



# BOARD Policy

Section:	Legislative Services	BRD-0340-50
Title:	Board Administration: Directors and Alternate Directors	032

## 1. PURPOSE

**1.1** The purpose of the Policy is to outline Board expectations surrounding certain administrative matters.

## 2. SCOPE

**2.1** This Policy applies to all Sunshine Coast Regional District (SCRD) directors and alternate directors.

## 3. DEFINITIONS

## 4. POLICY

**4.1** Member municipalities will be requested to convey the appointment of a new municipal director (or alternate) in writing to the Corporate Officer following the adoption of the relevant Council resolution, and prior to the new member actively taking part in SCRD meetings.

**4.2** Directors who are unable to attend a Board or Committee meeting will notify the Chief Administrative Officer and the Board of their impending absence and advise whether the Alternate Director will be in attendance.

**4.3** Alternate Directors will only attend In Camera meetings in the absence of the Director.

**4.4** Despite Section 4.3, the Board or Committee may authorize the attendance of an Alternate Director at an In Camera meeting by passing a resolution which includes the rationale for the approval.

**4.5** Alternate Directors will not be provided with corporate cell phones, other electronic devices.

**4.6** Alternate Directors will not have access to In Camera files except when acting in the absence of the Director.

## 5. EXCEPTIONS

## 6. AUTHORITY TO ACT

**6.1** Retained by the Board.

## 7. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	September 14, 2017	Resolution No.	259/17
Review Date:	July 28, 2022	Resolution No.	192/22 Rec. No. 5
Amendment Date:	June 8, 2023	Resolution No.	141/23 Rec. No. 4
Review Date:	July 11, 2024	Resolution No.	209/24 Rec. No. 10
Review Date:	June 26, 2025	Resolution No.	178/25 Rec. No. 2
Amendment Date:		Resolution No.	