



Notice of Meeting and Meeting Agenda Governance Committee

Wednesday, April 25, 2018

1:30 PM

6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7

PRESENT: R. Windsor (Chair), B. Desjardins (Vice-Chair), A. Finall, D. Howe, B. Isitt, W. McIntyre, D. Murdock, C. Plant, J. Ranns, S. Price (Ex Officio)

1. Approval of Agenda

2. Adoption of Minutes

2.1. [18-286](#) Minutes for Adoption

Recommendation: That the minutes of the March 28, 2018 meeting be adopted as circulated.

Attachments: [Minutes of March 28, 2018](#)

3. Chair's Remarks

4. Presentations/Delegations

5. Committee Business

5.1. [18-259](#) Closed Agenda Timing

Recommendation: That the Governance Committee recommend to the Capital Regional District Board:
That staff be directed to bring forward proposed amendments to Capital Regional District Board Procedures Bylaw, 2010 increase meeting efficiency, and that any changes be effective for the 2019-2022 Board.

Attachments: [Staff Report : Closed Agenda Timing](#)

5.2. [18-275](#) Electronic Vote Tabulation - Additional Information

Recommendation: That the Governance Committee recommend to the Capital Regional District Board:
1. That staff not proceed with implementation of electronic vote tabulation at this time;
and
2. Electronic voting and updated agenda management software be advanced in the next service planning cycle.

Attachments: [Staff Report: Electronic Vote Tabulation Additional Information](#)
[Previous Staff Report of February 28, 2018](#)

6. New Business

7. Adjournment

Next Meeting: May 23, 2018

Meeting Minutes

Governance Committee

Wednesday, March 28, 2018

1:30 PM

**6th Floor Boardroom
625 Fisgard St.
Victoria, BC V8W 1R7**

PRESENT: R. Windsor (Chair), B. Desjardins (Vice-Chair), A. Finall, B Maberley (fro D. Howe), J. Loveday (for B. Isitt), W. McIntyre, V. Sanders (for D. Murdock), C. Plant, J. Ranns, S. Price (Ex Officio)

STAFF: R. Lapham, Chief Administrative Officer; K. Lorette, General Manager, Planning and Protective Services; S. Bagh, Senior Manager, Regional & Strategic Planning; C. Cullham, Senior Manager, Regional Housing; K. Morley, General Manager, Corporate Services; S. Byrch, Manager, Information Services; S. Carey, Manager of Legal Services, Legislative Services; E Gorman, Deputy Corporate Officer; J. Cuthbert, Committee Clerk (Recorder)

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

1. Approval of Agenda

The Chair welcomed Alternate Directors Sanders, Maberley, and Loveday.

**MOVED by Director Plant, SECONDED by Director Desjardins,
That the agenda be approved as circulated.
CARRIED**

2. Minutes for Adoption

2.1. [18-212](#) Minutes from the February 28, 2018 Governance Committee meeting.

**That the minutes from the February 28, 2018 Governance Committee meeting
be adopted as circulated.**

3. Chair's Remarks

There were none.

4. Presentations/Delegations

There were none.

5. Committee Business

5.1. [18-209](#) CRD 2019-2022 Board Orientation

Ms. Morley spoke to the report.

MOVED by Director Desjardins, SECONDED by Director Finall,

That the Governance Committee investigate CRD membership with Institute of Corporate Directors whereby directors may access information sessions through that group.

CARRIED

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

That the proposed 2019-2022 Board Orientation schedule be endorsed and received for information.

CARRIED

5.2. [18-189](#) 2019-2022 Board Planning Process

Mr. Lorette spoke to the report.

A discussion ensued regarding concerns with the amount of strategic priorities in the report and the proposed timing of sessions.

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

That staff be directed to proceed with the proposed 2019-2022 Board planning process, as shown in Appendix A.

CARRIED

OPPOSED: Director Ranns

5.3. [18-208](#) Capital Region Housing Corporation Revised Governance Structure

Mr. Lorette spoke to the report.

