: [MCF.Minister@gov.bc.ca](mailto:MCF.Minister@gov.bc.ca)

Dear Minister Dean:

**RE: PACIFIC CENTRE FAMILY SERVICES ASSOCIATION - MOBILE YOUTH SERVICES TEAM**

At the January 11, 2023, Capital Regional District (CRD) Board meeting a motion was passed to encourage the province to renew its support for the Pacific Centre Family Services Association's (PCFSA) Mobile Youth Services Team (MYST) and its Crime Reduction and Exploitation Diversion (CRED) program.

The MYST program provides vital support to at-risk youth in our region, particularly those who are experiencing homelessness, poverty, and involvement in the criminal justice system. The program's focus on providing outreach, counseling, and support services has been shown to be effective in reducing crime and exploitation among youth in our communities.

The CRED program has been instrumental in addressing the issues of exploitation and trafficking among youth in our region. It has helped to provide support, education, and services to at-risk youth, while also working with law enforcement and other organizations to address the root causes of exploitation and trafficking.

The CRD Board urges the province to continue to support the PCFSA and its programs, including MYST and CRED, to ensure that at-risk youth in our region continue to receive the support they need to lead safe, healthy, and productive lives. Investing in programs like MYST and CRED is not only the right thing to do for the youth in our communities, but it also makes sense from a crime reduction and public safety perspective.

I would be happy to discuss this matter with you further and provide any additional information you may require.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Colin Plant', is positioned above the printed name.

Colin Plant  
Chair, Capital Regional District Board

cc: CRD Board  
Ted Robbins, Chief Administrative Officer, CRD



BRITISH  
COLUMBIA

VIA EMAIL

Ref. 637760

April 25, 2023

Colin Plant  
Chair, Capital Regional District Board  
625 Fisgard Street, PO Box 1000  
Victoria BC V8W 2S6  
Email: [cjenkinson@crd.bc.ca](mailto:cjenkinson@crd.bc.ca)

Dear Colin Plant:

Thank you for your letter of January 19, 2023, addressed to the Honourable Mitzi Dean, Minister of Children and Family Development, concerning the Pacific Centre Family Services Association's (PCFSA) Crime Reduction & Exploitation Diversion (CRED) program and the Mobile Youth Service Team (MYST). Your correspondence has been shared with me and as Minister of Public Safety and Solicitor General, I am pleased to respond.

I want to first acknowledge the important work PCFSA and its MYST and CRED programs continue to do in providing much needed services to at-risk youth in the Capital Regional District. I appreciate your advice on the significant impact their efforts have had in Sooke and advocacy for the continued support for these community programs with respect to further funding.

I am pleased to confirm one-time funding was provided for PCFSA and its MYST and CRED programs. The total approved one-time funding for this initiative will be \$130,000.00 to enable CRED and MYST programs to continue to provide services to at-risk youth in the Capital Regional District.

Thank you again for taking the time to write and for your ongoing advocacy on these important issues.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Farnworth". The signature is fluid and cursive, with a large, stylized initial "M" and "F".

Mike Farnworth  
Minister of Public Safety and Solicitor General  
and Deputy Premier

pc: Liz Nelson, Executive Director, Pacific Centre Family Services Association  
The Honourable Mitzi Dean, Minister of Children and Family Development



Making a difference...together

## REPORT TO GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, JULY 10, 2024

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**SUBJECT**      **Creation of a Sub-regional Service for Expansion of the West Shore RCMP Detachment**

### **ISSUE SUMMARY**

The communities of Colwood, Langford and View Royal are requesting CRD create a sub-regional service to expand the West Shore RCMP detachment.

### **BACKGROUND**

The municipalities of Langford, Colwood and View Royal jointly own the West Shore RCMP building located at 698 Atkins Avenue in Langford. This facility was originally constructed in the 1960s, with an expansion built in 1999. The RCMP detachment serves the communities of Langford, Colwood, View Royal, Highlands and Metchosin, as well as the Songhees and Esquimalt reserve lands. The existing facility is nearing capacity and with current and projected growth in the West Shore communities, there is a need to construct a new facility with more space that will accommodate a larger staff contingent and modern facilities that will support specialized and diversified policing services.

In February of 2023, Colwood, Langford and View Royal created a Joint Police Facilities Steering Committee to define the scope of a new, expanded RCMP facility. Early estimates indicate the cost of a new detachment building will be approximately \$82 million, with a 25% contingency, bringing the potential total cost to \$103 million.

In order to finance the construction, Colwood, Langford and View Royal Councils have passed resolutions requesting CRD create a sub-regional service for the purpose of debt financing the West Shore RCMP Detachment Expansion, to a maximum of \$103 million. Correspondence from the three municipalities is attached to this staff report as Appendices A, B, and C. A memorandum containing detailed background information on the RCMP building and the current expansion plans is attached at Appendix D.

### **ALTERNATIVES**

#### *Alternative 1*

The Governance Committee recommends to the Capital Regional District Board:

That CRD continue to engage in discussions with staff from the municipalities of Colwood, Langford and View Royal to explore the creation of a sub-regional service to expand the West Shore RCMP detachment.

#### *Alternative 2*

That this report be referred back to staff for additional information.

## **IMPLICATIONS**

### *Service Delivery Implications*

Service Establishment and Loan Authorization bylaws are subject to elector approval and approval by the Provincial Inspector of Municipalities. Staff have undertaken some preliminary discussions with policy and finance staff at the Ministry of Municipal Affairs to determine the feasibility of CRD creating the service. Initial feedback from the Ministry is that it is not possible for the service to exist simply for the purpose of debt financing, however, CRD could create a sub-regional service for the construction, operation and maintenance of the RCMP detachment building, with the three municipalities as service participants.

Neither CRD or the municipalities have any interest in CRD leading the design, construction, operation and maintenance of the building. This can be overcome by CRD's ability to enter into comprehensive legal agreements to assign the responsibilities of design, construction, operation and maintenance to the three municipalities. Those agreements would contain release and indemnity clauses to protect CRD for any potential liabilities arising from its ownership of the building and provide exclusive possession to the municipalities for the term of the debt, with a provision that the ownership of the building would transfer to the three municipalities once the debt was retired. Staff would seek to have these agreements negotiated prior to adoption of the service establishment and loan authorization bylaws and require these agreements be endorsed as a condition of creating the service.

### *Elector Approval Implications*

To establish this service and to borrow for construction of the facility, participating area approval is required. This can be obtained by municipal consent on behalf, which must be unanimous; alternative approval process, whereby 10% of voters in the participating areas are not opposed; or elector assent, also known as referendum.

Given this is a service requested by councils, the recommended elector approval method is municipal consent on behalf. This will ensure the requirement for unanimity is met for this undertaking.

### *Financial Implications*

The estimated borrowing for the project is \$82 million but the total cost could be up to \$103 million, to be debt serviced over the term of the loan by the municipalities of Colwood, Langford, and View Royal. Debt servicing would be based on a proportional cost share, to be determined between the three municipalities. The CRD understands that land acquisition costs will be addressed amongst the three municipalities.

A subregional service is not the only way to fund the expansion. Each of the three municipalities could pursue a proportional share of borrowing and undertake debt service individually, however, individual borrowing would require each municipality to conduct its own elector approval process and have the required borrowing capacity, whereas a subregional service approval can be obtained by one combined approval process which is more efficient and potentially more likely to achieve a unified result.



One important difference in funding the building through a sub-regional CRD service where CRD owns the building, as opposed to each of the municipalities securing their own borrowing, is that the municipalities are not able to create a development cost charge (DCC) program – i.e. those fees payable by developers of property within a specific area – if CRD owns the building. The three municipalities have expressed a desire to explore establishing a DCC program for this service. There is the potential for CRD to establish DCCs to fund the growth-related capital cost of construction of the building, however, administration of a development cost charge program on behalf of the municipalities would require CRD staff resources and is a higher level of CRD involvement than was initially anticipated. Staff will continue to engage in discussions with staff from the municipalities to further investigate this issue.

*Alignment with Board & Corporate Priorities*

A regional district provides those services which its constituent municipalities and electoral areas request it to provide, as approved by the Regional Board and the Province. The request to create a sub-regional service for constructing and debt servicing a building, paid for by those municipalities requesting the service, is consistent with the purpose and function of a regional district.

*First Nations Implications*

The detachment serves the Songhees and Esquimalt reserve lands through a combination of federal and provincial funding. An expanded West Shore RCMP building will provide more space for additional RCMP officers to address the current and future policing needs in those growing communities.

*Climate Implications*

Construction of the building, if built by CRD, would be subject to the CRD's Green Building Policy. Consultation will be required with the municipal participants if the standards set out in this policy would be applicable to the construction of this facility.

**CONCLUSION**

CRD has been asked to create a subregional service to provide financing for an expanded West Shore RCMP detachment. On the Province's advice, CRD is able to establish a subregional service for design, construction, operation, and maintenance of a new RCMP detachment, and may do so with consent of the participating municipalities. CRD would contract all responsibility for the design, construction, operation, and maintenance to the participating municipalities and enter into agreements that would ensure ownership of the building would transfer to the three municipalities on completion of the debt term.

**RECOMMENDATION**

The Governance Committee recommends to the Capital Regional District Board:  
That CRD continue to engage in discussions with staff from the municipalities of Colwood, Langford and View Royal to explore the creation of a sub-regional service to expand the West Shore RCMP detachment.

**Governance Committee – July 10, 2024**  
**Creation of a Sub-regional Service for Expansion of the West Shore RCMP Detachment 4**

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Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services and Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: November 23, 2023 Letter from View Royal
- Appendix B: November 28, 2023 Letter from Langford
- Appendix C: November 29, 2023 Letter from Colwood
- Appendix D: Backgrounder on West Shore RCMP Building



## TOWN OF VIEW ROYAL

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45 View Royal Avenue, Victoria, BC, Canada V9B 1A6

Ph. 250-479-6800 • Fx. 250-727-9551 • E. [info@viewroyal.ca](mailto:info@viewroyal.ca) • [www.viewroyal.ca](http://www.viewroyal.ca)

November 23, 2023

Capital Regional District  
625 Fisgard Street  
PO Box 1000  
Victoria, BC  
V8W 2S6

**Attention: Nelson Chan, Chief Financial Officer  
Kristen Morley, General Manager, Corporate Services**

Dear Mr. Chan and Ms. Morley:

**RE: West Shore RCMP Detachment Expansion Project Funding**

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At the November 21, 2023 Council meeting, Council was in receipt of a staff report regarding the West Shore RCMP Detachment Expansion Project funding, and passed the following resolution:

*“THAT a letter be sent to the Capital Regional District (CRD) requesting that the CRD establish a subregional service for the purpose of funding a joint West Shore RCMP Detachment Expansion capital project up to \$103 million.”*

Also, please find attached a certified resolution.

