



## Notice of Meeting and Meeting Agenda Governance Committee

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Wednesday, December 4, 2024

9:30 AM

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

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M. Little (Chair), S. Goodmanson (Vice Chair), S. Brice, C. Coleman, B. Desjardins, G. Holman, P. Jones, K. Murdoch, D. Murdock, S. Tobias, C. McNeil-Smith (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. [24-1314](#) Minutes of the October 2, 2024 Governance Committee Meeting

**Recommendation:** That the minutes of the Governance Committee meeting of October 2, 2024 be adopted as circulated.

**Attachments:** [Minutes - October 2, 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.**      [24-1076](#)      Bylaw No. 4642: Changes to Officers and Officers' Titles
- Recommendation:**      The Governance Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4642, cited as "Officers', General Managers' and Management Staff's Bylaw No.1, 2006, Amendment Bylaw No.8, 2024" be introduced and read a first, second, and third time.  
2. That Bylaw No. 4642 be adopted.
- Attachments:**      [Staff Report: Bylaw No. 4642: Changes to Officers and Officers' Titles](#)  
[Appendix A: Bylaw No. 4642](#)  
[Appendix B: Bylaw No. 3343 - Unofficial Consolidation \(Redlined\)](#)
- 6.2.**      [24-1275](#)      Amendments to Remuneration for Elected Officials of the Salt Spring Electoral Area
- Recommendation:**      The Governance Committee recommends to the Capital Regional District Board:  
That the Capital Regional District Board approve the Board Remuneration and Travel Expense Reimbursement Policy as amended, effective January 1, 2025.
- Attachments:**      [Staff Report: Amendments to Remuneration for Elected Officials for SSI EA](#)  
[Appendix A: Board Remuneration and Travel Expenses Reimbursement Policy](#)
- 6.3.**      [24-1286](#)      2025 Appointment of Liaison to Accessibility Advisory Committee
- Recommendation:**      The Governance Committee recommends to the Capital Regional District Board:  
That Director [X] be appointed as the Governance Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2025.
- Attachments:**      [Staff Report: 2025 Appointment of Liaison to Accessibility Advisory Committee](#)  
[Appendix A: Accessibility Advisory Committee Terms of Reference](#)  
[Appendix B: Previous Staff Report dated April 5, 2023](#)
- 6.4.**      [24-1290](#)      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 - September 17, 2024
- Attachments:**      [Minutes: AAC - September 17, 2024](#)

## 7. Notice(s) of Motion

## 8. New Business

## 9. Adjournment

The next meeting will be held in 2025.

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

## Meeting Minutes

### Governance Committee

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Wednesday, October 2, 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 Desjardins), S. Brice, C. Coleman, G. Holman (EP), P. Jones, K. Murdoch (EP), D. Murdock (9:49 am) (EP), S. Tobias (EP), C. Plant (Board Chair, ex officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; D. Elliott, Senior Manager, Regional Housing; S. May, Senior Manager, Facilities Management and Engineering Services; A. Orr, Senior Manager, Corporate Communications; A. Ali, Manager, Equity, Diversity, Inclusion, and Accessibility, Human Resources & Corporate Safety; S. Krishna, Manager, Social Marketing, Corporate Communications; M. Lagoa, Deputy Corporate Officer; S. Orr, Senior Committee Clerk (Recorder)

EP - Electronic Participation

Guest: Director M. Alto

Regrets: Director Desjardins

The meeting was called to order at 9:32 am.

#### 1. Territorial Acknowledgement

Vice Chair Goodmanson provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Goodmanson, **SECONDED** by Director Coleman,  
That the agenda for the October 2, 2024 Governance Committee meeting be  
approved.  
**CARRIED**

#### 3. Adoption of Minutes

3.1. [24-911](#) Minutes of the July 10, 2024 Governance Committee Meeting

**MOVED** by Director Brice, **SECONDED** by Director Goodmanson,  
That the minutes of the Governance Committee meeting of July 10, 2024 be  
adopted as circulated.

**CARRIED**

**MOVED** by Director Plant, **SECONDED** by Director Coleman,  
That Director Alto be permitted to participate (without vote) in the October 2, 2024  
session of the Governance Committee.

**CARRIED**

**4. Chair's Remarks**

Chair Little welcomed everyone in attendance.

**5. Presentations/Delegations**

There were no presentations or delegations.

**6. Committee Business**

6.1. [24-836](#) Legislative and General Government, Facilities Management Services -  
2025 Operating and Capital Budgets

N. Chan spoke to Item 6.1.

**Director Murdock joined the meeting electronically at 9:49 am.**

Discussion ensued on the following:

- cost analysis of additional office space procurement
- requisition amounts received from sale of services
- financial implications of cloud migration transition
- Full-Time Equivalent positions increases and prioritization
- cost efficiency related to service area reviews and improvements
- boardroom improvement expenditures
- First Nations engagement initiatives
- clarification on priorities and impacts on reduction opportunities

**MOVED by Director Plant, SECONDED by Director Brice,  
That Appendices A through Q, the Legislative and General Government,  
Facilities Management Services Operating and Capital Budgets be approved as  
presented and form the basis of the provisional 2025-2029 Financial Plan.  
CARRIED**

**Director Murdock left the meeting at 11:00 am.**

**Motion Arising:**

**MOVED by Director Holman, SECONDED by Director Coleman,  
To ask staff to report to the Committee of the Whole meeting on October 30, 2024  
regarding possible cost savings in the provisional 2025 budget.**

**MOVED by Director Plant, SECONDED by Director Jones,  
That the motion arising be amended by adding the word "entire" before the word  
"provisional".  
CARRIED**

**The question was called on the motion arising as amended:**

**To ask staff to report to the Committee of the Whole meeting on October 30, 2024  
regarding possible cost savings in the entire provisional 2025 budget.  
CARRIED**

**6.2.**     [24-939](#)           Upcoming Alternative Approval Processes and Communication Options

K. Morley spoke to Item 6.2.

Discussion ensued on the following:

- public AAP's existing communication processes
- increasing ease to information accessibility and email alerts for notices
- neutrality and timing of AAP information
- communication implementation for general public education on AAP's

**Director Plant left the meeting at 11:27 am.**

**Director Murdock returned to the meeting electronically at 11:33 am.**

**MOVED by Director Tobias, SECONDED by Director Goodmanson,  
The Governance Committee recommends to the Capital Regional District Board:  
That staff be directed to include a communications plan in the AAP Requirements  
Report that is approved by the Board prior to the commencement of each AAP  
process.**

**CARRIED**

**6.3.**     [24-867](#)           Capital Regional District Accessibility Plan

A. Ali spoke to Item 6.3.

**MOVED by Alternate Director Armour, SECONDED by Director Goodmanson,  
The Governance Committee recommends to the Capital Regional District Board:  
That the Capital Regional District Accessibility Plan be approved.**

**CARRIED**

**6.4.**     [24-942](#)           Regional Resident Survey Progress Report

S. Krishna presented Item 6.4. for information.

Discussion ensued on CRD's role in electoral areas and if the survey is different in electoral areas versus municipalities.

**Director Tobias left the meeting at 11:43 am.**

**6.5.**     [24-924](#)           Previous Minutes of Other CRD Committees and Commissions for Information

**The following minutes were received for information:**

- a) Accessibility Advisory Committee Meeting - July 16, 2024

**7. Notice(s) of Motion**

7.1. [24-880](#) Motion with Notice: Chair Elections (Director Alto)

Director Alto spoke to Item 7.1.

Discussion ensued on potential advocacy at UBCM and the impact to the Local Government Act.

**MOVED by Director Coleman, SECONDED by Director Brice,  
The Governance Committee recommends to the Capital Regional District Board:  
Whereas annual elections for local government leadership can be disruptive to  
operational and strategic decision-making, resolved that the CRD advocate to the  
Minister of Municipal Affairs to make changes to the Local Government Act to  
allow for 2-year terms for Regional District Board Chairs and Vice-chairs.  
CARRIED**

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED by Director Brice, SECONDED by Director Jones,  
That the October 2, 2024 Governance Committee meeting be adjourned at 11:56  
am.  
CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER



Making a difference...together

**REPORT TO GOVERNANCE COMMITTEE  
MEETING OF WEDNESDAY, DECEMBER 4, 2024**

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**SUBJECT**     **Bylaw No. 4642: Changes to Officers and Officers' Titles**

**ISSUE SUMMARY**

To update Bylaw No. 3343, "Officers', General Managers', and Management Staff's Bylaw No. 1, 2006", aligned to the reorganization of the Capital Regional District's (CRD's) operations.

