

Meeting Minutes
Governance Committee

Wednesday, April 1, 2015

11:00 AM

6th Floor Boardroom

COMMITTEE MEMBERS:

Present: Directors: D. Blackwell (Chair), R. Windsor (Vice Chair), S. Brice, B. Desjardins, B. Isitt, C. Plant, N. Jensen (Board Chair, ex officio)
Staff: R. Lapham, Chief Administrative Officer; S. Santarossa, Corporate Officer; S. Hallatt, Manager, Aboriginal Initiatives; P. Perna, Committee Clerk (recorder)
Absent: Director(s): D. Howe, V. Derman

The meeting was called to order at 11:00 a.m.

1. Approval of Agenda

Moved by Director Plant, Seconded by Director Brice,
That the April 1, 2015 Governance Committee agenda be approved.

CARRIED

2. Adoption of Minutes

2.1. Minutes of the October 15, 2014 Governance Committee Meeting

Moved by Director Brice, Seconded by Director Windsor,
That the minutes of the October 15, 2014 Governance Committee meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks

The Chair had no remarks.

4. Presentations/Delegations

There were no presentations or delegations.

5. Committee Business

5.1. 2015 Governance Committee Terms of Reference

R. Lapham spoke to questions on the Terms of Reference and S. Santarossa provided information on the timelines of when the committees meet. Discussion ensued on the frequency of the committee meetings.

Moved by Director Brice, Seconded by Director Plant,
That the terms of reference for the 2015 Governance Committee as attached in Appendix A be approved.

Moved by Director Desjardins, Seconded by Director Brice,
That the main motion be amended under section 2.0 - Establishment and Authority, to correct in the terms of reference that recommendations from the Governance Committee "be referred directly to the Capital Regional District Board" and remove "referred to the Committee of the Whole".

CARRIED

Moved by Director Plant, Seconded by Director Isitt,

That the terms of reference be further amended in Section 2.0, third bullet, to read that the committee will meet quarterly or at the call of the chair.

CARRIED

Moved by Director Brice, Seconded by Director Plant,

That the terms of reference for the 2015 Governance Committee as attached in Appendix A be approved as amended.

CARRIED

5.2. Special Task Force on First Nations Engagement - Update

S. Hallatt spoke to the report and provided an update. R. Lapham provided information on the parallel process of what other Regional Districts have done.

Discussion ensued on how the Terms of Reference are established and by whom.

Moved by Director Plant, Seconded by Director Isitt,

That the Special Task Force on First Nations Engagement - Update report be received for information.

CARRIED

5.3. Freedom of Information and Protection of Privacy Act (FOIPPA) - 2014 Overview

S. Santarossa provided an overview of the report, advising this is available in the annual report.

Moved by Director Plant, Seconded by Director Windsor,

That it be recommended to the Capital Regional District Board:

That the Freedom of Information and Protection of Privacy Act (FOIPPA) – 2014 Overview report be received for information.

CARRIED

5.4. Meeting Procedures - Delegations, Presentations and Intergovernmental Relations

N. Jensen and R. Windsor left the meeting at 11:34 a.m.

S. Santarossa provided an overview of the report. Discussion ensued on time limits for delegations and whether delegations should be limited to appear at committee meetings only to allow the Board time to process the information received prior to the Board meeting where a decision is to be made

Moved by Director Isitt, Seconded by Director Windsor,

That it be recommended to the Capital Regional District Board:

1. That Bylaw No. 4024 "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 3, 2015" be introduced and read a first and second time;
2. That Bylaw No. 4024 be read a third time; and
3. That Bylaw No. 4024 be adopted.

Moved by Director Plant, Seconded by Director Desjardins,

That Bylaw No. 4024 "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 3, 2015" be amended under 1(c) 14.3 to change the wording from "agreed to by 2/3 vote" to "approved by a majority vote" before "of those Members present".

CARRIED

Moved by Director Isitt, Seconded by Director Windsor,

That it be recommended to the Capital Regional District Board:

1. That Bylaw No. 4024 "Capital Regional District Board Procedures Bylaw, 2012, Amendment Bylaw No. 3, 2015", as amended, be introduced and read a first and second time;
2. That Bylaw No. 4024, as amended, be read a third time; and
3. That Bylaw No. 4024 be adopted as amended.

CARRIED

5.5. Email Policy for CRD Directors and Alternate Directors

S. Santarossa gave an overview of the report.

Discussion ensued on concerns around compatible software and the ability to opt out of using a Capital Regional District email.

Moved by Director Desjardins, Seconded by Director Brice,

That it be recommended to the Capital Regional District Board:

That the attached policy recommending the use of a CRD email address by all Board Directors and Alternates when conducting CRD business, be approved.

CARRIED
OPPOSED: Isitt

5.6. CRD Meeting Procedures - Sharing of Closed Meeting Information and Alternate Directors

S. Santarossa provided an overview of the report.

Discussion ensued on information that can be shared or excluded from sharing with other mayors and councillors at their closed municipal council meetings and on the alternate directors being allowed to sit in a meeting when not acting in an alternate capacity.

Moved by Director Plant, Seconded by Director Brice,

That it be recommended to the Capital Regional District Board:

That Alternate Directors be required to sign the Non-disclosure/Confidentiality Agreement.

CARRIED

Moved by Director Desjardins, seconded by Director Plant,

That staff write a letter to the Province for assistance to see what other solutions can be brought forward to allow alternate directors to attend meetings as an observer.

CARRIED

5.7. Correspondence from Tony Heemskerk, Amalgamation Yes

The Committee discussed that this matter would be best presented as a Notice of Motion at a Board meeting that could then be referred to the Governance Committee or Committee of the Whole

Moved by Director Brice, Seconded by Director Plant,

That the correspondence dated January 7, 2015 from Tony Heemskerk, Amalgamation Yes, be received for information.

CARRIED

6. New Business

6.1 Notice of Motion(s)

Notice of motion was made by Director Desjardins that:

- 1. The Governance Committee review the election of chair and vice chair procedures and the process for best governance, open and transparent process; and*
- 2. That the governance committee review Conflict of Interest rules and guidelines to provide clarity of declaration of conflict and the extent of this declaration.*

7. Adjournment

Moved by Director Brice, Seconded by Director Plant,

That the April 1, 2015 Governance Committee meeting be adjourned at 12:18 p.m.

CARRIED

CHAIR

RECORDER