If you have any questions regarding the above matter, please do not hesitate to contact this office.

Sincerely,  
**TOWN OF VIEW ROYAL**

Elena Bolster  
Deputy Corporate Officer

Attachment



2023/11/28

Kristen Morley  
General Manager, Corporate Services  
Capital Regional District  
625 Fisgard Street  
Victoria, BC V8W 1R7

Via email: kmorley@crd.bc.ca

Dear Ms. Morley

**RE: Request for Capital Regional District Sub-Regional Service Establishment – Funding for a Joint Capital Project (RCMP Detachment Financing)**

We are writing with respect to a joint sub-regional project to expand the current West Shore RCMP facility. As you know, the West Shore Detachment serves the municipalities of Langford, Colwood, View Royal, Highlands, Metchosin and the Songhees and Esquimalt First Nations out of an existing facility which is located in Langford. The original facility was constructed in the 1960s (the “Original Building”) and was subsequently expanded through the addition of a second separate but connected building in or about 1999 (the “Expansion”).

The municipalities of Langford, Colwood and View Royal (the “Owners”) jointly own the West Shore RCMP Detachment located at 698 Atkins Avenue in Langford. This existing detachment is nearing capacity and projections show as the communities grow, so too does the need for specialized and diversified policing services, increased use of technology, modern facilities, and a larger staff contingent to maintain the current policing level of service in the region. In order to meet these needs, the Owners are seeking to expand the existing facility through removal of the Original Building and construction of a new building in its location while maintaining the Expansion.

The municipalities of Langford, Colwood and View Royal formed a Joint Police Facilities Steering Committee in February 2023 and have been working to further define the scope of the project. Early estimates indicate that the cost will be approximately \$82 million, with a 25% contingency bringing the estimated total cost to \$103 million.

One of the many complex factors associated with a capital project of this size, especially given the number of municipalities involved, is how to best debt finance the project.

Through discussions internally with the three communities, in addition to discussions with the Municipal Finance Authority, the option of a sub-regional CRD service was brought forward as a possibility. As a result, at its meeting held November 20, 2023, the City of Langford Council passed the following resolution:

*THAT Council direct staff to write a letter to the Capital Regional District (CRD) requesting that the CRD establish a subregional service for the purposes of funding a joint capital project up to \$103M.*

I understand that both Colwood and View Royal have approved a resolution seeking the same as above. Therefore, the City of Langford requests that the Capital Regional District establish a sub-regional service as outlined above to allow the communities of Langford, Colwood, and View Royal to support the West Shore RCMP Facility Expansion Project. This will allow the important work and community support undertaken by the West Shore RCMP to continue, grow, and evolve. The City looks forward to a response on this matter, including a proposed timeline for establishing the service, from the CRD.

Sincerely,

Marie Watmough  
Corporate Officer  
Deputy Director of Corporate Services  
City of Langford

CC: City of Colwood  
Town of View Royal  
Nelson Chan, CRD Chief Financial Officer



File: 0400-50

Date: November 29, 2023

Capital Regional District  
Corporate Services  
625 Fisgard Street  
Victoria, BC V8W 2S6

ATTENTION: Kristen Morley, Corporate Officer and General Manager, Corporate Services

Dear Ms. Morley,

**RE: Request for Capital Regional District Sub-Regional Service Establishment – Funding for a Joint Capital Project (RCMP Detachment Financing)**

---

We are writing with respect to a joint sub-regional project to expand the current West Shore RCMP facility. As you know, the West Shore Detachment serves the municipalities of Langford, Colwood, View Royal, Highlands, Metchosin and the Songhees and Esquimalt First Nations out of an existing facility which is located in Langford. The original facility was constructed in the 1960s (the “Original Building”) and was subsequently expanded through the addition of a second separate but connected building in or about 1999 (the “Expansion”).

The municipalities of Langford, Colwood and View Royal (the “Owners”) jointly own the West Shore RCMP Detachment located at 698 Atkins Avenue in Langford. This existing detachment is nearing capacity and projections show as the communities grow, so too does the need for specialized and diversified policing services, increased use of technology, modern facilities, and a larger staff contingent to maintain the current policing level of service in the region. To meet these needs, the Owners are seeking to expand the existing facility through removal of the Original Building and construction of a new building in its location while maintaining the expansion.

The municipalities of Langford, Colwood and View Royal formed a Joint Police Facilities Steering Committee in February 2023 and have been working to further define the scope of the project. Early estimates indicate that the cost will be approximately \$82 million, with a 25% contingency bringing the estimated total cost to \$103 million.

**COLWOOD CITY HALL**

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**CONTACT**

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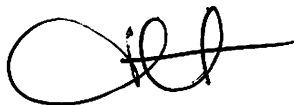
One of the many complex factors associated with a capital project of this size, especially given the number of municipalities involved, is how to best debt finance the project.

Through discussions internally with the three communities, in addition to discussions with the Municipal Finance Authority, the option of a sub-regional CRD service was brought forward as a possibility. As a result, at its meeting held November 27, 2023, the City of Colwood Council passed the following resolution:

*THAT the City of Colwood issue a letter to the Capital Regional District (CRD) requesting that the CRD establish a sub-regional service for the purpose of debt financing the West Shore RCMP Detachment Expansion, to a maximum of \$103M.*

I understand that both Langford and View Royal have approved a resolution seeking the same as above. Therefore, the City of Colwood requests that the Capital Regional District establish a sub-regional service as outlined above to allow the communities of Colwood, Langford and View Royal to support the West Shore RCMP Facility Expansion Project. This will allow the important work and community support undertaken by the West Shore RCMP to continue, grow, and evolve. The City looks forward to a response on this matter, including a proposed timeline for establishing the service, from the CRD.

Sincerely,



Jenn Hepting  
Chief Financial Officer  
City of Colwood

CC. City of Langford  
Town of View Royal



---

## WEST SHORE RCMP DETACHMENT BACKGROUNDER

Jointly owned by the City of Langford, the City of Colwood, and the Town of View Royal (“the Communities”), the West Shore RCMP Detachment is located at 698 Atkins Avenue in Langford. The West Shore detachment also serves the District of Metchosin, the District of Highlands, Songhees Nation, and Xwsepsum Nation. The existing detachment is approximately 37,000 ft<sup>2</sup>, comprised of two largely separate facilities: one built in the 1960s (approx. 10,600 ft<sup>2</sup>), and a newer structure built in 1999 (approx. 26,400 ft<sup>2</sup>). Investments have been made to the current detachment, but the facility is nearing capacity. Projections by the RCMP show an immediate need for increased space. As each of the communities continue to grow, so too does the need for specialized and diversified policing services, increased use of technology, modernized facilities, and a larger staff contingent to maintain the current level of service. Preliminary work to define an option for redevelopment of the existing site was completed by WA Architects in November 2020, in the form of a concept site and building plan, based on a preliminary site survey completed in June 2020. An updated version of WA Architect’s conceptual design, entitled Feasibility Study 9, was completed in November 2021. A preliminary space needs analysis was also completed by the RCMP in July 2019 and updated in December 2020. In early 2021, Colliers Project Leaders was engaged to prepare an options analysis report that explored redevelopment of the existing site versus options to relocate elsewhere within the Communities. A recommendation was returned to remain at, and redevelop, the existing location on Atkins Avenue, as it was deemed to be more appropriate than relocating and building new. It was noted to be the preferred site over alternative options due to its central location and ease of access to major transportation routes. The feasibility study also returned a recommendation to redevelop to a 20-year planning horizon that would meet West Shore RCMP staffing and space needs to 2045.

### Project Requirements, Goals & Constraints

#### The objectives of the Project are to:

- Provide a detachment that will meet RCMP accommodation needs to effectively service current and future growth of the communities to the year 2045.
- Redevelop the existing site at 698 Atkins Avenue and incorporate four adjacent residential properties.
- Enable demolition and new construction to take place in such a way as to allow the West Shore RCMP Detachment to remain fully operational for the duration of construction.
- Renovate and seismically upgrade the existing 1999 structure to meet the need for increased use of technology, up-to-date facilities, and a larger staff contingent.
- Replace the obsolete 1960s structure with net-new space, integrated with the existing 1999 structure, to provide efficient, flexible, and modern facilities that meet the demands of 21st century policing.



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**The project's requirements, goals, and constraints are:**

- To achieve project completion an owners' budget of \$90M-\$103M has been identified as a result of a 2022 Class D cost estimate that has been updated to reflect current conditions. (While it is understood that Class D estimates typically have a +-25% accuracy, this updated estimate will be used as the entry point for the IPD team to evaluate and validate as part of the IPD [Integrated Project Delivery] process.)
- To achieve occupancy in Q1 2027.
- To minimize disruption to neighboring residents throughout construction.
- To minimize future operating costs through construction of energy efficient, durable, and sustainable spaces.
- Phasing of demolition and construction work on site allowing for uninterrupted operation of the RCMP Detachment for the duration of construction, including secure parking for police vehicles with two means of vehicular egress.

**BASE PROGRAM**

The Validation phase of this procurement process will be focused on identifying and detailing all functional requirements. The program for this project includes three key elements:

- Site redevelopment of 698 Atkins Avenue and adjacent properties
- Renovation of existing 1999 structure
- Demolition and replacement of existing 1960s structure

Total gross space required for a redeveloped West Shore RCMP Detachment is approximately 92,000 ft<sup>2</sup>, to accommodate an anticipated staffing contingent of 281 FTEs (210 RCMP members, 70 administrative support positions) by 2045. It is estimated, however, that approximately 25%-35% of the space could be leased to complementary tenants for 10- to 15-year terms, until such time as the full staffing contingent is reached and the space is required by the RCMP. Revenue from leased space is anticipated to help offset ongoing costs.

**SCOPE OF WORK**

Scope of work associated with the redevelopment of the Atkins Avenue site includes amalgamation of the following four adjacent, residential properties to provide sufficient land for increased surface parking requirements:

- 678 Atkins Avenue
- 674 Atkins Avenue
- 2788 Winster Road
- 2792 Winster Road

Re-zoning from an R2 zone (One- and Two-Family Residential) to a P2 zone (Community Institutional) will be required for these four properties, along with demolition (already complete) of up to five (5) residential structures and several smaller outbuildings. Some hazardous materials abatement is assumed, given the relative ages of the residential buildings, and a hazardous materials assessment will be conducted. Site separation between the residential demolition work and the fully operational RCMP Detachment will be necessary. Site preparation and some upgrading of site services will also be required to allow for elements such as parking lot lighting, irrigation, and motorized, secured gates

and fencing, dependent upon final design. A topographical survey, geotechnical report, and environmental assessment will be required.

