

**MINUTES OF THE**  
**SPECIAL GOVERNANCE & PRIORITIES COMMITTEE MEETING**  
**HELD THURSDAY, DECEMBER 11, 2014, 11:00 A.M.**

**1. THE CHAIR CALLED THE MEETING TO ORDER AT 11:00 A.M.**

**Committee Members Present:** Mayor Helps in the Chair; Councillors Alto, Coleman, Isitt, Loveday, Lucas, Madoff and Thornton-Joe.

**Absent:** Councillor Young

**Staff Present:** J. Johnson – City Manager; K. Hamilton – Director of Civic Engagement & Strategic Planning; R. Woodland – Director of Legislative & Regulatory Services; C. Havelka – Recording Secretary.

**2. ADJOURNMENT**

**Action:** It was moved by Councillor Isitt, and seconded by Councillor Alto, that the Governance and Priorities Committee adjourn until the conclusion of the Planning and Land Use Committee meeting.

CARRIED UNANIMOUSLY 14/GPC578

**3. COMMITTEE RECONVENED AT 11:33 A.M.**

*Councillor Coleman was not present when the meeting reconvened.*

**4. APPROVAL OF THE AGENDA**

Committee considered the Agenda of the December 11, 2014 special meeting.

**Action:** It was moved by Councillor Alto, and seconded by Councillor Lucas, that the Agenda of the December 11, 2014, Special Governance & Priorities Committee meeting be approved.

CARRIED UNANIMOUSLY 14/GPC579

**5. DECISION REQUESTS**

**5.1 Acting Mayor Schedule – December 2014 to November 2018**

Committee received a report dated December 5, 2014 from Mayor Helps which outlined the proposed appointments for Acting Mayor from December 2014 to

November 2018. Committee discussed the procedure for replacing an Acting Mayor should they be unavailable.

*Councillor Coleman joined the meeting at 11:35 a.m.*

**Action:** It was moved by Councillor Alto, seconded by Councillor Isitt, that Committee recommends that Council approve the proposed Acting Mayor schedule for December 2014 through November 2018, appended to the report dated December 5, 2014.

CARRIED UNANIMOUSLY 14/GPC580

## **5.2 Council Appointments to Boards and Committees**

Committee received a report dated December 5, 2014 from Mayor Helps regarding Council Appointments to Committees and external Boards. Committee members provided brief descriptions of the committees and boards and discussed the various terms. Mayor Helps suggested a method to appoint Council members to each committee and board.

Committee also discussed:

- Appointing a Councillor to the Capital Regional District (CRD) Solid Waste Advisory Committee in anticipation of the revival of this committee.
- Appointing to the T'Mexw Treaty Advisory Committee.
- Postponing appointments to the Downtown Victoria Business Association until a Councillor Liaison has been appointed to the Downtown Residents Association.
- The appointment to the Honorary Citizens Committee.
- More information regarding Terms of Reference for the David Foster Fundraising Committee.

**Action:** It was moved by Councillor Alto, seconded by Councillor Thornton-Joe, that Committee recommends that Council approve the following appointments:

<b>City of Victoria Standing Committees</b>			
	<b>Term</b>	<b>Appointees</b>	<b>Expiry Date</b>
<b>Governance and Priorities Committee</b>	4 years	Mayor Helps and all Council members	12/31/2018
<b>Planning and Land Use Committee</b>	4 years	Mayor Helps and all Council members	12/31/2018
<b>Community Services Standing Committee</b>	1 <sup>st</sup> term - 2 years	1. Councillor Isitt 2. Councillor Loveday 3. Councillor Madoff 4. Councillor Thornton-Joe	12/31/2016

	2 <sup>nd</sup> term - 2 years	1. Councillor Coleman 2. Councillor Isitt 3. Councillor Loveday 4. Councillor Thornton-Joe	12/31/2018
<b>Corporate and Strategic Services Standing Committee</b>	1 <sup>st</sup> term - 2 years	1. Councillor Alto 2. Councillor Coleman 3. Councillor Lucas 4. Councillor Young	12/31/2016
	2 <sup>nd</sup> term - 2 years	1. _____ 2. _____ 3. _____ 4. _____	12/31/2018

