



Making a difference...together

**Minutes of a Meeting of the Governance Committee
Held Wednesday, October 15, 2014, in the Board Room, 625 Fisgard St., Victoria, BC**

Present: **Directors:** A. Bryson (Chair), S. Brice (Vice Chair), J. Brownoff, M. Hicks, F. Leonard, J. Ranns, G. Young
Staff: R. Lapham, Chief Administrative Officer; K. Lorette, General Manager, Planning and Protective Services; S. Santarossa, Corporate Officer; D. Vanmoerkerke (recorder)
Absent: D. Blackwell

The meeting was called to order at 10:00 a.m.

1. Approval of Agenda

MOVED by Director Brice, **SECONDED** by Director Brownoff,
That the agenda be approved with the addition of Director Attendance at Standing Committee Meetings added to item 10.

CARRIED

2. Adoption of Minutes

MOVED by Director Brice, **SECONDED** by Director Ranns,
That the minutes of the April 2, 2014, meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks: There were none.

4. Presentations/Delegations: There were none.

5. Board Proclamation Policy

S. Santarossa gave an overview of the report.

MOVED by Director Ranns, **SECONDED** by Director Young,
That it be recommended to the Capital Regional District Board:
That the attached Proclamation Policy to decline all requests for proclamations be approved.

CARRIED

6. 2015 Board Orientation

R. Lapham gave an overview of the report and summarized proposed changes to the 2015 Board orientation from previous years. The Committee raised the following suggestions:

- focus on Provincial-required services that all municipalities are involved in then break it down to specifics for sub-regional areas
- one half-day session may not be long enough to orient newly elected officials and an interactive follow-up orientation session may be needed
- acknowledge the role and responsibilities that alternates can play in decision-making

- reach out to all elected councils to provide a better understanding of the CRD
- explain how funding arrangements (e.g., cost allocations and Municipal Finance Authority) work
- build on CRD on a Page to help individual councils identify their relationship with the CRD
use a general approach first to orient new directors so they are informed of basic operating and governance requirements then supplement schedule with off-site focus sessions

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

- 1) That the proposed 2015 Board Orientation schedule be endorsed; and
- 2) That additional information sessions be scheduled to inform the Capital Region's elected officials of CRD functions and services.

CARRIED

7. Strategic Plan Update

K. Lorette gave an overview of the report and clarified the following points:

- the purpose of the proposed \$25,000 funding for the Strategic Plan facilitation
- there is flexibility with Phase 2 of the project depending on the outcome of Phase 1 and Board direction

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

That staff be directed to proceed with planning for a Board Strategic Planning session in 2015 as per the Terms of Reference (Appendix A) with funding from the Board's 2015 budget.

CARRIED

8. First Nations Participation on Board Standing or Select Committee

S. Santarossa gave an overview of the report. R. Lapham explained the jurisdiction structural differences of First Nations with reserves in an electoral area, that the CRD has authority to provide services to, and First Nations with reserves within municipal boundaries where their services are vested through the municipality.

Through discussion, the following points were clarified:

- Songhees and Esquimalt First Nations direct allocation of cost to the Core Area Liquid Waste Management Plan based on total flows
- the Juan de Fuca Electoral Area Director would represent the Songhees and Esquimalt First Nations at the Board

MOVED by Director Hicks **SECONDED** by Director Leonard,
That it be recommended to the Capital Regional District Board:
That staff be directed to prepare the necessary CRD Board Procedures Bylaw amendment that would permit the appointment of a representative from the Songhees and Esquimalt First Nations to the CRD Board's Core Area Liquid Waste Management Committee (CALWMC).

CARRIED

9. Meeting Procedures in Consideration of Intergovernmental Relations

S. Santarossa gave an overview of the report. Discussion followed on differences between presentations and delegations and associated timelines.

MOVED by Director Brice, **SECONDED** by Director Brownoff,
That the item be referred back to staff for further clarification of a delegation versus a presentation and their associated procedures.

CARRIED

10. New Business:

a) Director Attendance at Standing Committee Meetings

It was requested that the CRD Board be asked to consider establishing a policy that would allow a Director, who does not sit on a standing committee but has a local interest in an item on the agenda, to sit at the table to discuss the item. Discussion followed on how the affected Director would be notified of an item of interest.

MOVED by Director Hicks, **SECONDED** by Director Brice,
That it be recommended to the Capital Regional District Board:
That staff be directed to prepare the appropriate policy or procedure bylaw amendment that would allow a Board member to participate in the discussion, but not vote, at a standing committee meeting on an item that has local significance.

CARRIED

11. Adjournment

MOVED by Director Brice, **SECONDED** by Director Brownoff,
That the meeting be adjourned at 10:53 am.

CARRIED

CHAIR

RECORDER