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**CAPITAL REGIONAL DISTRICT BOARD sitting as
COMMITTEE OF THE WHOLE**
Notice of a Meeting on Wednesday, January 9, 2013 at 12:00 pm
Board Room, 6th Floor, 625 Fisgard Street, Victoria, BC

AGENDA

1. APPROVAL OF THE AGENDA

2. ADOPTION OF MINUTES OF OCTOBER 10, 2012

3. PRESENTATIONS/DELEGATIONS

4. 2013 BOARD COMMITTEE STRUCTURE

- *That the Board Chair establish a Committee of the Whole structure as outlined in the staff report with limited standing committees to be appointed for Electoral Area Services, Core Area Liquid Waste Management and Transportation.*

5. NEW BUSINESS

6. ADJOURNMENT



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MINUTES OF A MEETING OF THE CAPITAL REGIONAL DISTRICT BOARD

Sitting as COMMITTEE OF THE WHOLE

Held Wednesday, October 10, 2012, in the Board room, 625 Fisgard Street, Victoria, BC

PRESENT: **Directors:** G. Young (Chair), G. Hill (Vice Chair), M. Alto, D. Blackwell, A. Bryson, J. Brownoff, T. Daly, V. Derman, B. Desjardins, D. Fortin, P. Gerrard (for S. Brice), C. Hamilton, D. Howe, M. Hicks, B. Isitt, N. Jensen, M. Loveless (for L. Cross), W. McIntyre, W. Milne, J. Ranns, V. Sanders (for F. Leonard), and L. Wergeland

Staff: K. Daniels, Chief Administrative Officer; L. Hutcheson, General Manager, Environmental Sustainability; R. Lapham, General Manager, Planning and Protective Services; D. Lokken, General Manager, Corporate Services; S. Santarossa, Corporate Officer; and S. Norton, Deputy Corporate Officer (Recorder)

ABSENT: **Director:** J. Mendum

The Chair called the meeting to order at 12:09 pm.

1. **APPROVAL OF THE AGENDA**

MOVED by Director Blackwell, **SECONDED** by Director Hill,
That the agenda be approved as circulated.

CARRIED

2. **MOTION TO CLOSE THE MEETING**

MOVED by Director Jensen, **SECONDED** by Director Blackwell,
That the Committee of the Whole close the meeting in accordance with the Community Charter, Part 4, Division 3, 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Item 3).

CARRIED

Committee closed the meeting at 12:10 and rose without report at 12:23 pm.

3. **ADOPTION OF MINUTES OF JULY 11, 2012**

MOVED by Director Blackwell, **SECONDED** by Director Hill,
That the minutes of the meeting of July 11, 2012 be adopted.

CARRIED

4. BYLAW NO. 3828 "CAPITAL REGIONAL DISTRICT BOARD PROCEDURES BYLAW, 2012"

The following topics were discussed:

- Balance between effective meeting management and access for the public to be heard
- Application of bylaw to smaller, volunteer commissions
- Need to proactively disclose items from closed meetings once reason for confidentiality no longer exists
- Extent of Chair's role to preserve order and decorum
- Videotaping of meetings as a record
- Ability to require a member of the public to provide their name if requested, or to sign in at a meeting.

MOVED by Director Alto, **SECONDED** by Director Jensen,
That the proposed amendments as outlined in Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", be approved except for sections 13(1)(a) and 19, which will be dealt with separately.

CARRIED

Following a show of hands, the Committee agreed to include proposed section 13(1)(a) which would allow the Chair to reduce the speaking time of a delegation from five to three minutes if more than six delegations had registered to speak to an item.

MOVED by Director Hamilton, **SECONDED** by Director Hill,
That the sentence in 13(1) regarding extending the five minutes for a delegation to speak be amended by changing 'unanimous' to 'two-thirds', as follows:
Each address shall be limited to five (5) minutes unless a longer period is agreed to by two-thirds vote of those members present.

CARRIED

Blackwell, Ranns **OPPOSED**

Following a show of hands, there was no consensus to change the two-day deadline for receipt of delegation requests, section 13(1), to one day.

