

Minutes of the Regular meeting of the Communications Committee held in the Board Room, 175 Ingram Street, Duncan, BC, on Tuesday, April 19, 2011 at 6:04 pm.

PRESENT: Vice-Chair R. Hutchins
Directors K. Cossey, M. Dorey, L. Duncan, G. Giles,
P. Kent, K. Kuhn, M. Marcotte and I. Morrison
Alternate Director R. Burgess

ABSENT: Chair B. Harrison

ALSO

PRESENT: Warren Jones, Chief Administrative Officer
Joe Barry, Corporate Secretary
Brian Dennison, General Manager, Engineering and
Environmental Services
Dominique Beesley, Recording Secretary

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda be approved.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded that the minutes of the Regular meeting of the Communications Committee, held February 9, 2011, be adopted.

MOTION CARRIED

**BUSINESS
ARISING FROM
MINUTES**

Proposed Meeting Schedule

The Corporate Secretary suggested that the best day to schedule Regular Communications Committee meetings would be Tuesdays following Electoral Area Services Committee meetings in that six out of the eight Communication Committee members are on the Electoral Area Services Committee.

It was moved and seconded that meetings of the Communications Committee be held on the first Tuesday of every month after the Electoral Area Services Committee meeting.

MOTION CARRIED

It was the consensus of the Committee to vary the order of the agenda by dealing with Item No. CSSR1 before Item No. SR1.

**RESOLVE INTO
CLOSED SESSION
6:13 pm**

It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter*, Part 4, Division 3, Section 90, Subsection (1)(g) – Potential Litigation.

MOTION CARRIED

**RISE FROM
CLOSED SESSION
7:50 pm**

It was moved and seconded that the Communications Committee rise without report and return to the Regular portion of the meeting.

MOTION CARRIED

7:50 pm The Committee recessed for a short break at 7:50 pm.

7:57 pm The Committee reconvened at 7:57 pm with the exception of Director Giles and Alternate Director Burgess.

STAFF REPORTS

SR1 Staff Report from the Chief Administrative Officer dated March 31, 2011, regarding a Terms of Reference (Communications Committee), was considered.

It was moved and seconded that it be recommended to the Board that the draft Terms of Reference for the Communications Committee be approved as amended by removing the phrase "two way" and replacing the word "communications" with words such as "engage" and "dialogue".

MOTION CARRIED

SR2 Staff Report from the Chief Administrative Officer, regarding communications audit/strategy (Terms of Reference), was considered.

It was moved and seconded that it be recommended to the Board that the draft Request for Proposals, for a Strategic Communications Plan, be approved.

MOTION CARRIED

SR3 Staff Report from the Corporate Secretary dated April 19, 2011, regarding guidelines for Board/Committee Question Period Policy, was considered.

It was the consensus of the Committee that the following conditions be applied to the *Question Period Policy*:

- maximum time limit for the entire question period be set at 15 minutes;
- there be no maximum time limit per speaker;
- one question and one follow-up question (relating to the answer) per speaker until all speakers have had an opportunity to speak, then if time remaining, one additional question and one follow-up question;
- eligible question topics must be related to agenda items and, once all speakers have had an opportunity in this regard, then speakers may ask questions relating to local government in general; and
- that there be no pre-registration of speakers.

ADJOURNMENT **It was moved and seconded that the Communications Committee meeting adjourn.**
8:50 pm

MOTION CARRIED

The meeting adjourned at 8:50 pm.

Chairperson

Recording Secretary

Dated:_____