

**REPORT TO FINANCE COMMITTEE
MEETING OF WEDNESDAY, MAY 01, 2024**

SUBJECT **Royal & McPherson Theatres Services Committee Terms of Reference**

ISSUE SUMMARY

This report is to provide the 2024 Royal & McPherson Theatres Services Advisory Committee (RMTSAC) Terms of Reference (ToR) for the Committee’s review.

BACKGROUND

Under the Capital Regional District (CRD) Board Procedures Bylaw, the CRD Board has the authority to establish advisory committees and appoint members to provide advice and recommendations to Standing Committees and the Board. The ToR serve to clarify the mandate, responsibilities, term lengths and procedures of advisory committees and provide a point of reference and guidance for the committee and its members.

The ToR for the Finance Committee includes reference to the RMTSAC. The RMTSAC reports to the Finance Committee.

This year there is one proposed change to the RMTSAC’s ToR, extending term lengths from one year to two years (see Appendix A). This better aligns to the current practice of RMTSAC members participating for multiple years, while lowering the administrative burden on both municipal and CRD staff to confirm appointed members each year.

CONCLUSION

The ToR serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the Committee and its members.

RECOMMENDATION

The Finance Committee recommends to the Capital Regional District Board:
That the 2024 Royal & McPherson Theatres Services Advisory Committee Terms of Reference attached at Appendix A be approved.

Submitted by:	Chris Gilpin, MPA, Manager Arts & Culture
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: 2024 Royal & McPherson Theatres Services Advisory Committee Terms of Reference, redline version