Future parking requirements include a total of 297 surface parking stalls, with an allowance of 370 ft<sup>2</sup> per stall, inclusive of drive aisles and entries/exits. Stalls reserved for police vehicles are expected to be larger than typically allowed for due to the specialized nature of these vehicles. Consideration will also be given for provision of accessible stalls and allowing for two means of vehicular egress from the secured police vehicle parking at all times. The parking lot surface is assumed to be standard asphalt with line painting and complementary landscaping features.

WA Architect's updated Feasibility Study 9 shows the potential for up to 125 stalls on the merged properties, which, along with approximately 120 leased stalls beside the adjacent railway line, provides for 245 of the required 297 stalls.

The shortfall of 52 stalls will need to be addressed through revisions to site design, additional leased land along the rail line, or additional land acquisition on the east side of Winster Road. A combination of the above three options may also satisfy the shortfall issues, along with consideration for future transport modal shifts which may reduce the total number of required stalls.

Scope of work associated with the existing 1999 RCMP building assumes a reconfiguration and retrofit of approximately 25% of the facility to meet future program requirements. The existing structure consists of three (3) levels, roughly 8,800 ft<sup>2</sup> each, for a total of approximately 26,400 ft<sup>2</sup>. Exact measurements will be verified through a combination of site visits and a careful evaluation of existing floor plans. Retrofitting will be to a Class A Office standard with an allowance for some new furniture, fixtures, and equipment (FF&E). It is anticipated that some hazardous materials may be encountered during the renovation of this building and a hazardous materials assessment should be conducted.

This existing structure will also require seismic upgrading to enable useful life up to and beyond 2045, and allow for a physical connection to the proposed new building, as well as the desire for this RCMP complex to act as a post-disaster facility.

Scope of work associated with the existing 1960s facility includes demolition of the structure in its entirety. The facility is assumed to be approximately 10,667 ft<sup>2</sup>, over one and a half floors. Exact sizing and dimensions will be verified by site visits and detailed review of existing floor plans. Given its age, hazardous materials are anticipated, and a hazardous materials assessment will be conducted prior to the start of any work. An updated topographical survey (following rezoning of the adjacent properties) and a geotechnical report and environmental assessment will also be required.

New construction to replace this facility is anticipated to be approximately 66,000 ft<sup>2</sup> over multiple floor levels. When combined with the existing 1999 structure of approximately 26,400 ft<sup>2</sup>, a total of 92,000 ft<sup>2</sup> will be provided on the newly redeveloped Atkins Avenue site. WA Architect's updated Feasibility Study 9 indicates conceptual design of a basement with four stories above; however, this requires review and possible redesign to align with the proposed square footage and to fit within the current Class D estimate of \$90M-\$103M.

It is assumed that some furniture, fixtures, and equipment (FF&E) can be re-used and/or re-purposed from this facility; however, allowance for some new FF&E will also be required.

An outline functional program for the newly constructed and newly renovated facilities includes general spaces for public access, vehicle bays, general duty offices, administrative and operational support, mail room, prisoner security, and volunteers and auxiliary staff. More specialized spaces include a Major/Serious Crimes unit (homicide, traffic, drugs, police dogs, Emergency Response Team/Gangs, crime prevention and reduction) and Special Unit (forensic identification suite, internet/cyber/tech crimes, sex crimes, enhanced exhibit suite). A detailed review and update of the functional program and space allocations will be undertaken during re-design.

The redeveloped RCMP complex on Atkins Avenue will be designated as a post-disaster facility and will require specialized design and/or modifications to accommodate this requirement. Consideration will also be given to achieving net zero carbon design, and options to reach this goal will be explored in greater detail.

Due to the need for the West Shore RCMP Detachment to remain fully operational throughout demolition and construction, phasing of work will be required. Secure police vehicle parking, complete with two means of vehicular egress, will need to be maintained at all times. Site safety for all RCMP and support personnel, as well as the public, will be of paramount importance.

**The following items are considered not part of the base program of this project:**

- Underground parking
- Site works above and beyond what has been identified above
- Outbuilding storage facilities on the site
- Mechanical or electrical upgrades to the 1999 building, other than re-design due to reconfiguration of spaces or designation as a post-disaster facility
- Owner-supplied items
- AV/IT equipment
- RCMP internal administrative costs
- Langford, Colwood and View Royal administrative costs

**PROJECT BUDGET**

A Class D cost estimate of \$82.4M was prepared in 2022 for the base program, which has been updated to current conditions of \$90M-\$103M. This will be termed the owners' initial 'Maximum Allowable Budget' for the IPD team to work within as they engage together in Validation phase work. The IPD team works towards collectively developing and a project budget and corresponding execution strategy working within the owner's maximum allowable budget to achieve all requirements of the program. This is done by understanding both the market-typical estimated or expected costs and refining this to a base target cost. Once the team does this, it is captured in the Validation report. If the team is not able to validate this (including all variables), their results are also captured accordingly.

The base target cost breakdown and the corresponding execution plan is what provides certainty for the owner (given that IPD does not engage the typical change order processes unless the overarching functional, base project program is changed or pre-identified significant unforeseen events occur).

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The base target cost, established from early collaboration (which may include additional conceptual design work), will include both hard and soft costs as well as contingency. Hard costs are the construction costs associated with both the site and the building, while soft costs include consulting fees (e.g., IPD advisor, architect, engineers, cost consultant, geotechnical reports, hazardous materials reports, land surveyor), as well as permitting fees, insurance, temporary owners relocation costs and administrative costs. These costs are organized for IPD team execution to support collaborative cluster working groups that are set up to further innovate, breakdown internal barriers between roles and remove wasteful activity for the project.

It is anticipated that approximately \$1,200,000 (1.5% of the cost estimate) will be required to complete the validation phase. This involves only the work is necessary to validate the project from the owners' perspective which often includes any early release of work plans, early construction operational execution planning, early logistical and supply chain planning as well as the early design concepts that encompass base program and support these other aspects holistically. This work is already contained in the 2024 Financial Plans of the Communities.

After approval, and during the remaining detailed design and construction documentation phase, the team will focus on collaborative cluster group delivery that innovatively focused on meeting program requirements and getting below the base target cost within the schedule expectations. A final target cost will be confirmed (below base target cost) at the conclusion of final procurement activities (when the contingency from these risk items is recovered).

The City of Langford, City of Colwood and Town of View Royal have requested that the Capital Regional District (CRD) establish a subregional service to fund the capital costs of building the new RCMP facility. If established, the subregional service would requisition the debt servicing costs which would be recovered by a separate CRD property tax levy.

### **INTEGRATED PROJECT DELIVERY (IPD) PROJECT BUDGET**

IPD is a shared risk/reward contract model and emerging project delivery approach. IPD brings all parties onto the project at the start in a single relational contractual agreement which has joint and transparent operating systems such as cost, planning and risk management.

It is important to note that IPD teams waive liability amongst the IPD signatories to avoid finger pointing and blame, which allows designer/consultants to talk about means and methods and allows constructors to provide detailed input to design. Throughout project execution, the owners and other IPD signatories agree to share all aspects of the project the risk and reward including design liability, design/construction interface, cost escalations and schedule delays.

The project has a single joint project management and governance structure for IPD that integrates all members of the signatory group including the owner. This includes a Senior Management Team (SMT), a Project Management Team (PMT) and multi-disciplinary work clusters called Project Implementation Teams (PITs).

This IPD team collective manages the contractual process and unique operating systems using the 'Lean' business approach that is focused on maximizing value, creating improved flows of value-

adding work, and minimizing waste. This means that the team uses all collective talents to innovate from beginning to completion and achieve what is 'Best for Project'. There are multiple standard IPD contracts in use in Canada, the contract used for this project will be CCDC 30-2018.

## **MANAGING SCOPE, COST, RISK AND SCHEDULE**

### **Scope Management**

IPD signatories (Who sign the single contract with the owner) will not be focused on individual scopes of work, individual profits, claims or liability between themselves. Their focus will be on 'Best for Project', with alignment with the owners' values. Their motivation will be on creating the most effective and optimized overall project design and delivery so that they meet owners value proposition, and everyone (including the owner) can mutually benefit from the shared profit pool.

The IPD team will manage the scope holistically by first focusing on the overarching project base program, developed by the owner either before and during Pre-Validation. In Validation, the team uses this base project program (project scope) to jointly develop the design, construction practices, schedule, costs, and risks as a holistic picture. This allows the team to innovate throughout the project and have flexibility to adapt the design-plan-construction work (including material supply chain availability) in an optimal way to address all challenges. Responsibilities for all work is clearly identified and assigned for execution.

The IPD singular contract is an intentional departure from today's methods that have bilateral and linear contracts and individual party scope tendering. In IPD, there are no typical change orders (unless base scope changes or contractually articulated unforeseen event). There is only a smaller percentage of the project costs that are managed through stipulated sum contracts (5-25%) by selected IPD Team members.

### **Cost Management**

When IPD teams join the contract, they provide negotiated pricing terms that break out 'true' labor costs (salary and labor burden only), and calculated company overheads and profit expectations (as a percentage).

This pricing method is key to IPD, as all parties are expected to honestly put their profit at risk (no mark-ups or pricing buffers). IPD participants pricing will be audited by a 3rd party at the start of the project. This pricing is then carried into the cost modelling and iterative estimation process to determine the base Target Cost during Validation.

After Validation, the IPD team will jointly manage the budget and cost in a real-time and transparent manner to ensure the team is on track to meet or exceed the base Target cost using a Target Value Design and Delivery process. This will be occurring in concert with continual risk mitigation activities to protect the project and manage contingency (profit pool) wisely. Budget allocations will be manipulated fluidly to optimize the whole and deliver against what was committed in the Validation

report. The PMT will manage this process in entirety with support from the SMT who get regular updates on forecasted costs.

The IPD Team will be reimbursed direct costs throughout the project (no profit), using a streamlined invoicing and payment process that is integrated with the owners' process. Since profits are not part of any of the regular progress payments, there is a rapid turnaround of payment with no traditional Payment Certifier process. The IPD team will follow the IPD profit progress payment program that will be discussed during initial contract negotiations and finalized during the Validation process. Guidance for this entire process is provided by an IPD Advisor.



Making a difference...together

## REPORT TO GOVERNANCE COMMITTEE MEETING OF WEDNESDAY, JULY 10, 2024

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**SUBJECT**     **Electronic Meetings and Participation by Members**

### **ISSUE SUMMARY**

To consider an update to the CRD Board Procedure Bylaw (Bylaw No. 3828) to more broadly permit full electronic meetings and define parameters for the electronic participation of members at board, committee and commission meetings.

### **BACKGROUND**

In 2014, the Board amended the CRD Board Procedures Bylaw (“Procedures Bylaw”) to allow for electronic meetings for local area commissions, with certain restrictions, including that only one member can participate electronically at a time, that the member must provide 24-hour notice to the Corporate Officer, and that the Chair of the meeting must be physically present in the meeting place. The restrictions imposed in the bylaw were designed to restrict the use of electronic meetings to preserve procedural safeguards and transparency of in-person meetings.

