

M E M O R A N D U M

TO: Chair and Directors, Cariboo Regional District Board

AND TO: Murray Daly, Chief Administrative Officer

FROM: Lore Schick, Deputy Corporate Officer/Executive Assistant

DATE: January 31, 2024

SUBJECT: Notice of NCLGA Board Representative Process for 2024

Each regional district is responsible for appointing a representative to the NCLGA Board, and any local government elected official from within the regional district boundaries may put their name forward to the regional district to be considered as the NCLGA regional representative, whether on the regional district board or not. The NCLGA also requests that each regional district appoint an alternate representative. The following is policy to guide the selection process:

- 1) *In the first week of February in each year, the CRD will send notification to all four municipal councils that interested individuals must submit their information to the CRD prior to March 1st, if they wish to be considered for appointment as the Cariboo Regional District representative to the NCLGA Executive. Notice will also be given to the CRD Board of Directors at its February meeting. Subsequent to this, all interested persons will be given an opportunity to speak to the Board in favour of their appointment, which will be decided upon prior to April 10th.*
- 2) *Preference will be given to elected officials who sit on the CRD Board in order to ensure a regional perspective that represents the views of all member municipalities as well as the Regional District and to ensure good communication linkages between all local government jurisdictions and the NCLGA. It is expected that the representative will report to the NCLGA Executive Committee on issues arising within the region and will report back through the Cariboo Regional District Board on NCLGA issues in order that all jurisdictions receive the information in a timely manner.*

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- 3) *If an elected official who does not sit on the CRD Board wishes to put their name forward as the regional representative, they must apply in writing by providing a biography that highlights their involvement and knowledge of areas across the Cariboo Regional District and advising how they will:*
- a) *Ensure that they will provide a report to the CRD Board after each meeting of the NCLGA Executive;*
 - b) *Educate themselves on items of interest from the region as a whole in order to bring forward those interests at NCLGA Executive meetings; and*
 - c) *Provide the views of each of the five local governments on matters under consideration by the NCLGA Executive.*
- 4) *If more than one elected official submits their name to be considered as the NCLGA regional representative, they will be provided with an opportunity to briefly address the Board in support of their appointment, prior to the Board's vote on the matter. The ensuing vote will be conducted by secret ballot. In the case of two elected officials having submitted their names, the elected official receiving the highest majority of votes from the members of the Board then present shall be declared as the Board's appointment to the NCLGA Executive. In the event of a tie vote, ballots will be redistributed and the vote will be taken again until one of the elected officials receives a clear majority of votes from the members of the Board then present.*

In the case where more than two elected officials have submitted their name for consideration, and no elected official receives a majority of votes, the elected official receiving the lowest number of votes will be removed from the ballot, ballots will be redistributed and the vote will be taken for the remaining elected officials. This process will continue until an elected official receives a clear majority of votes from the members of the Board then present.

Staff will be providing notice to all four municipalities in accordance with the above-noted policy. This is notification to the Board that interested individuals may submit their information to Lore Schick, Deputy Corporate Officer/Executive Assistant, **prior to March 1st**. Please indicate whether you are interested in being the main representative and/or the alternate representative. All information submitted will be compiled and distributed to the Board in March.

Respectfully Submitted,

Lore Schick
Deputy Corporate Officer/Executive Assistant

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