

Purpose

To delineate roles and responsibilities for various aspects of the Board's decision-making process.

Details

1. Board Resolutions

- To maximize the clarity of Board directions.

1.1 Resolution Components - resolution highlights:

- *Why* - the key results or outcomes that the Board is looking for.
- *Who* - who will take the lead responsibility and who will be involved prior to the Board's review.
- *When* - targets for the Board's involvement in the future.

- Responsibilities for resolution clarity:

- *Administrator* - for staff-prepared resolutions in reports.
- *Board Members* - for self-initiated resolutions to or during meeting.
- *Chairperson* - facilitate clarity, closure and/or deferral of resolutions during meeting.

1.2 Follow-Up Action List- resolution action highlights:

- Cumulative meeting list of action items.
- What, who and when.
- Distributed by Friday after the meeting to Board and staff.

- Responsibilities for the Follow-Up Action List:

- *Board Members* - review and take appropriate action.
- *Chairperson* - review and take appropriate action, and facilitate review at next Board meeting.
- *Administrator* - preparation and updating.

1.3 Request for Decision (Attachment 1) - background information:

- Understanding of Issue - background and desired outcomes.

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- Presentation of various options with an analysis.
- Recommendation along with implications to:
 - i. Board Goals - sustainability, building communities, decision-making and environmental protection.
 - ii. Organization - Board meetings and member time, staff time and expertise.
 - iii. Financial - available resources and future impacts.
- Responsibilities for Requests for Decision:
 - *Board* - review; approval of standard format and decisions.
 - *Chairperson* - facilitate decision-making during meeting.
 - *Administrator* - complete information from staff.

1.4 In-Camera Meetings

- In cases of uncertainty, the item will be put on the In-Camera agenda for the Board's direction.

Responsibilities for In-Camera Meetings:

- *Board* - approval of agenda.
 - *Chairperson* - input to agenda with Administrator.
 - *Administrator* - prepare agenda and material.
- ## 2. Board meetings
- To maximize the efficiency and effectiveness during Board meetings.
- ### 2.1 Strategic Discussions - for Board priority issues (not a review of business meeting items):
- To enhance understanding of the issue
 - To clarify expectations of the Board.
 - To explore options to deal with the issue.
- Responsibilities for strategic discussions:
 - *Board* - target dates for discussions in resolutions.
 - *Chairperson* - facilitate target date expectations.
 - *Administrator* - prepare necessary information.

3. Meeting agendas

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- To effectively and efficiently prepare Board meeting agendas.

3.1 Agenda Format - standardize flow of meeting components:

- Clarify action expected (working agenda).
- Ensure matters of importance are ordered appropriately.
- Responsibilities for agenda format:
 - *Board* - approval of agenda format.
 - *Chairperson* - facilitate flow of meeting.
 - *Administrator* - preparation of agenda format.

3.2 Agenda - complete list of meeting requirements:

- Linkage to Board priorities
- Relevant to Follow-Up Action List
- Referral of correspondence.
- Responsibilities for Agenda:
 - *Board* - submit items to agenda and approval of agenda at meeting.
 - *Chairperson* - review of agenda and correspondence with Administrator.
 - *Administrator* - prepare agenda and review with Chairperson Monday before Board meeting; distribute Wednesday to Board members.

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