

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

**FROM:** J. Zaffino, Chief Administrative Officer

**DATE:** November 7, 2024

**RE:** **Board of Directors Schedule of Meetings**

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**Administrative Recommendation:**

THAT the 2025 Regional District of Okanagan-Similkameen Board Schedule of Meetings, as provided in Schedule A of the November 7, 2024 report from the Corporate Officer, be approved.

**Purpose:**

To establish the 2025 meeting schedule in accordance with the Procedure Bylaw.

**Reference:**

*Local Government Act*  
RDOS Procedure Bylaw

**Background:**

In 2024 The Board of Directors chose to trial a modified meeting schedule, meeting every three weeks during the summer. This caused some confusion and resulted in a backload of items needing to be addressed. The newly proposed schedule is intended to alleviate this confusion and lessen the amount of items going to the fall meetings, leaving more time for Budget and Strategic Planning sessions.

**Analysis:**

The Regional District convenes meetings on the first and third Thursday of each month; however, on occasion, those dates have been adjusted due to conflicts with annual conventions or proximity to the holiday season.

The 2025 Local Government Leadership Academy (LGLA) forum for Electoral Area Directors is scheduled to take place February 6<sup>th</sup> and 7<sup>th</sup>, which conflicts with the first Thursday in February. Shifting the February meetings to the second and fourth Thursday would only allow 1 week between the second February meeting and the first meeting in March. Administration is recommending that the February meetings be adjusted to having only one meeting on the 2<sup>nd</sup> Thursday of the month.

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The 2025 Southern Interior Local Government Association (SILGA) forum is scheduled to take place April 29<sup>th</sup> – May 2<sup>nd</sup> which conflicts with the first Thursday of May. Administration is recommending that the May meetings be adjusted to the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month.

The 2025 Federation of Canadian Municipalities (FCM) convention is scheduled to take place May 29<sup>th</sup> – June 1<sup>st</sup> which conflicts with the first Thursday in June. However, in recent years only one director has attended the FCM conference in person and it was thought that Alternates would attend the Board meeting in the absence of any Director attending FCM.

The 2025 Union of British Columbia Municipalities (UBCM) convention is scheduled to take place September 22<sup>nd</sup> – 26<sup>th</sup>. There is no conflict with the Board meetings.

**Alternatives:**

1. THAT the 2025 Regional District of Okanagan-Similkameen Board Schedule of Meetings, as provided in Schedule B of the November 7, 2024 report from the Corporate Officer, be approved.
2. THAT the 2025 Regional District of Okanagan-Similkameen Board Schedule of Meetings, as provided in Schedule C of the November 7, 2024 report from the Corporate Officer, be approved.

**Communication Strategy:**

The annual schedule of regular Board meetings is posted on the Public Notice Posting Place at the RDOS Corporate Office at 101 Martin Street, Penticton, and advertised by January 15 of each year, in accordance with the public notice provisions set out in the Local Government Act. Meeting dates are also posted on the RDOS website.

**Respectfully submitted:**

*"Natalie Sime"*

N. Sime, Legislative Service Clerk

**Endorsed by:**

*"Christy Malden"*

C. Malden, Corporate Officer, Deputy CAO

Schedule A Monthly meetings in summer  
Schedule B Triweekly meetings in summer  
Schedule C 1<sup>st</sup> and 3<sup>rd</sup> Thursday all year