In 2020, the Procedures Bylaw was amended by adding a new section 29.2 on electronic participation in case of emergency or special circumstance (Appendix A). The new clause permitted electronic participation in a meeting in the case of “*an emergency, special circumstance, or public health event that prevents or restricts members from being able to physically meet in one location.*” During this time local governments were operating under various Ministerial Orders which allowed for meetings and public hearings to be conducted electronically during the COVID-19 pandemic.

In 2021, the *Local Government Act (LGA)* was amended to provide permanent authority for local governments to permit electronic meetings and participation by members (Appendix B). The *Regional District Electronic Meetings Regulation (B.C. Reg. 271/2005)* was amended on September 29, 2021 prescribing the conditions, limits and requirements respecting electronic meetings and the participation of members (Appendix C).

Electronic meetings, if authorized by bylaw, are meetings where all members of a board may participate electronically.

Electronic participation, if authorized by bylaw, allows for a hybrid meeting where some members attend in person, and other members attend by electronic means.

The purpose of this report is to present the Governance Committee with options for electronic meetings and participation and seek direction prior to drafting an amendment to the Procedures Bylaw.

## **ALTERNATIVES**

### *Alternative 1*

The Governance Committee recommends to the Capital Regional District Board: That staff be directed to report back to the Governance Committee with bylaw amendments to update the provisions for electronic meetings and electronic participation of members of CRD committees, commissions and boards.

### *Alternative 2*

That this report be referred to staff for additional information and that staff report back to the Governance Committee.

## **IMPLICATIONS**

### *Electronic Participation*

Section 29.1 of the Procedures Bylaw already provides for electronic participation, with limitations, at a commission meeting. Only one person at a time may participate electronically and that the person presiding must be physically present at the meeting location. An exception is provided allowing full electronic participation for meetings of a commission that includes the entire Southern Gulf Islands (SGI) Electoral Area as the service area.

A bylaw may prescribe conditions that must be met to allow a member to participate electronically during an in-person meeting and may include any of the following:

- limit on number of members participating electronically;
- requirement for Chair (presiding member) to be in-person;
- limited to circumstances of illness, injury or approved leave;
- when travelling outside the regional district and potential to limit to specific geographic areas (i.e. Canada and USA); and
- with notification to and/or approval from Chair and Corporate Officer.

On April 13, 2022, the CRD Board approved the CRD Best Practices Guide for Meetings. The design of the guide was refreshed in May 2024, with minor housekeeping amendments, and is attached as Appendix D. Section 8 of the guide provides guidance for Directors on participation by electronic means on issues of attendance, use of video, electronic chat function, and conflict of interest on a specific agenda item.

The Procedures Bylaw currently permits electronic participation but does not allow for fully electronic meetings as the Chair, or presiding member, is required to be present at the location publicized in the meeting notice, along with CRD staff. Even if full electronic meetings were enabled in the Procedures Bylaw, CRD must still provide a physical public viewing location for the meeting where staff are present.

### *Electronic Meetings*

Electronic meetings give flexibility to regional district boards to conduct business using telephone and video conferencing facilities without compromising the rights of the public to access the decision-making process.



Boards that choose to hold electronic meetings can decide how to allow for public participation. The public must be able to hear, or watch and hear, meetings held electronically. A place must also be provided for regular and special meetings held electronically to ensure transparency and accessibility to members of the public.

Electronic meeting requirements must provide the following:

- the process for electronic meetings in the procedure bylaw;
- notice that a meeting will be held fully by electronic means;
- the appropriate technology to give the public the opportunity to hear, or watch and hear, and participate if needed, in board meetings held electronically; and
- a place for the public to attend to hear the proceedings of regular and special meetings held electronically.

Parameters for how often and in what circumstances the CRD Board uses electronic meetings should be included in the bylaw. The Board may wish to allow for regular and special meetings to be held electronically in case of an emergency such as a natural disaster, a communicable disease event, or at the discretion of the Chair and Corporate Officer. While electronic meetings can be a useful tool for the Board, it is not a substitute for in-person meetings.

#### *Jurisdictional Review*

A jurisdictional review of procedure bylaws of CRD municipal councils and select regional district boards was completed and is attached as Appendix E.

The bylaw may provide for different procedure for electronic meetings and electronic participation based on the body and meeting type as follows:

- Boards (CRD/CRHD & CRHC) – regular vs. special
- Committees – regular vs. special
- Commissions – regular vs. special
- Public hearings under Division 3 of Part 14 of the LGA

The key findings from the jurisdictional review of procedure bylaws include:

- Electronic participation is permitted in all cases except where facilities do not allow.
- Electronic participation may depend on the following conditions:
  - no more than one person at a time;
  - majority attending in person;
  - no more than 3 consecutive meetings;
  - special meetings only;
  - in cases of illness, injury or leave; and
  - notice prior to the meeting must be given.
- Full electronic meetings may be permitted in some instances where others have conditions such as:
  - in emergency situations;
  - to ensure quorum;
  - for special meetings only; and
  - at the discretion of the Chair and Corporate Officer.

- Chair or presiding member may be required to attend in-person for hybrid meetings, and may be permitted to participate electronically for full electronic meetings.

*Operational and Financial Implications*

The technology for the holding of electronic meeting must enable the meeting’s participants and the public to hear, or watch and hear, each other (except for closed parts of the meeting where the public are excluded).

The logistics and associated costs of electronic meetings are an important consideration as access to technology may impact the ability to allow members and the public to participate electronically or hold electronic meetings. Consideration must also be given to the costs associated with electronic participation or electronic meetings (for example, the cost of new technology to support electronic meetings and additional staff to support it during a meeting). One must also consider what back-up plans to put in place if technology fails and results in a loss of quorum.

**CONCLUSION**

The Procedures Bylaw requires updating with respect to the provisions on electronic meetings and electronic participation. Currently, the bylaw does not permit full electronic meetings and does not contain any parameters on when members may attend electronically. CRD staff will report back to the Governance Committee with updated bylaw provisions to permit full electronic meetings in specific circumstances and clarify the parameters for electronic participation by members.

**RECOMMENDATION**

The Governance Committee recommends to the Capital Regional District Board:  
That staff be directed to report back to the Governance Committee with bylaw amendments to update the provisions for electronic meetings and electronic participation of members of CRD committees, commissions and boards.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

- Appendix A: Bylaw No. 3828 – Electronic Participation (Excerpts)
- Appendix B: Local Government Act – Electronic Meetings and Participation (Excerpts)
- Appendix C: B.C. Reg. 271/2005 – Regional District Electronic Meetings Regulation
- Appendix D: CRD Best Practices Guide for Meetings
- Appendix E: Jurisdictional Review of Electronic Meetings & Electronic Participation

**Bylaw No. 3828 – Electronic Participation Excerpts**

***Capital Regional District Board Procedures Bylaw, 2012***

**Electronic Participation at Commission Meetings**

- 29.1 (1) A member of a Commission may participate in a regular or special meeting by means of electronic or other communication facilities that:
- (a) enable the meeting's participants to hear, or watch and hear, each other;
  - (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the member participating by electronic or other communication facilities.
- (2) The person presiding at the Commission meeting must not participate electronically.
- (3) A person participating in a Commission meeting electronically is deemed to be present at the meeting as though they were physically present.
- (4) The recording secretary shall record in the minutes the persons present including those participating electronically.
- (5) Subject to section 29.1(9), no more than one person at one time may participate electronically. *(Bylaw No. 4206)*
- (6) The person wishing to participate in a Commission meeting electronically must advise the Corporate Officer at least 24 hours in advance of the meeting;
- (7) Subject to section 29.1(9), if more than one person wishes to participate electronically at a Commission meeting, the Corporate Officer will by lot choose the person who is entitled to participate electronically. *(Bylaw Nos. 4206,4262)*
- (8) Electronic participation will only be permitted where existing technical facilities at the location of the Commission meeting accommodate electronic participation. *(Bylaw No. 3951)*
- (9) Sections 29.1(5) and 29.1(7) do not apply to meetings of a Commission that operates a service that includes the entire Southern Gulf Islands Electoral Area as the service area. *(Bylaw No. 4206)*

**Electronic Participation in case of Emergency or Special Circumstance**

- 29.2 (1) In an emergency, special circumstance, or public health event that prevents or restricts members from being able to physically meet in one location, members or persons appointed by the Board may participate in a meeting by means of electronic or other communication facilities that:
- (a) enable the meeting’s participants to hear, or watch and hear, each other; and,
  - (b) except for a meeting that is closed to the public, enable the public to hear, or watch and hear, the member(s) and person(s) participating by electronic or other communication facilities.
- (2) Meetings called under subsection (1) will be at the call of the Board Chair.
- (3) Special meetings called under subsection (1) will be in accordance with section 9 of this bylaw and will comply with the requirements set out in subsection 2(2)(d) of the *Regional District Electronic Meetings Regulations*, B.C. Reg. 118/2018.

(Bylaw No. 4353)

**Local Government Act – Electronic Meetings and Participation Excerpts**

**Division 5 — Board Proceedings**

**Electronic meetings and participation by members**

**221** (1) If permitted under subsection (3), a board meeting or a board committee meeting may be conducted by means of electronic or other communication facilities.

(2) Members of the board who are participating under this section in a meeting conducted in accordance with subsection (1) are deemed to be present at the meeting.

(3) The Lieutenant Governor in Council may make regulations permitting meetings under subsection (1) and prescribing conditions, limits and requirements respecting such meetings.

**Division 5.1 — Proceedings of Other Bodies**

**Electronic meetings of other bodies**

**226.1** (1) If permitted under the rules governing the procedures of the body and the requirements of subsection (2) are met, meetings of the following bodies may be conducted by means of electronic or other communication facilities:

(a) a local community commission under section 243 [*establishment of local community commissions*];

(b) a commission established under section 263 (1) (g) [*corporate powers of board*];

(c) an intergovernmental advisory committee established under section 450 [*intergovernmental advisory committees*];

(d) an advisory planning commission established under section 461 [*advisory planning commission*].

(2) The following requirements apply in relation to a meeting referred to in subsection (1):

(a) the facilities must enable the meeting's participants to hear, or watch and hear, the meeting;

(b) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting.

(3) Members of a body who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.

**Electronic participation of members of other bodies**

**226.2** (1) If permitted under the rules governing the procedures of the body and the requirements of subsection (2) are met, a member of a body referred to in section 226.1 (1) who is unable to attend in person at a meeting of that body may participate in the meeting by means of electronic or other communication facilities.

(2) The following requirements apply in relation to a meeting referred to in subsection (1):

(a) the facilities must enable the meeting's participants to hear, or watch and hear, the participation of the member;

(b) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.

