



## STAFF REPORT

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**DATE:** October 25, 2023 **FILE:** 0360-20

**TO:** Chair and Directors,  
Regional Board

**FROM:** Dave Leitch  
Chief Administrative Officer

**RE:** CALENDAR OF BOARD AND COMMITTEE MEETINGS FOR 2024

### **PURPOSE/PROBLEM**

To consider alternative schedules for holding meetings of the Regional District Board in 2024.

### **EXECUTIVE SUMMARY**

The Board's procedure bylaw requires that the calendar of Board meetings for the following year be presented for approval at the inaugural meeting each November. Now that directors who were elected in 2022 have more experience with the timing, frequency and workload associated with Board and committee meetings, it is appropriate to offer some alternative schedules that may better align with director preferences. Attached to this report are 3 options for consideration by the Board and each is briefly described below.

Option A – move to a system of meetings whereby the Board would only meet once a month with most committees meeting on a separate day (or days). Although it is anticipated that Board meeting agendas would be longer than at present, one advantage is that directors would not be required to review multiple meeting agendas (Board and committees) over a single weekend.

Option B – maintain the same calendar of meetings as previous years, essentially 2 Board meetings per month (except for summer months and December) with committee meetings occurring on the same day as Board meetings.

Option C – committee meetings held on 2 separate days each month and Regional Board meetings held on a separate day from all committee meetings.

The alternatives presented in this report have been prepared for the Board's consideration with the intent of avoiding conflict with the meeting schedules of affiliated organizations (UBCM, FCM, AVICC), member municipalities and the joint Comox-Strathcona boards (hospital and solid waste), as well as recognizing the time requirements for bringing items forward to the Board from its various committees and commissions. In addition, the challenges associated with travel by directors who reside in locations that are relatively remote from Campbell River are factors that have been considered when developing these schedules.

It should also be noted that some committees are not anticipated to meet on a regular basis in 2024 (eg. Committee of the Whole, Natural Resources Committee) but are held as necessary for budget workshops, strategic planning sessions or to consider other matters requiring more extensive deliberation by directors.

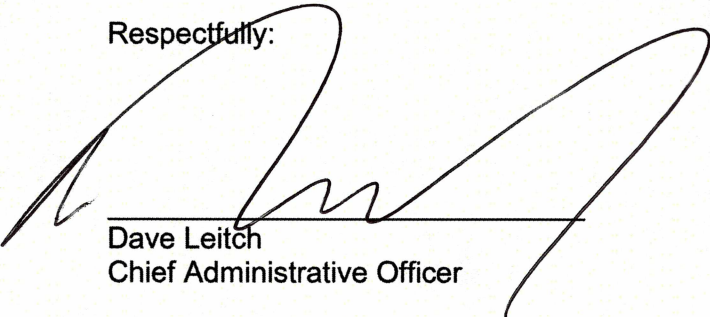
Once the Board has decided on its meeting calendar for 2024, the various committees and other bodies will be able to consider their own schedules for the year. In the event a change in

circumstances during the year requires amendment to the meeting calendar the Board does retain the authority to make those adjustments by resolution.

**RECOMMENDATIONS**

1. THAT the report from the Chief Administrative Officer be received.
2. THAT the Board's calendar of meetings for 2024 be approved based on Option \_\_ as outlined in the October 25, 2023 report from the Chief Administrative Officer.

Respectfully:

A large, stylized handwritten signature in black ink, appearing to read 'Dave Leitch', is written over a horizontal line.