**BACKGROUND**

CRD Bylaw No. 3343 provides and lists the Officer positions of the CRD, which are inclusive of the Chief Administrative Officer, Chief Financial Officer, Corporate Officer, and General Manager positions. The Bylaw permits the Chief Administrative Officer "to organize or reorganize departments of the Regional District as, in the opinion of the Chief Administrative Officer, may be necessary to carry out the more efficient and effective administration of the affairs of the Regional District".

Following discussion with the CRD Board and approval on September 11, 2024, a reorganization was approved, to establish a new department called Electoral Area Services, including a new General Manager position as a CRD Officer. This reorganization has also updated the titles of three General Manager/Officer positions. As a result, Schedule A of Bylaw No. 3343 requires updating.

**ALTERNATIVES**

*Alternative 1*

The Governance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4642, cited as "Officers', General Managers' and Management Staff's Bylaw No.1, 2006, Amendment Bylaw No.8, 2024" be introduced and read a first, second, and third time.
2. That Bylaw No. 4642 be adopted.

*Alternative 2*

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

**IMPLICATIONS**

**Financial Implications**

There are no financial implications.

**Organizational Implications**

The amendments are administrative and do not change any intent of the Officers defined by the CRD Board. Currently the Officer titles are out of date in Schedule A and will require amending in accordance with Section 234 of the *Local Government Act*.



**CONCLUSION**

Schedule A of Bylaw No. 3343 details Officer positions of the CRD as required by the *Local Government Act*. With recent title changes and creation of a new General Manager positions serving as an Officer of the CRD Board, this Bylaw requires updating. Bylaw No. 4642 captures the necessary updates.

**RECOMMENDATION**

The Governance Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4642, cited as “Officers’, General Managers’ and Management Staff’s Bylaw No.1, 2006, Amendment Bylaw No.8, 2024” be introduced and read a first, second, and third time.
2. That Bylaw No. 4642 be adopted.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager, Human Resources & Corporate Safety
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. 4642, “Officers’, General Managers’ and Management Staff’s Bylaw No.1, 2006, Amendment Bylaw No.8, 2024”
- Appendix B: Bylaw No. 3343, “Officers, General Managers' and Management Staff's Bylaw No. 2006”, unofficial redlined consolidation

**CAPITAL REGIONAL DISTRICT**

**BYLAW NO. 4642**

\*\*\*\*\*

**A BYLAW TO AMEND BYLAW NO. 3343 BEING "OFFICERS', GENERAL MANAGERS' AND MANAGEMENT STAFF'S BYLAW NO.1, 2006"**

\*\*\*\*\*

WHEREAS Bylaw No. 3343, "Officers', General Managers' and Management Staff's Bylaw No.1, 2006" establishes Officer positions of the Capital Regional District;

AND WHEREAS position titles for Officer positions may change from time to time, and may be amended by Bylaw;

AND WHEREAS Acting appointments may be made from time to time without that appointment being deemed an Officer of the Capital Regional District;

NOW THEREFORE the Board of the Capital Regional District, in open meeting assembled, enacts as follows:

1. Bylaw No. 3343, "Officers', General Managers' and Management Staff's Bylaw No.1, 2006", is amended as follows:
  - a. by deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to and forming part of this bylaw.
2. This bylaw may be cited as "Officers', General Managers' and Management Staff's Bylaw No.1 2006, Amendment Bylaw No.8, 2024."

READ A FIRST TIME THIS	day of	2024
READ A SECOND TIME THIS	day of	2024
READ A THIRD TIME THIS	day of	2024
ADOPTED THIS	day of	2024

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**CORPORATE OFFICER**

**SCHEDULE "A"**

**OFFICERS**

**Role**

In accordance with Sections 234 and 235 of the *Local Government Act*:

Chief Administrative Officer

In accordance with Sections 234 and 237 of the *Local Government Act*:

Chief Financial Officer / General Manager, Finance and Technology

In accordance with Section 234 and 236 of the *Local Government Act*:

Corporate Officer / General Manager, Corporate Services

In accordance with Section 234 of the *Local Government Act*:

General Manager, Electoral Area Services

General Manager, Housing, Planning and Protective Services

General Manager, Infrastructure and Water Services

General Manager, Parks, Recreation and Environmental Services

## CAPITAL REGIONAL DISTRICT

## BYLAW NO. 3343

(as amended by Bylaws 3649, 3946, 4122, 4223, 4330, 4428, 4483, 4642)

\*\*\*\*\*  
**A BYLAW TO REGULATE THE CONDITIONS OF EMPLOYMENT OF OFFICERS, GENERAL MANAGERS AND MANAGEMENT STAFF OF THE DISTRICT NOT INCLUDED IN A COLLECTIVE AGREEMENT**  
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INDEX

<u>PART</u>	<u>TOPIC</u>	<u>SECTIONS</u>
I	Definitions	1 - 3
II	Appointment Procedures, Probation and Termination and Suspensions	4 - 8
III	Chief Administrative Officer Duties	9
IV	Interim Appointments	10
V	Remuneration	11
VI	Salary Increases	12 - 13
VII	Vacation Leave, Overtime and Special Leave	14 - 24
VIII	Sick Leave	25
IX	Pension, Health and Life Insurance Schemes	26 - 28
X	Conflict of Interest	29
XI	Incapacity and Death	30
XII	Professional Membership Dues	31
XIII	Annual Review	32
XIV	Citation	33 - 34

WHEREAS the Capital Regional District may by bylaw under the Local Government Act appoint persons to the office of Corporate administration, the office of Financial administration and to any other offices that it has by bylaw designated as officer positions and appoint or cause to be appointed other exempt management staff that it considers necessary and may establish their terms and conditions of employment;

AND WHEREAS the Regional Board of the Capital Regional District has deemed it expedient to establish some terms and conditions of employment of its officers and exempt management staff who are not subject to the provisions of a collective agreement;

NOW THEREFORE the Regional Board of the Capital Regional District in open meeting assembled enacts as follows:

## **Part I**

### **Definitions**

1. In this bylaw, unless the context otherwise requires:

**"Bargaining Unit"** means employees who are members of a Bargaining Unit in respect of which a bargaining agent has been certified under the provisions of the Labour Code of British Columbia for the District;

**"District"** means the Capital Regional District;

**"Exempt Staff"** means all Officers, General Managers, and Management staff;

**"General Managers"** means those persons holding the offices that have been designated by the Board as General Managers with the District and are not members of the Bargaining Unit;

**"Management Staff"** means persons holding positions that have been designated by the CRD as Management Staff positions with the District and who are not members of a Bargaining Unit;

**"Officer"** means persons holding the Officer positions as set out in Schedule "A" hereto with the District and who are not members of the Bargaining Unit;

**"Regional Board"** means the Board of the Capital Regional District;

**"Senior Managers"** means those Management Staff persons who hold offices that have been designated by the Chief Administrative Officer and General Managers, who may report to the Chief Administrative Officer or a General Manager and who are responsible for a major operating division;

**"Statutory Holiday"** means New Year's Day, Good Friday, Easter Monday, Victoria Day, Canada Day, British Columbia Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, every day which is a public holiday by virtue of a proclamation of the Government of Canada, British Columbia or of the Regional Board;

**"Working Day"** shall mean regular hours of work as defined by the Chief Administrative Officer and General Managers.

2. (a) The Regional Board is hereby authorized to negotiate with the Capital Regional District Managerial and Professional Association as a bargaining agent for the Officers, General Managers and Management Staff.

- (b) Should a person be exempted from the Bargaining Unit and become an Officer, General Manager or Management Staff such person shall be requested to consent to be bound by the terms and conditions of this bylaw as the terms and conditions of their ongoing employment with the Capital Regional District.
3. Any Officer, General Manager or Management Staff who becomes employed by the Capital Regional District following the final adoption of this bylaw shall as a condition of their employment be bound by the terms and conditions of this bylaw subject to their having been provided a copy of this bylaw and being informed that the terms and conditions of the bylaw form the terms and conditions of their employment.

## **Part II**

### **Appointment Procedures**

4. All Officers and General Managers shall be appointed by the Board.
5. The appointment of Management Staff shall be recommended by the appropriate General Manager to the Chief Administrative Officer who may confirm or reject the appointment as recommended. The Chief Administrative Officer has the authority to dismiss and suspend Management Staff.

