

Policy Title: Roles and Responsibilities of Municipal Directors		Policy Number: P47
Policy Category: Personnel		
Approval Date: December 12, 2013	Policy Owner: Deputy Chief Administrative Officer	
Approved by: Board	File Reference: 0340-50	

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).

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

Powers and duties of a regional district director of the board are pursuant to the *Local Government Act*.

Board Director Role

Regional district corporations

Each regional district is a corporation.

Board is governing body

- (1) The governing body of a regional district is its board.
- (2) The powers, duties and functions of a regional district are to be exercised and performed by its board unless this or any other Act provides otherwise.
- (3) A board, in exercising or performing the powers, duties and functions conferred on it by an enactment, is acting as the governing body of the regional district.
- (4) Despite any change in its membership, the board of a regional district is a continuing body and may complete any proceedings started but not completed before the change.

Area of jurisdiction

A board may only exercise or perform its powers, duties and functions within the boundaries of the regional district unless authorized under this or another Act.

Corporate powers

- (1) Subject to the specific limitations and conditions established under this or another Act, the corporate powers of a board include the following:
 - a) to make agreements respecting
 - i) the regional district's services, including agreements respecting the undertaking, provision and operation of those services, other than the exercise of the board's regulatory authority,
 - ii) operation and enforcement in relation to the board's exercise of its regulatory authority, and
 - iii) the management of property or an interest in property held by the regional district;
 - b) to make agreements with a public authority respecting
 - i) activities, works or services within the powers of a party to the agreement, other than the exercise of regulatory authority, including agreements respecting the undertaking, provision and operation of activities, works and services,
 - ii) operation and enforcement in relation to the exercise of regulatory authority within the powers of a party to the agreement, and
 - iii) the management of property or an interest in property held by a party to the agreement;
 - c) to provide assistance for the purpose of benefiting the community or any aspect of the community;
 - d) to acquire, hold, manage and dispose of land, improvements, personal property or other property, and any interest or right in or with respect to that property;
 - e) to delegate its powers, duties and functions, including those specifically established by an enactment, to its officers and employees, its committees or its members, or to other bodies established by the board;
 - f) to engage in commercial, industrial and business undertakings and incorporate a corporation or acquire shares in a corporation for that purpose;
 - g) to establish commissions to
 - i) operate regional district services,
 - ii) undertake operation and enforcement in relation to the board's exercise of its regulatory authority, and
 - iii) manage property or an interest in property held by the regional district.
- (2) In exercising its powers under subsection (1), a board may establish any terms and conditions it considers appropriate.
- (3) The powers of a board under subsection (1) may be exercised outside the boundaries of the regional district.

Board of Director Responsibilities

- Consider the well-being and interests of the regional district board and all communities
- Contribute to the development and evaluation of the policies and programs of the regional district respecting its services and other activities
- Participate in regional district board meetings and committee/commission meetings as applicable
- Adopt bylaws and policies to govern the affairs of the regional district

- Assist in developing and adopting the board 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
- Represent the regional district ON other bodies to which the director has been appointed and prepare a report for the board on the activities
- Be well informed on current issues, attend meetings, contribute expertise, knowledge and experience
- Assist in orientation of new board members
- Participate in providing effective action and leadership in board meetings
- Work in partnership/collaboration with the board and chief administrative officer;
- As required, actively participate and assume leadership roles in committees, commissions, hearings and community meetings/events
- Examine issues to determine their regional impact before voting on board agenda matters
- Balance various competing interests between electoral, municipal and regional areas in decision-making process
- Be familiar with and provide governance of new and existing policies in collaboration with the board. Consider technical, financial and administrative implications and the effects of the policy on the regional district as a whole
- Participate in developing bylaws that establish services, enact regulations, adopt the annual budget and authorize a contract or loan; ensure the availability of adequate financial resources. Meet with federal, provincial and first nations officials as required
- Represent the regional board in media interviews as chair of a board committee or as directed by the board
- Participate as a board member in developing a regional growth strategy in collaboration with municipalities
- Participate in Comox Valley elected official forums which bring all elected officials together to discuss community priorities and directions
- Participate in providing the opportunity for citizens to influence business of the regional board on an on-going basis through:
 - Public consultation for regional growth strategies, and solid waste management planning exercises
 - Public hearings
 - Public meetings

Risk Management

- (1) A board member or former board member must, unless specifically authorized otherwise by board,
 - (a) Keep in confidence any record held in confidence by the board, until the record is released to the public as lawfully authorized or required, and
 - (b) Keep in confidence information considered in any part of a board meeting or board committee that was lawfully closed to the public, until the board or committee discusses the information at a meeting that is open to the public or releases the information to the public.
- (2) If the regional district suffers loss or damage because a person contravenes subsection (1) and the contravention was not inadvertent, the board may recover damages from the person for the loss or damage.

