



**REPORT TO GOVERNANCE COMMITTEE  
MEETING OF WEDNESDAY, MARCH 28, 2018**

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**SUBJECT     2019-2022 Board Planning Process**

**ISSUE**

To seek approval for staff to proceed with a 2019-2022 Board planning process.

**BACKGROUND**

The Capital Regional District (CRD) undertakes a planning process at the outset of each new Board's term of office. The objective of the planning process is for the Board to confirm the long-term organizational vision and set priorities for supporting organizational activities. The cyclical planning process considers mandated service delivery responsibilities, core service priorities and long-term corporate direction, as well as external influences such as the economy, climate change, shifting demographics, social conditions and priorities from senior levels of government.

The 2015-2018 CRD Corporate Plan was prepared in early 2015, based on Board input from two planning sessions. The 2015-2018 Plan sets out Board and core service priorities and identifies corporate responses to deliver on the priorities. To date, of the 51 Board priorities, 42 have been completed or operationalized, and 9 are in-progress or have been amended. Quarterly reports were introduced for the 2015-2018 term to provide regular progress updates on achieving the priorities.

**DISCUSSION**

The proposed 2019-2022 Board planning process sets out the steps for identifying Board priorities and preparing a corporate response in the context of the CRD's long-term vision and mandated service delivery responsibilities. The process would be kicked-off with an orientation session, followed by two facilitator-led planning sessions to generate and confirm Board priorities for the term of office. Staff would retain a facilitator, handle logistics, undertake background research and provide contextual information to support the Board prioritization process. Staff would also prepare the final document. The facilitator would be responsible for leading the two prioritization sessions. See Appendix A for a timeline and summary of each step in the proposed 2019-2022 Board planning process.

**ALTERNATIVES**

*Alternative 1*

That the Governance Committee recommends to the Capital Regional District Board:

That staff be directed to proceed with the proposed 2019-2022 Board planning process, as shown in Appendix A.

*Alternative 2*

That the Governance Committee refer the proposed 2019-2022 Board planning process back to staff for further review based on Committee direction.

## **IMPLICATIONS**

### **Planning Process Implications**

The 2019-2022 Board planning process proposes a flexible approach that will respond to Board preferences. Direction to proceed with the proposed process would allow staff to secure logistics and undertake appropriate background research early on, while remaining responsive to Board needs coming out of the prioritization sessions. Delays in starting the process could result in timing and logistical constraints.

### **Logistical Implications**

Board Directors for the 2019-2022 term will be invited to attend an orientation session on Wednesday, November 28, 2018 and two four-hour planning sessions on Wednesday, December 5, 2018 and Wednesday, January 30, 2019. The timing of Board orientation and prioritization sessions aligns with the 2018 legislative calendar. The proposed session dates have been selected to minimize scheduling conflicts with Board/Committee work and regular Council meetings. A delay in the process could result in scheduling conflicts.

Experienced facilitators are in high-demand in the period following the local government elections. Similarly, securing an appropriate venue for hosting facilitation sessions with more than 25 people requires considerable advanced booking. Direction to proceed with the proposed 2019-2022 Board planning process would allow staff to secure a facilitator and venues well in advance and deliver Board prioritization sessions according to the proposed timeline. A delay in securing a facilitator and/or a venue could limit choice and impact proposed timing.

### **Financial Implications**

The Board planning process is an ongoing operational activity. Staff time and funds to retain a facilitator have been allocated accordingly. No new funding is required.

## **CONCLUSION**

The CRD undertakes a planning process at the outset of each new Board's term of office. Direction to proceed with the proposed 2019-2022 process would allow staff to move forward with logistical arrangements.

## **RECOMMENDATION**

That the Governance Committee recommends to the Capital Regional District Board:

That staff be directed to proceed with the proposed 2019-2022 Board planning process, as shown in Appendix A.

Submitted by:	Emily Sinclair, MCIP, RPP, Planner, Regional & Strategic Planning
Concurrence:	Signe Bagh, MCIP, RPP, Senior Manager, Regional & Strategic Planning
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

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Attachments: Appendix A - 2019-2022 Board Planning Process