(3) Members of a body who are participating under this section in a meeting conducted in accordance with this section are deemed to be present at the meeting.



*Local Government Act*

REGIONAL DISTRICT ELECTRONIC  
MEETINGS REGULATION

**B.C. Reg. 271/2005**

Deposited and effective September 8, 2005  
Last amended September 29, 2021 by B.C. Reg. 236/2021

**Consolidated Regulations of British Columbia**

*This is an unofficial consolidation.*

B.C. Reg. 271/2005 (O.C. 641/2005), deposited and effective September 8, 2005, is made under the *Local Government Act*, R.S.B.C. 2015, c. 1, s. 221 (3).

This is an unofficial consolidation provided for convenience only. This is not a copy prepared for the purposes of the *Evidence Act*.

This consolidation includes any amendments deposited and in force as of the currency date at the bottom of each page. See the end of this regulation for any amendments deposited but not in force as of the currency date. Any amendments deposited after the currency date are listed in the B.C. Regulations Bulletins. All amendments to this regulation are listed in the *Index of B.C. Regulations*. Regulations Bulletins and the Index are available online at [www.bclaws.ca](http://www.bclaws.ca).

See the User Guide for more information about the *Consolidated Regulations of British Columbia*. The User Guide and the *Consolidated Regulations of British Columbia* are available online at [www.bclaws.ca](http://www.bclaws.ca).

Prepared by:  
Office of Legislative Counsel  
Ministry of Attorney General  
Victoria, B.C.



*Local Government Act*

**REGIONAL DISTRICT ELECTRONIC  
MEETINGS REGULATION**

**B.C. Reg. 271/2005**

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- 3 Electronic special board meetings
- 4 Electronic board committee meetings
- 5 Electronic participation by members in board and board committee meetings

**Definition**

- 1 In this regulation, “**Act**” means the *Local Government Act*.

**Electronic regular board meetings**

- 2 (1) If it is authorized by a procedure bylaw under section 225 (1) (a) and (b) [*procedure bylaws*] of the Act and the requirements of subsection (2) of this section are met, regular board meetings may be conducted by means of electronic or other communication facilities.
- (2) The following requirements apply in relation to a regular board meeting referred to in subsection (1):
  - (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
  - (b) in the procedure bylaw, a board must
    - (i) provide for advance public notice of the following:
      - (A) the way in which the meeting is to be conducted by means of electronic or other communication facilities;
      - (B) the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public, and
    - (ii) establish the procedures for giving that notice;
  - (c) the facilities must enable the meeting’s participants to hear, or watch and hear, the meeting;
  - (d) except for any part of the meeting that is closed to the public, the facilities must enable the public
    - (i) to hear, or watch and hear, the meeting, and
    - (ii) to hear, or watch and hear, the meeting at the specified place, and a designated regional district officer must be in attendance at the specified place.

[en. B.C. Reg. 236/2021, Sch. 2, s. 2.]

**REGIONAL DISTRICT ELECTRONIC MEETINGS REGULATION**

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**Electronic special board meetings**

- 3** (1) If it is authorized by a procedure bylaw under section 225 (1) (a) and (b) of the Act and the requirements of subsection (2) of this section are met, special board meetings may be conducted by means of electronic or other communication facilities.
- (2) The following requirements apply in relation to a special board meeting referred to in subsection (1):
- (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
  - (b) the notice under section 220 [*calling of special board meetings*] of the Act must include notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities and the place where the public may attend to hear, or watch and hear, the proceedings that are open to the public;
  - (c) the facilities must enable the meeting's participants to hear, or watch and hear, the meeting;
  - (d) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting at the specified place, and a designated regional district officer must be in attendance at the specified place.

[en. B.C. Reg. 236/2021, Sch. 2, s. 2.]

**Electronic board committee meetings**

- 4** (1) If it is authorized by a procedure bylaw under section 225 (1) (a) and (b) of the Act and the requirements of subsection (2) of this section are met, board committee meetings may be conducted by means of electronic or other communication facilities.
- (2) The following requirements apply in relation to a board committee meeting referred to in subsection (1):
- (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
  - (b) in the procedure bylaw, a board must
    - (i) provide for advance public notice of the way in which the meeting is to be conducted by means of electronic or other communication facilities, and
    - (ii) establish the procedures for giving that notice;
  - (c) the facilities must enable the meeting's participants to hear, or watch and hear, the meeting;
  - (d) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the meeting.

[en. B.C. Reg. 236/2021, Sch. 2, s. 2.]

**REGIONAL DISTRICT ELECTRONIC MEETINGS REGULATION**

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**Electronic participation by members in board and board committee meetings**

- 5** (1) If it is authorized by a procedure bylaw under section 225 (1) (a) and (b) of the Act and the requirements of subsection (2) of this section are met, a member of the board or a board committee who is unable to attend in person at a regular board meeting, a special board meeting or a board committee meeting may participate in the meeting by means of electronic or other communication facilities.
- (2) The following requirements apply in relation to a meeting referred to in subsection (1):
- (a) the meeting must be conducted in accordance with the applicable procedure bylaw;
  - (b) the facilities must enable the meeting's participants to hear, or watch and hear, the participation of the member;
  - (c) except for any part of the meeting that is closed to the public, the facilities must enable the public to hear, or watch and hear, the participation of the member.

[en. B.C. Reg. 236/2021, Sch. 2, s. 2.]

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# CRD Best Practices Guide for Meetings

Legislative Services

Capital Regional District | May 2024



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## Principles of Parliamentary Procedure

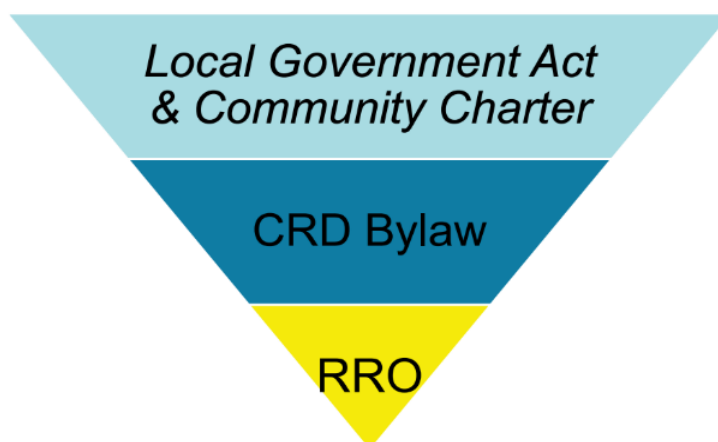
1. **Organization:** organization is first, no individual decision-making
2. **Fairness:** equal rights for all Members
3. **Quorum:** minimum number of voting Members required to do business
4. **Singularity:** only one motion and one speaker at a time
5. **Debate:** allow for full discussion before voting on any proposal
6. **Professionalism:** speak through the Chair not to an individual person
7. **Democracy:** Majority has the right to rule
8. **Inclusion:** Minority has a right for their voice(s) to be heard
9. **Silence:** is considered consent to allow others to make decision
10. **Defeated Motions:** limitations on when a decision may be presented again

## Responsible Conduct of Elected Officials

The foundational principles of responsible conduct of local government elected officials are integrity, accountability, respect, leadership and collaboration. For more information, please visit the Province of British Columbia's webpage - [Responsible conduct of locally elected officials](#).

The CRD Procedures Bylaw, more specifically, addresses the conduct of Members when speaking at a meeting such as addressing the Chair, using respectful language, and speaking only in connection to the matter being debated.

## Parliamentary Procedure Hierarchy in Local Governments



## 1.0 Types of Main Motions

Under Robert’s Rules of Order (“RRO”), the main motion is a motion whose introduction brings business before an assembly for a decision. The CRD Board makes decisions by passing motions, also known as resolutions, to take a specified action.

Members of the CRD Board may move one of the following types of main motions:

- Main Motion: the recommended or alternative motion in a staff report, or the recommendation from a Committee.
- Motion Arising: a new motion asking that further action be taken on the business matter being considered.
- Notice of Motion: a motion to bring new business before the Board for consideration at a future meeting. The CRD Procedures Bylaw (“Procedures Bylaw” or “Bylaw”) allows for same day consideration in very limited situations.

### 1.1 Main Motion

The CRD practice is to move the recommendation published on the meeting agenda. Recommendations most often originate from the staff report on the meeting agenda. If the report has been to Committee, the Committee may endorse the staff recommendation or submit an amended or different recommendation for the Board’s consideration. The staff recommendation is only a recommendation. It is in the purview of the Board, and its Standing Committees, to either:

- a) move the recommendation [from Committee or staff] as published on the agenda; or
- b) move one of the alternatives in the report; or
- c) if there is no interest in the presented options, move a new alternative motion.

The challenge with moving a new alternative motion is determining whether it is feasible and within the scope of possibilities of the regional district from a regulatory and operational lens. The Chair should confirm with staff that the new recommendation is feasible.

**Best Practice: All new recommendations are provided in writing to the Corporate Officer (or Deputy).**

**Best Practice: Where a new recommendation is of major import, staff be directed to report back on implications of the decision before the Members endorse the main motion.**

A common challenge for Members is being able to differentiate whether the motion they wish to put forward is an amendment to the main motion, a new motion that is arising from business matters before the Board, or a notice of motion to consider taking on a new action.



The Chair makes the ruling on whether a motion is an amendment, a motion arising, or a notice of motion. If a Member disagree with the Chair's ruling they may raise a point of order. If the Chair rules the motion is in order, the Member may appeal the Chair's decisions. For more information, refer to the section in this guide on "*Point of Order*" and "*Appeal the Decision of the Chair*".

## 1.2 Motion Arising

The Board's practice has been to treat motions arising as a stand-alone motion calling for an additional action to complement the main motion before the Board.

**Best Practice: Motions arising are voted on separately once the main motion is voted on.**

**Best Practice: All motions arising are provided in writing to the Corporate Officer (or Deputy) to be visually displayed during debate and voting.**

## 1.3 Notice of Motion

Members may bring forward a new matter for the Board's decision through a notice of motion process in accordance with section 22(6) and (7) of the Procedures Bylaw. The procedure requires that notice be read in at a meeting and provided in writing to staff for the minutes. The motion with notice is then published on the next agenda for discussion and voting.

**Best Practice: The Procedures Bylaw provides the Chair with the ability to refer the Notice of Motion to another body if the Chair believes it would be better dealt with in that way.**

The notice of motion procedure supports collaborative and transparent governance by providing:

- Directors sufficient time to give thought to the matter and prepare for a fulsome discussion at a future meeting;
- notice that the matter will be discussed on the published agenda; and
- providing an opportunity for the public to provide comments before a decision is made.

## 1.4 Same Day Consideration

The Procedures Bylaw provides an exception for same day consideration with a 2/3 affirmative vote provided that there is an urgent deadline, the issue is of minor organizational impact, or to support the position of a member local government.

