

Subject: Principles of an Effective Board Structure – Committees

Category: CVRD Board

Policy Reference: 0540-00

Policy Statement:

To meet the Comox Valley Regional District board’s objective of becoming an effective and efficient governing body, the regional board structure for committees will be based on the following principles:

Committee establishment

1. (1) For the CVRD board to establish a committee:
 - (a) Clear expectations must be articulated
 - (b) Be in compliance with procedure bylaw and board policy;
 - (c) Shall be relevant to the CVRD board’s strategic plan and annual objectives
 - (d) It must be perceived by the CVRD board to add value to the governance of the entity.
- (2) Standing committee appointments shall be on an annual basis.
- (3) Establishment of a select committee shall include a description name, purpose and time period.

Terms of reference

2. (1) Terms of reference must be developed and approved by the CVRD board prior to the establishment of a board committee.
- (2) Board committees’ terms of reference must include:
 - (a) a description of a clear mandate;
 - (b) authority of the committee including any delegated responsibilities (i.e. approvals, budget expenditures, etc);
 - (c) relationship to the CVRD board;
 - (d) membership;
 - (e) reporting process from and to the CVRD board;
 - (f) use of staff resources;
 - (g) identification of the primary public relations contact and spokesperson.

Reporting

3. (1) The CVRD board must receive all minutes of CVRD board committees.
- (2) A regular process of reporting to the CVRD board must be established.
- (3) Any recommendations requiring action or approval for action by the CVRD board must first be considered by the CVRD board.

Staffing

4. (1) The chief administrative officer (CAO) shall assign a staff resource for CVRD board committees to be defined as an advisor and/or a recording secretary.
- (2) The CAO or delegate directs the work plan of the staff resources.

Role of chair

5. (1) At the first meeting of each committee shall elect one of its members to act as the chair of that committee.
- (2) The committee chair will be responsible for scheduling and holding effective, regularly scheduled meetings and for encouraging member participation.
- (3) The committee chair will work in a respectful manner with any staff member designated to that committee by the CAO and will provide the CAO with feedback as to the performance of the staff member.
- (4) The committee chair will:
 - (a) seek to always reflect ongoing commitment to that position
 - (b) develop knowledge of and interest in the committee, its purpose and its goals
 - (c) exhibit leadership and develop collaboration in an open and fair manner
 - (d) motivate peers and encourage participation
 - (e) develop connections between the organization and the community
 - (f) adhere to strict ethical standards.

Membership

6. (1) Membership on standing committees shall be:
 - (a) Appointed by the CVRD board chair.
 - (b) Members of the CVRD board.
 - (c) Representative of jurisdictions.
- (2) Membership on select committees:
 - (a) Shall be appointed by the CVRD board;
 - (b) Shall be representative of jurisdictions;
 - (c) May include non-elected members based on pre-established criteria approved by the CVRD board that is
 - i. The result of board selection based on an advertised opportunity; and
 - ii. Reviewed and recommended by the CVRD board for appointment.

Legal requirements

7. All committees of the CVRD board shall be established and operate in compliance with all applicable legislation including the *Local Government Act*.

Approval History

Policy adopted:	September 30, 2008
Policy amended:	