

<b>Policy Title:</b> Principles of an Effective Board Structure – Committees		<b>Policy Number:</b> P24
<b>Policy Category:</b> Administration		
<b>Approval Date:</b> September 30, 2008	<b>Policy Owner:</b> Deputy Chief Administrative Officer	
<b>Approved by:</b> Board	<b>File Reference:</b> 0340-50	

**Policy Statement:**

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

**Committee Establishment**

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

**Terms of Reference**

2. (a) Terms of reference must be developed and approved by the CVRD Board prior to the establishment of a Board committee.
- (b) Board Committees’ terms of reference must include:
  - (i) a description of a clear mandate;
  - (ii) authority of the committee including any delegated responsibilities (ie approvals, budget expenditures, etc);
  - (iii) relationship to the CVRD Board;
  - (iv) membership;
  - (v) reporting process from and to the CVRD Board;
  - (vi) use of staff resources;
  - (vii) identification of the primary public relations contact and spokesperson.

**Reporting**

3. (a) The CVRD Board must receive all minutes of CVRD Board committees.
- (b) A regular process of reporting to the CVRD Board must be established.

- (c) Any recommendations requiring action or approval for action by the CVRD Board must first be considered by the CVRD Board.

### **Staffing**

- 4. (a) 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.
- (b) The CAO or delegate directs the work plan of the staff resources.

### **Role of Chair**

- 5. (a) At the first meeting the committee shall elect one of its members to act as the chair of that committee.
- (b) The committee chair will be responsible for scheduling and holding effective, regularly scheduled meetings and for encouraging member participation.
- (c) 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.
- (d) The committee chair will:
  - (i) seek to always reflect ongoing commitment to that position;
  - (ii) develop knowledge of and interest in the committee, its purpose and its goals;
  - (iii) exhibit leadership and develop collaboration in an open and fair manner;
  - (iv) motivate peers and encourage participation;
  - (v) develop connections between the organization and the community; and
  - (vi) adhere to strict ethical standards.

### **Membership**

- 6. (a) Membership on standing committees shall be:
  - (i) Appointed by the CVRD Board Chair;
  - (ii) Members of the CVRD Board; and
  - (iii) Representative of jurisdictions.
- (b) Membership on select committees:
  - (i) Shall be appointed by the CVRD Board;
  - (ii) Shall be representative of jurisdictions; and
  - (iii) May include non-elected members based on pre-established criteria approved by the CVRD Board that is:
    - (a) The result of Board selection based on an advertised opportunity; and
    - (b) 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*.

**Revision History**

<b>Approval Date</b>	<b>Approved By</b>	<b>Description of Change</b>
August 11, 2020	Board	Housekeeping