For more information, see Appendix B: Notice of Motion Process (Flowchart).

**Table 1.1: Procedure for Notice of Motion/Motion with Notice vs. Same Day Consideration**

Notice of Motion (Meeting #1)	Motion with Notice (Meeting #2)	Same Day Consideration
No motion required	Mover and seconder required	2 motions required
Read motion into the record	Motion published on agenda	Move same day consideration If successful, move Motion
Notice recorded in Minutes	Vote recorded in Minutes	Vote(s) recorded in Minutes
No vote	Majority Vote	2/3 vote on Consideration Majority on Motion

## 2.0 Amendments

All types of main motions may be amended once they have been moved, seconded and are put before the assembly for consideration.

Amendments:

- only one amendment to the main motion at a time
- maximum of one further amendment to an amendment (for a total of 2 max)
- each amendment is voted on separately
- if successful, requires that a vote be taken on the main motion as amended

**Best Practice:** That amendments be strictly relevant to the main motion and not alter in a material way or be contrary in principle.

**Best Practice:** The proposed amendment is necessary to support the main motion.

Please note, it is not proper procedure to amend a motion to “grant funds” by inserting a negative word in order to change the intent of the motion to “not” granting those funds. The proper procedure is to vote down the main motion.

**Best Practice:** That significant amendments be provided in writing to the Corporate Officer (or Deputy) to be visually displayed when debating and voting.

**Table 2.1: Types of Main Motions vs. Amendment**

Motion Type <i>(Procedures Bylaw)</i>	<i>Example(s)</i>
Main Motion/ Recommendation <i>s. 22(1)</i>	<i>That the Governance Committee recommends to the CRD Board: That staff be directed to conduct public engagement on the proposed design for...</i>
Amendment <i>s. 22(4)</i>	That the motion be amended by adding the following after “public engagement”: “including online and in-person opportunities”
Motion Arising <i>s. 22(5)</i>	That the report be forwarded to municipal councils for information... That the Board Chair send a letter to the Minister of Municipal Affairs... That staff provide supplementary information when the report is presented to the Board.
Notice of Motion <i>s.22(6) &amp; 22(7)</i>	That staff be directed to report back through the Governance Committee on options to address ....

**Table 2.2: Amendment Examples**

		Example(s)
Main Motion		<i>That the CRD host a public celebration for Canada Day in Centennial Square.</i>
Primary Amendment(s)		<i>That the motion be amended by...</i>
Example A	✓	inserting <i>"and invite City of Victoria to participate"</i> after the words <i>"Centennial Square"</i>
Example B	✓	inserting <i>"with outreach booths, food trucks, and live entertainment"</i> after the words <i>"public celebration"</i>
Example C	✓	striking <i>"Centennial Square"</i> and inserting <i>"Elk/Beaver Lake Regional Park"</i>
Example D	X	inserting <i>"not consider"</i> before the word <i>"host"</i> [Changes intent of the motion] <i>BP: Vote against the main motion</i>
Example E	X	striking <i>"Canada Day"</i> and inserting <i>"BC Day"</i> [Alters main motion in a material way] <i>BP: Vote against the main motion</i> <i>BP: Serve Notice of Motion for new event</i>
Example F	X	Inserting <i>"That the number of attendees be tracked and used to evaluate the success of the event."</i> [Not directly related to the decision of whether or not to host the event] <i>BP: Move as a Motion Arising if the main motion is carried</i>
Secondary Amendment(s)		Primary Amendment using Example B inserting <i>"with outreach booths, food trucks, and live entertainment"</i> after the words <i>"public celebration"</i>
Example G	✓	<i>That the motion be FURTHER amended by...</i> inserting <i>"and that free cake be served"</i> after the words <i>"live entertainment"</i>
Example H	X	<i>That the motion be FURTHER amended by...</i> inserting <i>"from 12 noon to 6 pm"</i> after the words <i>"live entertainment"</i> [Not directly related to amending wording of the amendment on the floor] <i>BP: Wait until current amendment is voted on before moving another amendment</i>

### 3.0 Moving of Recommendation(s)

In practice, a Member may move the recommendation (from staff report or Committee); or one of the alternatives presented in the report; or move a different motion which they should provide in writing at the meeting.

The first time a report is presented, the Chair may allow Members to move the staff recommendation before any alternative motions or amendments can be raised. This would allow for a fulsome discussion on the staff recommended course of action before discussion is redirected to alternatives.

**Best Practice: That the Standing Committee Chair first recognize a Member that wishes to move the recommendation in the staff report before considering other alternatives.**

When applied at Board, Members should be made aware of the context of any amendments made at Committee to ensure Committee input is presented before the Board's consideration of the issue. To accomplish this, a note is published on the Board agenda highlighting any changes to the staff recommendation at Committee. The recommendation published on the Board agenda will be the recommendation from the Committee.

**Best Practice: That the Board Chair first recognize the Standing Committee Chair to move the recommendation from Committee.**

#### **3.1 MOTION PROCESSING AT COMMITTEE *(or when a report is direct to Board)***

1. First the Chair seeks questions from Members on the report before a motion is put forward.
2. The Chair recognizes a Mover and Seconder on the staff recommendation.
3. If there is no interest in moving the staff recommendation, the Chair recognizes a Mover and Seconder on one of the Alternatives in the staff report.
4. If there is no Mover or Seconder for the recommendation or alternatives presented in the staff report, the Chair recognizes a Member who wishes to Move a new motion arising that is directly related to the report subject matter and issue.
5. Comments are only permitted once a motion has been put on the floor for debate.

### 3.2 MOTION PROCESSING AT BOARD *(when a report has been to Committee)*

1. The Board Chair recognizes the Committee Chair to move the Committee recommendation as published on the agenda.
2. Questions and comments are permitted once the motion has been put on the floor for debate.

### 3.3 Receive for Information

Historically, the staff reports to the Board have included a recommendation to *“Receive for Information”* when no decision is required.

The recommendation is to move away from the practice to *“Receive for Information”* for the following reasons:

- Report was received when it was published on the meeting agenda
- Passing a motion to receive does not endorse the taking of any specific action
- If defeated, the report was already received at the approval of the agenda

Staff have identified a need to update staff report recommendation practices to move away from a recommendation to *“Receive for Information”*. Instead, staff reports will include a statement under recommendation stating that, *“There is no recommendation. This report is for information only.”*

If there is further action being taken by staff, for example, the development of a plan, the recommendation would be more appropriate as, *“That staff proceed with community consultation on the draft plan.”*

**Best Practice:** For information reports, Chair invites staff to present the report and address any question. At the conclusion of the question period, the Chair announces the completion of the agenda item and introduces the next item.

## 4.0 Delaying the Vote on a Motion

### 4.1 Postpone Indefinitely vs. Objection to the Consideration of the Question

To drop the main motion without a direct vote is the motion to *“postpone indefinitely”*. Only before debate has commenced can an *“objection to the consideration of the question be raised”*.

### 4.2 Lay on the Table

A common misconception is that tabling a motion puts the matter off to another day or kills the motion. In both cases, this is an improper use of the motion in RRO *“to lay on the table”* or simply to *“table”*. To table is to temporarily pause consideration of a matter in order to address a more urgent matter before returning to pending question in the same meeting.

### 4.3 Postpone to a Certain Time

Unlike a motion to lay on the table, the motion to *“postpone to a certain time”* must specify the period of time (e.g. next meeting).

### 4.4 Refer

If the Board is seeking advice from a Committee, the proper motion is to *“refer”* the business matter to the Committee, along with any directions, and ask that they report back.

### 4.5 Referrals to Other Standing Committees

Section 26(3) of the Procedures Bylaw states that a Board Standing Committee will carry out any matter referred by the Board or the Chair of the Board. The role of the Standing Committee is not to delegate referrals to other Standing Committees. The challenge with sending a matter to multiple Committees is the possibility of contradictory recommendations from two Committees converging on the Board agenda.

**Best Practice: Standing Committees should not refer items to other Standing Committees without Board approval, except for service planning reports advancing to Committee of the Whole.**

Please note, recommendations of referrals to additional Committees would take up to two months to proceed through Committee to Board, to another Committee, and back to board for final consideration.

**Table 4.1: Motions to Delay Consideration of a Matter**

Motion	Script	Effect	When to Use
Objection to the Consideration of the Question – <i>before debate</i>	<i>"I object to the consideration of the question."</i>	<ul style="list-style-type: none"> <li>To drop [defeat] the main motion without debate</li> <li><b>Two-thirds vote</b></li> </ul>	<ul style="list-style-type: none"> <li>To stop discussion on an undesirable matter</li> <li>When consideration of a matter is not the best use of time</li> <li>To avoid debate and vote on an undiplomatic matter</li> </ul>
Postpone Indefinitely – <i>after debate begins</i>	<i>"I move to postpone the question indefinitely."</i>	<ul style="list-style-type: none"> <li>To drop [defeat] the main motion without a direct vote</li> <li>Motion will not be considered for six months, except with the unanimous consent of the Board (<i>Procedures Bylaw</i>)</li> <li><b>Majority vote</b></li> </ul>	<ul style="list-style-type: none"> <li>To avoid a vote on an undiplomatic matter</li> </ul>
Postpone to a Certain Time	<i>"I move to postpone the question until ..."</i>	<ul style="list-style-type: none"> <li>Delay a vote on a matter until a future meeting</li> <li><b>Majority vote</b></li> </ul>	<ul style="list-style-type: none"> <li>When more information is indirectly forthcoming (e.g. Provincial announcement)</li> <li>Invite a guest presenter</li> <li>Following a decision to be made in the future</li> </ul>
Lay on the Table	<i>"I move to lay the question on the table"</i>	<ul style="list-style-type: none"> <li>Delay further consideration of a matter until a later time in a meeting</li> <li><b>Majority vote</b></li> </ul>	<ul style="list-style-type: none"> <li>When emerging business matters on the agenda needs to be addressed immediately</li> <li>Accommodate a guest presenter (i.e. solicitor)</li> <li>Make a decision on another agenda item which will impact the pending question.</li> </ul>
Refer	<i>"I move to refer the matter to ..."</i>	<ul style="list-style-type: none"> <li>Delay a vote until a recommendation is received.</li> <li><b>Majority vote</b></li> </ul>	<ul style="list-style-type: none"> <li>When an expert opinion on a matter is favourable.</li> </ul>



## 5.0 Limiting or Extending Time Limits

### 5.1 Time Limits in Procedures Bylaw

The Procedures Bylaw does not set an overall time limit for debate on each question, instead it has limits on the speaking times for Members. In addition, the Procedures Bylaw includes a number of time limits and specifies that extension to the prescribed times may be done by majority or two-thirds vote as outlined in the below Table. As the Procedures Bylaw is silent on limiting of time, the RRO will apply with any time limitations requiring a two-thirds vote.