<b>City Advisory Bodies and other Boards</b>			
	<b>Term</b>	<b>Appointees</b>	<b>Expiry Date</b>
<b>Honorary Citizens Committee</b>	4 years	Councillor Thornton-Joe	12/31/2018
<b>Victoria Conference Centre Advisory Committee</b>	4 years	Mayor Helps	12/31/2018
	1 <sup>st</sup> term - 2 years	1. Councillor Lucas 2. Councillor Madoff	12/31/2016
	2 <sup>nd</sup> term - 2 years	1. _____ 2. _____	12/31/2018
<b>City of Victoria Youth Council</b>	1 <sup>st</sup> term - 2 years	Councillor Loveday	12/31/2016
	2 <sup>nd</sup> term - 2 years	Councillor Lucas	12/31/2018
<b>David Foster Way Fundraising Committee</b>	1 <sup>st</sup> term - 2 years	1. Councillor Lucas 2. Councillor Thornton-Joe	12/31/2016
	2 <sup>nd</sup> term - 2 years	1. Councillor Coleman 2. _____	12/31/2018
<b>Art in Public Places Committee</b>	1 <sup>st</sup> term – 2 years	1. Councillor Madoff	12/31/2016
	2 <sup>nd</sup> term - 2 years	1. Councillor Coleman * 2. Councillor Loveday * <i>* to be resolved at end of 1<sup>st</sup> term</i>	12/31/2018
<b>Board of Cemetery Trustees of Greater Victoria</b>	3 years	Councillor Young	12/31/2017
<b>Capital Region Emergency Service Telecommunications</b>	1 year	Councillor Lucas	12/31/2015

<b>(CREST)</b>			
	<b>Term</b>	<b>Appointees</b>	<b>Expiry Date</b>
<b>Greater Victoria Airport Authority – Airport Consultative Committee</b>	1 <sup>st</sup> term - 2 years	Councillor Lucas	12/31/2016
	2 <sup>nd</sup> term - 2 years	_____	12/31/2018
<b>Greater Victoria Family Court and Youth Justice Committee</b>	1 <sup>st</sup> term - 2 years	Councillor Thornton-Joe	12/31/2016
	2 <sup>nd</sup> term - 2 years	Councillor Loveday	12/31/2018
<b>Greater Victoria Harbour Authority</b>	1 year	Councillor Isitt	12/31/2015
<b>Greater Victoria Harbour Authority – Member Representative</b>	1 <sup>st</sup> term - 2 years	Councillor Lucas	12/31/2016
	2 <sup>nd</sup> term - 2 years	_____	12/31/2018
<b>Greater Victoria Labour Relations Association Board</b>	1 <sup>st</sup> term - 2 years	1. Mayor Helps 2. Councillor Coleman	12/31/2016
	2 <sup>nd</sup> term - 2 years	1. Mayor Helps 2. Councillor Loveday	12/31/2018
<b>Greater Victoria Public Library Board</b>	1 <sup>st</sup> term - 1 year	Councillor Madoff	12/31/2015
	2 <sup>nd</sup> term - 1 year	Councillor Young	12/31/2016
	3 <sup>rd</sup> term - 1 year	Councillor Loveday	12/31/2017
	4 <sup>th</sup> term - 1 year	Councillor Alto	12/31/2018
<b>Canadian Capital Cities Organization – Representative</b>	1 year	Councillor Thornton-Joe* <i>*Subject to clarification</i>	12/31/2015
<b>Canadian Capital Cities Organization – Board Member</b>	1 year	Councillor Alto* <i>*Subject to clarification</i>	12/31/2015
<b>Municipal Insurance Association of British Columbia (MIABC)</b>	1 <sup>st</sup> term - 1 year	Councillor Young	12/31/2015
	2 <sup>nd</sup> term - 1 year	Councillor Young	12/31/2016
	3 <sup>rd</sup> term - 1 year	Councillor Coleman	12/31/2017
	4 <sup>th</sup> term - 1 year	Councillor Coleman	12/31/2018

