

Board Chair/Board Vice-Chair

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). (Schedule B)

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

Powers and duties of the chair are pursuant to the *Local Government Act*, Part 24, Section 218 (1): 'The chair is the head and chief executive officer of the regional district'.

Pursuant to *Local Government Act*, Section 792(2) 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.

Regional District Statistics

2013 total operating (\$51,763,982) and capital budget (\$19,207,760) = \$70,971,742

BOARD CHAIR ROLE

- To provide leadership to the board
- To preside as chair at board meetings
- To consider the well-being and interests of the region
- To support a political and administrative framework for inter-municipal or sub-regional service partnerships
- To provide oversight for strategic planning process
- To foster the current and future economic, social and environmental well-being of its community.
- To provide for stewardship of the public assets of its community and accountability to the community.
- To provide oversight to the chief administrative officer (CAO) as the employee of the board
- In the case of a local emergency, issue a declaration of state of local emergency (if the board consent cannot be obtained in a reasonable time).

BOARD CHAIR RESPONSIBILITIES

- Convene, preside over, ensure and provide effective action and leadership regarding board meetings, ensure appropriate vice chair arrangements, work in partnership with the chief administrative officer, develop meeting agendas with the CAO, establish committees
- Provide oversight for developing and implementing the Comox Valley Regional District (CVRD) strategic plan; ensure consistent application of strategic directions, values, vision, key goals, objectives and policies; provide excellent service to the people it serves, the community and stakeholders
- Meet with the CAO regularly to review and consider any regional matters
- Act as corporate signing officer for bylaws and contracts in accordance with board purchasing policy
- Meet with the general public and interest groups as required obtaining input
- Meet with K'omoks First Nation
- Meet with federal and provincial officials
- Represent the CVRD in media interviews
- Ensure regional approach in defending CVRD board positions that may not be popular in each community
- Ensure a forum for inter-municipal cooperation and an organization upon which provincial mandates can be imposed
- Ensure "local" government for rural areas such as community planning, land use regulation, building regulation and inspection; nuisance regulation; street lighting; and house numbering
- Provide the opportunity for citizens to influence business of the regional board on an on-going basis such as:
 - public consultation for regional growth strategies and liquid and solid waste management planning exercises
 - public hearings
 - public meetings
 - newsletters
 - delegations to board proceedings
 - advisory committees and commissions
- Ensure the continuing viability and success of the organization by maintaining confidence and support from municipal members, electoral areas and stakeholders
- Pursuant to *Local Government Act*, Part 24, section 218 (2):

In addition to the chair's powers and duties as a board member, the chair has the following duties:

 - (a) To see that the law is carried out for the improvement and good government of the regional district
 - (b) To communicate information to the board and to 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
 - (c) To inspect and direct the conduct of officers and employees, to direct the management of regional district business and affairs and, if considered necessary, to suspend an officer or employee
 - (d) So far as the chair's power extends, to see that negligence, carelessness and violation of duty by an officer or employee is prosecuted and punished

The CVRD board has adopted the "one employee" governance model and through Bylaw No. 21 has delegated to the CAO authority for the responsibilities outlined in Section 218(2) in relation to the administration, management of the organization including all matters relating to employees.

The chair's role and responsibilities are to provide, on behalf of the board, general direction to the CAO respecting implementation of board policies, programs and other directions of the board. The chair is to manage the annual performance process of the CAO.

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 (LGLA) leadership forum
- Attend regional district chief executive officer (CEO)/chief administrative officer annual forum
- Attend Association of Vancouver Island and Coastal Communities (AVICC) annual convention
- Attend Union of British Columbia Municipalities (UBCM) annual convention
- Attend Federation of Canadian Municipalities (FCM) annual conference

CHAIR COMMUNITY EVENTS

Attend community events as available.

SCHEDULE A

For the provision of services within the Comox Valley

Population – 63,538 (2011 Census)

Geographic area –2,425 square kilometres

CVRD board membership

Electoral area membership	No. of directors
• Area A (Denman/Hornby Island – Baynes Sound)	1
• Area B (Lazo North)	1
• Area C (Puntledge – Black Creek)	1
Municipal membership	
• City of Courtenay	4
• Town of Comox	2
• Village of Cumberland	1
TOTAL	10

SCHEDULE B

For the provision of Black Creek/Oyster Bay water and fire services

CVRD board membership for Black Creek/Oyster Bay water and fire services matters

Electoral area membership	No. of directors
• Area A (Denman/Hornby Island – Baynes Sound) CVRD	1
• Area B (Lazo North), CVRD	1
• Area C (Puntledge–Black Creek) – CVRD	1
• Area D (Oyster Bay – Buttle Lake) – SRD	1
Municipal membership	
• City of Courtenay	4
• Town of Comox	2
• Village of Cumberland	1
TOTAL	11

SCHEDULE C

For the purposes of the provision of Comox Strathcona solid waste management service
 Population – 106,790 (2011 Census)
 Geographic area - 23,750 square kilometres

CVRD (Comox Strathcona waste management board) membership

Electoral area membership	No. of directors
• Area A (Denman/Hornby Island – Baynes Sound) - CVRD	1
• Area B (Lazo North) - CVRD	1
• Area C (Puntledge – Black Creek) – CVRD	1
• Area A (Kyuquot - Nootka / Sayward) – SRD	1
• Area B (Cortes), SRD	1
• Area C (Discovery Islands - Mainland Inlets) – SRD	1
• Area D (Oyster Bay - Butte Lake) – SRD	1
Municipal membership	
• City of Campbell River	5
• City of Courtenay	4
• Town of Comox	2
• Village of Cumberland	1
• Village of Gold River	1
• Village of Sayward	1
• Village of Tahsis	1
• Village of Zeballos	1
TOTAL	23

**SCHEDULE D
 COMOX VALLEY SERVICES**

<p>Regional Sports and aquatic recreation facilities Exhibition grounds Transit</p> <p>Electoral area Grant in aid Feasibility study fund Building inspection Planning, zoning and subdivision Animal control Fire protection Garbage dump/recycling Community parks Water distribution Sewer/liquid waste management House numbering system</p>	<p>Sub-regional Water services Sewer Track and playing fields</p> <p>Black Creek/Oyster Bay Fire Water supply and distribution</p>
--	---

**SCHEDULE E
 COMOX STRATHCONA SERVICES**

Waste management