

Minutes of the Regular meeting of the Communications Committee held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, February 9, 2011 at 8:36 pm.

PRESENT: Chair B. Harrison
Directors M. Dorey, L. Duncan, G. Giles, R. Hutchins,
K. Kuhn, M. Marcotte, and I. Morrison
Alternate Director J. Winfrey

ABSENT: Director P. Kent

ALSO

PRESENT: Warren Jones, Administrator
Joe Barry, Corporate Secretary

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda be amended with the addition of the following New Business Items:

NB1 – Schedule of Communications Committee Meetings;

NB2 – Guidelines for a Question Period;

And that the agenda, as amended, be approved.

MOTION CARRIED

**TERMS OF
REFERENCE**

It was moved and seconded that the Communications Committee supports the draft Terms of Reference in principle and that the Terms of Reference be referred back to staff to include two-way communication wording as well as clarifying wording such as "look at" under Responsibilities.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that a consultant be hired to undertake an audit of the CVRD's internal and external communications strategies.

MOTION CARRIED

STAFF REPORTS

SR1

Staff Report from the Corporate Secretary dated January 19, 2011, regarding CVRD Bylaw No. 3459 – Board Committee and Commissions Procedures Amendment Bylaw, 2011, was considered.

It was moved and seconded that "CVRD Bylaw No. 3459 – Board Committee and Commission Procedures Amendment Bylaw, 2011" include wording that would enable 'Question Period' to appear on agendas for standing committees and commissions of the Board that consist primarily of elected officials.

MOTION CARRIED

NEW BUSINESS

NB1

Schedule of Communications Committee Meetings

It was the consensus of the Committee to refer this Item to staff to come forward with a proposed schedule.

NB2

Guidelines for Question Period

It was moved and seconded that guidelines be prepared that would apply to 'Question Period' on Regional District agendas.

MOTION CARRIED

**ADJOURNMENT
9:24 PM**

It was moved and seconded that the Communications Committee meeting adjourn.

MOTION CARRIED

The meeting adjourned at 9:24 pm.

Chairperson

Recording Secretary

Dated:_____