

APPENDIX A: Board Highlights Concept

Purpose and Audience

The purpose of a Board Highlights report would be to provide balanced and objective information about decisions made by the CRD Board in a format that is concise and timely.

The primary audience would be people living within the capital region who are interested in understanding more about the CRD decision process and regional outcomes.

Format

Each summary report would feature:

- a selection of items received and/or approved by the CRD Board with links to relevant staff reports
- links to the webcast and agenda package for full meeting context and details
- disclaimer (see below)
- date of next scheduled Board meeting

Each item would link to related staff reports to ensure the public has easy access to the same information the Board considers when making a decision. Additional links to a media release or project web page may also be added if available for further background and context.

The following disclaimer would be included to advise the audience that this is for information only and does not form the official comprehensive record of the meeting.

Disclaimer: The Board Highlights report provides a brief summary of items from each Board meeting. The summary is not inclusive of all agenda items. Please refer to [CRD website](#) for the full agenda, minutes and webcast.

Items

Items would be selected each month in consultation with the Board Chair and CAO with a focus on reporting on final decisions or outcomes, within the following parameters:

- Board priorities and initiatives
- Regional or organizational impact
- Strategic Plans approval by Boards
- Public consultation or electoral assent required
- Priority Reporting (e.g. Quarterly Priorities dashboards) and Annual Reports (including financial)
- Significant media coverage and/or public discussion

Outcomes/Measures

Staff recommend an e-newsletter format, in addition to posting the information on the web, which would give readers the ability to easily share and drive up subscriptions. It would also give staff the ability to quickly measure the number of subscribers and the number of visits to related webpages for each item.