MOVED by Director Desjardins, **SECONDED** by Director Plant,
That the Governance Committee recommends to the Capital Regional District (CRD) Board:

That the amendments to the Articles of Incorporation of the Capital Region Housing Corporation (CRHC) as presented in Appendix B of this report be approved;

That staff register the amendments as presented in the Articles of Incorporation with BC Registries;

That the Terms of Reference of the Hospitals and Housing committee be amended to include the CRHC; and

That a Tenant Advisory Committee be established to make recommendations to the CRHC Board of Directors on CRHC policies and programs through the CRD's Hospitals and Housing Committee.

CARRIED

5.4. [18-197](#) Freedom of Information and Protection of Privacy Act (FOIPPA) 2017 Overview

Ms. Byrch spoke to the report.

A discussion ensued regarding:

- high amount of hours spent on one case

- a possible further update with information on cases

MOVED by Director Plant, **SECONDED** by Director McIntyre,
That the Governance Committee recommends to the Capital Regional District
Board:
That this report be received for information.
CARRIED

5.5. [18-196](#) Service Planning

Mr. Lapham spoke to the report.

MOVED by Director Desjardins, **SECONDED** by Director McIntyre,
That the Governance Committee recommend to the Capital Regional District
Board:
That the Service Planning update be received for information.
CARRIED

6. New Business

There was none.

7. Motion to Close the Meeting

There was none.

8. Adjournment

MOVED by Director Desjardins, **SECONDED** by Director Plant,
That the meeting be adjourned at 2:23.
CARRIED

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER



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**REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, APRIL 25, 2018**

SUBJECT Closed Agenda Timing

ISSUE

To provide an overview of impacts of changing the schedule of Closed Board meetings from occurring at the end of regular open meetings to the start of or prior to the Open meeting.

BACKGROUND

At the February 28, 2018 Governance Committee meeting, the following motion was passed based on a Motion with Notice from Director Desjardins:

Whereas significant and important discussion at in camera meetings happen at the conclusion of long meeting days,

Therefore be it resolved that staff be directed to report back to committee on the option of having the Closed Board agenda considered prior to the Open Board agenda at Regional Board meeting.

Currently, as per the *Capital Regional District Board Procedures Bylaw, 2010* (the “Procedures Bylaw”) the Board meetings for both the Regional District and Hospital District Boards occur on the second Wednesday of every month at 1:30 p.m. The bylaw sets out the order of business, which lists “motion to close meeting” as the last item, resulting in closed meetings occurring at the end of the regular meetings.

In 2017, the 14 closed meetings averaged 40 minutes long and ranged from 3 minutes to two hours and ten minutes. The length of meetings could be as a result of concluding the agenda items, running out of time or, in one case, the loss of quorum. There were 20 Regional Board meetings and 14 Hospital Board meetings.

Recent approved governance changes to the Capital Regional Housing Corporation (CRHC) will result in one additional Board meeting each month which will trigger changes to the existing schedule and timing of existing Board and committee meeting, once implemented in November of 2018. Any changes to the order of business for the closed agendas could also apply to the new CRHC Board.

Staff have canvassed other local governments in the region and found that the majority hold their in-camera (or “closed”) meetings prior to the full open agenda.

Closed <u>prior</u> to open agenda	Oak Bay, Saanich, North Saanich, Centre Saanich, Esquimalt, Colwood, Metchosin, Victoria, Sooke
Closed <u>after</u> open agenda	Sidney, View Royal, Highlands, Langford

One notable difference between CRD Board meetings and the other municipalities canvassed is that CRD meetings are held during the work day whereas municipal council meetings are typically held in the evening. Municipal staff identified that part of the reason for having the closed agenda before the open agenda in a municipal council meeting is to avoid meetings running late into the night.

Currently at CRD, the closed meeting occurs at the end of the conclusion of the open agenda. At times, the impacts of this include:

- Long meeting days for Directors
- Discussion can seem to be rushed as the meetings can continue beyond the three hour generally allotted time
- Quorum may be lost, and items not decided, due to the extended length of the meeting

ALTERNATIVES

Alternative 1

That the Governance Committee recommend to the Capital Regional District Board: That staff be directed to bring forward proposed amendments to *Capital Regional District Board Procedures Bylaw, 2010* increase meeting efficiency, and that any changes be effective for the 2019-2022 Board.