Dave Leitch  
Chief Administrative Officer

***Prepared by: T. Yates, Corporate Services Manager***

Attachments: Alternative Board Meeting Calendars for 2024

**2024 MEETING CALENDAR (Option A – One Board Meeting per Month)**

<b>JANUARY</b>			
Wednesday	January 10	9:30 AM	Electoral Areas Services Committee (inaugural)
		12:30 PM	First Nations Relations Committee (inaugural)
		2:30 PM	Municipal Services Committee (inaugural)
Wednesday	January 24	10:30 AM	Strathcona Gardens Commission (inaugural)
		12:30 PM	Regional Board
<b>FEBRUARY</b>			
Wednesday	February 14	9:30 AM	Electoral Areas Services Committee
		12:30 PM	First Nations Relations Committee
		2:30 PM	Municipal Services Committee
Wednesday	February 28	10:30 AM	Strathcona Gardens Commission
		12:30 PM	Regional Board
<b>MARCH</b>			
Wednesday	March 13	9:30 AM	Electoral Areas Services Committee
		12:30 PM	First Nations Relations Committee
		2:30 PM	Municipal Services Committee
Wednesday	March 27	10:30 AM	Strathcona Gardens Commission
		12:30 PM	Regional Board
<b>APRIL</b>			
Wednesday	April 10	9:30 AM	Electoral Areas Services Committee
		12:30 PM	First Nations Relations Committee
		2:30 PM	Municipal Services Committee
Wednesday	April 24	10:30 AM	Strathcona Gardens Commission
		12:30 PM	Regional Board
<b>MAY</b>			
Wednesday	May 8	9:30 AM	Electoral Areas Services Committee
		12:30 PM	First Nations Relations Committee
		2:30 PM	Municipal Services Committee
Wednesday	May 22	10:30 AM	Strathcona Gardens Commission
		12:30 PM	Regional Board
<b>JUNE</b>			
Wednesday	June 12	9:30 AM	Electoral Areas Services Committee
		12:30 PM	First Nations Relations Committee
		2:30 PM	Municipal Services Committee
Wednesday	June 26	10:30 AM	Strathcona Gardens Commission
		12:30 PM	Regional Board
<b>JULY</b>			
Wednesday	July 10	9:30 AM	Electoral Areas Services Committee
		12:30 PM	First Nations Relations Committee
		2:30 PM	Municipal Services Committee
Wednesday	July 24	10:30 AM	Strathcona Gardens Commission
		12:30 PM	Regional Board
<b>AUGUST</b>			
Wednesday	August 7	9:30 AM	Electoral Areas Services Committee
		12:30 PM	First Nations Relations Committee
		2:30 PM	Municipal Services Committee
Wednesday	August 21	10:30 AM	Strathcona Gardens Commission
		12:30 PM	Regional Board
<b>SEPTEMBER</b>			
Wednesday	September 4	9:30 AM	Electoral Areas Services Committee
		12:30 PM	First Nations Relations Committee
		2:30 PM	Municipal Services Committee
Wednesday	September 25	10:30 AM	Strathcona Gardens Commission
		12:30 PM	Regional Board
<b>OCTOBER</b>			
Wednesday	October 9	9:30 AM	Electoral Areas Services Committee
		12:30 PM	First Nations Relations Committee
		2:30 PM	Municipal Services Committee
Wednesday	October 23	10:30 AM	Strathcona Gardens Commission
		12:30 PM	Regional Board
<b>NOVEMBER</b>			
Wednesday	November 6	9:30 AM	Electoral Areas Services Committee
		12:30 PM	First Nations Relations Committee
		2:30 PM	Municipal Services Committee
Wednesday	November 20	10:30 AM	Strathcona Gardens Commission
		12:30 PM	Regional Board
<b>DECEMBER</b>			
Wednesday	December 11	11:00 AM	Regional Board

**2024 MEETING CALENDAR (Option B – Two Board Meetings per Month)**

<b>JANUARY</b>			
Wednesday	January 10	9:30 AM	Electoral Areas Services Committee (inaugural)
		12:30 PM	Regional Board
		3:00 PM	Strathcona Gardens Commission (inaugural)
Wednesday	January 24	9:30 AM	First Nations Relations Committee (inaugural)
		10:30 AM	Municipal Services Committee (inaugural)
		12:30 PM	Regional Board
<b>FEBRUARY</b>			
Wednesday	February 14	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Regional Board
		3:00 PM	Strathcona Gardens Commission
Wednesday	February 28	9:30 AM	First Nations Relations Committee
		10:30 AM	Municipal Services Committee
		12:30 PM	Regional Board
<b>MARCH</b>			
Wednesday	March 13	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Regional Board
		3:00 PM	Strathcona Gardens Commission
Wednesday	March 27	9:30 AM	First Nations Relations Committee
		10:30 AM	Municipal Services Committee
		12:30 PM	Regional Board
<b>APRIL</b>			
Wednesday	April 10	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Regional Board
		3:00 PM	Strathcona Gardens Commission
Wednesday	April 24	9:30 AM	First Nations Relations Committee
		10:30 AM	Municipal Services Committee
		12:30 PM	Regional Board
<b>MAY</b>			
Wednesday	May 8	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Regional Board
		3:00 PM	Strathcona Gardens Commission
Wednesday	May 22	9:30 AM	First Nations Relations Committee
		10:30 AM	Municipal Services Committee
		12:30 PM	Regional Board
<b>JUNE</b>			
Wednesday	June 12	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Regional Board
		3:00 PM	Strathcona Gardens Commission
Wednesday	June 26	9:30 AM	First Nations Relations Committee
		10:30 AM	Municipal Services Committee
		12:30 PM	Regional Board
<b>JULY</b>			
Wednesday	July 17	10:30 AM	Electoral Areas Services Committee
		12:30 PM	Regional Board
		3:30 PM	Strathcona Gardens Commission
<b>AUGUST</b>			
Wednesday	August 14	10:30 AM	Electoral Areas Services Committee
		12:30 PM	Regional Board
		3:30 PM	Strathcona Gardens Commission
<b>SEPTEMBER</b>			
Wednesday	September 11	10:30 AM	Electoral Areas Services Committee
		12:30 PM	Regional Board
		3:30 PM	Strathcona Gardens Commission
<b>OCTOBER</b>			
Wednesday	October 9	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Regional Board
		3:00 PM	Strathcona Gardens Commission
Wednesday	October 23	9:30 AM	First Nations Relations Committee
		10:30 AM	Municipal Services Committee
		12:30 PM	Regional Board
<b>NOVEMBER</b>			
Wednesday	November 6	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Regional Board
		3:00 PM	Strathcona Gardens Commission
Wednesday	November 20	9:30 AM	First Nations Relations Committee
		10:30 AM	Municipal Services Committee
		12:30 PM	Regional Board
<b>DECEMBER</b>			
Wednesday	December 11	11:00 AM	Regional Board

