

**REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, APRIL 07, 2021**

SUBJECT CRD Appointment of Public Members to External Boards Policy

ISSUE SUMMARY

The CRD's Governance and Finance Committee directed staff to develop a policy for appointing public members to external boards to ensure the process is inclusive, transparent, and consistent.

BACKGROUND

At its November 4, 2020 meeting, the Capital Regional District's Governance and Finance Committee approved the following Motion with Notice:

"That staff report back on developing and implementing a standardized process for CRD appointments of members of the public to external boards."
CARRIED

The purpose of establishing a policy is to ensure that the most suitable candidates are selected and appointed as CRD representatives, and to ensure that the process of appointing public members to an external board is inclusive, transparent and consistently applied.

Staff have identified six external boards where member eligibility may or must include public members who are not a CRD Director or Municipal Councillor, they include: BC Ferry Authority, CREST Corporation, Greater Victoria Harbour Authority, Island Corridor Foundation, Royal and McPherson Theatres Society, and Victoria Airport Authority.

Staff have drafted a policy that addresses an appointment process defined by the following four stages: 1) confirm vacancies; 2) call for expressions of interest; 3) consideration and appointment of candidates; and 4) communicating and tracking appointments. The Board Policy titled "CRD Appointment of Public Members to External Boards" is attached as Appendix A for consideration of adoption.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:

1. That Board Policy "CRD Appointment of Public Members to External Boards" be adopted.
2. That the Terms of Reference for the Governance Committee be updated to allow for the establishment of an Appointment Advisory Committee, on an as-and-when needed basis, responsible for reviewing applications and making recommendation for appointments to external boards.
3. That the Appointment Advisory Committee be permitted to meet in closed when evaluating public member applications.

Alternative 2

That staff report back to the Governance Committee with changes to the policy, as directed.

IMPLICATIONS

Alignment with External Board Processes

As the eligibility requirements and application process for each external board is unique and complex, the policy is intended to supplement and not replace the processes already prescribed. The policy provides a minimum standard for advertising opportunities to external boards and clarifies the CRD's internal process for selecting a CRD representative. The policy does not change the eligibility requirements or criteria for the CRD representative which are set by the external board's governing documents.

Selection and Appointment

Currently when external vacancies are brought to the Board, assessment of applications are done by a sub-committee of the Governance Committee. Staff are not recommending any changes to that approach. To ensure appointment recommendations are appropriately within the mandate of the Governance Committee, the recommendation includes a resolution to amend the Governance Terms of Reference to allow for the establishment of an Appointment Advisory Committee.

The Appointment Advisory Committee would be responsible for evaluating candidates and making recommendations directly to the Board on public member appointments, based on the eligibility requirements and member criteria established by the external board. Staff recommend the Appointment Advisory Committee be struck on an as-needed basis, with appointments to the sub-committee made by the Governance Committee Chair when external board vacancies arise.

Implementation Schedule

The policy will take effect immediately following its adoption by the CRD Board. The process of making appointments to external boards normally occurs at the end of the calendar year. Legislative Services will oversee the call for expressions of interest beginning in September and the scheduling of Appointment Advisory Committee meetings as needed. The goal is to have the CRD Board make its appointments by December 2021 for those public members whose terms will be expiring.

One exception is the filling of two outstanding vacancies on the Royal and McPherson Theatres Society (RMTS) Board. The appointments to the RMTS Board were tabled in November 2020 subject to the CRD reviewing its process for external appointments. Once the policy is adopted, staff will work with representatives from the Royal and McPherson Theatres Society to ensure the new policy requirements are followed with a new call for expressions of interest.

CONCLUSION

In November 2020, the CRD's Governance and Finance Committee directed staff to develop a policy to ensure that the most suitable candidates are selected and appointed as CRD representatives, and to ensure that the process of appointing public members to an external board is inclusive, transparent and consistently applied. In addition to the policy, staff recommend that the CRD Board formalize the ability of the Governance Committee to create a selection sub-

committee to evaluate candidates and make recommendation for appointments through the Governance Committee to the CRD Board.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:

1. That Board Policy “CRD Appointment of Public Members to External Boards” be adopted.
2. That the Terms of Reference for the Governance Committee be updated to allow for the establishment of an Appointment Advisory Committee, on an as-and-when needed basis, responsible for reviewing applications and making recommendation for appointments to external boards.
3. That the Appointment Advisory Committee be permitted to meet in closed when evaluating public member applications.

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ATTACHMENT(S)

Appendix A: CRD Appointment of Public Members to External Boards Policy