

## Meeting Minutes

### Governance Committee

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Wednesday, July 6, 2016

1:30 PM

6th Floor Boardroom

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**PRESENT:**

Directors: M. Alto (Vice Chair), D. Blackwell, A. Finall, B. Gramigna (for J. Ranns, Chair), D. Howe, W. McIntyre, C. Plant, G. Young, B. Desjardins (Board Chair, ex-officio)

Staff: R. Lapham, Chief Administrative Officer; R. Sharma, Acting Chief Financial Officer; B. Reems, Corporate Officer; P. Perna, Committee Clerk (Recorder)

ABSENT: Director S. Price and J. Ranns

The meeting was called to order at 1:30 pm.

#### 1. Approval of Agenda

**MOVED** by Director Plant, **SECONDED** by Director Finall,  
That the agenda for the July 6, 2016 Governance Committee meeting be approved as circulated.

**CARRIED**

#### 2. Adoption of Minutes

2.1. [16-793](#) Minutes of the June 1, 2016 Governance Committee Meeting

**MOVED** by Board Chair Desjardins, **SECONDED** by Director Finall,  
That the minutes of the June 1, 2016 Governance Committee meeting be adopted as circulated.

**CARRIED**

#### 3. Chair's Remarks - None

#### 4. Presentations/Delegations - None

#### 5. Committee Business

5.1. [16-784](#) Meeting Procedures - Circulation of Amendments

B. Reems provided an overview of the report.

Discussion ensued on the following:

- \* public circulation of proposed amendments
- \* addressing several amendments with divided discussions
- \* discussion and amendments done at the table

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

That staff be directed to prepare an amendment to the CRD Procedures Bylaw to provide for a process of circulating proposed amendments in advance of a meeting by providing the Corporate Officer with written notice of the proposed amendment no later than 48 hours prior to the meeting.

**DEFEATED**

**OPPOSED:** Alternate Director Gramigna, Directors Alto, Finall, Howe, McIntyre, Plant, and Board Chair Desjardins

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

That amendments to motions only be presented at a meeting.

**CARRIED**

**OPPOSED:** Director Young

**5.2.**     [16-794](#)

Service Review Options

R. Lapham provided an overview of the report.

Discussion ensued on the following:

- \* clarification on the bottom up service review with staff
- \* template being a tool to facilitate discussion and used as a steering document
- \* reporting out processes and time-frames
- \* provision of incremental reports

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

That the CAO be directed to carry out enhanced divisional service planning as part of the 2017 financial planning and budgeting process to identify potential service adjustments that would realign, reallocate or reduce service activities using a bottom up approach, with an aim to improve efficiency, internally or cross departmentally.

**CARRIED**

**5.3.**     [16-792](#)

Service Review Template

The chair opened the floor to any of the five areas in Appendix A of the Service Review Steps Template.

Discussion ensued on the following:

- \* utilizing the template when performing the review process
- \* addressing time and resources
- \* business case or priority analysis of the impacts and implications

**MOVED** by Director Finall, **SECONDED** by Director Blackwell,  
That staff refer to the five (5) questions on the service review template for their guidance and application, to return with a report reflecting these guidelines.

**CARRIED**

**6. New Business - None**

**7. Adjournment**

**MOVED** by Director Plant, **SECONDED** by Director Finall,  
That the July 6, 2016 Governance Committee meeting be adjourned at 2:03 pm.  
**CARRIED**

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Chair

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Recorder