

Policy Title: Principles of an Effective Board Structure – Board Appointments to External Organizations		Policy Number: P63
Policy Category: Administration		
Approval Date: September 30, 2008	Policy Owner: Deputy Chief Administrative Officer	
Approved by: Board	File Reference: 0340-50	

Policy Statement:

To meet the Comox Valley Regional District Board’s objective of becoming an effective and efficient governing body, the regional board structure for board appointments to external organizations will be based on the following principles:

Committee appointment

1. (a) For the CVRD Board to appoint a director to an external organization:
 - (i) Clear expectations must be articulated;
 - (ii) Be in compliance with board bylaws and board policies;
 - (iii) Shall be relevant to the CVRD Board’s strategic plan and annual objectives; and
 - (iv) It must be perceived by the CVRD Board to add value to the governance of the entity.
- (b) External organization appointments may be on an annual or multi-year basis.

Terms of reference

2. In the case of an external organization appointment, the external organization’s terms of reference may be received and accepted by the board prior to the appointment.

Reporting

3. (a) The CVRD Board must receive all minutes of external organizations to which the CVRD Board appoints a representative;
- (b) A regular process of reporting to the CVRD Board must be established; and
- (c) Any recommendations requiring action or approval for action by the CVRD Board must first be considered by the CVRD Board.

Staffing

4. The Chief Administrative Officer may assign a staff person to act as a key contact between the CVRD and all external organizations to which the board has appointed a representative

Role of board representative

5. (a) The Chair of the CVRD Board shall recommend the representative of the CVRD Board to any external organizations. The representative shall be expected to act in a liaison capacity only and will not be expected to advocate on behalf of the external organization;

- (b) The CVRD Board’s representative will be expected to always reflect a regional perspective on all issues before an external organization to which that director has been appointed;
- (c) On any policy issues wherein a CVRD Board policy has not been articulated, or a change has been requested, the board’s representative will report back to the CVRD Board and request direction;
- (d) The CVRD Board’s representative will be expected to function within the policies and resolutions of the CVRD board.

Role of external organization chair

- 6. Shall provide a request in writing supported by a resolution of the external organization to seek support from the regional board on matters.

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

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

