



SAME DAY RECOMMENDATION(S)

Applicability: All CVRD

Effective Date: July 23, 2025

PURPOSE:

The Same Day Recommendations Policy outlines the conditions under which a committee may issue a recommendation to the Cowichan Valley Regional District (CVRD) Board of Directors on the same day as its meeting. Its purpose is to uphold the integrity of governance processes by ensuring adequate deliberation, transparency, and informed decision-making.

SCOPE:

The policy is applicable to all CVRD committees (select, standing, sub or special), and commissions.

POLICY:

1. Guiding Principles

- a. Same-day recommendations from a committee to the Board should be rare and reserved for exceptional, time-sensitive matters requiring urgent action. This practice must balance the need for responsiveness with the responsibility to maintain public trust and transparency.

2. Transparency and Public Engagement

- a. If a matter is time-sensitive and requires immediate Board action, it should be placed directly on the Board agenda. This approach signals to the public that a decision will be considered, supporting transparency and allowing for appropriate public review.
- b. Committee recommendations should generally appear on a subsequent Board agenda, giving time for public visibility and engagement at both levels.

3. Criteria for Same-Day Recommendations

Same-day recommendations from a committee to the Board may be permitted under the following conditions:

- a. Urgency: The matter is demonstrably time-sensitive and cannot be delayed.
- b. Committee Consensus: There is unanimous agreement among committee members on the urgency and substance of the recommendation.

4. Oversight and Discretion

The Chair of the Committee will confirm the urgency of any same-day recommendation. However, the Chair of the Board reserves the right to defer the item if the urgency is not sufficiently justified—ensuring that the public has had a fair opportunity to review and consider the issue before a final decision is made

Approved by: CVRD Board Approval date: July 23, 2025