Following a show of hands, there was no consensus to include language in section 18 about minimizing the use of closed meetings, because meetings can only be closed as outlined in section 90 of the *Community Charter*.

There was consensus that section 18 be changed to add language regarding a more proactive approach for the review and disclosure of closed meeting items when appropriate.

MOVED by Director Bryson, **SECONDED** by Director Milne,
That proposed section 19(1) be included in Bylaw 3828, as follows:

The Chair shall preserve order and decorum at a meeting and at their discretion may require that video recording devices be placed in a designated location for the purpose and remain in that location during the course of the meeting. This applies to all meetings rooms where CRD meetings are held.

CARRIED

Alto, Fortin, Jensen **OPPOSED**

It was understood that proposed section 19(1)(a) was not included in the above motion. Due to a lack of time and because this was the only outstanding item, there was agreement to forward section 19(1)(a) to the agenda of the regular October 10, 2012 CRD Board meeting, being held immediately following this meeting.

5. FORUM OF COUNCILS DISCUSSION

Due to time constraints, this item was forwarded to the agenda for the regular October 10, 2012 CRD Board meeting, being held immediately following this meeting.

6. NEW BUSINESS – None.

7. ADJOURNMENT

MOVED by Director Blackwell, **SECONDED** by Director Hill,
That the meeting be adjourned at 1:25 pm.

CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



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**REPORT TO THE COMMITTEE OF THE WHOLE
MEETING OF WEDNESDAY, JANUARY 9, 2013**

SUBJECT 2013 BOARD COMMITTEE STRUCTURE

ISSUE

To conduct an annual review of the Board standing committee structure.

BACKGROUND

On an annual basis, staff review the current Board standing committee structure and make recommendations to the Board Chair.

The Board Procedures Bylaw provides for the following types of committees:

Standing Committee:

The Chair may establish a Board standing committee as a regular permanent committee whose mandate will be in relation to a CRD service or potential. service. The Chair shall appoint only Board members to a Board standing committee.

Advisory Committee:

The Board, or Board standing committees, may establish an Advisory Committee to provide advice and recommendations to the Board, or to a Board standing committee on matters determined to be within approved terms of reference or within a specific Board resolution. Membership is not restricted to Board members and appointments are made by the Board or delegated to the Board Chair

Select Committee:

The Board may establish a select committee to consider or inquire into any matter dealing with a specific subject or issue referred to it by the Board. The Board may delegate to the Chair the establishment of a select committee and the appointment of its members.

The current CRD Board standing committee structure includes committees that tend to mirror operational departments. The standing committees and monthly meeting times are as follows:

- Finance & Corporate Services Committee – 1st Wednesday – 9:30 am
- Core Area Liquid Waste Management Committee – 2nd Wednesday – 9:30 am
- Regional Parks Committee – 3rd Wednesday – 9:30 am
- Electoral Area Services Committee – 3rd Wednesday – 1:30 pm
- Environmental Sustainability – 4th Wednesday – 9:30 am
- Planning, Transportation & Protective Services – 1:30 pm
- Transportation Select Committee – meets quarterly at the call of the Chair

The terms of reference for each of the above committees is attached for your information (Attachment 1). With the exception of the Transportation Select Committee, these terms of reference were established for internal purposes only to serve as a guide for agenda preparation.

Board meetings take place on the 2nd Wednesday of the month at 1:30 pm and Committee of the Whole (CoW) meetings are scheduled as required.

The Corporate Leadership Team has considered that a Committee of the Whole structure may present an opportunity for more integration given the overlap of many key regional initiatives and strategic priorities. A number of examples include the breadth of the Regional Sustainability Strategy, climate action and climate implications, regional trails within the context of transportation planning and integrated waste management planning.

Staff have surveyed four Regional Districts (RD) regarding their committee structure and the results were as follows:

- Central Okanagan RD - CoW with limited special committees
- Metro Vancouver - full committee structure
- RD of Nanaimo - CoW with limited special committees
- Fraser Valley RD - full committee structure

ALTERNATIVES

1. That the Board Chair establish a Committee of the Whole structure as outlined in the report with limited standing committees to be appointed for Electoral Area Services, Core Area Liquid Waste Management and Transportation.
2. That the Board Chair maintain the individual standing committees structure.