**Best Practice:** A motion to reduce meeting limits will require a two-thirds vote.

**Table 5.1: Time Limits in Procedures Bylaws**

<b>Bylaw Section</b>	<b>Subject</b>	<b>Maximum Time</b>	<b>Vote to Extend Time</b>	<b>Related Notes</b>
6.1	Meeting	3 Hours	Majority	<i>Based on scheduled start time</i>
13(1)	Delegation	3 Minutes	Two-Thirds	<i>Late Delegation = unanimous vote</i>
14(3)	Presentation	10 Minutes	Majority	-
24(7)	First Time Speaker	15 Minutes	Majority	-
24(8)	Second Time Speaker – with time remaining	Remaining Time	Majority	-
24(8)	Second Time Speaker – spoken for 15 minutes	5 Minutes	Two-Thirds	<i>Vote required before speaking</i>

### 5.2 Closing Debate

The Procedures Bylaw gives the Chair the discretion to announce the closure of debate and the putting of a question to a vote.

### 5.3 Previous Question

The Procedures Bylaw states that a motion to adjourn the debate will always be in order regardless if there are Members wishing to speak. Under RRO, the motion to immediately close debate and vote without the making of new subsidiary motions is referred to as the “*Previous Question*”. The motion can only be made when the speaker has the floor, requires a seconder, is not amendable or debatable, and requires a two-thirds vote.

**Best Practice:** In accordance with RRO, moving the “previous question” is not allowed in Committee to facilitate fulsome discussion of agenda items.

## 6.0 Emerging Issues and Questions

### 6.1 Point of Order

A point of order must be raised immediately when a Member believes that the rules of order are being violated and wish for the Chair to enforce the rules or make a ruling. A point of order does not require a seconder and can interrupt another Member who is speaking.

Point of Order Examples:

- limiting comments to the motion on the floor
- prioritizing first time speakers
- objecting to the validity of a motion or amendment

A point of order is often confused with the motions raising a question of privilege, parliamentary inquiry, and point of information.

### 6.2 Question of Privilege

Raising a "*Question of Privilege*" is allowed to interrupt the pending business to state an urgent request or motion if a Member or the Board's rights or privilege are being affected.

Question of Privilege Examples:

- interfering noise
- malfunctioning audio-visual equipment
- discussion of confidential subject matters in an open meeting
- request visual display of a motion

### 6.3 Parliamentary Inquiry

A parliamentary inquiry is made when a Member has a question about the rules and how they apply to the current proceeding or to something that the Member would like to propose. Unlike a Point of Order, a Member may only interrupt a speaker if the question requires immediate attention such as before the calling of a question.

Parliamentary Inquiry Examples:

- to clarify the question that is being put to a vote
- confirming the voting threshold needed for a motion to be carried
- the result of a vote

## 6.4 Point of Information

A request for information, commonly referred to as “*point of information*”, is very similar to a parliamentary inquiry. A request for information is to ask a non-procedural question on the facts of business matter before the Board. The question must be directed to the Chair who will then direct the request to the appropriate individual to respond.

Point of Information Examples:

- the budget for the matter under consideration
- the previous time a decision was made on the same matter
- the timing of other decisions that may impact the current matter under consideration

**Best Practice: The Chair opens the floor for questions before seeking movers and opening a matter for debate to hear comments.**

For clarity, having a question period before moving a motion or opening the floor for debate does not negate the ability for Members to raise more questions during the course of debate.

## 7.0 Reconsideration

### 7.1 Appeal the Decision of the Chair

In addition to preserving order and professional conduct during a meeting, the role of the Chair is to rule on all points of order. Once a Member has interjected with *“Point of Order”*, the Chair will recognize the Member to hear their point of order. The Chair will then state the reason they agree or disagree with the point of order by continuing with the current process or correcting it.

Any Member may appeal a decision of the Chair if they do not agree with the Chair’s ruling. In accordance with the Procedures Bylaw, an appeal will be dealt with forthright and without debate by the Chair putting the question, *“Shall the Chair be sustained?”*. The Chair is excluded on the vote on sustaining the Chair and requires a simple majority of 50% to be successful.

### 7.2 Reconsideration of a Previous Decision

In rare cases, new information on the facts of a matter come to light after a decision has been made by the Board. In accordance with the Procedures Bylaw, only the Chair may initiate a reconsideration by the next regular meeting, if the decision has not already been acted on.

**Best Practice:** The Chair must state the reason for reconsideration and after moving the motion advise on any recommended amendments.

**Table 7.1: Reconsideration Process for CRD, Regional Districts and Municipal Councils**

Board Procedures Bylaw	Local Government Act	Community Charter
Section 23	Section 217	Section 131
Chair is only Member who may initiate reconsideration	Chair initiated at same meeting or at next regular meeting	Mayor initiated at same meeting or within 30 days
Limited to matters that have not been acted on		
Conditions that applied to original decision apply to its rejection (i.e. notice and voting threshold)		

### 7.3 Withdrawal of a Motion

From time to time, the mover of a motion may change their mind once they hear from other speakers on the matter. Under RRO, after a motion has been stated by the Chair and debate opens the motion belongs to the assembly. If it appears that a decision on the matter is not a good use of the assembly’s time, the mover may request of the Chair that the motion be withdrawn.

Best Practice: When a mover requests withdrawal of a motion, the Chair will confirm there is unanimous consent from the assembly for the motion to be withdrawn. Withdrawn motions and debate are not recorded in the minutes.

## 8.0 Electronic Meetings

### 8.1 Attendance

In accordance with Procedures Bylaw, the Chair, Vice Chair, or presiding Member, must be physically in attendance at the meeting location provided in the Notice of the Meeting.

Attendance will be taken when there is a Member participating electronically to ensure that the Member can hear the meeting and be heard.

**Best Practice:** After calling the meeting to order, the Chair calls upon the Members participating electronically to vocalize their attendance, then the Chair introduces the Members present in the room.

**Best Practice:** A Member participating electronically must log-off the online meeting platform when they have to leave or step-away from the meeting. This is crucial for counting the vote on a Board with 24 Members.

### 8.2 Use of Video

Members are required to have their video cameras turned on at minimum when speaking and voting, or as required by the Chair. The exception to using a video camera will be when there are technical issues such as limited bandwidth. It is recommended that Members setup a video background filter for confidentiality purposes and to protect the image of people who may walk by in the background, and ensure they are in a private location for discussion of closed meeting matters.

**Best Practice:** That Members participating electronically have their video turned on at all times when the meeting is in session and avoid any outside distractions.

**Best Practice:** That Members participating electronically keep their audio on mute except when speaking.

### 8.3 Use of Chat

The use of chat box is limited to raising issues with the viewing or hearing of the meeting, or to indicate that a Member would like to speak. The chat box should not be used for commentary on the proceedings of the meeting or to discuss matters between Members. Members are not to carry on private conversation with other Members in the meeting. Any questions or concerns should be sent to "EVERYONE" in the group so the matter can be rectified forthright and brought to the attention of the Chair.

### 8.4 Conflict of Interest

If a Member needs to recuse themselves due to conflict of interest, the Member will be placed in a lobby (waiting room) until the next agenda item. Before leaving a meeting, a Member will raise a point of

privilege and announce they will be recusing themselves from discussion on a matter due to conflict of interest. The Member will be placed in a separate waiting room within the online meeting platform so that they may not hear or view meeting proceedings.

**Best Practice: The Member will declare a conflict of interest by stating the nature of the conflict before recusing themselves from the meeting during discussion of the matter.**

## APPENDIX A: CRD Meeting Rules Cheat Sheet

Motion Type	Script	Interrupt Speaker	Seconder Needed	Debate	Amendable	Vote Needed
Motion	<i>"I move that..."</i>	No	Yes	Yes	Yes	Majority <sup>1</sup>
Objection to the Consideration of the Question	<i>"I object to the consideration of the question."</i>	Yes	No	No	No	2/3
Postpone Indefinitely	<i>"I move to postpone the question indefinitely."</i>	No	Yes	Yes	No	Majority
Amend	<i>"I move to amend the motion by... - Inserting - Striking out - Substituting"</i>	No	Yes	Yes	Yes <sup>2</sup>	Majority
Refer	<i>"I move to refer the matter to..."</i>	No	Yes	Yes	Yes	Majority
Postpone to a Certain Time (future meeting)	<i>"I move to postpone the question until..."</i>	No	Yes	Yes	Yes	Majority
Limit or Extend Debate	<i>"I move that debate be limited (or extended) to..."</i>	No	Yes	No	Yes	2/3
Previous Question	<i>"I move the previous question..."</i>	No	Yes	No	No	2/3
Lay on the Table (same meeting)	<i>"I move to lay the question on the table"</i>	No	Yes	No	No	Majority
Point of Order	<i>"Point of Order"</i>	Yes	No	No	No	-
Appeal the Chair's Decision	<i>"Shall the Chair be sustained?"</i>	Yes	No	No	No	50% <sup>3</sup>
Point of Information/Parliamentary Inquiry	<i>"Point of Information"</i>	Yes	No	No	No	-
Question of Privilege	<i>"Question of Privilege"</i>	Yes	No	No	No	-
Recess	<i>"I move that we recess until..."</i>	No	Yes	Yes <sup>4</sup>	Yes	Majority
Adjourn	<i>"I move to adjourn"</i>	No	Yes	No	No	Majority
Adjourn to a Fixed Time	<i>"I move that the meeting be adjourned until..."</i>	No	Yes	Yes <sup>5</sup>	Yes	Majority

### FOOTNOTES: CRD Procedures Bylaw

<sup>1</sup> **Motion:** Adoption of Bylaw at same meeting as third reading requires at least 2/3 vote

<sup>2</sup> **Amend:** Maximum of 2 amendments

<sup>3</sup> **Appeal Chair's Decision/Sustaining the Chair:** Chair does not vote

