



REQUEST FOR DECISION

To: Board of Directors, CCRD

From: Courtney Kirk, CAO

Meeting Date: July 9, 2020

Subject: Special Meeting late July authorization request

Recommendation:

THAT the Board of Directors of the Central Coast Regional District authorize a Special Meeting to take place over two days on July __ & __ 2020 at __ am via electronic means to consider amending the CCRD 2019-2022 Strategic Plan in light of new organizational challenges in response to COVID-19 and new board resolved projects and initiatives since the plan was adopted;

AND THAT the Board will further review and consider the status of the Hagensborg Water infrastructure project and service conversion initiative, status of the CCRD/Nuxalk Nation/EMBC MOU processes and financial contributions; strategic preparation for participation in UBCM 2020; and review of the CCRD 2019 Annual Report during the Special Meeting; and any further items of relevance in anticipation of board consideration of a CCRD budget amendment contemplated for September 2020;

AND THAT any closed (in-camera) meeting matters which would normally be considered during the July 9, 2020 regular meeting are tabled to the July Special Meeting;

AND THAT the Board of Directors of the Central Coast Regional District authorize director remuneration for each attending director at the rate of \$250 per day for two days of special meeting.

Issue/Background Summary:

As per CCRD's COVID-19 Business Continuity and Services Restoration Plan organizational challenges and service modifications have arisen in the face of COVID-19. Further, new projects and initiative have been resolved by the Board since the adoption of the CCRD 2019-2022 Strategic Plan in the spring of 2019.

Administration is in need of Board approved guidance of current strategic priorities to better streamline and manage burgeoning work load through the remainder of 2020 and

2021. Further, Administration requires strategic priority guidance to help inform a potential budget amendment in the fall of 2020 as well as budget preparation for 2021 currently underway.

Policy, Bylaw or Legislation:

Bylaw No. 494 Board Meeting Procedures Bylaw
Bylaw No. 495 Board Remuneration and Expenses Bylaw

Community Charter s.127

Notice of council meetings

127 (3) The notice under subsection (2) must include the date, time and place of the meeting, describe in general terms the purpose of meeting and be signed by the mayor or the corporate officer

Financial/Budgetary Implications:

The requested Special Meeting would require 2 days of director time (meeting time plus preparation time) at a proposed cost of \$250/day/attending director for a total cost of \$2500. The meeting would take place by electronic means negating additional travel costs. Administrative time would be considerable in preparation for the proposed meeting but cost neutral with respect to the existing budget.

Time Requirements – Staff and Elected Officials:

As noted, it is anticipated that elected official time for the special meeting would be sequestered to two days (not including time in discussion with constituents/Administration leading up to the meeting). Significant staff time is required to prepare materials for an effective meeting.

Options to Consider:

1. As recommended
2. A reduced or expanded Special Meeting (i.e. 1 day or 3 days)
3. No Special Meeting, all proposed agenda items moved to the September regular meeting

Submitted by: _____
Courtney Kirk, Chief Administrative Officer