Alternative 2

That the Governance Committee recommend to the Capital Regional District Board:
That:

1. The *Capital Regional District Board Procedures Bylaw, 2010* be amended as required to allow closed Board meetings to occur before open meetings, to be in effect for the 2019-2022 Board, and
2. Staff take the opportunity to review the *Capital Regional District Board Procedures Bylaw, 2010* and bring back revisions that may increase the efficiency of meetings.

IMPLICATIONS

Alternative No. 1.

There are number of ways to increase meeting efficiency by reviewing and revising Board procedures such as:

- Implementing a consent agenda process
- Restricting the procedure of bringing forward staff reports received by committees “for information”
- Changing the Board meeting start time and schedule of Committees to allow for more time for the afternoon Board meetings

There is currently authority within the Procedures Bylaw for the Corporate Officer to call a special meeting with five days’ notice. In cases where there is a closed item of significant discussion, a special meeting could be called to amend the meeting start time for that particular meeting.

Amendments to the Procedures Bylaw require considerable analysis and have a statutory requirements for public notice of amendments. If directed to review the bylaw, staff could take the opportunity to do a fulsome review and propose updates that could improve legislative functions throughout the board, standing committee, and committee and commission structure.

Alternative No. 2

An amendment to the Procedures Bylaw could allow for the closed meeting to occur earlier on the same day as the open meeting or immediately at the start of the regular meeting time.

Depending on the revision to the bylaw, this could allow for:

- Increased available time for closed in-camera discussions when required;
- Reduced likelihood of losing quorum for closed items; and
- Opportunity to determine if closed items could be moved to the open agenda.

Possible downsides to this proposed revision include:

- Difficulty giving delegations - who are waiting to speak – and members of the public an accurate time for the open agenda discussion;
- The potential of a forced recess in order to convene the open meeting to accommodate members of the public attending, either in the gallery or as presentations/delegations;
- Potential for a gap between the conclusion of the closed agenda and the resumption of the open portion with impacts on Directors time and calendar;
- Could extend the total length of the meeting day; and
- Running out of time or losing quorum for at the end of the open agenda.

It's important to note that the Procedures Bylaw applies to not only the Regional and Hospital Board, but also all of the standing committees and commission that fall under its jurisdiction. A change in the order of agendas would have impact on committee meeting schedule and processes, unless the order of committee agendas was outlined separately in any amendment to the Procedures Bylaw.

CONCLUSION

A review and possible amendment to the Procedure bylaw could improve meeting efficiency. Changing the timing could allow for more time for consideration of closed items, however there may be impacts to managing the presentation/delegation portion of the open agenda, and the open agenda may experience time limitations unless additional meeting time is created.

RECOMMENDATION

That the Governance Committee recommend to the Capital Regional District Board:

That staff be directed to bring forward proposed amendments to *Capital Regional District Board Procedures Bylaw, 2010* increase meeting efficiency, and that any changes be effective for the 2019-2022 Board.

Submitted by:	Emilie Gorman, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, JD, General Manager, Corporate Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

EG:KM



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**REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, APRIL 25, 2018**

SUBJECT Electronic Vote Tabulation – Additional Information

ISSUE

To provide additional information on the feasibility and cost of installing an electronic vote tabulation system for Board meetings

BACKGROUND

At its February 28, 2018 Governance Committee meeting, the Committee passed the following motion:

That staff report back to Committee on the feasibility and implications of installing electronic voting for Regional Board and Hospital Board Meetings.

Staff identified the following requirements for an electronic voting system:

- Capable of calculating weighted vote results, and different voting combinations including voting blocks;
- Capable of displaying results during meetings, both to Directors and to live webcast;
- Allows electronic storage of vote results;
- Accessible to Directors on current hardware (iPads);
- Allows for electronic voting from an offsite location;
- Accessible from the current agenda application to avoid Directors toggling between applications during meetings;
- No additional staff time require to pre-load voting configurations per item;
- No additional meeting time required to administer the electronic vote.