IMPLICATIONS

Committee of the Whole Model

With the Board continuing to meet on the 2nd Wednesday of the month, two Committee of the Whole (CoW) meetings would be scheduled for the 3rd and 4th Wednesday. The agendas for these CoW meetings would be set based on the division of the following subject matter which are regional in nature:

<i>CoW #1 (3rd Wednesday of the month):</i>	<i>CoW #2 (4th Wednesday of the month):</i>
Solid Waste	Regional Parks
Emergency Management	Climate Action
Source Control and Regional Septage	Regional Sustainability Strategy
Finance & Corporate Services	Housing
Liquid Waste – policy development	Hospital/Health Facilities
Solid Waste	Regional Planning

Some of the current standing committees do not address subject matter that is regional in nature therefore, the Board may wish to consider establishing the following independent standing committees:

- Electoral Area Services
- Core Area Liquid Waste Management Committee – consider items related to the project and the implementation of the Liquid Waste Management Plan
- Transportation Select

These limited standing committees would meet the morning of the 3rd or 4th Wednesday of the month.

A Committee of the Whole structure would mean that all members of the Board are included in the debate on all matters. All recommendations made by the CoW would be un-weighted and would be forwarded to the Board for consideration. Weighted votes would apply at the Board level where applicable and may change the recommendation from the CoW meeting.

Advantages of a Committee of the Whole structure include:

- All members would be privy to the same information at the same time
- Those members that are not participants in the service could provide an alternate perspective to the discussion and would promote regional thinking and cooperation
- The amount of time and/or number of times a director needs to attend meetings at the CRD may be reduced
- The CoW could be used as a forum to receive delegations from the public and presentations from staff related to items requiring more in depth explanation, discussion and Board feedback. This would ensure the Board has ample time to discuss and deliberate an item without a significant amount of Board meeting time being dedicated to delegations
- The Board meeting could be seen as an opportunity for a 'sober second thought'

Disadvantages of a Committee of the Whole structure include:

- The meeting time may be lengthened should all members wish to participate in the discussion on all items
- Members who are not participants of a service may not wish to spend extra time at a meeting for an issue that is not relevant to them and may leave the meeting which could possibly affect meeting quorum
- Discussion at the CoW meeting could be repeated at the Board meeting resulting in what could be perceived as "double meetings"
- Members of the public may not make the distinction between a CoW meeting and a Board meeting and may think that a recommendation made by the CoW is the same as a decision made at a Board meeting

Standing Committee Model

The Board Chair could establish a number of standing committees that reflect the operational departments. The standing committees could be similar to the committees currently appointed and identified earlier in the report.

A standing committee structure would mean that individual committees would have varied membership and not include all Board members. Standing committees would make recommendations to the Board for consideration. The votes at the committee level would be unweighted and weighted votes would apply at the Board level where applicable.

Advantages of a standing committee structure include:

- Only those Board members that have an interest in a particular area or are participants of a service would be appointed to a standing committee
- Standing committee meetings may be shorter in length as they deal with specific agenda items pertaining to the particular service area
- A smaller number of committee members will allow more time for all committee members to participate in the discussion

Disadvantages of a standing committee structure include:

- Board members who will vote on a recommendation made by a standing committee will not have had the benefit of hearing the discussion and information provided at the committee meeting
- There are some issues that are of interest to more than one committee

CONCLUSION

Each year staff conducts a review of the Board standing committee structure and make recommendations to the Board Chair. The proposed Committee of the Whole structure with limited standing committees will ensure all Board members receive the same information at the same time and promotes regional thinking. We also believe it is most in line with the Board's strategic priority of increasing "Regional Cooperation."

RECOMMENDATION

That the Board Chair establish a Committee of the Whole structure as outlined in the report with limited standing committees to be appointed for Electoral Area Services, Core Area Liquid Waste Management and Transportation.



Sonia Santarossa
Manager, Legislative Services



Kelly Daniels
Chief Administrative Officer
Concurrence

Attachments: 1



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CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE TERMS OF REFERENCE

Roles and Responsibilities

The Core Area Liquid Waste Management Committee is a standing committee of the CRD Board.