### **Probation**

6. Every Officer and General Manager shall serve a probation period of twelve (12) months from the date of their appointment, and all other Management Staff shall serve a probation period of six (6) months from the date of their appointment.
7. The probation periods of twelve (12) or six (6) months shall be completed before any Officer, General Manager or Management Staff is eligible for appointment to the regular staff of the District.

### **Termination and Suspensions**

8. (a) The Board may dismiss an Officer or General Manager:
- (i) for cause, by a majority of the votes cast and without notice, and
  - (ii) without cause by at least two-thirds of the votes cast with notice or payment in lieu of notice, and,
  - (iii) pursuant to 8(a)(ii) above, Officers will receive twelve months notice or payment in lieu of notice; or the greater of three months or the balance of the period of probation for Officers in the probationary period.
- (b) The employment of an Officer or General Manager may be suspended by the Chairperson of the Board who shall report to the Board at its next meeting such suspension and the Board may reinstate the Officer or General Manager who has been suspended or confirm the suspension or confirm and extend the suspension or dismiss the Officer or General Manager.
- (c) The Chief Administrative Officer has the authority to dismiss and suspend Management Staff, except those positions designated as Officers and General Managers.

### Part III

#### Chief Administrative Officer Duties

9. (1) (a) In addition to the duties, powers and functions set out in s.235 of the Local Government Act, the duties of the Chief Administrative Officer shall include the supervision and direction of all Officers and employees of the Regional District.

*(Bylaw 4122)*

- (b) Without limiting the generality of subsection 9(a) above, the Chief Administrative Officer shall:

(i) be responsible for hiring, supervising, suspending and discharging all employees of the Regional District, other than Officers and General Managers and employees who report directly to Commissions who specifically have been delegated the authority to hire and fire employees within their sphere of authority.

(ii) administer all salaries of all Officers and employees of the Regional District, within the limits of any salary plan or employment agreement.

(iii) submit annually an organizational chart and list of appointed Officers and employees along with the annual budget submissions.

*(Bylaw 4428)*

#### (2) The Chief Administrative Officer:

- (a) Must receive approval of the Board to establish or dissolve any department of the Regional District.

(b) Is authorized to organize or reorganize departments of the Regional District as, in the opinion of the Chief Administrative Officer, may be necessary to carry out the more efficient and effective administration of the affairs of the Regional District provided that the Chief Administrative Officer shall not increase the number of permanent employee positions without first obtaining the approval of the Board. This approval may be obtained annually with the inclusion of the staff establishment chart with the financial plan.

(c) May assign to other appointed Officers and employees of the Regional District any powers or duties assigned to the Chief Administrative Officer to achieve more efficient and effective administration of the Regional District's affairs.

*(Bylaw 4122)*

(d) May appoint an Acting Chief Administrative Officer and Acting Officers during absences to ensure continuity and the effective administration of the affairs of the Regional District.

(e) May instruct Counsel to defend an action or proceeding in any Court of Law, or before any tribunal, arbitrator, or any other person, for or on behalf of the Regional District. The Chief Administrative Officer shall periodically report to the Board on all outstanding legal matters involving the Regional District.

(f) May retain and instruct legal counsel to commence civil and administrative actions in any Court of Law, or before any tribunal, arbitrator, or any other person, for or on behalf of the Regional District, to protect and maintain the interests of the regional district.

*(Bylaw 4428)*

## **Part IV**

### **Interim Appointments**

10. The Regional Board may from time to time appoint or revoke the appointment of any person to act as the Chief Administrative Officer and such person if appointed shall while so acting have all the duties and powers of the Chief Administrative Officer.

## **Part V**

### **Remuneration**

11. (a) Salaries for all exempt staff will be in accordance with the CRD exempt salary plan as approved by the Board.

## **Part VI**

### **Salary Increases**

12. Annual cost of living increases shall be equivalent to those provided to unionized staff of the CRD.  
*(Bylaw 4330)*
13. Other increases may be approved by the Board and administered within the context of the exempt staff salary plan.

## **Part VII**

### **Vacation Leave, Overtime and Special Leave**

14. No Statutory Holiday falling within a period of an Officer, General Manager or Management Staff's absence from work, whether on vacation leave or on sick leave shall be included in the computation of the length of his or her absence.
15. Where an Officer, General Manager or Management Staff or other exempt employee has served continuously in the employment of the District, he or she shall be entitled to the following schedule of vacation leave:
  - (a) on the first calendar year a proportional vacation entitlement based on the time actually worked in that year as a percentage of the second year entitlement;
  - (b) in the second calendar year and up to and including the eighth calendar year twenty (20) working days per year;
  - (c) during the ninth to sixteenth calendar year, twenty-five (25) working days per year;
  - (d) during the seventeenth to twenty-ninth calendar year, thirty (30) working days per year;
  - (e) during the thirtieth and all subsequent years of service, thirty-three (33) working days per year.



For the purposes of this section Officers, General Managers and Senior Managers are considered to have the equivalent of ten (10) completed years of experience at the commencement of their employment for the purpose of calculating vacation leave entitlement.

Any deviation from this schedule of vacation leave may only be granted by approval of the Chief Administrative Officer.

16. (a) All Officers, General Managers and Management Staff shall be granted five (5) days paid leave during each calendar year as ex gratia payment for overtime worked. Such time must be taken during the current calendar year and will not be accrued for use in subsequent calendar years.
- (b) Compulsory overtime worked in excess of one full-time work week may be eligible for additional compensation in the form of equivalent time off at the discretion of individual General Managers. In the case of Officers and General Managers, additional time off may be granted upon the written approval of the Chief Administrative Officer.
17. Officers, General Managers or Management Staff working less than a full-time work schedule shall have their vacation leave in section 15, and ex gratia payment in lieu of overtime in section 16, prorated based on their full-time equivalence.
18. Officers, General Managers or Management Staff who leave the employ of the District after completion of one calendar year of service shall receive holidays or pay in lieu thereof on the basis of time actually worked from the commencement of the calendar year to the date of the termination.
19. Except in extenuating circumstances, Officers, General Managers and Management Staff are expected to utilize their vacation time each year. Vacation time taken by Management Staff will be at the approval of the General Manager or Officer. Vacation time taken by General Managers or Officers will be at the approval of the Chief Administrative Officer
20. The accumulation of annual holidays at the end of the calendar year will only be permitted upon the approval of the Chief Administrative Officer.
21. In special circumstances the Chief Administrative Officer may grant to any Officer, General Manager or Management Staff unpaid leave of absence in addition to his or her annual holiday entitlement.
22. Officers, General Managers and Management Staff are eligible for paid bereavement leave of up to five (5) days including return travel time where a death occurs in the immediate family. For the purposes of this provision, immediate family means parents, step parents, foster parents, grandparents, spouse, common-law spouse, children, step children, foster children, brother, sister, in-laws, grandchildren, or any other relative who has been living at the same residence as the employee.
23. Any Officer, General Manager or Management Staff who is summoned to perform jury duty, or ordered to appear as a witness or to testify in any court action, shall be excused from attendance for work while performing such duties. Except where the court action is occasioned by the Officer's, General Manager's or Management Staff's personal affairs, he or she shall be entitled to his or her full pay provided that he or she shall pay to the District all Jury Fees to which he or she is entitled except transport, accommodation and meal expenses.
24. Other leaves and similar provisions provided to CRD Bargaining Unit employees shall be extended to Officers, General Managers, or Management Staff.

## **Part VIII**

### **Sick Leave**

25. (a) Each Officer, General Manager and Management Staff, who is too ill to attend work may be entitled during such illness to be absent from work without loss of pay.
- (b) Each Officer, General Manager and Management Staff, with more than three (3) months of service, shall be entitled to a bank of 120 days of sick leave.
- (c) There shall be no cash payment for accrued sick leave on termination of employment.
- (d) Officers, General Managers or Management Staff working less than a full-time work schedule shall have their sick leave noted in section 25(b) above prorated based on their full-time equivalence

## **Part IX**

### **Pension, Health and Life Insurance Schemes**

26. All Officers, General Managers, and Management Staff shall, subject to insurance carrier requirements, be eligible for extended health, dental, group long term disability insurance coverage, and group life insurance benefits at a coverage as provided by the plan. Improvements to benefits negotiated by the CRD Bargaining Unit shall be extended to Officers, General Managers and Management Staff. The Board shall pay the premium for group life insurance (excluding employee paid optional life), accidental death and disability, extended health and dental plans, and group long term disability insurance coverage.  
*(Bylaw 4483)*
27. Officers, General Managers and Management Staff may, subject to medical qualification, obtain additional group life insurance coverage as provided by the plan (equal to their annual earnings). The Officer, General Manager or Management Staff shall pay 100% of the insurance premiums for additional coverage.
28. Officers, General Managers and Management Staff shall, subject to the terms and conditions of the Plan, be eligible to participate under the Municipal Pension Plan.

