

Policy Title: Principles of Effective Regional Board Governance		Policy Number: P25
Policy Category: Administration		
Approval Date: September 30, 2008	Policy Owner: Deputy Chief Administrative Officer	
Approved by: Board	File Reference: 0340-50	

Policy Statement

The Board of the Comox Valley Regional District (CVRD) believes in conducting its affairs in such a manner that they reflect the principles of good governance. To that end, the Board endorses by policy the following principles:

Clear Mandate

1. The Comox Valley Regional District Board members and councilors of participating municipalities will be provided with a thorough briefing on roles, authority, and jurisdiction of the CVRD following the local government elections and at least once during the four-year term of office.

Independent Authority

2. The CVRD Board will exercise its independent authority in each of the following processes:
 - (a) Hiring/evaluating/compensating the Chief Administrative Officer (Board's exclusive authority);
 - (b) Retaining legal counsel (Board's authority after considering the advice of the Chief Administrative Officer);
 - (c) Meeting with the external auditor (Board's authority to meet twice annually; at the beginning of the fiscal year and at the conclusion of the auditor's engagement); and
 - (d) Passing resolutions/bylaws (Board's authority after considering the advice of the Chief Administrative Officer).

Orientation

3. The CVRD Board views its orientation process every four years as very significant and requires:
 - (a) All regional Board members attend;
 - (b) All councilors of participating municipalities be involved in certain topics where warranted;
 - (c) Orientation be planned in advance; and
 - (d) Three components of Board orientation: Regional governance roles and responsibilities; Board /CAO relationship; and regional organization structure/administrative processes. These processes are designed to help Board and staff:
 - (i) Understand strength and opportunities of region;
 - (ii) Understand challenges of urban members; and

- (iii) Understand challenges of rural members.

Decision-making

4. The CVRD Board will exercise (to the extent practical) its decision-making based on a three step comprehensive, sound and transparent process and will seek to ensure:
- (a) Clear and complete information;
 - (b) Opportunity for discussion/questions; and
 - (c) Opportunity for reflection.

Full Disclosure of Relevant Information

5. The CVRD Board will have equal access and timely, comprehensive information prior to meetings.

Leadership

6. The CVRD Board will lead through the following effective governance leadership processes:
- (a) Development of a business plan to establish clear goals, objectives, priorities and targets for the term;
 - (b) Focus on Board policies;
 - (c) Focus on the future and what is best for the region;
 - (d) Regular in-camera meetings with the CAO to provide for a discussion opportunity of members' relationship to each other and to the CAO;
 - (e) The promotion of ethical standards such that they are understood, promoted and lived;
 - (f) Awareness of all Board members to all community events to which they are invited to attend; and
 - (g) A respect for differences and a focus on issues with the objective that negative personal comments are not tolerated by chair.

Development

7. The CVRD Board will provide members' development opportunities by encouraging attendance at annual conferences and training sessions including:
- (a) Association of Vancouver Island and Coastal Communities (AVICC);
 - (b) Union of British Columbia Municipalities (UBCM);
 - (c) Federal Canadian Municipalities (FCM);
 - (d) UBCM – leadership forum; and
 - (e) Other related conferences/seminars as provided for in the budget for this purpose.

Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping