



To: Board of Directors
From: Curtis Slingerland, Chief Administrative Officer
Meeting Date: May 12, 2022
Subject: UBCM Meeting Request Policy

Recommendation

THAT the policy titled UBCM Meeting Request Policy be adopted.

Background

Each year Board Directors request meetings with provincial government ministers, members of the official opposition and staff of crown corporations at the annual Union of British Columbian Municipalities (UBCM) convention. When Directors attend meetings, along with the Chair and staff, the provincial counterpart understands that the delegation is participating on behalf of the entire Board, not simply representing one Directors' concern or topic of interest.

A policy to administer the receipt, deliberation and ultimate approval of meeting requests is recommended.

Discussion

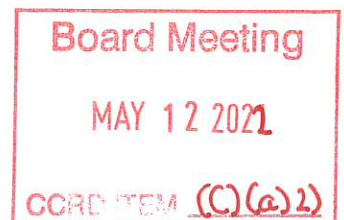
Administration is recommending that the Board adopt a policy which provides a consistent approach for submission of topics for Ministerial meetings to ensure all Directors understand what information will be presented at the UBCM meetings and to ensure the request is as clear and succinct as possible to increase the likelihood of successfully securing the desired meeting. The proposed policy and request forms attached to this report provide an opportunity for Directors to communicate their requests to the Board with background information on their requests. All meeting requests are required to be submitted to UBCM by June 30th each year. Administration will distribute the form attached to the policy annually at the April Regular Board meeting to the Directors. Directors are to submit their request forms to the person responsible for Corporate Administration 10 days prior to the Regular Board meeting in May and/or June of each year for inclusion on the agenda.

This policy presents the Board with an opportunity to reflect, research, review and deliberate the meeting requests and proposed resolutions in detail prior to the submission.

The topics raised at the UBCM meetings may have implications on various areas of the region, the issues and proposed solutions should be clear to all Board Directors prior to the Board demonstrating support for the meeting request or resolution. Staff will use the form to complete the meeting request and draft briefing notes for meetings accepted by the ministries.

Financial Implications

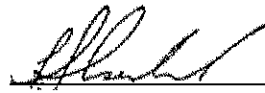
There are no financial implications or impacts for this administrative procedure.



Alternative Options

1. Abandon the policy.
2. Amend the policy.

Respectfully Submitted by:



Curtis Slingerland, Chief Administrative Officer



E-2 UBCM Meeting Requests Policy

Purpose: To ensure that the Central Coast Regional District (CCRD) Board has adequate time to review and deliberate Union of British Columbian Municipalities (UBCM) meeting requests.

Scope: This policy applies to CCRD Board of Directors.

Policy Statement: To ensure The Central Coast Regional District Board has adequate time and information to appropriately review, deliberate and endorse meeting requests submitted UBCM.

Policy: To ensure that the Central Coast Regional District (CCRD) Board has adequate time to review and deliberate UBCM meeting requests.

Directors who wish to submit a meeting request must complete the form found as Schedule "A" to this policy. The form will then be approved by the Board to ensure the issue, information and proposed solutions of the request reflect the view point of the Board as a whole. As the topics raised at UBCM meetings may have implications on various areas of the region, the issues and proposed solutions should be clear to all Directors prior to the Board demonstrating support for the request.

Staff will distribute the form annually at the April Regular Board Meeting. Forms are to be submitted to the person in charge of Corporate Administration by no later than 10 days before the Regular Board Meeting in June.



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Schedule A: UBCM Meeting Request Form

Directors Name:	
Issue / Situation:	
Brief Summary of the Request:	
Brief Summary of the Proposed Solution:	
To your knowledge, has this issue been raised by the CCRD in the past? If so, how is this request different?	