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REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, DECEMBER 11, 2024

SUBJECT 2025 Schedule of Regular Board Meetings

ISSUE SUMMARY

To provide notice of the 2025 meeting schedule for the Capital Regional District Board and communicate changes to standing committees.

BACKGROUND

In accordance with Bylaw 3828, "Capital Regional District Board Procedure Bylaw", regular meetings of the Capital Regional District (CRD) Board shall be held at the CRD Boardroom on the second Wednesday of the month commencing at 1:00 pm unless otherwise determined by a resolution of the Board.

At the November 13, 2024 Capital Regional District (CRD) Board meeting, elections were held and Cliff McNeil-Smith was elected CRD Board Chair for 2025. The Chair is responsible for the establishment and appointment of members to board standing committees. A survey of Directors' committee preferences was conducted in November and included a question on moving the Board meetings to start earlier, at 11:00 am on the second Wednesday of the month.

There was strong support as the time change could allow greater participation by Directors who sometimes need to leave in the late afternoon and could allow more time for deliberation of closed meeting matters while ensuring quorum. The Board would take a 30-minute recess for lunch at a natural break in the agenda, between 12 noon and 1 pm at the call of the Chair, and a 10-minute recess for a break at approximately 2:30 pm.

ALTERNATIVES

Alternative 1

1. That the regular meetings for the Capital Regional District Board be scheduled in 2025 on the second Wednesday of each month as follows: January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13 (at the call of the Chair), September 10, October 8, November 12 (inaugural), December 10.
2. That the regular meetings of the Capital Regional District Board be scheduled in 2025 to commence at 11:00 am.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Service Delivery Implications

The CRD Board meeting is regularly preceded by meetings of the Capital Region Housing Corporation and Capital Regional Hospital District Board. The recommendation of an earlier

meeting time will impact both of these Board meetings as well.

The 2025 meeting schedule will be revised to accommodate the earlier meeting time for the CRD Board at 11:00 am and Electoral Areas Committee at 9:30 am on the second Wednesday of the month. In addition, the Regional Water Supply Commission will be moving to 1:30 pm on the third Wednesday of the month in the Figgard Street Boardroom. A redlined copy showing the changes to the 2025 Boards and Standing Committees schedule is attached in Appendix A.

Financial Implications

Changing the start time of Board meetings to 11:00 am would have minor financial implications. For any meeting that extends past 4:30 pm, CUPE staff that support the meeting are entitled to overtime pay under the collective agreement. On an annual basis, this results in approximately 36 hours of overtime wages, or time off in lieu. These job roles are designed to accommodate working additional hours on meeting days and while staff are happy to continue doing so, changing to an earlier start time could create a positive budget variance by reducing the accrual of overtime wages. That said, the impact would be offset by additional catering costs to provide lunch for Directors to accommodate the short 30-minute lunch break. Currently lunch is provided on days that Directors are expected to attend both morning and afternoon meetings, which is approximately 50% of the meetings days. Providing lunch on every Board meeting day would increase costs by approximately \$2,500 annually. Ultimately the impact is quite minor and could be accommodated within the approved 2025 provisional budget.

CONCLUSION

In accordance with Bylaw 3828, “Capital Regional District Board Procedure Bylaw”, regular meetings of the Capital Regional District (CRD) Board shall be held at the CRD Boardroom on the second Wednesday of the month commencing at 1:00 pm unless otherwise determined by a resolution of the Board. The 2025 meeting schedule will be revised to accommodate the earlier meeting time for the CRD Board at 11:00 am and Electoral Areas Committee at 9:30 am on the second Wednesday of the month. A redlined copy showing the changes to the 2025 Boards and Standing Committees schedule is attached in Appendix A.

RECOMMENDATION

1. That the regular meetings for the Capital Regional District Board be scheduled in 2025 on the second Wednesday of each month as follows: January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13 (at the call of the Chair), September 10, October 8, November 12 (inaugural), December 10.
2. That the regular meetings of the Capital Regional District Board be scheduled in 2025 to commence at 11:00 am.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: 2025 Boards and Standing Committees Schedule – Revised (Redlined)