



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-090

From: Tyra Henderson, Corporate Officer

Date: October 13, 2020

**Subject: Proposed 2021 Board Meeting Schedule**

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## **RECOMMENDATION #1: [Corporate Unweighted]**

That the Regional Board approve the 2021 Board Meeting Schedule as presented.

## **RECOMMENDATION #2: [Corporate Unweighted]**

That the Regional Board host an Interprovincial Meeting on April 21, 2021, with the format to be determined based on COVID-19 related measures.

## **BACKGROUND/RATIONALE:**

The attached 2021 Board Meeting Schedule has been prepared to provide advance notice of Board meetings in the coming year. Consideration was given to annual conferences such as UBCM, FCM, BC Natural Resources Forum, and others, though not all conflicts were avoided. Alternate Directors may be called to attend meetings in place of Directors in the case of conflicting schedules.

Board Meetings are scheduled on the second and fourth Thursday of the month whenever possible, with longer periods between some meetings due to statutory holidays, conferences, etc. One meeting per month is proposed for the months of June to September.

Although Board Meetings have historically been scheduled to be held in Fort St. John each quarter, all meetings were relocated to the PRRD Boardroom in Dawson Creek in 2020 to accommodate COVID-19 safety measures and related technological requirements. As the PRRD Boardroom in Dawson Creek is equipped to accommodate virtual presentations and has physical distancing safeguards in place, it is proposed that quarterly meetings resume in Fort St. John in June 2021.

Committee of the Whole meetings are typically held in conjunction with the second Board meeting of each month; or scheduled as and when required.

One additional meeting is proposed for February, (Wednesday, February 17) as a Special Budget Meeting.

One additional meeting is proposed in April to host colleagues from Alberta, as a Special (Interprovincial) Meeting on Wednesday, April 21<sup>st</sup>.

UBCM is scheduled for September 13-17 in 2021.

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Partnerships
- ☒ Inter-provincial collaboration with Alberta local governments

**FINANCIAL CONSIDERATION(S):**

Board Meeting expenses (venue rental and meal catering) are allocated in the annual Financial Plan. The annual budget in 2020 was \$54,750. As of September 22, 2020, \$7,744 had been spent.

**COMMUNICATIONS CONSIDERATION(S):**

In compliance with Board Procedure Bylaw No. 2200, 2015, the Board Meeting schedule will be posted on PRRD Notice Boards, advertised in local media, posted to the PRRD web page, and distributed to stakeholders as appropriate.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Draft 2021 Board Meeting Schedule