

Appendix A: 2019 Board Orientation Schedule

Orientation Schedule – 2019-2022 CRD Board of Directors	
Please hold all Wednesdays for CRD business	
October	
Saturday, October 20	General Election Day
Monday 22 & Wednesday 24 (Evenings) <i>At Gorge Vale Golf Course (Approx. \$300)</i>	Joint Council Orientation Session Hosted by Esquimalt <ul style="list-style-type: none"> • Governance and decision making challenges and dynamics – Tracey Lorenson • Respectful Workplaces – Marli Rusen • Effective Decision Making, Overview of Meeting Procedures – Lisa Zwarn Attendance at this session is organized by each Municipality. The CRD has reserved 3 spots for the 3 EA Directors. EA Alternate Directors may attend with their EA Director concurrence.
November	
First 10 days	Inaugural Council meetings <i>Appointment of CRD Directors and Alternates(^)</i>
7	EA Directors Only (see separate agenda)
14	Orientation Session A: Roles & Responsibilities (see separate agenda)
	Inaugural CRD Board and Hospital Board meetings Swearing in of new CRD Board (& Alternates), Election of Chair and Vice-Chair
21	Orientation Session B: Operations and Administration (see separate agenda)
	Possible Tour Day*
28	1 st Strategic Planning Session
Late Nov./ Early Dec.	CRD Board Reception – <i>Details to follow</i> <i>Directors and Alternates will be invited to an interactive evening to meet staff and learn about CRD programs and services</i>
December	
5	2 nd Strategic Planning Session
12	Introduction to Corporate Planning & Quarterly Reporting (Special open/closed meeting)
	CRD Board Meeting <i>Chair's address & Board Chair announces 2019 committee structure and committee appointments</i>
<i>CRD Board meetings & orientation activities stand down for Christmas break from December 13 - January 1 inclusive</i>	
January	
9	CRD Board meeting
30	3 rd Strategic Planning Session

(^) Electronic orientation manuals will be distributed to elected officials immediately following their appointment to the CRD Board.

(*) Possible Tours to include: Panorama Recreation, Hartland, IWS, Parks HQ, Summit, 911 Headquarter, CAWTP sites, SEAPARC. Additional tours can be schedule in Spring 2019, including of the watershed.

Additional Learning Opportunities	
External Opportunities	
Feb. 12-14 OR Feb. 13-15 Parksville	Local Government Leadership Academy: Elected Officials Seminar (EOS) – AVICC Region <ul style="list-style-type: none"> • www.lgla.ca
Lunch & Learns	
An opportunity to get more in-depth information on a variety of subjects	
Dates & Times TBD – Early 2019	Subjects including: <ul style="list-style-type: none"> • Devices 101 (iPads, iPhones, Granicus etc.) • Emergency Management • Freedom of Information and Privacy Protection • Meeting Management

EA Director Session*		
DRAFT Agenda		
November 7, 2018		
10: 00 – 2:00		
CRD Boardroom, 6th Floor, 625 Fisgard Street		
1. Welcome	Bob Lapham Chief Administrative Officer	10:00 – 10:05
2. Electoral Areas and the CRD		10:05-10:30
3. Staff Support & Organizational Structure		10:30-10:45
4. EASC & Committees and Commissions	Kristen Morley Corporate Officer	10:45-11:15
5. Emergency Planning & Services	Kevin Lorette GM, Planning and Protective Services	11:15-11:30
6. Grants-in-Aid, CWF, Administration & Expenses	Nelson Chan Chief Financial Officer	11:30-12:00
Lunch		12:00 – 1:00
7. TBD	TBD	1:00-1:45
8. Questions		1:45-2:00

* EA Alternate Directors are also welcome to attend.

Board Orientation Session A Roles & Responsibilities

DRAFT Agenda

November 14, 2018

CRD Boardroom, 6th Floor, 625 Fisgard Street

1. Welcome & Introductions	Bob Lapham CAO	9:00 – 9: 05
2. Roles & Responsibilities of Board & Staff Including: Key staff contacts, liaising with staff, media responsibilities/liaison, correspondence	Bob Lapham CAO	9:05 – 9:30 am
3. Meeting Protocols & Processes Including: Board Procedures Bylaw, How CRD Meetings work, electronic meetings and webcasting, agendas and minutes, and how the inaugural meeting will proceed	Kristen Morley Corporate Officer	9:30 – 10:05 am
4. Emergency Management Including: Responsibilities and expectations in the event of an emergency	Kevin Lorette GM, PPS	10:05-10:15
Coffee Break Breakout Groups # 1*		10:15-10:45
5. Director Administration Including: Pay, expenses, parking etc.	Nelson Chan Chief Financial Officer	10:45 – 11:00
6. Board's Legal Obligations – Part 1 Including: Conflict of interest, disqualifications, gifts, personal liability, financial disclosure forms	TBC	11:00 – 11:30
7. Questions	Executive Leadership Team	11:30 – 11:45
2018-2022 CRD Board Photo		11:45– 12:15
Lunch Breakout Groups #2*		12: 15 – 1: 30
Inaugural Meeting of Regional and Hospital Boards Swearing In & Election of the Chair/Vice-Chairs		1: 30
Recess		(Post-Election)
Regular Meeting – <i>to be confirmed</i>		2:30
PLEASE NOTE: <ol style="list-style-type: none"> <i>*Throughout the morning, Directors will be scheduled in groups to have a head shot taken, and receive device and login information (iPads, iPhones, building pass, login info etc.)</i> <i>The entire Board must be present for the Board photo at 11:45</i> <i>Alternate Directors are welcome to attend either Orientation session, provided they sit in the gallery.</i> 		

Board Orientation Session B Profile of Operations & Administration

DRAFT Agenda
November 21, 2018

9: 00 - Noon

CRD Boardroom, 6th Floor, 625 Fisgard Street

1. Questions/wrap-up from Session A	Bob Lapham CAO	9:00 – 9:05
2. Overview of Regional Districts Including: History & Role of RDs, Key components of legislation that make RDs unique		9:05 – 9:30
3. Overview of CRD Organizational Structure Including: Org chart review, departmental structure	Chris Neilson Senior Manager, HR	9:30 – 9:45
4. Overview – Service Areas & Major Initiatives Including: High level overview of each department	Executive Leadership Team	9:45 – 10:15
Coffee Break		10:30 – 10:45
5. Financial Plan & 2019 Budget Process Including: key dates and presentation format, capital plan, CRD on a page	Nelson Chan Chief Financial Officer	10: 45 – 11:15
6. Legislative Overview Including: Process and protocol, public participation, freedom of information, Committee & commission structure, Delegated authority	Kristen Morley Corporate Officer	11:15-11:45
7. Questions	Executive Leadership Team	11:45 – 12:00
Lunch		12: 00 – 1: 00
Optional: Tour		1:00 onwards