## **Part X**

### **Conflict of Interest**

29. While the Officer, General Manager or Management Staff is employed by the District he or she shall:
  - (a) during ordinary office hours, devote his or her full time, energy and ability to his or her employment with the District and shall not during any such time engage in any other business or activities unless approved by the Chief Administrative Officer.

**Part XI**

**Incapacity and Death**

- 30. (a) Should an Exempt Staff become totally incapacitated during the employment of such person by the District, the benefits derived by that person prior to their incapacity shall terminate at the end of the period of the permitted accumulated sick leave provided for under the terms of this bylaw.
- (b) In the event of the death of an Exempt Staff while in the employment of the District, the District shall:
  - (i) pay to the estate of the Exempt Staff two (2) months of salary at the rate applicable for the last full month of the said Exempt Staff; and
  - (ii) when the death of an Exempt Staff leaves a spouse and/or dependants enrolled in the medical plan, dental plan and extended health care plan, such enrolment may continue for twelve (12) months following the death, provided the enrolled family members pay the Exempt Staff's share of the cost of the premium for the plans.

**Part XII**

**Professional Membership Dues**

- 31. Where it is a condition of employment that an Officer, General Manager or Management Staff possesses and maintains a professional designation, then the District will reimburse the costs of the employee's annual professional membership dues.

**Part XIII**

**Annual Review**

- 32. The conditions and terms of employment as provided for in this bylaw shall be subject to an annual review and discussion for the year following in November of each year between the Board and the Officers, General Managers and Management Staff or an association formed by them for that purpose.

**Part XIV**

**Citation**

- 33. This bylaw may be cited as the "Officers', General Managers' and Management Staff's Bylaw No.1, 2006".
- 34. Bylaw No. 3204, is repealed upon adoption of this bylaw.

READ A FIRST TIME THIS	14 <sup>th</sup>	day of	June	2006
READ A SECOND TIME THIS	14 <sup>th</sup>	day of	June	2006
READ A THIRD TIME THIS	14 <sup>th</sup>	day of	June	2006
ADOPTED THIS	14 <sup>th</sup>	day of	June	2006

Original signed by Alan Lowe  
CHAIR

Original signed by Carmen Thiel  
SECRETARY

**SCHEDULE "A"**

(Bylaw 3649, 3946, 4122, 4223, 4642)

**OFFICERS**

**Role**

In accordance with Sections 234 and 235 of the *Local Government Act*:

Chief Administrative Officer

In accordance with Sections 234 and 237 of the *Local Government Act*:

Chief Financial Officer / General Manager, Finance & Technology

In accordance with Section 234 and 236 of the *Local Government Act*:

Corporate Officer / General Manager, Corporate Services

In accordance with Section 234 of the *Local Government Act*:

General Manager, Electoral Area Services

General Manager, Housing, Planning and Protective Services

General Manager, Infrastructure and Water Services

General Manager, Parks, Recreation and Environmental Services



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**REPORT TO GOVERNANCE COMMITTEE  
MEETING OF WEDNESDAY, DECEMBER 4, 2024**

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**SUBJECT**     **Amendments to Remuneration for Elected Officials of the Salt Spring Electoral Area**

**ISSUE SUMMARY**

To provide the remuneration amendments for elected officials of the Salt Spring Island Electoral Area, and specifically the remuneration for the Salt Spring Island (SSI) Electoral Area Director and to Commissioners of the Salt Spring Island Local Community Commission (LCC).

**BACKGROUND**

The CRD Board has approved a Board Remuneration and Travel Expense Reimbursement Policy (“Remuneration Policy”) for CRD Board Directors and Alternates. The Remuneration Policy is derived from a remuneration philosophy that recognizes the significant commitment and expectations of a CRD Director, and gross remuneration which is comparable with other organizations. Remuneration is adjusted annually to the cost of living based on the Victoria Consumer Price Index (“CPI”) year over year, with a more comprehensive review undertaken every three (3) to five (5) years to ensure alignment with the Board philosophy. The next comprehensive review is scheduled for 2026 and for implementation commensurate with the 2027-2030 Board term.

From time-to-time amendments are made by the CRD Board to the Remuneration Policy. On November 12, 2024, the CRD Board moved an amendment as follows:

*That the local portion of remuneration for the SSI Electoral Area Director be reduced by \$10,000/year and increased by \$2,500/year for each of the SSI LCC Commissioners in 2025 and 2026 and bring back a revised Board Remuneration Policy; and that this be evaluated in 2026 as scheduled and as part of the regular remuneration review for the 2027-2030 Board term.*

Accordingly, the amended Board Remuneration and Travel Expense Reimbursement Policy is in Appendix A of this report. Specifically, effective January 1, 2025, Schedule 1 of the Remuneration Policy has been updated to: (1) reduce the annual remuneration for the Electoral Area Director portion payable to the Salt Spring Island Electoral Area Director by ten-thousand dollars (\$10,000), and from \$45,078 to \$35,078 annually; and (2) to increase the remuneration for each of the Commissioners of the Salt Spring Island Local Community Commission by two-thousand five-hundred (\$2,500), and from \$10,370 to \$12,870 annually.

While these updates are effective January 1, 2025, the rates as shown in Schedule 1 are quoted in current 2024 rates and will be updated for 2025 figures once the annual year-over-year CPI has been announced by the Province of British Columbia, which typically occurs in late January/early February of each year.

**ALTERNATIVES**

*Alternative 1*

The Governance Committee recommends to the Capital Regional District Board:  
That the Capital Regional District Board approve the Board Remuneration and Travel Expense Reimbursement Policy as amended, effective January 1, 2025.

*Alternative 2*

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

**IMPLICATIONS**

Board Implications

The amendments made to the Remuneration Policy have been made consistent with the CRD Board's motion of November 12, 2024. There are no other adjustments.

Financial Implications

There are no financial implications to the Salt Spring Island Electoral Area.

Individual remuneration for the current SSI Electoral Area Director and to the current Commissioners of the SSI Local Community Commission would be amended accordingly.

**CONCLUSION**

On November 12, 2024, the CRD Board approved amendments to the remuneration for elected officials of the Salt Spring Island Electoral Area. The Board Remuneration and Travel Expense Reimbursement Policy have been updated accordingly.

**RECOMMENDATION**

The Governance Committee recommends to the Capital Regional District Board:  
That the Capital Regional District Board approve the Board Remuneration and Travel Expense Reimbursement Policy as amended, effective January 1, 2025.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager Human Resources & Corporate Safety
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: Board Remuneration and Travel Expense Reimbursement Policy (BRD03), effective January 1, 2025

**CAPITAL REGIONAL DISTRICT  
BOARD POLICY**

Policy Type	Board		
Section	Policies, Procedures, Manuals		
Title	<b>Board Remuneration and Travel Expense Reimbursement</b>		
Adoption Date	September 9, 2015	Policy Number	BRD03
Last Amended	December 11, 2024	Amended By	Board
Policy Owner	Human Resources		

**1. POLICY:**

Board of Directors Remuneration and Travel Expense Policy.

**2. PURPOSE:**

To outline the Board remuneration and travel expense reimbursement guidelines. The CRD Board approved a new Board remuneration framework on September 9, 2015. A primary driver for establishing a CRD Board remuneration philosophy was to recognize the significant amount of commitment required of Directors and to design an approach that would assist with engagement as well as attendance.

**3. SCOPE:**

The policy applies to all CRD Board Directors, Commission members, First Nations Members and certain Board appointees to external Boards.

**4. DEFINITIONS:**

“board remuneration” means any compensation paid to Board Directors, certain Commission members, First Nations Members and Board appointees to external Boards as approved by the CRD Board in exchange for undertaking CRD business activities.

**5. RESPONSIBILITIES:**

Human Resources, in consultation with Finance and Technology and Corporate Services, is responsible for the control, coordination, and implementation of the policy. Modifications to the overall policy are to be approved by the Capital Regional District (CRD) Board.

**6. PROCEDURE:**

1. All Board Directors, certain Commission members, Municipal Councillors, First Nations Members and certain Board appointees to external Boards shall receive an annual stipend and/or a payment per meeting and travel expenses as per CRD Board Remuneration and Travel Expense Policy - Schedule 1.