Participate in the effective development and implementation of risk management and occupational health and safety policies;

- Ensure the organization adheres to relevant legislation including government, privacy, health and safety and human resources
- Provide policy direction, funding and support for emergency preparedness/education program
- As a member of the board, participate in authorizing a declaration of state of local emergency”)
- Approve emergency evacuation orders
- Ensure the continuing viability and success of the organization by maintaining confidence and support from municipal members, electoral areas and stakeholders

Leadership

- Contribute to implementing outstanding practices in public communications, trust and accountability.
- Participate in the adoption of a regional growth strategy. The *Growth Strategies Act* has enabled local governments to develop a regional growth strategy that lays out a regional vision to meet social, economic and environmental goals. Regional growth strategies should work toward a number of goals that include avoiding urban sprawl, protecting environmentally sensitive areas and building adequate inventories of land and resources for future population growth. They are also intended to create a practical working relationship between municipalities, electoral areas and the regional districts and to commit these partners to a planned course of action. The new *Local Government Act* builds on this foundation. Local governments are also encouraged to use regional growth strategies as a tool to identify municipal interests in electoral area planning and electoral area interests in municipal planning. They are also asked to consider joint planning where jurisdictions share a strong mutual interest, as in servicing and fringe area planning.

Financial Management

- Participate in the process leading to adoption of a five–year financial plan ensuring the financial health of the organization through effective budget management, maintaining and enhancing regional district operations based on community needs and protection of public assets
- Contribute to ensuring compliance with all financial regulations and requirements
- Review, discuss and approve audited annual financial statements

Human Resource Management

- Participate in implementing outstanding human resources practices around the chief administrative officer position such as recruitment and selection, staff development, empowerment, performance feedback, coaching, mentoring, motivation, engagement, recognition, conflict resolution and discipline
- Establish policy relating to a compensation plan for exempt staff
- Establish code of conduct policy for a respectful work place
- Support a high performance organizational culture that includes development of effective leadership, interpersonal growth, performance improvement, teamwork, collaboration and customer service

Key Job Duties

The Municipal Director is appointed by the municipality to serve as a Director on the CVRD Board. The Municipal Director has a dual role: to represent the interest of the municipality, balanced with the obligation to make decisions in the best interest of the regional as a whole.

Municipal Director Responsibilities

- Participate as a Municipal Director of the CVRD Board
- Balance municipal matters with CVRD interests
- Prepare regular reports on CVRD Board business for municipal council agenda
- Participate in and/or chair a variety of committees relating to municipal service matters (eg: sewer commission, water committee, recreation facilities)
- Participate in strategic and policy development for regional programs and services
- Participate in providing the opportunity for citizens to influence business of the regional or sub-regional service areas on an on-going basis by:
 - Attending community events/forums to represent the Board
 - Attending public hearing for regional growth strategy
 - Attending public meetings
- Approve consultation plans. Local government must consider consultation with citizens, adjacent local governments, provincial and federal government agencies, and First Nations on an early and ongoing basis when developing, amending a regional growth strategy. This will assist local government in developing the consultation processes best suited to the issue, rather than relying solely on public hearings.

Municipal Director Competencies

- Leadership
- Facilitation
- Collaboration
- Customer service
- Communication

Municipal Director 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, trends for local government services
- Attend the Local Government Leadership Academy (LGLA) leadership forum
- Attend Association of Vancouver Island and Coastal Communities (AVICC) conference on behalf of the regional board
- Attend Union of British Columbia Municipalities (UBCM) conference on behalf of the CVRD Board
- Attend Federation of Canadian Municipalities (FCM) annual conference on behalf of the CVRD Board.

Revision History

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