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REPORT TO GOVERNANCE AND FINANCE COMMITTEE MEETING OF WEDNESDAY, JULY 03, 2019

SUBJECT **Review of Policy on Non-Disclosure & Confidentiality Agreement for CRD Commissions**

ISSUE

An update of the policy around confidentiality for CRD appointed committee members and commissioners.

BACKGROUND

The CRD Board, both Directors and Alternate Directors, are bound by the oaths of their elected office to respect the confidentiality of closed meetings. The CRD has upwards of 50 committees and commissions that have appointed members of the public. These committees and commissions are also able to go in camera (or Closed) under the applicable sections of the *Community Charter*. In order to inform the appointed representatives of their duty to respect the confidentiality of the information shared in those meetings, staff have provided confidentiality agreements that are signed and returned for filing. The complexity of the previously agreement, attached as Appendix A, resulted in many documents being completed incorrectly.

The policy has been updated, as shown in Appendix B, to reflect the renumbering of the *Local Government Act* that occurred in 2015, and to simplify the agreement document for easier completion by appointees. It is timely to review this policy as there has been a noticeable increase in the number of commissions, committees and advisory bodies in the last number of years. The 2013 policy was Board approved and therefore the revised version is presented to be given Board approval.

ALTERNATIVES

Alternative 1

That the Governance and Finance Committee recommend to the Capital Regional District Board:
That the revised Policy on Non-Disclosure & Confidentiality Agreement for CRD Commissions be adopted.

Alternative 2

That this report be referred back to staff for additional information.

CONCLUSION

As CRD Committees and Commissions are able to go in camera under the *Community Charter*, it is important that these appointees protect the confidentiality of the information. The policy and agreement ensure appointees are informed and show their agreement with the terms of their appointment.

RECOMMENDATION(S)

That the Governance and Finance Committee recommend to the Capital Regional District Board:

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That the revised Policy on Non-Disclosure & Confidentiality Agreement for CRD Commissions be adopted.

Submitted by:	Emilie Gorman, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, JD, General Manager, Corporate Officer & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

EG

Attachments:

Appendix A: Current CRD Policy on Non-Disclosure & Confidentiality Agreement for CRD Commissions

Appendix B: Updated CRD Policy on Non-Disclosure & Confidentiality Agreement for CRD Commissions