

Policy Title: CVRD Board of Director Orientation, Development and Training Policy		Policy Number: P50
Policy Category: Personnel		
Approval Date: August 31, 2010	Policy Owner: Deputy Chief Administrative Office	
Approved by: Board	File Reference: 0340-50	

Purpose

To guide ongoing Board of Director's orientation, development and training during Comox Valley Regional District (CVRD) elected officials' terms of office.

Policy

The following policy will serve as a guide to provide the Board of Directors with timely and relevant orientation, development and training opportunities to support the local government decision making role and responsibilities of the office held as a regional director on the Board of the CVRD.

1) First year of elected/appointed office

- Comox Valley elected officials forum
 - i) Guest speaker – regional governance
 - ii) Community leader session
 - iii) Orientation to CVRD structure, alternate directors, policies, procedures
 - iv) Overview of regional strategies and services
 - v) Facilities tour: water, wastewater (open invitation to all Comox Valley elected officials)
- CVRD Board
 - i) Orientation to the CVRD, including computer/device training
 - ii) Organizational structure; communication strategy; policies; finance; services
 - iii) Planning and development, media relations
 - iv) Strategic planning process and session
 - v) Review of Board policies
 - vi) conflicts of interest and responsible conduct
 - vii) Attendance at Local Government Leadership Academy – Newly and re-elected training
 - viii) Overview of CSWM, CSRHD, North Island 9-1-1 Corporation
 - ix) Comox Valley Emergency Program and emergency management training
 - x) Facilities tour: parks, recreation and cultural facilities tour (open invitation to all Comox Valley elected officials)
 - xi) Facilities tour: CSWM – waste management centre facilities
 - xii) Facilities tour: fire halls
- CVRD, Comox Strathcona Regional Hospital District (CSRHD) and CSWM Boards
 - i) Orientation – procedure bylaw, voting
 - ii) Financial planning orientation and service presentations

- 2) Second, third and fourth years of elected / appointed office
 - CVRD Board
 - i) Further orientation on key roles of a local government; structure, process
 - ii) Local Government Leadership Academy
- 3) Local government election year
 - Community public session to increase understanding of local governance roles and responsibilities 'title - 'Thinking of running for 'office'. Objective is to offer the public an opportunity to understand more about the governance role and responsibilities

Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping
October 26, 2022	DCLO	Housekeeping & grammatical