2. Eligibility for payments is defined in CRD Directors Appointments by Committees, Commissions to External Board - Schedule 2.
3. The remuneration amounts will be adjusted annually, by Financial Services, based on the Consumer Price Index for the Victoria area for the twelve months ending December 31 of the preceding year – Schedule 3.
4. The remuneration structure will be reviewed periodically as directed by the Board.

## 7. SCHEDULE:

- A. Schedule 1 – CRD Board Remuneration and Travel Expense Policy
- B. Schedule 2 – Remuneration Eligibility Table
- C. Schedule 3 – CRD Board Remuneration Philosophy

## 8. AMENDMENT(S)

Adoption Date	Description
September 9, 2015 (Revised April 18, 2016)	<i>Approved by the Board</i>
April 12, 2017 (eff. January 1, 2017)	<i>Amendment 1, approved by the Board</i>
May 9, 2018 (eff. January 1, 2019)	<i>Amendment 2, approved by the Board</i>
February 10, 2020 (Schedule 1 and 2 updates)	<i>Amendment 3, approved by Human Resources (eff Jan.2020 Schedule 1; Dec.2019 Schedule 2)</i>
January 13, 2021 (Schedule 2 update)	<i>Amendment 4, approved by the Board</i>
February 2, 2021 (Schedule 1 update)	<i>Amendment 5, approved by Human Resources (eff. Jan.2021)</i>
January 24, 2022 (Schedule 1 update)	<i>Amendment 6, approved by Human Resources (eff. Jan.2022)</i>
January 20, 2023 (Schedule 1 update)	<i>Amendment 7, approved by Human Resources (eff. Jan.2023)</i>
June 2023	<i>Amendment 8, approved by the Board (eff. June 2023)</i>
January 19, 2024 (Schedule 1 update)	<i>Amendment 9, approved by Human Resources (eff. Jan.2023)</i>



December 11, 2024	<i>Amendment 10, approved by the Board (eff. Jan. 1, 2025 - Schedule 1: SSI Electoral Area Director, Local Community Commission Commissioner)</i>
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**9. REVIEW(S)**

<b>Review Date</b>	<b>Description:</b>
Annually	<i>Review annually for schedule(s) update</i>

**10. RELATED POLICY, PROCEDURE OR GUIDELINE:**

Bylaw No. 3828, "Board Procedures Bylaw, 2012"

*CRD Board Remuneration and Travel Expense Policy – Schedule 1  
Effective January 1, 2025 (2024 rates)*

	REMUNERATION	EXPENSE ALLOWANCE	TOTAL	
<b>ANNUAL STIPENDS</b>				
Paid periodically throughout the year (currently, biweekly)				
1	<b>CRD / CRHD Board Directors</b>	15,590	7,795	<b>23,385</b>
	<i>Includes all CRD/CRHD Board meetings, Committee of the Whole Meetings, and two Standing Committee* commitments *where defined as a standing committee in bylaws or terms of reference AND members are appointed by the Board Chair</i>			
2	<b>Electoral Area Directors (additional)</b>			
	- <b>JDF Electoral Area; SGI Electoral Area</b>	30,052	15,026	<b>45,078</b>
	- <b>SSI Electoral Area</b>	23,385	11,692	<b>35,078</b>
3	<b>CRD Board Chair (additional)</b>	22,928	11,464	<b>34,392</b>
4	<b>CRD Board Vice-Chair (additional)</b>	4,585	2,292	<b>6,877</b>
5	<b>CRHD Board Chair (additional)</b>	4,585	2,292	<b>6,877</b>
	<i>(Not paid if the CRHD Board Chair is also the CRD Board Vice-Chair)</i>			
6	<b>Board Standing Committee Chair, CRD Arts Commission Chair &amp; Solid Waste Advisory Commission Chair (additional) (when appointed by CRD Board Chair)</b>	2,293	1,147	<b>3,440</b>
7	<b>Additional Board Standing Committee(s) (additional)</b>	4,585	2,292	<b>6,877</b>
	<i>(Payable if Standing Committee Membership exceeds the two remunerated in Section 1)</i>			
8	<b>Salt Spring Island Local Community Commissioner</b>	8,580	4,290	<b>12,870</b>
	<i>(Payable to all elected LCC commissioners, except the Electoral Area Director)</i>			
<b>PER MEETING PAYMENTS</b>				
Paid for scheduled attendance at a meeting, except where such meeting has been cancelled in advance (see Footnote 2 – Eligibility Verification)				
9	<b>Alternate CRD/CRHD Board Director and Acting Standing Committee Chair</b>	73	37	<b>110</b>
10	<b>CRD Board Directors - Local &amp; Sub-Regional Commission/Committee Meetings</b>	73	37	<b>110</b>
	Does not apply when:			
	i. Commission /Committee within the responsibilities of the Electoral Area Director			
	ii. Remuneration is already paid by the Commission			
	iii. The Committee/Commission is not eligible for payment by Act, Regulation, Bylaw or other			
11	<b>First Nation Member appointees to eligible CRD Committee</b>	73	37	<b>110</b>

12				
13	<b>CRD Municipal Directors who vote on Part 26 Decisions of Juan de Fuca Electoral Area</b>	73	37	<b>110</b>
	Applies only when:			
	a. Attendance at a JDFEA land use committee meeting of which the director is a member			
	b. Attendance at any land use public hearing of the JDFEA regarding an area where the director is eligible to vote on decisions at the CRD Board			
	Does not apply to the Electoral Area Director			
	<b>Alternate CRD Electoral Area Director attending formal Local and Sub-Regional Commission meetings in place of the Electoral Area Director</b>	73	37	<b>110</b>
	<b>All Commissioners - Regional Water Supply Commission</b>	73	37	<b>110</b>
16		73	37	<b>110</b>
	<b>TRAVEL EXPENSES</b>			
	(see Footnote 3 regarding claim process)			
17	<b>All Director, LCC Commissioner, or First Nation Member Travel - to and from meetings where the Director, LCC Commissioner or First Nation Member is a member</b>	\$0.64		Per km. for regularly constituted meetings of Board, Commissions, Standing, and Select Committees
	<b>DIRECTOR TRAVEL</b>			
	Within Capital Region/Vancouver Island and Lower Mainland			
18	<b>Travel by Personal Automobile</b>	\$0.64		Per kilometre
19	<b>Travel by Bus, Train, Ferry, Air (economy class)</b>	Actual expense		Payable upon receipt
	<b>DIRECTOR TRAVEL</b>			
	Outside Capital Region/Vancouver Island and Lower Mainland			
20	<b>Travel by Personal Automobile</b>	\$0.64		Per kilometre
21	<b>Travel by Bus, Train, Ferry, Air (economy class), Car Rental (mid-size)</b>	Actual expense		Payable upon receipt
22	<b>Electoral Area Director Travel - within Electoral Area</b>	\$0.64		For travel greater than 10km from EA Director's residence within the EA or their office, provided the destination is a place to conduct EA business

23	<b>CRD Board Chair, CRHD Board Chair, Standing Committee Chair - including Acting Chairs</b>	\$0.64	For any business travel of the Board or Standing Committee, provided the expenses are incurred outside the municipality or EA which the Chair represents
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**MEALS**

24	<b>For Travel Requiring Greater-Than 24 Hours from Place of Residence</b>	\$70	Per diem allowance for meals, gratuities, parking, local calls
<b>For Travel Requiring Less-than 24 Hours from Place of Residence</b>			
25	- Breakfast	\$15.00	See Footnote 1
26	- Lunch	\$20.00	See Footnote 1
27	- Dinner	\$35.00	See Footnote 1

**OTHER**

28	<b>Seminars, Courses, Conferences, Meetings</b>	Actual Cost	Registration Fees paid for single participation (Receipt required)
29	<b>Accommodation</b>	Actual Cost	Based on single occupancy
30	<b>Taxi Expenses</b>	Actual Cost	Receipts are required
31	<b>Long Distance Telephone Calls</b>	Actual Cost	Receipts are required

**FOOTNOTES**

(1) Meal payments will be paid as follows:

If Departure Prior to:	7:00am	Breakfast, Lunch, Dinner
	12:00noon	Lunch, Dinner
	6:00pm	Dinner
If Return After:	12:30pm	Breakfast, Lunch
	6:00pm	Breakfast, Lunch, Dinner

(2) Eligibility Verification:

For attendance at meetings, seminars, courses, conferences and/or meetings outside of CRD facilities, claimants will confirm their attendance on the CRD Travel Expense Report Claim form and eligibility of expense claims will be approved by Legislative Services.

