

CENTRAL COAST REGIONAL DISTRICT POLICIES

E-1 - Committee/Commission Reporting Requirements

Preamble: The Central Coast Regional District (CCRD) Board of Directors is ultimately responsible to constituents and to senior governments through legislation. Under the *Local Government Act*, the Board of Directors has the authority to delegate responsibilities to Board appointed committees and commissions. Delegated authorities can assist the Regional District to administer and operate a service. Accountabilities for delegations require regular reporting by any Committees and Commissions of the Regional District, and these should be clearly defined.

Policy: In order to ensure that the Board of Directors is kept informed regarding the activities of various Committees and Commissions, reporting requirements are hereby established. Committees and commissions of the Regional District are expected to report back on all planning, budgeting recommendations, and expenditures based on Board approved budgets and operational decisions.

Committees and commissions are responsible for putting forward recommendations and action plans to the Board of Directors of the Regional District for approval.

Committee and commission approved meeting minutes will be submitted to the CCRD Board at the next regular meeting for approval. Requests or resolutions requiring Board action can be submitted for Board approval outside of approved minute submissions. The minutes of all proceedings of any meeting of a committee or commission of the Regional District shall be legibly recorded, certified, and signed as correct by the committee/commission secretary and Chair (or other presiding member) of the committee/commission, and then submitted to the CCRD for filing.

To ensure reporting requirements are met by committees of the Regional District, details of this policy will be provided to all Committee and Commission members upon their appointment. Responsibilities delegated to a commission by the board will be established by bylaw.

In the event that the Committee/Commission is temporarily inactive, or that no business has taken place since the previous reporting period, the CCRD Director responsible to represent the function, or the Committee/Commission Chair (if present), may provide verbal update to the CAO for inclusion in the next regular Board of Directors meeting package.

Private organizations or societies that may have representation by a member of the CCRD Board of Directors are exempted from this policy, however, the director representing the CCRD to such organization or society shall provide updates to the remainder of the Board of Directors in accordance with this policy.

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Date: May 20, 1994
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