Staff scanned existing applications currently available to Directors and researched the capabilities of Granicus (iLegislate) the current agenda management application. Two potential options were identified:

	Option 1: Custom Built Application	Option 2: Switch to eSCRIBE
Estimated cost of development and implementation	\$46,000	\$101,000
Benefits	<ul style="list-style-type: none"> • Can meet voting tabulation requirements 	<ul style="list-style-type: none"> • Can meet all identified requirements • Offers other desirable features in addition to electronic voting • Does not require toggling between applications • Used by several BC local governments

		<ul style="list-style-type: none"> • Customizable security features allow for use by all CRD commissions and committees
Drawbacks	<ul style="list-style-type: none"> • Requires screen toggling or additional hardware • No interaction between voting/webcast/Granicus (iPad software) • Results can be displayed on projector screen but cannot be linked into webcast 	<ul style="list-style-type: none"> • More expensive • New system would requiring training and orientation for staff and Directors • Implementation cost is greater than a custom application

ALTERNATIVES

Alternative 1

That the Governance Committee recommend to the Capital Regional District Board:

1. That staff not proceed with implementation of electronic vote tabulation at this time; and
2. Electronic voting and updated agenda management software be advanced in the next service planning cycle.

Alternative 2

That the Governance Committee recommend to the Capital Regional District Board:

1. That staff be directed to reprioritize service plans and prepare a financial plan amendment to replace the current agenda management system with eSCRIBE.

DISCUSSION

A primary objective for staff in installing an electronic voting system is to ensure ease of use for Directors and create a more efficient Board process. While a custom voting application is the more affordable options, toggling between applications at meetings could potentially cause confusion and delay the voting process.

Granicus has been in use at the CRD since early 2015. It is an effective tool but has some limitations. When staff were evaluating agenda management software options in 2014, eSCRIBE did not have the range of products and services that it offers today. While Granicus does have an iPad voting application, it is unable to calculate weighted votes or accommodate voting blocks and cannot be customized to meet this need. Transferring to eSCRIBE would allow for electronic voting without toggling between applications, and would meet all the requirements set out by staff. One notable feature that eSCRIBE offers that Granicus does not is the ability to restrict access to closed agenda items. The absence of this feature in Granicus prevents staff from allowing committee or commission members that are not Directors from utilizing the system. Installing a system that is accessible to all CRD committees and commission would provide additional meeting support for those bodies.

A custom voting application may offer a quick fix for electronic voting, but it is building upon an agenda management system that may require updates in future, potentially rendering the custom

voting application obsolete in a short time-frame. The City of Victoria is currently undergoing a transition from Granicus to eSCRIBE allowing CRD the opportunity to learn how that transition progresses in Victoria before advancing any changes to our current agenda management system.

FINANCIAL IMPLICATIONS

This project was not identified in the 2018 financial plan or department service plans and would require a capital plan amendment to proceed. In addition, installation of an electronic voting system could require additional temporary staff resources to assist with implementation and staff orientation on the new system, as legislative services staff are working at full capacity on the current service mandate in addition to preparing for the 2018 election and orientation of the new Board.

CONCLUSION

While an electronic voting manager is possible given current technologies, either existing or custom built, the financial capital required and the time investment from staff would be significant. Recent governance motions have indicated that there is a larger goal to increase meeting efficiency; work directed under these initiatives would likely be a more cost effective method to assist Board meetings to run smoothly. Further consideration can be given to electronic voting in the next service planning cycle.

RECOMMENDATION

That the Governance Committee recommend to the Capital Regional District Board:

1. That staff not proceed with implementation of electronic vote tabulation at this time; and
2. Electronic voting and updated agenda management software be advanced in the next service planning cycle.

Submitted by:	Emilie Gorman, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, JD, General Manager, Corporate Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

EG:KM

Attachments: Appendix A – Staff Report from February 28, 2018 Governance Meeting: Electronic Voting



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**REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 28, 2018**

SUBJECT Electronic Voting for Regional and Hospital Board

ISSUE

The CRD Hospital Board and Regional District Board have complex voting based upon requirements set out in the *Local Government Act*. Currently voting is counted and calculated manually by staff. Technology exists that could automate the process and render results electronically, resulting in potential efficiencies and time-saving during meetings.