(3) Travel Expense Claims Process:

Claims for travel expenses are submitted to *Legislative Services* for approval on the CRD Travel Expense Report Claim form within thirty (30) *calendar days* of the period in which the expenses were incurred.

## CRD Board Remuneration and Travel Expense Policy – Schedule 2

**Remuneration Eligibility Table**

<b>Regional Board and Standing Committees</b>	<b>See Footnote</b>
Capital Regional District Board	1
Capital Regional Hospital District Board	1
Capital Region Housing Corporation Board	1, 6
Climate Action Inter-Municipal Task Force	7
Committee of the Whole	1
Core Area Liquid Waste Management Committee	1, 2, 8
Electoral Areas Committee	1, 2, 8
Environmental Services Committee	1, 2, 8
First Nations Relations Committee	1, 2, 8
Finance Committee	1, 2, 8
Governance Committee	1, 2, 8
Hospitals and Housing Committee	1, 2, 8
Planning and Protective Services Committee	1, 2, 8
Regional Parks Committee	1, 2, 8
Solid Waste Advisory Committee	7
Transportation Committee	1, 2, 8

**Footnotes:**

1. *Within Director's core responsibilities*
  2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
  3. *Eligible for per meeting payment*
  4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
  5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
  6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
  7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*
  8. *Payments to be made to respective First Nations Governments on behalf of First Nation*
- Member appointees following attendance at the meeting. Payments for attendance and expenses shall not exceed \$8,250 per year per First Nation. Note that First Nation*

*participation is only permitted where the specific Committee Terms of Reference allow.*

**See  
Footnote**

### **Director Appointments to Local & Subregional Commissions**

Arts Commission	3
East Sooke Fire Protection and Emergency Response Service Commission	4
East Sooke Advisory Planning Commission	4
Galiano Island Parks and Recreation Commission	4
Juan de Fuca Board of Variance	4
Juan de Fuca Electoral Area Parks and Recreation Advisory Commission	4
Juan de Fuca Land Use Committee	4
Juan de Fuca Water Distribution Commission	3, 4
Lyall Harbour/Boot Cove Water Local Services Committee	4
Magic Lake Estates Water and Sewer Committee	4
Mayne Island Parks and Recreation Commission	4
North Galiano Fire Protection and Emergency Response Service Commission	4
Otter Point Advisory Planning Commission	4
Otter Point Fire Protection and Emergency Response Service Commission	4
Pender Islands Parks and Recreation Commission	4
Peninsula Recreation Commission	3
Port Renfrew Fire Protection and Emergency Response Service Commission	4
Port Renfrew Utility Services Committee	4
Regional Housing Trust Fund Commission	3
Regional Water Supply Commission	5
Saanich Peninsula Wastewater Commission	3
Saanich Peninsula Water Commission	3
Salt Spring Island Local Community Commission	1,4
Salt Spring Island Electoral Area Emergency Program Advisory Commission	4

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#### **Footnotes:**

- 1. Within Director's core responsibilities*
- 2. Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
- 3. Eligible for per meeting payment*
- 4. Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
- 5. Not eligible for payment: Commission/Board already makes a payment for attendance*
- 6. Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*

## 7. Not eligible for payment: Sub-Committee to a Standing Committee or other

**Director Appointments to Local & Subregional Commissions (con't)**

	<b>See Footnote</b>
Saturna Island Parks and Recreation Commission	4
Shirley Fire Protection and Emergency Response Service Commission	4
Shirley/Jordan River Advisory Planning Commission	4
Skana Water Service Committee	4
Sooke and Electoral Area Parks and Recreation Commission	3, 4
Southern Gulf Islands Community Economic Sustainability Commission	4
Southern Gulf Islands Electoral Area Emergency Advisory Commission	4
Southern Gulf Islands Harbours Commission	4
Southern Gulf Islands Public Library Commission	4
SSI - Beddis Water Service Commission	4
SSI - Cedar Lane Water Service Commission	4
SSI - Cedars of Tuam Water Service Commission	4
SSI - Fernwood Water Local Service Commission	4
SSI - Fulford Water Service Commission	4
SSI - Ganges Sewer Local Services Commission	4
SSI - Highland Water and Sewer Services Commission	4
Sticks Allison Water Local Service Committee	4
Surfside Park Estates Water Service Committee	4
Traffic Safety Commission	3
Victoria Family Court and Youth Justice Committee	3
Water Advisory Committee	6
Wilderness Mountain Water Service Commission	4
Willis Point Fire Protection and Recreation Facilities Commission	4

**Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*

<b>Regional Board Appointments to External Boards</b>	<b>See Footnote</b>
Capital Regional Emergency Services Telecommunications	5
Greater Victoria Coalition to End Homelessness Society	6
Greater Victoria Harbour Authority Board	5
Greater Victoria Labour Relations Board	3
Gulf Islands National Park Reserve Advisory Board	4
Island Corridor Foundation Board	5
Municipal Finance Authority	5
Pender Islands' Fire Protection Society	4
Regional Representative to the Treaty Table	3
Royal and McPherson Theatres Society Advisory Committee	7
Royal and McPherson Theatres Society Board	3
Salt Spring Island Ferry Advisory Committee	4
Sooke Historical Society	4
Southern Gulf Islands Ferry Advisory Committees	4
Vancouver Island Regional Library	4

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**Footnotes:**

1. *Within Director's core responsibilities*
2. *Eligible for additional Standing Committee payment, if Director already sits on two (2) Standing Committees*
3. *Eligible for per meeting payment*
4. *Not eligible for payment: Commission/Board falls within the responsibilities of an Electoral Area Director*
5. *Not eligible for payment: Commission/Board already makes a payment for attendance*
6. *Not eligible for payment: Commission/Board ineligible by Act, Regulation, Bylaw or other*
7. *Not eligible for payment: Sub-Committee to a Standing Committee or other*



## CRD Board Remuneration and Travel Expense Policy – Schedule 3

### **CRD Board Remuneration Philosophy**

*(Effective January 1, 2016)*

- a base Director annual stipend as the average paid to CRD member councillors, which recognizes attendance at all Board meetings and Committee of the Whole meetings plus two Standing Committee commitments; and
- an additional annual stipend to Electoral Area Directors which recognizes all additional Electoral Area work including Electoral Area Commission commitments; and
- an additional annual stipend to the CRD Board Chair consistent with payments made by other Regional Districts, which recognizes all Board Chair responsibilities including all ex-officio responsibilities on Standing Committees; and
- additional annual stipends to recognize the additional commitments of the: CRD Board Vice-Chair; Capital Region Hospital District Chair; Standing Committee Chairs; CRD Directors appointed as a Commission Chair, when such Commission Chair appointment is made directly by the CRD Board Chair *[amended effective January 1, 2017]*; and CRD Directors who are involved on more than two Standing Committees; and
- per meeting payments to CRD Directors appointed to local and sub-regional Commissions and external boards (except where remuneration is already paid and/or not eligible); and
- per meeting payments to Alternate Directors consistent with payments made by other Regional Districts; and
- that the annual cost of living adjustment based on the Victoria Consumer Price Index continue to be applied, and that a regular review be undertaken every three (3) to five (5) years to ensure remuneration remains comparable.



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**REPORT TO GOVERNANCE COMMITTEE  
MEETING OF WEDNESDAY, DECEMBER 04, 2024**

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**SUBJECT**    **2025 Appointment of Liaison to Accessibility Advisory Committee**

**ISSUE SUMMARY**

Appoint a liaison between the Accessibility Advisory Committee and the Governance Committee.

**BACKGROUND**

On April 12, 2023, the CRD Board approved the Accessibility Advisory Committee (AAC) Terms of Reference (Appendix A). The Terms of Reference states that “*The Governance Committee will recommend AAC member appointments to the CRD Board for up to a two-year term; and appoint a member as the liaison between the AAC and the Governance Committee.*”

The Governance Committee must appoint one of its members to the AAC. A one-year term is recommended as standing committee appointments are established annually by the elected Board Chair. The Committee meets every two months on the third Tuesday at 1:00 pm. The next meeting is January 21, 2025. For additional information, please refer to the previous staff report dated April 5, 2023 (Appendix B).

Staff have solicited applications for the member vacancies on the AAC. The Appointments Advisory Committee will meet in the coming weeks to select eligible candidates and will report its recommendations directly to the Regional Board in January.

