



## CORPORATE REPORT

To: Fraser Valley Regional District Board  
From: Paul Gipps, Chief Administrative Officer

Date: 2018-01-24

**Subject: Board Addenda Items and Deadlines**

---

### **INTENT**

This report is intended to advise the Fraser Valley Regional District Board of information pertaining to staff deadlines for Board and Committee addenda items. Staff is not looking for a recommendation and has forwarded this information should members want more clarification to discuss the item further.

### **BACKGROUND**

During a recent discussion at the Regional and Corporate Services Committee, it was noted that the number of addenda items coming to Board and Committee have been increasing recently. This poses a challenge for Directors to fully prepare for the last minute items before making a decision. Part of Staff's challenge with the increasing number of addenda items is directly related to the increasing activity at the Regional District and the number of Board meetings that are available. Unlike a Municipal Council, the Regional Board only meets once per month, and deferring decisions for over 30 days or more could significantly impact our service levels to our communities.

### **DISCUSSION**

To continue to serve our communities and better manage the addenda's coming to both Board and Committees, staff are suggesting the following changes and protocols:

- i) For items related to the Electoral Area Director decisions that are time sensitive, any addenda provided, both electronically and on table, will be clearly identified for "Electoral Directors Only", reducing the need for the entire board to be fully conversant on the topic.

This will be the same for any time sensitive matters that are for sub-regional or specific participant voting as well.

- ii) For all other addenda items submitted, Staff will more stringently assess the time sensitivity of each matter and only issue an addenda to the full Board for items that require an immediate decision. For items of less urgency, Staff will consider a special vote, which will allow more time for the Directors to consider the information before voting.

**COST**

None.

**COMMENT BY:**

**Mike Veenbaas, Director of Financial Services**

No further financial comments.