

Meeting Minutes

Governance Committee

Wednesday, July 25, 2018

1:30 PM

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

PRESENT:

Directors: R. Windsor (Chair), B. Desjardins (Vice-Chair), A. Finall (1:33), B. Gramigna (for J. Ranns) B. Isitt (1:40), B. Maberley (for D. Howe), D. Martin (for W. McIntyre), D. Murdock, C. Plant, S. Price (Ex Officio)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Morley, General Manager, Corporate Services; P. Perna, Committee Clerk (Recorder)

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

1. Approval of Agenda

**MOVED by Alternate Director Gramigna, SECONDED by Director Desjardins,
That the agenda for the July 25, 2018 Governance Committee meeting be
approved as circulated.
CARRIED**

2. Adoption of Minutes

2.1. [18-399](#) Minutes from the April 25, 2018 Governance Committee meeting.

**MOVED by Director Desjardins, SECONDED by Board Chair Price,
That the minutes from the April 25, 2018 Governance Committee meeting be
adopted as circulated.
CARRIED**

3. Chair's Remarks - None.

4. Presentations/Delegations - None.

5. Committee Business

5.1. [18-431](#) Policy Amendment - Governance of Electronic Agenda Systems and Devices

N. Chan provided an overview of the report.

Discussion ensued on the following:

- larger screens and storage and the budget adjustments to accommodate larger sized iPads
- installation of agenda management applications and software for those who have a municipality provided iPad

- the policy for directors to keep their iPad at the end of their term and directors paying the top up for a larger iPad
- the reduction in paper and the cost savings since the iPad was implemented
- options for the provision of wifi, data, and cellular capability

**MOVED by Director Plant, SECONDED by Director Murdock,
That the Finance Committee recommend to the Capital Regional District Board:
That the Governance of Electronic Agenda Systems and Board Devices policy be approved as amended.
CARRIED**

5.2. [18-441](#)

Proposed Amendments to Bylaw No. 3828, the “Capital Regional District Board Procedure Bylaw, 2012”

K. Morley provided an overview of the report and the changes in the bylaw.

Discussion ensued on the following:

- making amendments and amendments to the amendments
- challenging of the chair, stating the reason for the challenge, and the Chair's reasons for the decision
- consent agenda processes

**MOVED by Director Isitt, SECONDED by Director Plant,
That Staff be directed to prepare an amending bylaw to implement the changes to the “Capital Regional District Board Procedure Bylaw, 2012” as outlined in Appendix 2, to be in effect prior to the inaugural Board meeting on November 14, 2018; and
That the amending bylaw be referred directly to Board for readings and adoption without further review by committee.
CARRIED**

6. New Business - None.

7. Adjournment

**MOVED by Director Murdock, SECONDED by Director Isitt,
That the July 25, 2018 Governance Committee meeting be adjourned at 2:06 pm.
CARRIED**

Chair

Recorder