



BOARD APPOINTEE REPORTING ON EXTERNAL ORGANIZATIONS

Applicability: Board of Directors

Effective Date: December 14, 2022

PURPOSE:

Reporting on external Board appointment activities.

DEFINITION:

Board Appointee

A Director of the CVRD appointed by the Board.

Annual Report

A verbal synopsis of major activities and affairs of an external organization presented by the Board Appointee annually along accompanied by a written executive summary. The report could include major events, milestones, endeavours and/or contributions made by the external organization to the community at large that occurred in the previous year. Should there be more than one Board appointee, the appointees may wish to collaborate and present a joint report.

External Organization

An organization, other than a committee, commission or task force of the CVRD Board, to which a Director is appointed by the CVRD Board.

POLICY:

1. The CVRD Board is to receive all minutes of external organizations to which the CVRD Board appoints a representative. Open/public minutes should be forwarded to the Legislative Services Division by the Board Appointee and once received, the minutes will be placed in a Board information package (confidential minutes would be distributed confidentially to the Board).
2. Any recommendations from an external organization requiring action or approval for action by the CVRD Board must first considered by the CVRD Board. Details of these recommendations should be forward to the Legislative Services Division by the Board Appointee for inclusion in an upcoming CVRD Board meeting.
3. A Board Appointee will provide a written Annual Report at the earliest possible time summarizing the major activities of that external organization. The Annual Report will be placed on an upcoming Board Meeting agenda under Section 10 Directors Reports.
4. Any recommendations requiring action or approval for action by the CVRD Board must first be considered by the CVRD Board.

Approved by: Board
Approval date: December 14, 2022