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

SUBJECT **CRD 2019-2022 Board Orientation**

ISSUE

To provide an overview and seek committee input on orientation planning for the incoming CRD Board of Directors for the 2019-2022 term of office.

BACKGROUND

The 2018 General Local Election is taking place on Saturday, October 20, 2018. The Capital Regional District (CRD) inaugural Board meeting is scheduled for Wednesday, November 14, 2018. At this meeting, a new CRD Board of Directors will be sworn in and the new Board Chair and Vice-Chair will be elected. Municipal appointments to the CRD Board will take place at each member municipal council inaugural meeting, scheduled in the first 10 days of November, leaving minimal opportunities for municipal director orientation until the morning of the day of the first Board meeting. In the three Electoral Areas, Directors are directly elected to the Board and as these members will be proclaimed, staff intend to arrange for an Electoral Area Director focused orientation session on November 7, 2018, between the election and inaugural Board meeting.

Board orientation sessions are scheduled to provide both new members and the returning Directors with information that will assist them in performing their duties and responsibilities as Directors on the CRD Board. The orientation program is geared towards CRD specific operations and procedures, acknowledging that municipalities will be undertaking their own orientation sessions to educate new council members. For EA Directors and their alternates, staff acknowledge that they require additional support from the CRD for service delivery in the EAs, akin to the relationship councillors have with their home municipalities. To address EA specific issues, staff are recommending the additional orientation session for EA Directors and their Alternates targeted to address EA specific requirements.

At the start of the last term, the CRD and the majority of local municipalities opted to participate a joint elected official orientation hosted by the Township of Esquimalt to cover topics of general interest. This is proposed again for this term and the report references this opportunity on behalf of the electoral area directors with other elected officials being sponsored by their municipalities.

With the first opportunity for a CRD orientation session on the morning of the Wednesday, November 14, 2018 Board meeting, this is also an opportunity to bring the Board members together for a group photo and to prepare and equip members for the inaugural meeting. The invitation will be sent to newly elected members as well as continuing Directors to allow for this. The group photo has been scheduled for midday, and will be followed by lunch. Prior to the first orientation schedule, Directors will be sent a detailed agenda and information to familiarize them with the logistics of accessing the CRD.

A second orientation session for all Directors is scheduled for Wednesday, November 21, 2018.

Orientation sessions are also planned intermittently with Board Strategic Planning sessions, as outlined in a separate report.

Correspondence will be sent out to Legislative Services staff of the member municipalities to advise of the 2018 Board orientation, and dates will be provided to their staff in advance of the election to reduce the number of conflicts with municipal orientation activities. EA Directors and CRD Legislative Services staff will be in touch directly regarding their orientation schedule.

DISCUSSION

This is the first year that the general election will be held in October. Inaugural meeting dates and orientation schedules have been revised from 2014 to reflect this change.

The orientation schedule has been designed to provide a general overview of CRD business and general topics of use to Directors, without repeating orientation that may have occurred at Municipal Council orientation.

Topics covered at CRD orientation will include:

- Roles and responsibilities of the Board and staff
- Meeting protocols and processes
- Conflicts of interest
- Administrative matters such as meeting and parliamentary procedures, agendas, minutes, technology (e.g. iPads, email, correspondence) and monthly remuneration
- Regional districts and the CRD organizational structure, including major service areas and initiatives
- 2019 corporate planning and budget planning process
- The 5 year financial plan and annual budget
- CRD departments and their relationship to the Board standing committees
- Emergency management
- Partner agreements and First Nations relations

The plan outlined has incorporated updates to reflect organizational changes and suggestions heard throughout the 2014-2018 Board term, including EA specific orientation. The proposed plan may also be changed as the dates draw closer and more is learned about what other organizations are planning and what other local governments will include in their orientation package. Suggestions for additional topics will be taken from Directors.

See Appendix A for a timeline, summary and draft agendas for the proposed 2019-2022 Board orientation.

Additional organization host training sessions for Directors. The following are the external sessions that staff are currently aware of:

ORGANIZATION	DATE/TIME
Local Government Leadership Academy Elected Officials Seminar	<ul style="list-style-type: none">• EA Representatives: January 16-18, Richmond• AVICC Region #1: February 12-14, Parksville• AVICC Region #2: February 13-15, Parksville
Local Government Management Association – TBD	TBD

More details and additional sessions may be announced as we get closer to the election, and those details will be provided to current Directors via the correspondence portal.

ALTERNATIVES

Alternative 1

That the Governance Committee recommend to the Capital Regional District Board that the proposed 2018 Board Orientation schedule be received for information.

Alternative 2

That the Governance Committee refer the proposed 2018 Board orientation schedule back to staff for further review.

IMPLICATIONS

The Board orientation process is organized by staff. Additional costs for facilitators or external session attended by Directors are covered by the existing Board budget.

CONCLUSION

A new Board of Directors will be sworn in on Wednesday, November 14, 2018. Board orientation sessions have been scheduled to provide necessary information to the new Board of Directors.

RECOMMENDATION

That the Governance Committee recommend to the Capital Regional District Board:
That the proposed 2019-2022 Board Orientation schedule be received for information.

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Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

EG:KM

Attachments: Appendix A – 2018 Board Orientation Schedule