The mandate of the Committee includes overseeing and making recommendations to the Board regarding the set-up, management and administration of the Core Area Liquid Waste Project.

Committee Membership

The membership is comprised of all directors from the following municipalities that are participants in the Core Area Liquid Waste Management Plan:

- Saanich
- Victoria
- Oak Bay
- Esquimalt
- View Royal
- Colwood
- Langford

Committee Meetings

Monthly, except August and December, and has special meetings as required.

Quorum

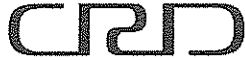
A quorum of 50% plus one of the Committee membership is required to conduct Committee business.

Support

Administrative support is provided by the General Manager and staff of the Integrated Water Department. Corporate Communications will assist the department in the delivery of Core Area Liquid Waste Management Plan communication services.

Minutes and agendas are provided by the Legislative Services Department.

Approved January 2012



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ELECTORAL AREA SERVICES COMMITTEE

TERMS OF REFERENCE

Roles and Responsibilities

The Electoral Area Services Committee is a standing committee of the CRD Board.

The mandate of the Committee includes overseeing and making recommendations to the Board regarding any issues in the electoral areas including, but not limited to:

- building inspection
- bylaw enforcement
- animal control
- grants-in-aid

Committee Membership

The Committee is comprised of the Director from the Juan de Fuca, Salt Spring Island and Southern Gulf Islands Electoral Areas. The Chair, Vice Chair and members are appointed annually by the Chair of the CRD Board.

Committee Meetings

Monthly, except August and December, and has special meetings as required.

Quorum

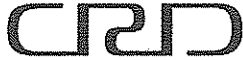
A quorum of 50% plus one of the Committee membership is required to conduct Committee business.

Support

Administrative support is provided by the General Managers and staff of the Corporate Services and Planning and Protective Services Departments.

Minutes and agendas are provided by the Legislative Services Department.

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ENVIRONMENTAL SUSTAINABILITY COMMITTEE

TERMS OF REFERENCE

Roles and Responsibilities

The Environmental Sustainability Committee is a standing committee of the CRD Board.

The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:

- Liquid waste management planning for the Core area including
 - Source control, harbours and trucked liquid waste programs
 - Inflow and infiltration
- Regional solid waste function including
 - Waste diversion and recycling programs
 - Hartland operations
- Resource recovery opportunities
- Integrated waste management planning issues
- Stormwater quality function for the Core area, Gulf Islands, Sooke, and Juan de Fuca Electoral Area
- Climate action
- Roundtable on the Environment (RTE), including its members, terms of reference
- Millstream Meadows Remediation
- Environmental and sustainability matters

Committee Membership

The Chair, Vice Chair and members are appointed annually by the Chair of the CRD Board. The CRD Board Chair is an ex-officio member of the Committee.

Committee Meetings

Monthly, except August and December, and has special meetings as required.

Quorum

A quorum of 50% plus one of the Committee membership is required to conduct Committee business.

Support

Administrative support is provided by the General Manager Environmental Sustainability.

Minutes and agendas are provided by the Legislative Services Department.

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FINANCE AND CORPORATE SERVICES COMMITTEE

TERMS OF REFERENCE

Roles and Responsibilities

The Finance and Corporate Services Committee is a standing committee of the CRD Board.

The mandate of the Committee includes providing advice and making recommendations to the Board regarding the following functions:

- Corporate financial management
- Corporate contracting policy
- Property and risk management
- Governance issues including matters such as communication, access and accountability processes;
- Internal and external communications systems;
- Administrative and personnel matters;
- Intergovernmental relations and policies as required;
- Procedures Bylaw

Committee Membership

The Committee should be comprised of the Chairs of the other Board standing committees and one Director from each of the following geographic areas:

- Core
- Peninsula
- Western Communities

The Chair, Vice Chair and members are appointed annually by the Chair of the Board. The CRD Board Chair is an ex-officio member of the Committee.

Committee Meetings

Monthly, except August and December, and has special meetings as required.