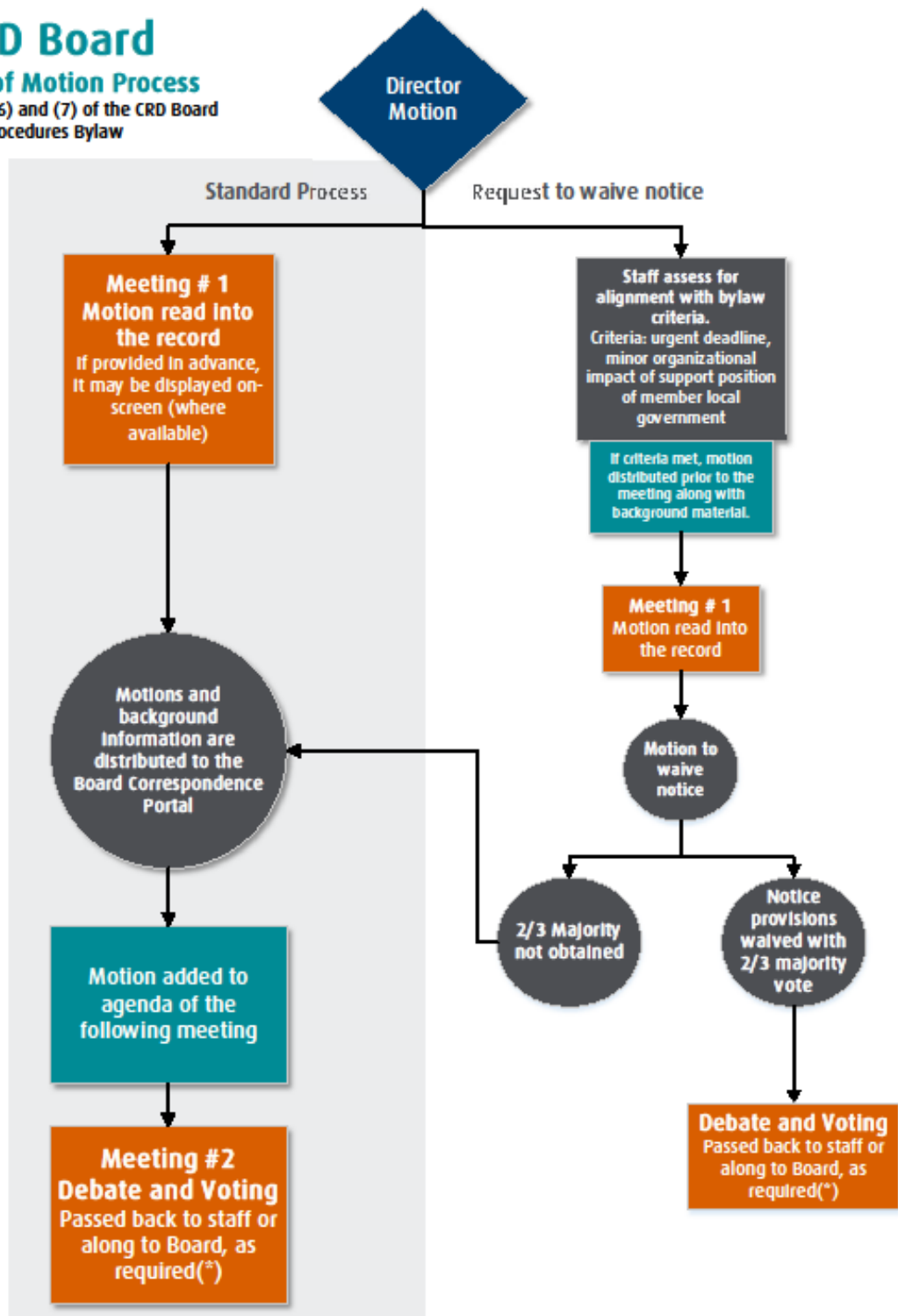
<sup>4</sup> **Recess:** Not debatable when there is a question pending

<sup>5</sup> **Adjourn to a Fixed Time:** Only debatable when there is no other motion on the floor



APPENDIX B: Notice of Motion Process Flowchart

**CRD Board**  
**Notion of Motion Process**  
 As per s. 22 (6) and (7) of the CRD Board  
 Procedures Bylaw



(\*) Guidelines on when items should stay at committee/go to Board: Motions that request more information from staff but do not take a position, require significant revision of staff work plans or commit the Board to a political position can stay at the committee level. Items that do require significant work, take advocacy or political positions, or those that commit the organization to a position should go to the Board prior to reports back or implementation.

Municipality/Regional District	Electronic Participation (Hybrid)	Chair Participaion (Hybrid)	Limit on Participation	100% Electronic	100% Electronic Chair Participation
<a href="#">Central Saanich</a>	Yes - notice must be given	Not Specified	None	Yes	Not Specified
<a href="#">Colwood</a>	Yes	Not Specified	None	Yes	Not Specified
<a href="#">Esquimalt</a>	Yes	In-Person	No More than 3 Consecutive Meetings; Less than Quorum are participating electronically	Yes - Regular Meetings in Emergency Situations; Special Meetings at the discretion	Not Specified
<a href="#">Highlands</a>	Yes - with illness, absence from regional district, or due to circumstances beyond member's control	In-Person	None	Yes - in Emergency, Communicable Disease event, authorized or deemed necessary	Not Specified
<a href="#">Langford</a>	Yes - notice must be given	In-Person	No More than 3 Consecutive Meetings; Must attend in person at least once every 60 calendar days	Yes	Not Specified
<a href="#">Metchosin</a>	Yes - Special Only	In-Person	No More than 1 Member at One Time May Participate	No	N/A
<a href="#">North Saanich</a>	Yes - if a mimimum of four Members are participating in-person	In-Person	Has to be minimum of four members in person	Yes - only if necessary to ensure Quorum	Not Specified
<a href="#">Oak Bay</a>	Yes	Not Specified	None	Yes - only if necessary to ensure Quorum	Not Specified
<a href="#">Saanich</a>	Yes	Not Specified	None	Yes - Special Only	Not Specified
<a href="#">Sidney</a>	Yes - if a mimimum of four Members are participating in-person	In-Person	Has to be minimum of four members in person	Yes	Not Specified
<a href="#">Sooke</a>	Yes - with illness, injury or leave	In-Person	No More than 1 Member at One Time May Participate	No	N/A
<a href="#">Victoria</a>	Yes - majority have to be physically present and only 3 can attend electronically	Not Specified	Majority in Person; Only 3 Electronically	Yes - Approval required	Not Specified
<a href="#">View Royal</a>	Yes	Not Specified	None	Yes	Not Specified
<a href="#">Alberni-Clayoquot Regional District</a>	Yes	Not Specified	None	Yes	Not Specified
<a href="#">Comox Valley Regional District</a>	Yes	Not Specified	None	Yes	Not Specified
<a href="#">Cowichan Valley Regional District</a>	Yes	Not Specified	None	Yes	Not Specified
<a href="#">Metro Vancouver Regional District</a>	Yes - In-person attendance is at the Call of the Chair based on the nature of the items	Not Specified	None	Yes	Not Specified
<a href="#">Regional District of Nanaimo</a>	Yes	Not Specified	None	Yes	Not Specified
<a href="#">Strathcona Regional District</a>	Yes	Not Specified	At least one member must physically be in attendance (Regular only) & subject to system capacity and then Chair will dertermine who can participate electronically	Yes- Special Only	Not Specified



Making a difference...together

## **Minutes of the Accessibility Advisory Committee meeting, held on March 19, 2024 at 1:00 pm, 6<sup>th</sup> Floor Boardroom, 625 Fisgard Street, Victoria BC**

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### **PRESENT:**

Committee Members: P. Danforth (Chair), T. Bolt (Vice Chair), J. Briante (EP), J. Coughlin, M. Essery (EP), M. Little (GC Liaison), J. Parr, P. Pokorny, G. Robinson, E. Syring, R. Welland

Staff: C. Neilson, Senior Manager, Human Resources & Corporate Safety; L. Brewster, Senior Manager, Panorama Recreation; D. Elliott, Senior Manager, Regional Housing; A. Ali, Manager, Equity, Diversity, Inclusion and Accessibility, Human Resources & Corporate Safety; M. Alsdorf, Manager, SEAPARC Recreation; R. Fowles, Manager, Planning & Capital Projects, Regional Housing; D. Ovington, Manager, Salt Spring Island Parks and Recreation; H. Rodinger, Manager, Housing and Business Development, Regional Housing; R. Ince, Outdoor Recreation Specialist, Regional Parks; J. Dorman, Committee Clerk (Recorder)

EP – Electronic Participation

Regrets: G. Goodwin

The meeting was called to order at 1:03 pm.

### **1. Territorial Acknowledgement**

Chair Danforth provided the Territorial Acknowledgement.

### **2. Approval of Agenda**

**MOVED by J. Coughlin, SECONDED by R. Welland,  
That the agenda for the March 19, 2024 Accessibility Advisory  
Committee meeting be approved.**

**CARRIED**

### **3. Adoption of Minutes**

**MOVED** by J. Parr, **SECONDED** by J. Coughlin,  
That the minutes of the Accessibility Advisory Committee meeting  
of January 16, 2024 be adopted with the following amendment:

**7.2.1 “inclusion of tenants along side CRD Stakeholders,  
employees and the public” with “CRD Stakeholders, tenants,  
employees and the public”.**

**CARRIED**

### **4. Chairs Remarks**

Chair Danforth spoke about the media coverage of the CRD’s budget and the anticipated allocations towards accessibility.

### **5. Presentations/Delegations**

There were no presentations or delegations.

### **6. Committee Business**

#### **6.1. Introductions**

C. Neilson introduced Marie-Terese Little, Governance Committee Liaison and Alima Ali, Manager of Equity, Diversity, Inclusion and Accessibility to the Committee.

#### **6.2. Department Presentations on Accessibility**

##### **6.2.1. CRD Regional Housing**

D. Elliott, R. Fowles, and H. Rodinger presented Item 6.2.1. for information and provided a PowerPoint presentation.

Discussion ensued on the following:

- BC Housing and CRHC service level agreements
- accessible housing wait times and priority system
- universal design standards and parking accessibility
- lived experience consultation

**6.2.2. CRD Recreation (Panorama Recreation; Sooke and Electoral Area Parks and Recreation; Salt Spring Island Parks and Recreation)**

L. Brewster, M. Alsdorf, and D. Ovington presented Item 6.2.2 for information and provided a PowerPoint presentation.

Discussion ensued on the following:

- arena accessibility for ice sledge users
- lived experience consultation
- weightroom accessibility and accessible equipment

**6.3. AAC Support: CRD Regional Parks SPARC BC Local Community Accessibility Grant**

C. Neilson and R. Ince spoke to Item 6.3.

**MOVED by M. Essery, SECONDED by T. Bolt,  
That the CRD Accessibility Advisory Committee provide a letter of support, and that staff pursue application for the SPARC BC Local Community Accessibility Grant Program to secure funding to install accessible automatic door operators on four washrooms within Elk/Beaver Lake Regional Park.**

**CARRIED**

**6.4. Committee Feedback on CRD Accessibility Plan (Draft)**

C. Neilson presented Item 6.4. for information.

Discussion ensued on the following:

- functional and adaptable building accessibility
- lived experience consultation
- Rick Hansen Foundation Accessibility Assessment and Certification

**7. Notices of Motion**

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED by J. Coughlin, SECONDED by R. Welland,  
That the March 19, 2024 Accessibility Advisory Committee meeting  
be adjourned at 2:52 pm.  
CARRIED**

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Chair

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Committee Clerk