REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, JANUARY 20, 2021

SUBJECT   2021 Environmental Services Committee Terms of Reference

ISSUE SUMMARY

This report is to provide the 2021 Terms of Reference for the Committee's review.

BACKGROUND

Under the *Local Government Act* and the Capital Regional District (CRD) Board Procedures Bylaw, the CRD Board Chair has the authority to establish Standing Committees and to appoint members to provide advice and recommendations to the Board.

On December 9, 2020, the Regional Board approved the 2021 Standing Committee Terms of Reference. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the committees and members.

This year, there were no changes to the defined purpose of the Committee's TOR. Minor housekeeping changes were made to the pro-forma provisions of the TOR, including updates to the language under committee composition to clarify that all Board Members can attend all committees, but not vote unless a member; and clarification to the provision regarding creation of the committee agenda, to reinforce that Board Members may raise items for the agenda through the notice of motion process.

The TOR are being provided for review by the committee. Any proposed revisions to the TOR will require ratification by the Board.

CONCLUSION

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members.

RECOMMENDATION

That the Environmental Services Committee receive the 2021 Terms of Reference, attached as Appendix A.

Submitted by:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: 2021 Terms of Reference – Environmental Services Committee