**ALTERNATIVES**

*Alternative 1*

The Governance Committee recommends to the Capital Regional District Board:  
That Director [X] be appointed as the Governance Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2025.

*Alternative 2*

That this report be referred back to staff for additional options on appointing a CRD liaison to the Accessibility Advisory Committee.

**RECOMMENDATION**

The Governance Committee recommends to the Capital Regional District Board:  
That Director [X] be appointed as the Governance Committee liaison to the Accessibility Advisory Committee for a one-year term ending December 31, 2025.

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: Accessibility Advisory Committee Terms of Reference  
Appendix B: Previous Staff Report dated April 5, 2023

# Terms of Reference

The logo for the Capital Regional District (CRD) is located in the bottom right corner of the header banner. It consists of the letters 'CRD' in a white, sans-serif font, set against a dark grey background that is part of a larger graphic element with wavy lines.

## **CRD ACCESSIBILITY ADVISORY COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Accessibility Advisory Committee (AAC) is an advisory committee of the CRD Governance Committee created further to the *Accessible British Columbia Act*. The AAC is established to provide recommendations on improving accessibility to the Governance Committee on CRD policies, programs, services, built environments, infrastructure, and outdoor spaces that to improve the livability, inclusivity, and accessibility for persons with disabilities in the capital region.

The Committee's official name is to be:

### **Accessibility Advisory Committee**

#### **1.0 PURPOSE**

The Accessibility Advisory Committee will:

- a) Provide recommendations on the development of an accessibility plan.
- b) Identify barriers of access to CRD services and programs for persons with disabilities in the community and recommend solutions for consideration by the CRD.
- c) Be available as a resource to the CRD on matters relating to accessibility and participate in community engagement activities in an objective and unbiased manner, as needed, and avoid reflecting preferred outcomes.
- d) Collaborate and share information and best practices with other committees and organizations focused on supporting persons with disabilities.
- e) Provide input and advice to the Governance Committee on the best methods to engage the public and stakeholders.
- f) Ensure that the accessibility plan and community engagement are neutral, balanced and inclusive.
- g) Ensure that adequate information is provided to community members to enable them to provide informed feedback.
- h) Remain objective and unbiased while overseeing the process of community education and participation.

- i) Review CRD accessibility plan every three (3) years.

## **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Governance Committee will:
  - Recommend AAC member appointments to the CRD Board for up to a two-year term; and
  - Appoint a member as the liaison between the AAC and the Governance Committee.
- b) The AAC will appoint a Chair and a Vice-Chair on an annual basis.
- c) The AAC will report its input to the Governance Committee for consideration. The CRD Board is the final decision-making authority.

## **3.0 COMPOSITION OF VOTING MEMBERSHIP**

- a) To the extent that it is possible, members will be people from diverse backgrounds, including Indigenous peoples, no less than half of whom must either be persons with disabilities or persons representing a disability-serving organization.
- b) The AAC will be composed of at least five (5), and up to 11, members.
- c) The AAC may include both members external and internal to the CRD organization.
- d) Members will be appointed for a 2-year term (except in the first year when 3 citizen appointments will be appointed for a 1-year term to allow for staggered expiration terms).
- e) A term will equal 2 years, and members will serve no more than 3 consecutive terms (i.e. 6 years).
- f) Public members of the AAC will receive an honorarium in the amount of \$110.00 per meeting and reimbursement of any necessary travel expenses. Honoraria are not intended for members who are representatives of organizations or businesses where they are employed.
- g) AAC vacancies will be publicly posted for a minimum of 30 days and appointments will be made in accordance with the CRD Appointment of Public Members to External Boards Policy.

## **4.0 PROCEDURES**

- a) The CRD Board Procedures Bylaw will apply.
- b) The AAC shall meet at a minimum of every two (2) months at the call of the Chair and have special meetings, as required.
- c) The agenda will be finalized in consultation between staff and the Chair.

- d) A quorum is a majority of the committee membership and is required to conduct committee business.
- e) AAC meetings will be held in a manner which is as accessible as possible by default, including but not limited to: accessible meeting locations; use of accessible hybrid virtual meeting technology; provision of accessibility supports including ASL interpreters and live caption services; and other as identified by the AAC.

## **5.0 RESOURCES AND SUPPORT**

- a) The Senior Manager, Human Resources and Corporate Safety, will lead the coordination and allocation of resources to the Committee.
- b) Appropriate CRD staff and resources will be provided to assist with the activities of and support to the AAC.
- c) Minutes and agendas are prepared and distributed by the Legislative Services division.

*Approved by the CRD Board on April 12, 2023*

**REPORT TO GOVERNANCE COMMITTEE  
MEETING OF WEDNESDAY, APRIL 05, 2023**

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**SUBJECT**     **Establishment of an Accessibility Advisory Committee**

**ISSUE SUMMARY**

To approve a Terms of Reference (TOR) to establish an Accessibility Advisory Committee (AAC), consistent with the *Accessible British Columbia Act*.

**BACKGROUND**

In June 2021, the *Accessible British Columbia Act* became law and provides a framework to identify, remove, and prevent barriers to accessibility. To advise the province on matters related to accessibility and to support the development of accessibility standards, the Province of British Columbia established the Provincial Accessibility Committee. This included the creation of a forward-looking, three-year government accessibility plan, determining which other organizations the law will apply to and developing a feedback tool to ensure people throughout the province can provide input on identifying, preventing and removing barriers.

In September 2022, new regulations came into force which require local governments to establish by September 2023: (1) an accessibility committee; (2) an accessibility plan; and (3) a tool to receive feedback on accessibility. By the regulations:

- (1) Accessibility committees, to the extent possible, should have at least half of its members be persons with disabilities; represent a disability-serving organization. Membership should also reflect the diversity of British Columbians and have Indigenous representation. Committees may include members from inside or outside of the organization.
- (2) An accessibility plan should outline how the organization will identify, remove and prevent barriers to people in the organization or interacting with it. The plan must be reviewed and updated at least once every three years. In developing or updating the accessibility plan, an organization must consult with its accessibility committee and consider specified principles: inclusion; adaptability; diversity; collaboration; self-determination; and universal design. In updating the accessibility plan, an organization must also consider comments received through its public feedback mechanism.
- (3) A tool to receive feedback on accessibility will be developed and vetted through the AAC.

The attached TOR (Appendix A) has been prepared as the first step of creating an AAC. Consistent with the regulatory requirements, the key purpose of the AAC will be to:

- a) Provide recommendations on the development of an accessibility plan.
- b) Identify barriers of access to CRD services and programs for persons with disabilities in the community and recommend solutions for consideration by the CRD.

- c) Be available as a resource to CRD on matters relating to accessibility and participate in community engagement activities in an objective and unbiased manner, as needed, and avoid reflecting preferred outcomes.
- d) Collaborate and share information and best practices with other committees and organizations focused on supporting persons with disabilities.
- e) Provide input and advice to the Governance Committee on the best methods to engage the public and stakeholders.
- f) Ensure that the accessibility plan and community engagement are neutral, balanced and inclusive.
- g) Ensure that adequate information is provided to community members to enable them to provide informed feedback.
- h) Remain objective and unbiased while overseeing the process of the community education and participation.
- i) Review CRD accessibility plan every three (3) years.

The AAC will report its input to the CRD Governance Committee for consideration, with the CRD Board as the final decision-making authority. The Governance Committee will recommend AAC member appointments to the CRD Board, for up to a two-year term, and will appoint a member as the liaison between the AAC and the Governance Committee.

Recruitment of AAC members will be advertised for a minimum of 30 days in accordance with the CRD policy on Appointment of Public Members to External Boards and shortlisted by the Appointments Advisory Committee, which will in turn recommend appointments to the CRD Board.

Public members of the AAC would receive an honorarium in the amount of \$110.00 per meeting and reimbursement of any necessary travel expenses. Honoraria are not intended for members who are representatives of organizations or businesses where they are employed. AAC meetings will be held at a minimum of every two months, and in a manner which is as accessible as possible by default.

## **ALTERNATIVES**

### *Alternative 1*

The Governance Committee recommends to the Capital Regional District Board:

1. that the TOR for the Accessibility Advisory Committee (AAC) be adopted;
2. that staff be directed to proceed with recruitment of AAC members in accordance with the requirements of the CRD Appointment of Public Members to External Boards Policy;
3. that the TOR for Governance Committee be amended to include consideration of matters related to accessibility;



4. that public members of the AAC receive an honorarium in the amount of \$110.00 per meeting and reimbursement of any necessary travel expenses; and
5. that staff report back on resources required to support the AAC as part of 2024 service planning.

