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Minutes of a Meeting of the Governance Committee
Held Wednesday, February 05, 2014, in the Board Room, 625 Fisgard St., Victoria, BC

Present: **Directors:** A. Bryson (Chair), S. Brice (Vice Chair), D. Blackwell, J. Brownoff, G. Young
Staff: R. Lapham, Chief Administrative Officer D. Hennigan, Senior Manager, Information Technology and GIS Services; S. Santarossa, Corporate Officer; N. More, Committee Clerk (recorder)
Absent: F. Leonard

The meeting was called to order at 9:31 am.

1. Approval of Agenda

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

CARRIED

2. Adoption of Minutes

MOVED by Director Blackwell, **SECONDED** by Director Brice,
That the minutes of the May 22, 2013, meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks: There were none.

4. Presentations/Delegations: There were none.

5. 2014 Governance Committee Terms of Reference

R. Lapham introduced the report. The Committee discussion included clarification on the role of the Finance Committee in relation to the Governance Committee.

MOVED by Director Blackwell, **SECONDED** by Director Brownoff,
That the 2014 committee terms of reference as attached in Appendix A be approved.

CARRIED

6. Electronic Agendas

S. Santarossa gave an overview of the report. The Committee discussion included the following topics: convenience, funding, training guidelines, cellular capability, preliminary access in the short term and full implementation after 2014 local government elections, depreciation and market value of device at the end of its life-cycle, policies for closed meeting agenda, FOI implications, alternate directors access, acceptable use policies, examples from other communities and public entity standards.

MOVED by Director Blackwell, **SECONDED** by Director Brice,
That Electronic Agendas be referred back to staff for more information and brought forward
to the next meeting.

CARRIED

7. CRD Meeting Procedures

S. Santarossa spoke to the report. The Committee discussed details and made suggestions
for further staff investigation and report on electronic participation at meetings, delegations,
videotaping at meetings, notices of motion and correspondence.

MOVED by Director Blackwell, **SECONDED** by Director Brownoff,

- 1) That the report and proposed amendment to the procedures bylaw to allow for electronic
participation at local service area committee and commission meetings be referred to the
Electoral Area Services Committee for comment; and
- 2) That the CRD Meeting Procedures report be referred back to staff for more information
regarding delegations, videotaping at meetings, notices of motion and correspondence
and be brought forward at the next meeting.

CARRIED

8. **New Business:** There was no new business.

9. Motion to Close the Meeting

MOVED by Director Blackwell, **SECONDED** by Director Brownoff,

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

CARRIED

The Committee moved to the closed session at 11:22 am.

The Committee rose from the closed session at 11:45 am without report.

10. Adjournment

MOVED by Director Brice, **SECONDED** by Director Blackwell,

That the meeting be adjourned at 11:45 am.

CARRIED

CHAIR

RECORDER