

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, DECEMBER 13, 2023**

SUBJECT **2024 Terms of Reference for Standing Committees**

ISSUE SUMMARY

To approve the 2024 Terms of Reference for the CRD Board's Standing Committees.

BACKGROUND

Under the *Local Government Act* and Bylaw No. 3828, "Capital Regional District Board Procedures Bylaw, 2012", the CRD Board Chair has the authority to establish Standing Committees and to appoint members to provide advice and recommendations to the Board.

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.

The annual process for the Standing Committees TOR is as follows:

1. review with the CRD Board Chair,
2. approval by the CRD Board, and
3. distribution to all Committees for information.

There were no changes to the following Standing Committee's TORs:

- Governance Committee
- Finance Committee
- First Nations Relations Committee
- Hospitals and Housing Committee
- Planning and Protective Services Committee
- Regional Parks Committee

For 2024, there are changes to the following Standing Committee's TORs:

- Electoral Areas Committee
- Core Area Liquid Waste Management Committee
- Environmental Services Committees
- Technical and Community Advisory Committee
- Transportation Committee

A redlined copy of the 2024 Terms of Reference for Standing Committee is attached as Appendix A.

ALTERNATIVES

Alternative 1

That the 2024 Terms of Reference for Standing Committees be approved as attached in Appendix A.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Housekeeping Updates

The Electoral Areas Committee TOR was updated to remove the Salt Spring Island Local Community Commission as the Commission's reporting structure is directly to the CRD Board.

The Environmental Services Committee TOR was updated to include the Solid Waste Management Plan under its regional solid waste function mandate.

The Transportation Committee mandate was updated to include providing input on trails in the Regional Parks and Trails Strategic Plan.

Long-term Biosolids Management

Clarity on long-term biosolids management was added to the TORs for the Core Area Liquid Waste Management Committee (CALWMC), the Technical and Community Advisory Committee (TCAC), and the Environmental Services Committee.

The Environmental Services Committee mandate on resource recovery opportunities now includes the long-term Biosolids Management Plan. While CALWMC will continue to serve as the steering committee for TCAC, the TCAC will report through the Environmental Services Committee on long-term biosolids management planning.

CONCLUSION

Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of governing committees and provide a point of reference and guidance for the committees and their members. Any future revisions to the TOR will require ratification by the Board.

RECOMMENDATION

That the 2024 Terms of Reference for Standing Committees be approved as attached in Appendix A.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: 2024 Terms of Reference for Standing Committees (redlined)