*Alternative 2*

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

**IMPLICATIONS**

Social Implications

As required of the *Accessible British Columbia Act* and Regulation, the AAC will provide the CRD with recommendations on policies, programs, services, built environments, infrastructure, and outdoor spaces that improve the livability, inclusivity, and accessibility for persons with disabilities in the capital region. The AAC must be established and have undertaken work on an accessibility plan by September 2023.

Given the legislated timelines, staff will begin working on an interim accessibility plan to ensure the plan is in place prior to September 2023, with the intention of reviewing it with the AAC once appointed. Staff anticipate the initial plan would be further developed and refined by the AAC members in accordance with the AAC's mandate and identified priorities.

Financial Implications

AAC members would receive an honorarium for their service. The CRD Board budget will be amended to account for this payment.

The establishment of this new committee will require additional staff time and other resources necessary to assist with administration of the committee meetings and implement the recommendations of the AAC. The required resources will be advanced through the 2024 service planning process and incorporated into the 2023-2027 Financial Plan.

Service Delivery Implications

Resources to lead the coordination and outcomes of the AAC will require replanning of other service requirements and will be evaluated for the 2024 service and financial planning process.

**CONCLUSION**

In September 2022, new regulations of the Province of British Columbia came into force which require local governments to establish, by September 2023, an accessibility committee, an accessibility plan and a tool to receive feedback on accessibility. Adoption of a TOR for an AAC and recruitment of committee members is the first step in meeting this new legislated requirement.

**RECOMMENDATION**

The Governance Committee recommends to the CRD Board:

1. that the TOR for the Accessibility Advisory Committee (AAC) be adopted;
2. that staff be directed to proceed with recruitment of ACC members in accordance with the requirements of the CRD Appointment of Public Members to External Boards Policy;
3. that the TOR for the Governance Committee be amended to include consideration of

- matters related to accessibility;
4. that public members of the AAC receive an honorarium in the amount of \$110.00 per meeting and reimbursement of any necessary travel expenses; and
  5. that staff report back on resources required to support the AAC as part of 2024 service planning.

Submitted by:	Chris Neilson, MBA, CPHR, Senior Manager Human Resources & Corporate Safety
Concurrence:	Steve Carey, Acting General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: CRD Accessibility Advisory Committee Terms of Reference

# Terms of Reference

The logo for the Capital Regional District (CRD), consisting of the letters 'CRD' in a stylized, bold font.

## CRD ACCESSIBILITY ADVISORY COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Accessibility Advisory Committee (AAC) is an advisory committee of the CRD Governance Committee created further to the *Accessible British Columbia Act*. The AAC is established to provide recommendations on improving accessibility to the Governance Committee on CRD policies, programs, services, built environments, infrastructure, and outdoor spaces that to improve the livability, inclusivity, and accessibility for persons with disabilities in the capital region.

The Committee's official name is to be:

### **Accessibility Advisory Committee**

### 1.0 PURPOSE

The Accessibility Advisory Committee will:

- a) Provide recommendations on the development of an accessibility plan.
- b) Identify barriers of access to CRD services and programs for persons with disabilities in the community and recommend solutions for consideration by the CRD.
- c) Be available as a resource to the CRD on matters relating to accessibility and participate in community engagement activities in an objective and unbiased manner, as needed, and avoid reflecting preferred outcomes.
- d) Collaborate and share information and best practices with other committees and organizations focused on supporting persons with disabilities.
- e) Provide input and advice to the Governance Committee on the best methods to engage the public and stakeholders.
- f) Ensure that the accessibility plan and community engagement are neutral, balanced and inclusive.
- g) Ensure that adequate information is provided to community members to enable them to provide informed feedback.
- h) Remain objective and unbiased while overseeing the process of community education and participation.

- i) Review CRD accessibility plan every three (3) years.

## **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Governance Committee will:
  - Recommend AAC member appointments to the CRD Board for up to a two-year term; and
  - Appoint a member as the liaison between the AAC and the Governance Committee.
- b) The AAC will appoint a Chair and a Vice-Chair on an annual basis.
- c) The AAC will report its input to the Governance Committee for consideration. The CRD Board is the final decision-making authority.

## **3.0 COMPOSITION OF VOTING MEMBERSHIP**

- a) To the extent that it is possible, members will be people from diverse backgrounds, including Indigenous peoples, no less than half of whom must either be persons with disabilities or persons representing a disability-serving organization.
- b) The AAC will be composed of at least five (5), and up to 11, members.
- c) The AAC may include both members external and internal to the CRD organization.
- d) Members will be appointed for a 2-year term (except in the first year when 3 citizen appointments will be appointed for a 1-year term to allow for staggered expiration terms).
- e) A term will equal 2 years, and members will serve no more than 3 consecutive terms (i.e. 6 years).
- f) Public members of the AAC will receive an honorarium in the amount of \$110.00 per meeting and reimbursement of any necessary travel expenses. Honoraria are not intended for members who are representatives of organizations or businesses where they are employed.
- g) AAC vacancies will be publicly posted for a minimum of 30 days and appointments will be made in accordance with the CRD Appointment of Public Members to External Boards Policy.

## **4.0 PROCEDURES**

- a) The CRD Board Procedures Bylaw will apply.
- b) The AAC shall meet at a minimum of every two (2) months at the call of the Chair and have special meetings, as required.
- c) The agenda will be finalized in consultation between staff and the Chair.

- d) A quorum is a majority of the committee membership and is required to conduct committee business.
- e) AAC meetings will be held in a manner which is as accessible as possible by default, including but not limited to: accessible meeting locations; use of accessible hybrid virtual meeting technology; provision of accessibility supports including ASL interpreters and live caption services; and other as identified by the AAC.

## **5.0 RESOURCES AND SUPPORT**

- a) The Senior Manager, Human Resources and Corporate Safety, will lead the coordination and allocation of resources to the Committee.
- b) Appropriate CRD staff and resources will be provided to assist with the activities of and support to the AAC.
- c) Minutes and agendas are prepared and distributed by the Legislative Services division.

Approved by the CRD Board on \_\_\_\_\_



Making a difference...together

**Minutes of the Accessibility Advisory Committee meeting, held on September 17, 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) (EP), J. Briante (EP), M. Essery (EP), J. Parr, P. Pokorny, G. Robinson, E. Syring, R. Welland

Staff: C. Neilson, Senior Manager, Human Resources & Corporate Safety; A. Ali, Manager, Equity, Diversity, Inclusion and Accessibility, Human Resources & Corporate Safety; J. Dorman, Committee Clerk (Recorder)

EP – Electronic Participation

Regrets: M. Little (GC Liaison)

The meeting was called to order at 1:02 pm.

**1. Territorial Acknowledgement**

Chair Danforth provided a Territorial Acknowledgement.

**2. Approval of Agenda**

**MOVED by M. Essery, SECONDED by R. Welland,  
That the agenda for the September 17, 2024 Accessibility Advisory  
Committee meeting be approved.  
CARRIED**

**3. Adoption of Minutes**

**MOVED by T. Bolt, SECONDED by P. Pokorny,  
That the minutes of the Accessibility Advisory Committee meeting  
of July 16, 2024 be adopted as circulated.  
CARRIED**

#### **4. Chairs Remarks**

Chair Danforth spoke about the membership changes of the committee and CRD Accessibility Plan amendments that enhance the plan.

E. Syring joined the meeting at 1:05 pm.

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

There were no presentations or delegations.

#### **6. Committee Business**

##### **6.1. CRD Accessibility Plan**

C. Neilson presented Item 6.1. for information.

Discussion ensued on website statistics regarding accessing the plan.

##### **6.2. Input on Accessibility Training**

A. Ali presented Item 6.2. for information.

Discussion ensued on the following:

- measurements of success
- learning management system platforms
- acknowledgement of accessibility and ableism

##### **6.3. 2024 Accessibility Advisory Committee Vacancies and 2025 Appointments**

C. Neilson presented Item 6.3. for information.

Discussion ensued on sharing membership opportunities with future potential members.

#### **7. Notices of Motion**

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED by M. Essery, SECONDED by R. Welland,  
That the September 17, 2024 Accessibility Advisory Committee  
meeting be adjourned at 2:00 pm.  
CARRIED**

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Chair

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Committee Clerk