

Board Director Orientation (Director Orientation) Policy

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Lead Role: GM	Replaces: N/A
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Policy Statement

The Board of Beaver Municipal Solutions/Beaver Regional Waste Management Services Commission believes that in order to fully execute its mandated duties with good judgement, care and precision, Board Directors require a comprehensive, professional orientation program to instruct them regarding the Board's mandate, vision, strategic plan and rules of governance, and the Commission's business operations. As well, Directors must have access to on-going professional Directorship education programs and conferences, in order to ensure that they remain informed regarding emergent matters in corporate governance.

Accordingly, the Board has adopted this Policy, and the following Guidelines,

Guidelines

1. Directors, including alternate Directors, will be provided with a comprehensive orientation program to the Commission Board and Commission operations within 4 weeks of their appointment to the Board.
2. The orientation program will consist of the following elements at a minimum:
 - a. A review of the Commission Board's governance structure, including committees, and Director roles and responsibilities, including prevailing Code of Conduct obligations;
 - b. A review of the Commission's governing legislation, its By-laws and policies, and Directors' roles and responsibilities regarding each document;
 - c. A review of the Commission's Mandate, its Vision and its current Strategic Plan, and strategic goals and objectives, and the implementation status of its Strategic Plan;
 - d. A review of the Commission's current business plan, the current Board and organizational priorities, and the status of implementation of each;
 - e. A review of the Commission's current operations, including its organizational structure and reporting relationships, its member services and facilities, and services and facilities available to non-members;
 - f. A review of the Commission's historical financial statements, and comparison to the Commission's business plan, its employee compensation program and a confidential review of the compensation plan for the General Manager;
 - g. A review of the Commission meeting requirements and meeting format;
 - h. A review of Director continuing education opportunities available, and the annual budget allocation;
 - i. A review and discussion of key issues facing the Commission.

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The orientation program may be externally facilitated, with the assistance of the General Manager, and senior management. If an external facilitator is chosen, the orientation program will be scheduled as soon as practicable after the Directors' appointments.

3. An abbreviated re-orientation session will be held within a year of the Directors' appointments in order to reinforce the learning and application of governance principles. As well. The re-orientation program can be held during the Board's self-performance assessment held every three years, at the Board's discretion.
4. The annual business plan will include an education allotment for Director continuing education regarding courses and conferences on governance practice and strategy.

Roles and Responsibilities, Procedures, Forms and Related Policies

1. The implementation of this Policy will be through the General Manager.

Related policies:

- BRD-001 Board of Directors Code of Conduct
- BRD-005 Strategic and Business Planning
- BRD-009 Board Performance Self-Assessment
- BRD-011 Board Director and Committee Member Expenses