Quorum

A quorum of 50% plus one of the Committee membership is required to conduct Committee business.

Support

Administrative support is provided by the General Manager and staff of the Corporate Services and Executive Services Departments.

Minutes and agendas are provided by the Legislative Services Department.

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PLANNING, TRANSPORTATION & PROTECTIVE SERVICES COMMITTEE

TERMS OF REFERENCE

Roles and Responsibilities

The Planning, Transportation & Protective Services Committee is a standing committee of the CRD Board.

The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:

- Regional planning including Regional Sustainability Strategy
- Regional transportation – planning function only
- Protective services
- Emergency Preparedness
- Health facilities – capital planning and financing
- Housing
- Economic Development

Committee Membership

The Chair, Vice Chair and members are appointed annually by the Chair of the CRD Board. The CRD Board Chair is an ex-officio member of the Committee.

Committee Meetings

Monthly, except August and December, and has special meetings as required.

Quorum

A quorum of 50% plus one of the Committee membership is required to conduct Committee business.

Support

Administrative support is provided by the General Manager and staff of the Planning and Protective Services Department.

Minutes and agendas are provided by the Legislative Services Department.

Approved January 2012



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REGIONAL PARKS COMMITTEE

TERMS OF REFERENCE

Roles and Responsibilities

The Regional Parks Committee is a standing committee of the CRD Board.

The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:

- Regional Parks including land acquisition, management, operations and programs
- Regional Parks Strategic Plan

Committee Membership

The Chair, Vice Chair and members are appointed annually by the Chair of the CRD Board. The CRD Board Chair is an ex-officio member of the Committee.

Committee Meetings

Monthly, except August and December, and has special meetings as required.

Quorum

A quorum of 50% plus one of the Committee membership is required to conduct Committee business.

Support

Administrative support is provided by the General Manager of Parks and Community Services.

Minutes and agendas are provided by the Legislative Services Department.

Approved January 2012

THE TRANSPORTATION SELECT COMMITTEE

TERMS OF REFERENCE

PREAMBLE

The Capital Regional District (CRD) Select Committee on Regional Transportation will examine current transportation and public transit governance and funding arrangements in the region to determine how these should be changed to facilitate a greater role for the region in transportation planning and investment decisions. The Select Committee will report to the Board at the end of its term with its recommendations.

The Committee's official name is to be:

The Transportation Select Committee

1.0 PURPOSES

- 1.1. To review and provide input into the work of the feasibility study for a CRD public transit and transportation service which the Board directed staff to prepare at the June 15, 2011 meeting.
- 1.2. To review the findings of the CRD/BC Transit Joint Task Force on Local Funding Options for Light Rail Transit (LRT), and recommend how these may be applied to support transit infrastructure priorities.
- 1.3. To review and provide input into the Governance Options and Funding Strategy phases of the CRD Regional Transportation Plan.
- 1.4. To make recommendations to the Board on a regional transportation service, including transit.
- 1.5. To make recommendations to the Board relative to encouraging a strong regional voice on regional transportation matters.

2.0 ESTABLISHMENT AND AUTHORITY

- 2.1. The committee's role is to act in an advisory capacity to the work of the Transportation Feasibility Study and LRT Task Force on Local Funding Options, and to forward its recommendations to the Board for review, comment and decision.
- 2.2. The Board Chair will recommend the appointment of the Committee Chair and Committee members.
- 2.3. The committee will cease to exist once it has reported its findings and recommendations to the Board.

3.0 COMPOSITION

- 3.1. The committee shall represent all areas of the CRD.
- 3.2. At least one member of the committee will be a liaison member of the Planning, Transportation and Protective Services Committee.

4.0 PROCEDURES

- 4.1. The committee shall meet at the call of the chair with the number and frequency of meetings varying according to the work plan undertaken.
- 4.2. The agenda and minutes of the committee meetings will be provided to the Board for consideration of receipt.

5.0 RESOURCES AND SUPPORT

The General Manager, Planning and Protective Services will provide strategic support and act as a liaison on ongoing major transportation projects. CRD Regional Planning Division will provide administrative, technical and human resources to support the work of the committee.