	<b>Term</b>	<b>Appointees</b>	<b>Expiry Date</b>
<b>Tourism Victoria Board of Directors</b>	1 <sup>st</sup> term - 1 year	Councillor Lucas	12/31/2015
	2 <sup>nd</sup> term - 1 year	Councillor Coleman	12/31/2016
	3 <sup>rd</sup> term - 1 year	Councillor Young	12/31/2017
	4 <sup>th</sup> term - 1 year	Councillor Alto	12/31/2018
<b>Victoria Civic Heritage Trust</b>	1 <sup>st</sup> term - 2 years	Councillor Madoff	12/31/2016
	2 <sup>nd</sup> term - 2 years	Councillor Lucas	12/31/2018
<b>Victoria Heritage Foundation</b>	1 <sup>st</sup> term - 2 years	Councillor Madoff	12/31/2016
	2 <sup>nd</sup> term - 2 years	_____	12/31/2018
<b>Victoria Parks and Recreation Foundation</b>	1 <sup>st</sup> term - 2 years	Councillor Isitt	12/31/2016
	2 <sup>nd</sup> term - 2 years	Councillor Coleman	12/31/2018
<b>Victoria Regional Transit Commission</b>	4 years	Mayor Helps	12/31/2018
	1 <sup>st</sup> term - 2 years	Councillor Alto*	12/31/2016
	2 <sup>nd</sup> term - 2 years	<i>*At the discretion of the Province of BC</i> Councillor Young	12/31/2018
<b>Community Action Plan on Discrimination</b>	1 <sup>st</sup> term - 2 years	1. Councillor Alto 2. Councillor Isitt	12/31/2016
	2 <sup>nd</sup> term - 2 years	1. 2.	12/31/2018
<b>FCM – Election to Board of Directors</b>	1 year	Councillor Coleman	12/31/2015

<b>CRD Boards and Committees</b>			
	<b>Term</b>	<b>Appointees</b>	<b>Expiry Date</b>
<b>Capital Regional District Arts Advisory Council</b>	1 <sup>st</sup> term - 2 years	Councillor Madoff	12/31/2016

	2 <sup>nd</sup> term - 2 years	Councillor Loveday	12/31/2018
<b>Capital Regional Water Supply Commission</b>	4 years	1. Councillor Isitt 2. Councillor Young 3. Councillor Coleman 4. Councillor Loveday	12/31/2018
	Alternates	1. _____ 2. _____ 3. _____ 4. _____	12/31/2018
<b>Capital Regional District Regional Housing Trust Fund Commission</b>	1 year	Councillor Thornton-Joe	12/31/2015
<b>Capital Regional District Royal and McPherson Theatres Society Board</b>	1 year	Councillor Madoff	12/31/2015
<b>Capital Regional District Solid Waste Advisory Committee</b>	1 year	Councillor Loveday	12/31/2016
<b>T'Mexw Treaty Advisory Committee</b>	4 years	Councillor Alto Councillor Coleman (Alternate)	12/31/2018

CARRIED UNANIMOUSLY 14/GPC581

## 6. RECESS AT 12:57 P.M.

**Action:** It was moved by Councillor Coleman, seconded by Councillor Alto, that Committee recess until 1:30 p.m.

CARRIED UNANIMOUSLY 14/GPC582

## 7. COMMITTEE RECONVENED AT 1:35 P.M.

*Councillor Coleman was not present when Committee reconvened.*

## 5. DECISION REQUESTS

### 5.1 Council Appointments to Boards and Committees

Councillor Helps requested that Committee consider a motion to annually review the board and committee appointments.

**Action:** It was moved by Councillor Madoff, seconded by Councillor Alto, that Committee recommends that Council approve that an annual report and

check-in on Council appointments and boards be undertaken at the first Governance and Priorities Committee in December of each year.

CARRIED UNANIMOUSLY 14/GPC583

### **5.3 2015 Committee and Council Meeting Schedule**

Committee received a report dated November 6, 2014 from Legislative & Regulatory Services that proposed a 2015 Committee and Council Meeting Schedule.

Committee discussed concerns regarding the schedule as follows:

- The length of the meetings when Governance and Priorities Committee (GPC) and Council are on the same day.
- The requirement that planning reports be forwarded to Council expeditiously, yet allowing the community time to digest decisions made by the Planning and Land Use Committee (PLUC).

*Councillor Coleman joined the meeting at 1:39 p.m.*

- Options with respect to changing the days PLUC and GPC are held.
- Better management of meeting agendas.
- An awareness of how standing committees are impacted by scheduling changes.
- Identifying other days for meetings.

**Action:**

It was moved by Councillor Coleman, seconded by Councillor Alto, that Committee recommends that Council approve:

1. The 2015 Governance and Priorities Committee, Planning and Land Use Committee, Standing Committees and Council meeting schedule attached to the report dated November 6, 2014, and make available to the public as required under Section 127 of the *Community Charter*, and:
2. Forward this motion to the Council meeting of December 18, 2014.
3. Review the 2015 meeting schedule at the end of April 2015.

CARRIED UNANIMOUSLY 14/GPC584

### **5.4 Motion to Engage Strategic Planning Consultant for 2015 – 2018 Strategic Plan**

Mayor Helps provided Committee with a motion requesting Council engage a Strategic Planning Consultant for the 2015 – 2018 Strategic Plan. Mayor Helps outlined her original proposal and the dialogue with Council members that led to the proposed new approach.

**Action:**

It was moved by Mayor Helps seconded by Councillor Isitt, that Committee recommends that Council direct staff to develop and implement a strategic

planning process that will result in a completed four-year Strategic Plan by the end of February 2015 with clear goals and deliverables.

Committee discussed:

- Concerns regarding staff's ability to do this work in the prescribed time.
- The process to engage an external facilitator, if required.

CARRIED 14/GPC585

**For:** Mayor Helps, Councillor Alto, Coleman, Isitt, Loveday, Madoff and Thornton-Joe

**Against:** Councillor Lucas

## 5.5 City of Victoria New Year's Day Event

Committee received a report dated December 5, 2014 from Legislative & Regulatory Services that provided information regarding the New Year's Day Event traditionally held by the City of Victoria.

Committee discussed options for creating a more inclusive New Year's Day event.

**Action:** It was moved by Councillor Loveday, seconded by Councillor Isitt, that Committee recommends that Council direct staff to convene a New Year's Levee in the foyer of the Crystal Pool and Fitness Centre and that the public be invited to a free, family swim that date.

CARRIED UNANIMOUSLY 14/GPC586

**Action:** It was moved by Councillor Madoff, seconded by Councillor Isitt, that Governance & Priorities Committee convene a Closed meeting that excludes the public under Section 12(6) of the Council Bylaw for the reason that the following agenda items deal with matters specified in Sections 12(3) and/or (4) of the Council Bylaw, namely:  
*Section 12 (3) (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the City or another position appointed by the City*  
*Section 12 (3) (e) The acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the City.*  
*Section 12 (3) (g) Litigation or potential litigation affecting the City*  
*Section 12 (3) (i) The receipt of advice that is subject to solicitor-client privilege including communications necessary for that purpose.*

CARRIED UNANIMOUSLY 14/GPC587

## 8. CLOSED MEETING AT 2:04 P.M.

**Committee Members Present:** Mayor Helps in the Chair; Councillors Alto, Coleman, Isitt, Loveday, Lucas, Madoff and Thornton-Joe.

**Absent:** Councillor Young.



**Staff Present:**

J. Johnson – City Manager; R. Woodland – Director of Legislative & Regulatory Services; C. Havelka – Recording Secretary.

**Staff Present for a Portion of the Meeting:**

J. Jenkyns – General Manager of the Victoria Conference Centre; K. Hamilton – Director of Civic Engagement & Strategic Planning; J. Huggett – Senior Project Manager, Johnson Street Bridge Project; D. Kalynchuk – Director of Engineering & Public Works; S. Thompson – Director of Finance; T. Zworski – City Solicitor; J. Sturdy – Assistant Director of Underground & Facilities.

**8.1 Legal Advice**

Committee received a report dated December 8, 2014 from Engineering and Public Works regarding legal advice.

The discussion was recorded and kept confidential.

**8.2 Land**

Committee received a report dated November 30, 2014 from the General Manager of the Victoria Conference Centre regarding a land matter.

The discussion and motion were recorded and kept confidential.

**8.3 Correspondence related to an Appointment**

Committee received correspondence related to an appointment.

The discussion and motion were recorded and kept confidential.

**9. ADJOURNMENT**

**Action:** It was moved by Councillor Coleman, seconded by Councillor Alto, that the Special Governance & Priorities Committee meeting of December 11, 2014, be adjourned at 3:31 p.m.

CARRIED UNANIMOUSLY 14/GPC590

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Mayor Helps, Chair