



REQUEST FOR DECISION

To: Board of Directors, CCRD
From: Curtis Slingerland, Chief Administrative Officer
Meeting Date: March 10, 2022
Subject: Board Technology Needs and Resources



Recommendation

THAT the Board of Directors of the Central Coast Regional District direct Administration to include the provision of technology into the draft of the CCRD Board Remuneration and Expense Bylaw that will be presented to the Board later this year;

AND THAT up to \$2,000 be allocated to address any specific technological challenges faced by a member of the Board for the remainder of 2022.

Background

At the February 10, 2022 Regular Meeting of the Central Coast Regional District (CCRD) the Board resolved that Administration should return with options to address the technology needs faced by members of the Board.

Discussion

The CCRD does not provide each Director with technology to assist them in attending meetings and conducting business. The *CCRD Board Remuneration and Expense Bylaw No. 495, 2020* does provide each Director with \$300 annually for paper and printing supplies. A large number of local governments provide their elected officials with iPads and tablets to facilitate their participation in meetings and for the distribution of the agenda.

In the proposed 2022 Budget a subscription to I-Compass is included. This platform would allow for a more streamlined agenda to be accessed through either a webpage or a mobile application. The current agenda process has been known to cause challenges around access, distribution and security. Additionally, new Board members might not have access to computers, tablets or other means to appropriately access meetings, view the agenda, and respond to emails or conduct CCRD business.

The CCRD could take four approaches to this challenge: obtain inventory, address specific needs, integrate as part of onboarding or status quo (each Director is responsible for their own technology needs).

Option 1: Obtain Inventory

The CCRD could purchase 5 tablets with the appropriate accessories for each Director. These would be set up for the Director with the appropriate Office programs, access to the agendas and be equipped with a keyboard to facilitate conducting CCRD business when mobile. These tablets

would remain the property of the CCRD and would be replaced on an as needed basis and passed on to new Directors. The cost associated with this option would be between \$8-10,000. Tablet would need to be replaced every 4-8 years on an as needed basis.

Option 2: Address Specific Needs

The CCRD could put in place a policy where a Director could come forward with a request for assistance and have a tablet purchased for their use. The tablet would remain the property of the CCRD and be required to be returned at the end of the term. The cost associated with this option ranges from \$2-10,000 depending on how many Directors utilize the program.

Option 3: Integrate as part of onboarding

This option would be referred to Administration for inclusion in the *CCRD Board Remuneration and Expense Bylaw No. 495, 2020* update that is planned for later this year. This option has two sub options: provide tablets or funding. With an election happening later this year and a new Board undergoing onboarding and training, the provision of technology or funding could be provided as part of the onboarding process. This could either be the supplying of a tablet at the beginning of the term or a one time \$2,000 payment for the Director to buy whatever technology is required to support their work for the duration of their term. The cost associated with this option is \$10,000.

Option 4: Status Quo

The CCRD could take no action. The technology needs of each Director would remain their responsibility.

Recommended: Option 3 with specific needs addressed

It is recommended that any critical challenges a Director is facing to conduct the business of the CCRD be addressed. As such, it is recommended that if a Director is unable to attend meeting or conduct the necessary business required of an elected official that a tablet be provided. With up to \$2000 be made available for its purchase, and to include the appropriate accessories and software.

The challenges of conducting CCRD business, attending meetings and receiving the agenda in a timely, organized and secure manner remain. We are unable to know the challenges of future Board members, until after the election. As such, it is recommended that every 4 years a new Board is provided a tablet and the appropriate accessories in order to conduct their work. This would cost \$10,000 every 4 years. As these items are not included in the current budget, Administration would be directed to include the matter in the draft of the *CCRD Board Remuneration and Expense Bylaw No. 495, 2020* update and inclusion in the 2023 budget. This would mean the new Board would be receiving their tablets a few months into their term and future Boards at the inaugural meeting.

Policy, Bylaw or Legislation

CCRD Board Remuneration and Expense Bylaw No. 495, 2020

Financial/Budgetary Implications

Option 1: Obtain Inventory

\$8,000 - \$10,000 of the contingency budget will be reallocated to the capital works budget in 2022.

Option 2: Address Specific Needs

\$2,000 - \$10,000 of the contingency budget will be reallocated to the capital works budget in 2022.

Option 3: Integrate as part of onboarding

\$10,000 capital works expense will be incorporated to the general operations budget in 2023.

Option 4: Status Quo

None.

Time Requirements – Staff and Elected Officials

The time required for Staff to procure the equipment and set it up. Elected officials would need to devote time to learning the equipment.

Submitted by:



Curtis Slingerland, CAO