



Making a difference...together

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

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

The meeting was called to order at 11:21 am.

1. Approval of Agenda

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

CARRIED

2. Adoption of Minutes

MOVED by Director Brice, **SECONDED** by Director Blackwell,
That the minutes of the February 5, 2014, meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks: There were none.

4. Presentations/Delegations: There were none.

5. Electronic Agendas—Additional Information

S. Santarossa spoke to the report. The Committee received clarification on and discussed cellular coverage, wifi and data cost responsibilities. The Committee also discussed the following points:

- security of information
- guidelines and training
- cost effectiveness and life cycle of device
- provision of device applications

The Committee requested that staff number the pages of the agenda package and look into projecting information electronically during meetings.

MOVED by Director Blackwell, **SECONDED** by Director Leonard,

- 1) That the revised Electronic Agenda Governance Policy and Electronic Agenda Devices Policy be approved as attached;
- 2) That staff roll out the modified version of Phase 1 of the eAgenda project for the remainder of 2014 for Directors that would like to participate; and
- 3) That the full launch (Phase 1 and 2) of the eAgenda project be scheduled for the new Board following the Local Government Election.

CARRIED

6. CRD Meeting Procedures—Additional Information

S. Santarossa spoke to the report.

On the topic of Electronic Participation, it was clarified that standing committees of the Board would not be eligible to participate electronically.

On the topic of Delegations, the Committee discussed:

- written submissions from delegations as back-up in case speaking order cut short
- the number of delegations in proportion to the length of the meeting
- ability of the Committee to conduct business during allotted meeting time
- ability of the Committee to hold special meetings to hear large numbers of delegations
- delegation requests to provide audio-visual files or Internet links to such files and development of a site to upload information

On the topic of Videotaping at Meetings, the Committee discussed ways in which to carry out the current provision for designating a location in the CRD Board Room for the placement of cameras.

On the topic of Notices of Motion, the Committee discussed the following points:

- removing the requirement for a staff report to accompany a notice of motion
- awareness that the proposed motion could impact staff work plans and budget
- dealing with the motion at the next meeting after the notice has been given
- the need for sufficient information to be provided by the person making the motion

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

That it be recommended to the Capital Regional District Board:

- 1) That staff be directed to prepare an amendment to Bylaw No. 3828, "CRD Board Procedures Bylaw, 2012" as follows:
 - a) Allow for electronic participation at local service committee, service committees and commission meetings as defined in the Procedures Bylaw with the following restrictions:
 - i) The member presiding must not participate electronically;
 - ii) Only one member may participate via electronic means at a meeting;
 - iii) If more than one member wishes to participate via electronic means then the member will be chosen by lot;
 - iv) The member must advise the Corporate Officer or designate at least 24 hours in advance of the meeting; and
 - v) Electronic participation will only be permitted where technical capabilities currently exist;
 - b) Amend the time limit for delegations to four (4) minutes and allow for a maximum of 10 delegations per meeting;
 - c) Request that all delegations submit their comments in writing in advance of the meeting;

- d) Delete Section 22(6)(b) which allows a Notice of Motion to be presented seven days in advance for consideration at the upcoming meeting;
 - e) Include a section regarding the handling of correspondence from another government or government agency indicating that it shall be placed on an agenda in consultation with the Chair;
 - f) Require that the correspondence be accompanied by a staff report at the request of the Chair; and
 - g) Require that any other correspondence shall be placed on an agenda at the request of the Chair or by way of Notice of Motion; and
- 2) That staff, in consultation with the Chair of the Board, committee or commission, designate a location in the meeting room from which members of the public and press shall locate their recording devices.

On the motion to amend the main motion, the Committee discussed stating an end time to a meeting and reducing the number of items on an agenda when there are many delegations.

MOVED by Director Young, **SECONDED** by Director Brice,
That the main motion be amended to allow for a maximum of 15 delegations per meeting.

CARRIED
Blackwell OPPOSED

MOVED by Director Leonard, **SECONDED** by Director Brice,
That the main motion be amended to require a Board or committee resolution to allow for a meeting to extend beyond three hours.

CARRIED

MOVED by Director Blackwell, **SECONDED** by Director Brice,
That it be recommended to the Capital Regional District Board:

- 3) That staff be directed to prepare an amendment to Bylaw No. 3828, "CRD Board Procedures Bylaw, 2012" as follows:
- h) Allow for electronic participation at local service committee, service committees and commission meetings as defined in the Procedures Bylaw with the following restrictions:
 - vi) The member presiding must not participate electronically;
 - vii) Only one member may participate via electronic means at a meeting;
 - viii) If more than one member wishes to participate via electronic means then the member will be chosen by lot;
 - ix) The member must advise the Corporate Officer or designate at least 24 hours in advance of the meeting; and
 - x) Electronic participation will only be permitted where technical capabilities currently exist;
 - i) Amend the time limit for delegations to four (4) minutes and allow for a maximum of 15 delegations per meeting;
 - j) Request that all delegations submit their comments in writing in advance of the meeting;

- k) Require a Board or committee resolution to allow for a meeting to extend beyond three hours;
 - l) Delete Section 22(6)(b) which allows a Notice of Motion to be presented seven days in advance for consideration at the upcoming meeting;
 - m) Include a section regarding the handling of correspondence from another government or government agency indicating that it shall be placed on an agenda in consultation with the Chair;
 - n) Require that the correspondence be accompanied by a staff report at the request of the Chair; and
 - o) Require that any other correspondence shall be placed on an agenda at the request of the Chair or by way of Notice of Motion; and
- 4) That staff, in consultation with the Chair of the Board, committee or commission, designate a location in the meeting room from which members of the public and press shall locate their recording devices.

CARRIED

7. Freedom of Information and Protection of Privacy Act—Bylaw No. 3945

S. Santarossa spoke to the report. The Committee discussed the schedule of fees and the determination of a commercial request.

MOVED by Director Brice, **SECONDED** by Director Leonard,
That it be recommended to the Capital Regional District Board:
That Bylaw No. 3945, "Freedom of Information and Protection of Privacy Bylaw No. 1, 2014"
be introduced and read a first and second time, read a third time and adopted.

CARRIED

8. New Business: There was no new business.

9. Adjournment

MOVED by Director Brownoff, **SECONDED** by Director Leonard,
That the meeting be adjourned at 12:30 pm.

CARRIED

CHAIR

RECORDER