BACKGROUND

Regional Districts, unlike municipal Councils, are required under legislation to have weighted voting at both the Hospital District and Regional District Board meetings. This weighted voting system involves a different number of votes per Director, assigned based on their municipalities' population. The CRD Hospital District and CRD Regional District Boards have 24 members each, and a total of 86 weighted votes. In addition, some votes are restricted to specific participants or voting blocks. The multiple types of voting options include:

(NWA) Non-weighted All	One director = One vote
(WA) Weighted All	Each Director = Weighted Vote (from 1-5)
(WP) Weighted Participants	Each Director from a Participating Municipality = Weighted Vote
Voting Blocks A & B	Non-weighted vote from participant municipalities as per regulation: <ul style="list-style-type: none"> • A: JDF EA/Colwood/Langford/Metchosin/Sooke • B: JDF EA/C. Saanich/Highlands/Langford/Saanich (Mayor)

The type of vote on each item is determined by legislation, applied by staff to each item on the agenda and published on the agenda prior to the meeting. Weighted voting does not occur at the standing committees, but does apply to the Regional Water Supply Commission.

In addition to weighted voting, the required majority for a successful vote may vary based upon the motion. Some votes, including weighted votes, require a two-thirds majority to pass.

Using the February Hospital and Regional Boards as an example, the breakdown of number of votes was as follows:

- NWA – 26 votes
- Weighted votes – 11 votes
- Voting Blocks – 2 votes

During meetings, each vote in opposition is counted pursuant to a requirement in the CRD Procedures Bylaw, and the result of each vote is calculated manually or with the aid of a spreadsheet. Factors that can complicate the vote include: the presence of Alternate Directors; Directors absent from the room at the time of the vote; dividing of the question, amendments and ancillary motions, including referrals, postponements, and points of order.

ALTERNATIVES

Alternative 1

That staff report back to committee on the feasibility and implications of installing electronic voting for Regional Board and Hospital Board meetings.

Alternative 2

That staff continue the current process of manual vote counting and calculation for the Regional and Hospital District Boards.

IMPLICATIONS

Current vote tracking is complex and can be time-consuming in meetings. A recent example of the complexity of this process was during voting on the provisional budget where the question was divided, and there was a succession of approximately 12 weighted votes. While staff have confidence in the manual system currently in place, the time spent and potential for error in calculating votes manually or with the assistance of a spreadsheet can increase on accumulation, given the number of votes at any given Board meeting.

It is in the interest of both Staff and Directors to explore options for continuous improvement of Board procedures and adopt new technologies that may assist in streamlining meetings, where feasible to do so. There may be the potential to implement an electronic voting method whereby each Director would enter in their vote (in favor/in opposition) and the calculation would be done electronically and transmitted to the Deputy Corporate Officer to confirm via the Chair.

Metro Vancouver is the only comparable Regional District in the Province with similar complexity to their voting structure. Their Board consists of 40 Directors representing 23 member jurisdictions. Their 40 Directors have 134 votes, and their Chair and Corporate Officer use an electronic method for counting and calculating votes.

Financial Implications

Investigation of the feasibility of electronic voting would be covered under current budget allocations. Any possible options for installation of electronic voting would be brought forward to committee for consideration and would include the cost for installation and ongoing support.

CONCLUSION

The Capital Regional District has a complex voting structure and considerable time and attention at the Board can be spent tracking and calculating the votes. Given the importance of accuracy and the other responsibilities of the Chair and staff to help guide the meeting, investigating possibilities to automate vote counting and calculation is recommend.

RECOMMENDATION

That the Governance Committee recommends:

That staff report back to committee on the feasibility and implications of installing electronic voting for Regional Board and Hospital Board meetings.

Submitted by:	Emilie Gorman, MPA, Manager Legislative Services & Deputy Corporate Officer
Submitted by:	Kristen Morley, JD, General Manager, Corporate Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachments:

Appendix A: 2018 Weighted Vote Distribution