



# BOARD REPORT

**TO:** Chair and Directors

**File No:** 0540 30 03

**SUBJECT:** Municipal Directors' Committee

**DESCRIPTION:** Report from Jennifer Sham, Assistant Deputy Corporate Officer, dated September 6, 2019.

**RECOMMENDATION #1:** THAT: the Board approve the establishment of the Municipal Directors' Committee this 19<sup>th</sup> day of September, 2019.

**RECOMMENDATION #2:** THAT: the Board endorse the Municipal Directors' Committee Terms of Reference this 19<sup>th</sup> day of September, 2019.

## SHORT SUMMARY:

The Municipal Directors would like to establish a formal staff supported committee, the Municipal Directors' Committee (MDC), similar to the Electoral Area Directors' (EAD) Committee. The purpose of the meetings would be to discuss region wide issues that affect the member municipalities.

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## VOTING:

Unweighted  
Corporate



LGA Part 14  
(Unweighted)



Weighted  
Corporate



Stakeholder  
(Weighted)



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## POLICY:

Mileage Policy F-7

Travel and Expense Reimbursement Policy F-14

Procedures Bylaw No. 5648, as amended (Bylaw No. 5648)

Director Remuneration Bylaw No. 5786 (Bylaw No. 5786)

## FINANCIAL:

MDC meetings would be considered a regularly scheduled meeting under Bylaw No. 5786. The per meeting rate for Municipal Directors attendance at regularly scheduled meetings is \$215.

## KEY ISSUES/CONCEPTS:

The mandate of the MDC is to provide advice and recommendations to the Board concerning matters such as the Highway 1 (Trans-Canada Highway) Corridor. The Purpose and Mandate for the Committee is further described in the Terms of Reference.

Similar to other committee meetings such as the EAD Committee, the MDC meetings must adhere to the established procedures in Bylaw No. 5648.

The MDC will meet as required, up to four (4) times a year.

In the event there are no agenda items by the established deadline, the MDC meeting will be cancelled with notice on the CSR website.

**IMPLEMENTATION:**

If approved, a housekeeping amendment to Bylaw No. 5786, to include references to the MDC will be required. Staff will attend the MDC meetings as administrative support. Staff will include the MDC schedule in the proposed 2020 Board and Committee Meeting Schedule.

The inaugural meeting of the MDC is proposed to be on Wednesday, October 16, 2019.

**COMMUNICATIONS:**

MDC meeting agendas and minutes will be posted on the CSRD website. Notice of meetings will be posted to the bulletin board at the CSRD office.

**DESIRED OUTCOMES:**

That the Board endorse the staff recommendations, based upon the interest of the Municipal Directors.

**BOARD'S OPTIONS:**

1. *Endorse the Recommendation(s).*
2. *Deny the Recommendation(s).*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

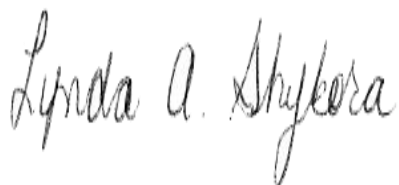
**Report Approval Details**

Document Title:	2019-09-19_Board_CA_Municipal_Directors_Committee.docx
Attachments:	<ul style="list-style-type: none"><li>- Terms_of_Reference_MDC.pdf</li><li>- BL5648 Board and Committee Procedures Consolidated 5734 and 5739.pdf</li><li>- BL5786 Director Remuneration Bylaw.pdf</li><li>- F-07 Mileage Policy.pdf</li><li>- F-14 Travel and Expense Reimbursement.pdf</li></ul>
Final Approval Date:	Sep 10, 2019

This report and all of its attachments were approved and signed as outlined below:

**No Signature - Task assigned to Jodi Pierce was completed by assistant Sheena Haines**

Jodi Pierce



Lynda Shykora



Charles Hamilton