

Policy Title: Roles and Responsibilities - Board Chair and Vice Chair		Policy Number: P45
Policy Category: Personnel		
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Approved by: Board	File Reference: 0340-50	

Overview

Regional districts are unique to BC, and are local government authorities that exist to meet certain local government service needs for unincorporated and/or rural areas of the province and also to provide services across an entire region, or on a sub-regional basis.

Regional districts provide a political forum for representation of electoral area residents and communities and a vehicle for advancing the interests of the region as a whole.

For the purposes of providing services for the Comox Valley, Board membership is a federation of three electoral areas and three municipalities providing sustainable services for residents and visitors.

For management of the Black Creek / Oyster Bay water and fire services, Board membership expands to include the Strathcona Regional District director for electoral area D (Oyster Bay / Buttle Lake).

For overseeing the waste management services, Board membership expands to include all Strathcona Regional District (SRD) directors.

Board Chair - Position Summary

In accordance with the *Local Government Act* the Board Chairperson is a member of the Board and the Head and Chief Executive Officer of the Comox Valley Regional District (CVRD).

Board Chair -Responsibilities and Duties

- Ensure that the law is carried out for the improvement and good government of the regional district;
- Communicate relevant information to the board as needed;
- Provide input and direction for Board Agendas and where appropriate, Committee or Commission Agendas;
- Preside at Board meetings when in attendance, providing leadership and maintaining the order and respectful conduct of debate and ensuring balanced input from all members;
- Recommend bylaws, resolutions and measures that, in the Chair's opinion, may assist the peace, order and good government of the regional district in relation to the powers conferred on the board by an enactment;
- Direct the management of regional district business and affairs, maintaining a good working relationship with the Chief Administrative Officer (CAO);

- Provide leadership in the direction, performance evaluation and setting of the terms of employment of the CAO;
- Provide oversight for developing and implementing the CVRD Strategic Plan and ensure consistent application of strategic directions, values, vision, key goals, objectives and policies to provide excellent service to the people it serves, the community and stakeholders;
- Encourage and support compliance and enforcement of the CVRD's Board Code of Conduct;
- Appoint standing committees of the Board and work with Committee Chairs to ensure committees function effectively and keep the Board apprised of actions taken;
- Call special meetings of the Board when necessary;
- Represent the Board in meetings with K'ómoks First Nation, federal and provincial governments and other jurisdictions;
- Act as a key representative with regard to ceremonial responsibilities;
- Authorize a Local State of Emergency declaration if needed;
- Ensure the continuing viability and success of the organization by maintaining confidence and support from municipal members, electoral areas and stakeholders;
- Support a political and administrative framework for inter-municipal or sub-regional service partnerships;
- Meet with the CAO regularly to review and consider any regional district matters;
- Act as Corporate Signing Officer for bylaws and contracts as required;
- Ensure the CVRD serves as an effective forum for inter-municipal co-operation and the "local" government for rural areas through the provision of services such as community planning, land use regulation, building regulation and inspection, nuisance regulation, street lighting, and house numbering;
- Act as one of the CVRD's spokespersons and representatives for media interviews;
- Meet with and consult the general public and interest groups as required for obtaining input as well as provide the opportunity for citizens to influence business of the CVRD Board on an on-going basis;
- Attend community events as requested and as available.

Chair Competencies

- Leadership
- Facilitation
- Collaboration
- Customer Service
- Communication

Chair Professional Development

Attend relevant forums/conferences to ensure a good understanding of legislative changes and impact on regional, sub-regional and electoral area services and to stay current with innovation and trends for local government services.

- Attend Local Government Leadership Academy leadership forum
- Attend Regional District Chief Executive Officer /CAO Annual Forum
- Attend Association of Vancouver Island and Coastal Communities annual convention
- Attend Union of British Columbia Municipalities annual convention
- Attend Federation of Canadian Municipalities annual conference

Vice Chair – Position Summary

In accordance with the *Local Government Act*, the Vice Chair has, during the absence, illness or other disability of the Chair, all the powers of the Chair and is subject to all rules applicable to the Chair. In addition to the responsibility to stand in for the Chair the Vice-Chair works in cooperation with the Chair to ensure the duties and responsibilities for the position are effectively fulfilled.

Vice-Chair – Responsibilities and Duties

- To act as the Chair of the Board of Directors, either in the absence of the Chair or as requested by the Chair, and to carry out appropriate leadership duties relating to the functioning, responsibilities and effectiveness of the Board and the CVRD;
- Assists and counsels the Chair, as appropriate, in providing effective leadership;
- Meet with the Chair and CAO regularly to review agendas and consider any regional district matters;
- Acts as an additional key point of contact with the CAO;
- May undertake assigned or delegated duties of the Chair as determined through regular communication and collaboration.

Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping
August 30, 2022	Board	Amendment to the rolls and responsibilities of the Chair and Vice-Chair