**2024 MEETING CALENDAR (Option C – One Board Meeting per Month)**

<b>JANUARY</b>			
Wednesday	January 10	9:30 AM	Electoral Areas Services Committee (inaugural)
		12:30 PM	Strathcona Gardens Commission (inaugural)
Wednesday	January 17	10:30 AM	First Nations Relations Committee (inaugural)
		12:30 PM	Municipal Services Committee (inaugural)
Wednesday	January 24	10:30 AM	Regional Board
<b>FEBRUARY</b>			
Wednesday	February 14	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Strathcona Gardens Commission
Wednesday	February 21	10:30 AM	First Nations Relations Committee
		12:30 PM	Municipal Services Committee
Wednesday	February 28	10:30 AM	Regional Board
<b>MARCH</b>			
Wednesday	March 13	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Strathcona Gardens Commission
Wednesday	March 20	10:30 AM	First Nations Relations Committee
		12:30 PM	Municipal Services Committee
Wednesday	March 27	10:30 AM	Regional Board
<b>APRIL</b>			
Wednesday	April 10	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Strathcona Gardens Commission
Wednesday	April 17	10:30 AM	First Nations Relations Committee
		12:30 PM	Municipal Services Committee
Wednesday	April 24	10:30 AM	Regional Board
<b>MAY</b>			
Wednesday	May 8	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Strathcona Gardens Commission
Wednesday	May 15	10:30 AM	First Nations Relations Committee
		12:30 PM	Municipal Services Committee
Wednesday	May 22	10:30 AM	Regional Board
<b>JUNE</b>			
Wednesday	June 12	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Strathcona Gardens Commission
Wednesday	June 19	10:30 AM	First Nations Relations Committee
		12:30 PM	Municipal Services Committee
Wednesday	June 26	10:30 AM	Regional Board
<b>JULY</b>			
Wednesday	July 10	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Strathcona Gardens Commission
Wednesday	July 17	10:30 AM	First Nations Relations Committee
		12:30 PM	Municipal Services Committee
Wednesday	July 24	10:30 AM	Regional Board
<b>AUGUST</b>			
Wednesday	August 7	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Strathcona Gardens Commission
Wednesday	August 14	10:30 AM	First Nations Relations Committee
		12:30 PM	Municipal Services Committee
Wednesday	August 21	10:30 AM	Regional Board
<b>SEPTEMBER</b>			
Wednesday	September 4	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Strathcona Gardens Commission
Wednesday	September 11	10:30 AM	First Nations Relations Committee
		12:30 PM	Municipal Services Committee
Wednesday	September 25	10:30 AM	Regional Board
<b>OCTOBER</b>			
Wednesday	October 9	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Strathcona Gardens Commission
Wednesday	October 16	10:30 AM	First Nations Relations Committee
		12:30 PM	Municipal Services Committee
Wednesday	October 23	10:30 AM	Regional Board
<b>NOVEMBER</b>			
Wednesday	November 6	9:30 AM	Electoral Areas Services Committee
		12:30 PM	Strathcona Gardens Commission
Wednesday	November 13	10:30 AM	First Nations Relations Committee
		12:30 PM	Municipal Services Committee
Wednesday	November 20	10:30 AM	Regional Board
<b>DECEMBER</b>			
Wednesday	December 11	11:00 AM	Regional Board