

**Meeting Minutes
Governance Committee**

Wednesday, June 1, 2016

1:30 PM

6th Floor Boardroom

PRESENT:

Directors: J. Ranns (Chair), M. Alto (Vice Chair), D. Blackwell, A. Finall, D. Howe, W. McIntyre,
C. Plant, S. Price, G. Young, B. Desjardins (Board Chair, ex-officio)
Staff: R. Lapham, Chief Administrative Officer, B. Reems, Corporate Officer, P. Perna, Committee
Clerk (Recorder)
Others: Director S. Brice

The meeting was called to order at 1:33 pm.

1. Approval of Agenda

**MOVED by Director Price, SECONDED by Director McIntyre,
That the agenda for the June 1, 2016 Governance Committee be approved as
circulated.
CARRIED**

2. Adoption of Minutes

2.1. [16-672](#) Minutes of the May 4, 2016 Governance Committee Meeting

**MOVED by Director Blackwell, SECONDED by Director Howe,
That the minutes of the May 4, 2016 Governance Committee meeting be adopted
as circulated.
CARRIED**

3. Chair's Remarks

The Chair introduced Mr. Paul Thorkelsson, Chief Administrative Officer, District of Saanich, who was presenting the "Operational Bottom Up Approach" to assist with the Committee's determination of what type of service review should be done.

4. Presentations/Delegations

4.1. [16-681](#) Presentation: Mr. Paul Thorkelsson, Chief Administrative Officer, District of Saanich, Re: "The Bottom-Up Operational and Efficiency Review"

Mr. Thorkelsson spoke to a PowerPoint Presentation and the following items in response to questions from the committee:

* a service review is an opportunity to make a positive impact on an organization

* the Regional District of Nanaimo's service review was bottom-up and used no additional resources other than existing positions; was more cost effective than

a traditional top-down review; used resources from the LGMA; and did not reduce staff positions, but some were reorganized

- * in conducting the review, the Regional District of Nanaimo performed a broader search of how things are being done, if the things should be done, and if there were other ways to do them
- * the best suggestion is to spend the time and figure out what works with the individual organization and to take a customizable approach

5. Committee Business

5.1. [16-682](#)

Service Review Discussion

(Attached are the attachments from the April 6th Governance Committee meeting for reference)

Discussion ensued on the following:

- * necessary to spend time on deciding what type of review to perform
- * provision of a template of areas to help focus the discussion
- * difference of size and make-up between the regional districts posing a difference in the process
- * options based on the Chief Administrative Officer's view of the organization in terms of its make-up and areas that are more ready for a focused review versus a broader view
- * staff and financial capacity to perform a review
- * experts on the LGMA Teamwork Program asked to assist
- * follow-up with the Regional District of Nanaimo on a post-service review
- * clarity of purpose and intent and what the committee is hoping to achieve

**MOVED by Director Blackwell, SECONDED by Director Alto,
That the Chief Administrative Officer be directed to provide a report to the Governance Committee outlining options for the Committee's focus to perform a service review.**

CARRIED

5.2. [16-683](#)

Meeting Procedures - Amendments to Motions

S. Brice left at 2:41.

B. Reems provided clarification of what the courts deem business of the organization and will provide the ombudsperson report highlighting the relevant sections to the committee.

**MOVED by Board Chair Desjardins, SECONDED by Director Plant,
That it be recommended to the Capital Regional District Board:
That amendments to motions only be presented at a meeting.**

CARRIED

OPPOSED: Young

5.3. [16-675](#)

Terms of Appointment to Committees and Other Boards

**MOVED by Director Blackwell, SECONDED by Director Finall,
That the Governance Committee recommend to the Capital Regional District Board:**

1. That the following terms of appointment be amended to a two-year period, beginning in January 2017, to coincide with the Local Government Election

cycle:

- a. Arts Committee (committee members)
 - b. Greater Victoria Coalition to End Homelessness (member representatives)
 - c. Greater Victoria Harbour Authority (member representative)
 - d. Island Corridor Foundation (member representative)
2. That the following organizations be requested to amend their constating documents to allow for a two-year term for the CRD Board representatives to coincide with the Local Government Election cycle:
- a. Capital Regional Housing Corporation
 - b. Greater Victoria Labour Relations Association
 - c. Royal McPherson Theatre Society (Councillor Directors)
3. That it be suggested to the Leadership Council of the Greater Victoria Coalition to End Homelessness that Capital Regional District Board Director appointees serve for a two-year term.
4. That staff be directed to prepare amendments to the following Capital Regional District Commission Bylaws to amend the terms of appointment to two years to coincide with the Local Government Election cycle:
- a. Peninsula Recreation Commission (municipal council representatives)
 - b. Regional Housing Trust Fund Commission (council representatives and Electoral Area Directors)
 - c. Saanich Peninsula Wastewater Commission (municipal council representatives and resident volunteers)
 - d. Traffic Safety Commission (CRD Director)

CARRIED

6. New Business

None.

7. Adjournment

MOVED by Director Blackwell, **SECONDED** by Board Chair Desjardins,
That the June 1, 2016 Governance Committee be adjourned at 3:08 pm.
CARRIED

Chair

Recorder