



BOARD REPORT

TO: Chair and Directors

SUBJECT: 2025 Board and Committee Calendar

DESCRIPTION: Report from Jennifer Sham, General Manager, Corporate Services (Corporate Officer), dated November 19, 2024.

RECOMMENDATION: THAT: the 2025 Board and Committee Calendar be approved, this 21st day of November, 2024.
Corporate Vote Unweighted Majority

SUMMARY:

Local governments are required to establish the following year’s Regular Board meetings by resolution and before December 31. After establishment, staff are required to give notice of meetings in all area newspapers and public posting areas. In addition to the Regular Board meetings, staff have included Committee of the Whole (COW), Electoral Area Directors’ Committee (EADC), Municipal Directors’ Committee (MDC), North Okanagan Columbia Shuswap Regional Hospital District (NOCSRHD), and Shuswap Emergency Program Executive Committee (SEPEC) on the calendar.

BACKGROUND:

Each year, the Board considers a proposed Board and Committee Calendar for the following year. In accordance with the Procedure Bylaw No. 5820, 2020 as amended, Regular Board meetings take place at the CSR D office on the third Thursday of each month, commencing at 9:30 AM unless otherwise posted. The December meeting is not the third Thursday of the month and has been proposed for Friday, December 12, 2025.

Number of Scheduled Meetings in 2025	
Board	12
COW	6
EADC	4
MDC	3
NOCSRHD	4
SEPEC	2

When drafting this calendar, staff considered the member municipalities usual Council Meetings schedule.

- Town of Golden meets on the first and third Tuesday of every month except July and August when they meet for one meeting on the second Tuesday.
- City of Revelstoke meets every second and fourth Tuesday of every month.
- District of Sicamous meets every second and fourth Wednesday of every month.

- City of Salmon Arm meets every second and fourth Monday of every month.

Staff recognize that the Board's time is valuable and that there is a preference to combine meetings; however, this past year has been challenging for staff to present accurate and robust information and meet report deadlines for back-to-back meetings. While the proposed calendar avoids back-to-back meetings, the number of meetings remain on average three per month.

POLICY:

[Local Government Act s.225](#)

[Community Charter s. 94](#)

[Procedure Bylaw No. 5820, 2020, as amended](#)

[Director Remuneration Bylaw No. 5786](#)

FINANCIAL:

Advertising costs are funded in the General Government (010) budget. Director compensation for meeting attendance is outlined in Bylaw No. 5786 and identified in the Five Year Financial Plans for both CSRD and NOCSRHD.

KEY ISSUES/CONCEPTS:

N/A

IMPLEMENTATION:

Corporate Services staff are responsible for meeting administration, communications, and statutory advertising on behalf of the Board.

COMMUNICATIONS:

If the Board approves the 2025 Board and Committee Calendar, staff will post the schedule to the public posting places and through social media. Directors, Alternate Directors and CSRD staff will be provided with a copy of the meeting schedule for reference. Notice of the 2025 Board and Committee Calendar will be advertised in all CSRD area newspapers (Salmon Arm Observer, Revelstoke Review, and Golden Star) before the end of December.

DESIRED OUTCOMES:

That the Board endorse the staff recommendation(s).

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:	2024-11-21_Board_CS_2025-Calendar.docx
Attachments:	- DRAFT 2025 CSRD Board and Committee Meeting Calendar.pdf
Final Approval Date:	Nov 19, 2024

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



John MacLean