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| Subject: CVRD board of director orientation, development and training policy | |
| Category: Governance | Policy Reference: 530-00 |

Purpose

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

Background:**Incorporation**

The Comox Valley Regional District (CVRD) was established on February 15, 2008. Regional districts are a unique feature of the British Columbia local government system, and the CVRD, as with all regional districts, is a federation of municipalities and electoral areas. Regional districts provide a government for unincorporated (electoral) areas, a forum for inter-municipal cooperation and an organization upon which provincial mandates can be imposed, such as for regional waste management planning.

Three member municipalities and three electoral areas together form the CVRD, whose boundaries include an area of just over 1,725 square kilometres (666 square miles) and which serves a population of 58,824 according to the 2006 Census. The region's borders extend from Cook Creek in the south to the Oyster River in the north, west to Strathcona Park, and east to take in Denman and Hornby islands.

The Comox Valley Regional District is a federation of three electoral areas and three municipalities providing sustainable services for residents and visitors to the area. The members of the regional district work collaboratively on services for the benefit of the diverse urban and rural areas of the Comox Valley.

Governance

The CVRD has a board of ten directors, comprising electoral area directors who are elected directly by rural area voters and serve four-year terms, and municipal directors who are first elected to a municipal council and are then appointed by council to the regional district board. Annually, the board elects its chair who establishes committees to deal with issues such as land use planning, environmental management, water supply, etc.

Most matters, when dealt with at the board table, are voted on a one person-one vote basis, but there are certain issues that are voted on using a "weighted vote". The weighted vote is determined by population. Every municipality and electoral area is designated one vote for every 1,500 in population. No municipal director is permitted more than five votes, therefore the City of Courtenay has four representatives for a total of 17 votes, and the Town of Comox has two representatives for a total of ten votes on the board.

The regional district provides services such as preparation of overall plans for the region; assistance with official community plans; approval/inspection services to encourage and ensure compliance; awareness and education; water and air enhancement; solid and liquid waste management; impact assessment; encouragement of environmentally appropriate development; protective services such as 911, fire prevention/suppression, disaster response, search and rescue and animal control; recreation and culture, such as development and management of parks, greenways, recreation and exhibition facilities; public utilities and services such as water supply, public transit, street lighting; economic development: regional planning and encouragement of sustainable economic development; and advocacy, which is ensuring that provincial and federal governments understand regional needs and priorities.

Following the restructure of the Comox Strathcona Regional District (CSRD) to the CVRD and the Strathcona Regional District (SRD) in February 2008, three services that extend beyond the CVRD boundaries continue to be provided by the CVRD: Black Creek / Oyster Bay water, Black Creek / Oyster Bay fire protection and Comox Strathcona waste management (CSWM).

The CVRD board membership for these services expands to include:

- the director for Electoral Area ‘D’ (Oyster Bay – Buttle Lake) during discussions and decisions related to the Black Creek / Oyster Bay fire and water services and
- all of the directors from the SRD during discussions and decisions regarding CSWM matters. The board membership list for the CSWM is available at www.cswm.ca.

Policy

The following policy will serve as a guide to providing 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
 - December – Comox Valley elected officials forum
 - i) Guest speaker – regional governance
 - ii) Community leader session
 - December – CVRD board
 - i) Orientation to the CVRD: organization structure; communication strategy; policies; finance; services
 - January – CVRD board
 - i) Training - planning and development, media relations
 - January – Comox Valley elected officials forum
 - i) Orientation to CVRD structure, alternate directors, policies, procedures
 - ii) Computer training
 - iii) Overview of regional strategies and services
 - January to March – CVRD, Comox Strathcona Regional Hospital District (CSRHD) and CSWM boards
 - i) Orientation – procedure bylaw, voting
 - ii) Financial planning orientation and presentations
 - January to April – facilities tour: water, wastewater (open invitation to all Comox Valley elected officials)
 - February – CVRD directors
 - i) Local Government Leadership Academy – Newly and re-elected training
 - April – Advisory planning commission members

- i) Orientation, training
 - April – CVRD board
 - i) Orientation: North Island 9-1-1 Corporation
 - ii) Training: Provincial emergency management training
 - May – CVRD, CSRHD and CSWM boards
 - i) Training
 - ii) Media relations
 - June – CVRD board
 - i) Orientation:
 - a) Parks, recreation and cultural facilities tour (open invitation to all Comox Valley elected officials)
 - b) CSWM – waste management centre facilities tour
 - September to November – CVRD board
 - i) Strategic planning session
 - ii) Training on conflict of interest
 - iii) Orientation
- 2) Second and third years of elected / appointed office
- CVRD board – community public session
 - i) Orientation
 - a) Key roles of a local government; structure, process
 - b) Fire hall facilities tour
 - January to March – CVRD board
 - i) Financial planning
 - January to March – Advisory planning commission
 - i) Training
 - ii) Roles and responsibilities
 - June – CVRD board
 - i) Training
 - ii) Local Government Leadership Academy
- 3) Local government election year
- Community public session
 - Orientation
 - Increased 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

Approval History

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| Policy adopted: | August 2010 |
| Policy amended: | April 28, 2015 |