

Policy Title: Comox Valley Airport Commission – Nomination or Reappointment to Board of Directors		Policy Number: P49
Policy Category: Personnel		
Approval Date: July 29, 2014	Policy Owner: Deputy Chief Administrative Officer	
Approved by: Board	File Reference: 0340-50	

Purpose

1. The purpose of this board policy is to determine the nature of the Comox Valley Regional District (CVRD)’s response to vacancies on the Comox Valley Airport Commission board of directors.

Scope

2. (1) The Comox Valley Regional District is one of a number of nominating entities for the Comox Valley Airport Commission (CVAC) as per the CVAC consolidated bylaws. A nominating entity is defined as one of the organizations, groups or entities described in the bylaw for the purposes of providing names of nominees to CVAC for board of director positions – vacancies or reappointments.
- (2) Under the CVAC bylaws, the Comox Valley Regional District, the City of Courtenay, the Town of Comox, and the Village of Cumberland are designated as the local government nominating entities. A total of five members are appointed by the CVAC board of directors from candidates nominated by the local government nominating entities. CVAC must ensure that at least one member appointed resides in the Town of Comox and at least one member appointed resides in the City of Courtenay
- (3) This policy applies to all future notices of nominations as they are received from CVAC.

Policy statement

3. (1) When a director vacancy occurs, the Comox Valley Airport Commission staff will advertise the vacancy in a local newspaper publication on the CVAC website. The advertisement will contain all nominating entities logos and will specify that anyone living in the CVRD electoral areas or member municipalities are eligible to apply. All application packages will be received by CVAC and forwarded to the nominating entities for consideration.
- (2) A staff report with the applications attached will be prepared for consideration by the CVRD board of directors at a closed session.
- (3) The board may select one or more persons from the applications to be considered for the position of a board director for the Comox Valley Airport Commission. The board resolution and candidate recommendation will be forwarded to CVAC for consideration.

Director vacancy

4. (1) When a CVAC board vacancy occurs, CVAC will provide a complete list of serving directors and the dates for their terms. CVAC staff will solicit and accept nominations for the position of a CVAC board of director.
- (2) After the close of the nomination period, application packages as submitted to CVAC will be forwarded to the CVRD, Town of Comox, the City of Courtenay and the Village of Cumberland for their consideration.
- (3) A staff report will be submitted to the CVRD board at a closed session with the applications attached and the board may select one or more applicants to be considered for the position. The board resolution and the nomination package(s) will then be forwarded to CVAC. The candidate(s) should meet the qualifications as detailed in the CVAC board director skills and experience profile as posted on the CVAC website.

Director reappointment

5. (1) When an existing CVAC board director's term comes to an end and that director has expressed a willingness to be appointed for a renewal term, CVAC shall notify the CVRD that the director's term is ending and that the director wishes to be reappointed.
- (2) CVAC will notify the CVRD as soon as possible and seek approval from the CVRD to the renewal of the appointment of that member. The CVRD is requested to respond at least 45 days before the effective date of the expected vacancy.
- (3) The CVRD may respond by approving the reappointment of the director or may respond by not approving the reappointment of the director. If the reappointment of the director is not approved the board seat will become vacant.

Revision History

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

APPENDIX

Appendix A (link only) – Comox Valley Airport Commission Bylaws - [CVAC Bylaws](#)