

**MINUTES OF THE  
SPECIAL GOVERNANCE & PRIORITIES COMMITTEE MEETING  
HELD MONDAY, DECEMBER 14, 2015, 10:00 A.M.**

**1. THE CHAIR CALLED THE MEETING TO ORDER AT 10:00 A.M.**

**Committee Members Present:** Mayor Helps in the Chair; Councillors, Coleman, Loveday, Lucas, Madoff and Young.

**Absent:** Councillor Isitt

**Staff Present:** J. Johnson – City Manager; J. Jenkyns – Deputy City Manager; P. Bruce – Fire Chief; K. Hamilton – Director of Citizen Engagement & Strategic Planning; T. Soulliere – Director of Parks, Recreation & Facilities; C. Coates – City Clerk; F. Work – Director of Engineering & Public Works; J. Tinney – Director of Sustainable Planning & Community Development; C. Mycroft – Assistant to City Manager; A. Ferguson – Recording Secretary.

**2. APPROVAL OF THE AGENDA**

**Action:** It was moved by Councillor Loveday, seconded by Councillor Coleman, that the Agenda of the December 14<sup>th</sup>, 2015, Special Governance & Priorities Committee meeting be approved.

CARRIED UNANIMOUSLY 15/GPC

**3. WORKSHOP**

**3.1 Review of City Governance**

Committee received a report dated November 30<sup>th</sup>, 2015, from the City Clerk providing information and recommendations on council governance covering Committees, Council, Council Bylaw, Committee structure, Council meeting format, procedure bylaw revisions & operational changes for governance.

*Councillor Thornton-Joe joined the meeting at 10:06 a.m.*

*Councillor Alto joined the meeting at 10:12 a.m.*

Committee discussed the proposed meeting structures including the need to have policy and procedures in place for those who wish to address Council.

**Action:** It was moved by Mayor Helps, seconded by Councillor Alto that Committee recommends that Council initiate a pilot project to consolidate the Planning & Land Use Committee and the Governance & Priorities Committee into a Committee of the Whole, to meet four times per month with land matters clearly distinguished on the Agenda.

Committee discussed:

- The need to closed meetings in the day time as much as possible.
- If the changes could be implemented by January 31, 2016.
- Committee of the Whole will meet every Thursday with Council will continuing to meet as it does now.
- Council will be providing a written report on highlights of their boards over the past year on January 21, 2016.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Councillor Alto, seconded by Councillor Coleman that Council review the project in six months.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Councillor Loveday, seconded by Councillor Lucas, that Council direct staff to prepare a draft policy for managing issues resulting from the Request to Address Council section.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Councillor Lucas, seconded by Councillor Loveday, that further consideration be given to the broader issue of presentations of land use applications at Committee, and that staff report back to Council with options for inclusion in a Policy/Procedure document.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Councillor Coleman, seconded by Councillor Lucas, that staff develop a best practices guide for the post public hearing process.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Councillor Lucas, seconded by Councillor Young that Council approve a three month trial using horseshoe seating for all meetings.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Councillor Alto, seconded by Councillor Coleman, that the Council Bylaw be amended to remove section 12 and other legislative repetitions in the Bylaw, and that staff prepare a companion document to the Bylaw containing the information removed in order to continue to provide quick reference to this information and that the Bylaw be updated to utilize the current version of Robert's Rules of Order.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Councillor Alto, seconded by Councillor Thornton-Joe, that staff develop Policy/Procedures document to clarify meeting content and other procedures not addressed in the Council (Procedures) Bylaw.

**Action:** It was moved by Councillor Madoff, seconded by Councillor Thornton-Joe that the *Council Bylaw* be amended to remove Section 15(2)b regarding eligibility to participate electronically only while attending City business elsewhere.

*Committee recessed at 11:40 a.m.*

*Committee reconvened at 11:45 a.m.*

#### **4. DECISION REQUEST**

##### **4.1 Council Appointments**

Committee received a report dated November 27<sup>th</sup>, 2015, from the City Clerk providing recommendations for Council appointments to various external Boards and Committees for 2016. Consideration of this item was postponed at the Governance & Priorities Committee Meeting of December 3<sup>rd</sup>, 2015 due to time constraints.

**Action:** It was moved by Councillor Alto, seconded by Councillor Young, that Committee recommends that Council appoint Councillor Loveday to the CRD Arts Committee.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Councillor Thornton-Joe, seconded by Alto, that Committee recommends that Council appoint Councillor Madoff to the Greater Victoria Public Library Board for a one year term expiring December 31, 2016, and that Councillor Loveday be appointed for the 2017 term, followed by Councillor Alto for the 2018 term.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Councillor Alto, seconded by Loveday, that Committee recommends that Council appoint Councillor Young to the CRD Solid Waste Committee.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Councillor Alto, seconded by Loveday, that Committee recommends that appoint Councillor Lucas be appointed to the Tourism Victoria Board of Directors for a one year term expiring December 31, 2016 with Councillor Alto as her alternate and that Councillor Young be appointed for the 2017 term, followed by Councillor Alto for the 2018 term.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Councillor Alto, seconded by Councillor Lucas, that Committee recommends that Council appoint Councillor Alto be appointed liaison to University of Victoria, for a one year term expiring December 31, 2016 with Councillor Lucas as the alternate.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Mayor Helps, seconded by Councillor Alto, that Council direct staff to develop roles and responsibilities for each Councillor Appointment, commencing in 2017.

CARRIED UNANIMOUSLY 15/GPC

**Action:** It was moved by Mayor Helps, to lift the motion from the table regarding Council Appointments to Boards and Committees for 2014-2016:

CARRIED UNANIMOUSLY 15/GPC

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

1. That Councillor Lucas be appointed to the Capital Region Emergency Service Telecommunications (CREST) Committee for a one year term expiring December 31, 2016.
2. That Councillor Isitt be appointed to the Greater Victoria Harbour Authority Board for a one year term expiring December 31, 2016.
3. That Councillors Alto and Thornton-Joe be appointed to the Canadian Capital Cities Organization Board for a one year term expiring December 31, 2016.
4. That Councillor Young be appointed to the Municipal Insurance Association of British Columbia (MIABC) for a one year term expiring December 31, 2016 and that Councillor Coleman be appointed in 2016 for a one year term expiring December 31, 2017.
5. That Councillor Thornton-Joe be appointed to the Regional Housing Trust Fund Commission for a one year term expiring December 31, 2016.
6. That Councillor Madoff be appointed to the Royal and McPherson Theatres Society Board for a one year term expiring December 31, 2016.
7. That Council direct staff to develop a roles and responsibilities overview for each Councillor appointment, for consideration in 2017.

CARRIED UNANIMOUSLY 15/GPC

**5. ADJOURNMENT**

**Action:** It was moved by Councillor Coleman, seconded by Councillor Madoff, that the Special Governance & Priorities Committee meeting of December 14<sup>th</sup>, 2015, be adjourned at 12:10 p.m.

CARRIED UNANIMOUSLY 15/GPC

CERTIFIED CORRECT:

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CITY CLERK

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MAYOR OF THE CITY OF VICTORIA