



COMMUNICATIONS COMMITTEE

WEDNESDAY, FEBRUARY 9, 2011

IMMEDIATELY FOLLOWING THE HOSPITAL BOARD MEETING / BOARD ROOM
175 INGRAM STREET

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DISTRIBUTION:

Communications Committee

Director Harrison, Chair
Director Hutchins, Vice-Chair
Director Giles
Director Kuhn

Director Dorey
Director Duncan
Director Kent
Director Morrison

Cowichan Valley Regional District

Warren Jones, Administrator
Joe Barry, Corporate Secretary

Mark Kueber, General Manager, Corporate Services



COMMUNICATIONS COMMITTEE

TERMS OF REFERENCE

Purpose: The purpose of the Communications Committee is to improve communication between the CVRD and the communities that it serves.

Mandate: The mandate of the Communications Committee is to develop a comprehensive external communications plan. Guided by the corporate strategic plan, the committee's work assists with the regional districts effort to be *an organization whose public...are proactively informed* as part of its goal of ensuring *service excellence*.

Goal: The goal of the Communications Committee is to develop a plan to ensure CVRD effectively communicates information, issues and news with residents, business, and other constituent groups.

Responsibilities: The responsibilities of the Communications Committee are to:

- Clarify corporate communication lines to ensure community groups, the media, and resident's inquires are uniformly handled in a prompt and professional manner.
- Look at web based technology to stream Board and other committee meetings online.
- Explore options to ensure that regular media releases are produced throughout the year to inform the public on ongoing CVRD activities and initiatives.
- Develop a set of protocols to ensure a uniform experience for the public when attending public meetings, open houses, town hall meetings, public hearings, etc.
- Look at ways to better identify projects and initiatives in advance that will require enhanced communication with the public.
- Explore training & skill development opportunities for better communication between the Board and constituent groups.
- Identify any other needed actions in general to improve communication between the CVRD and its constituent groups.

Expected Outcomes: It is expected that the Communications Committee will recommend a comprehensive external communications plan for Board for approval and implementation.

Membership: The Board chair selects the Chair and appoints members to serve on the Communications Committee.

Reporting: The Communications Committee reports to the Board.

Meetings: Regular Communications Committee meetings will be scheduled on a monthly basis. Additional meetings may be scheduled at the call of the committee chair.

Review: The Terms of Reference of Communications Committee will be reviewed every year and amended as needed.



SR1

Staff Report

Regional Services Committee Meeting of January 26, 2011

Date: January 19, 2011
From: J.E. Barry, Corporate Secretary
Subject: CVRD Bylaw No. 3459 – Board Committee and
Commissions Procedures Amendment Bylaw, 2011

RECOMMENDATION:

That it be recommended to the Board that CVRD Bylaw No. 3459 – Board Committee and Commissions Procedures Amendment Bylaw, 2011 be considered for three readings and adoption.

PURPOSE:

To amend the Board Committee and Commissions Procedures Bylaw to include a Question Period on each regular meeting agenda.

BACKGROUND:

The conduct of meetings is governed by a Procedure Bylaw as required by the Local Government Act. At the CVRD, there are two procedure bylaws. Board Procedures Bylaw No. 2889, which was adopted in 2006, sets out the proceedings and conduct for regular Board meetings. The "Order of Proceedings and Business" section of this bylaw requires all regular Board meetings to have a Question Period included on the agenda.

Committee and Commissions Procedures Bylaw No. 2922, which was adopted in 2007, sets out the proceedings and conduct for regular Committee and Commission meetings. Section 12 of the Bylaw entitled "Order of Proceedings and Business" does not require Committee or Commission meetings to have a Question Period included on the agenda.

In 2008, the Board of Directors expressed a desire to have consistency between the two bylaws. Although there is no legislative requirement to include a Question Period during a Committee meeting, the Board felt that there should be a Question Period at Committee meetings. As a result, the Board passed resolution #08-033 in January 2008 "that the Committee Procedure bylaw be amended to include a question period".

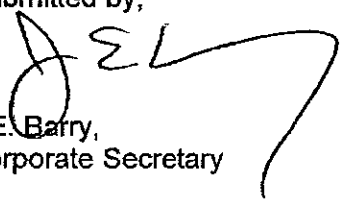
Although the Committee Procedure bylaw didn't require a question period, there was nothing preventing a Committee from adding a question period to their agenda. As a result, the Electoral Area Services Committee added a question period to their agendas even before the

bylaw could be amended. Other Committees did not add a question period to their agendas since they weren't required to do so. Unfortunately, the bylaw amendment didn't come forward and the term of the previous Board ended later in 2008.

In order to maintain a level of consistency between the Board, the Electoral Area Services Committee and all other Committees and Commissions, it is recommended that a Question Period be added to all agendas.

Attached is CVRD Bylaw No. 3459 – Board Committee and Commissions Procedures Amendment Bylaw, 2011 which, if adopted by the Board, will ensure a level of consistency by requiring all Committees and Commissions to include a Question Period.

Submitted by,



J.E. Barry,
Corporate Secretary



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW NO. 3459

A Bylaw to Amend Board Committee and Commissions Procedures Bylaw No. 2922

WHEREAS the Board of the Cowichan Valley Regional District established procedures for the proceedings and conduct of meetings of Board Committees and Commissions under the provisions of Bylaw No. 2922, cited as "CVRD Bylaw No. 2922 – Board Committee and Commissions Procedures Bylaw, 2007";

AND WHEREAS the Board of the Cowichan Valley Regional District wishes to amend the Order of Proceedings and Business to include a Question Period at Board Committee and Commission meetings;

NOW THEREFORE the Board of the Cowichan Valley Regional District enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as "CVRD Bylaw No. 3459 – Board Committee and Commissions Procedures Amendment Bylaw, 2011".

2. AMENDMENT

That Section 12 - Order of Proceedings and Business be deleted and replaced with the following Section 12:

12. ORDER OF PROCEEDINGS AND BUSINESS

a) The agenda for all regular Committee meetings contains the following matters in the order in which they are listed below:

- (i) Approval of Agenda
- (ii) Adoption of Minutes
- (iii) Business Arising From the Minutes
- (iv) Delegations
- (v) Department Reports/Correspondence
- (vi) Unfinished Business
- (vii) New Business
- (viii) Question Period
- (ix) Closed Session
- (x) Adjournment

READ A FIRST TIME this _____ day of _____, 2011.

READ A SECOND TIME this _____ day of _____, 2011.

READ A THIRD TIME this _____ day of _____, 2011.

ADOPTED this _____ day of _____, 2011.

Chairperson

Corporate Secretary