

# Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header. It consists of the letters 'CRD' in a stylized, bold, sans-serif font, positioned above a dark, wavy horizontal line that spans the width of the header.

## **GOVERNANCE COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Governance Committee is a standing committee established by the CRD Board to make recommendations to the Board regarding items related to governance and corporate administration. The committee will also provide advice to the Board on agenda items for Committee of the Whole meetings.

The Committee's official name is to be:

Governance Committee

### **1.0 PURPOSE**

To consider matters and make recommendations to the Board or to the Committee of the Whole as required or directed by the Chair, regarding:

- a) Board, committee and commission governance and meeting procedures
- b) General governance issues such as communication, access and accountability processes
- c) Corporate administration and operations such as but not limited to:
  - Administrative, personnel and labour management matters
  - Internal and external communications systems
  - Intergovernmental relations
- d) Identification of items of regional interest and/or items that are relevant to more than one standing committee that are better suited for consideration at a Committee of the Whole meeting

The Committee may also make recommendations to the Board to advocate to provincial and federal governments to maintain and fulfil their roles.

### **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The committee will make recommendations directly to the Capital Regional District Board for consideration;
- b) The Board Chair will appoint the Committee Chair, Vice Chair and committee members; and
- c) It is expected the committee will meet every two months or at the call of the Chair.

### **3.0 COMPOSITION**

- a) The Chair, Vice Chair and members are appointed annually by the Board Chair;

- b) The committee may include current and past CRD Board Chairs.
- c) All Board members are permitted to participate in standing committee meetings, but not vote, where an item of local significance is on the agenda (Board resolution Nov. 12, 2014).

#### **4.0 PROCEDURES**

- a) The Committee shall meet at the call of the Committee Chair, in consultation with the Corporate Officer; and
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda.
- c) With the approval of the Committee Chair and Board Chair, committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration
- d) A quorum is a majority of the committee membership and is required to conduct committee business

#### **5.0 RESOURCES AND SUPPORT**

- a) The CAO and Corporate Officer will provide strategic support and act as a liaison;
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department; and
- c) The Executive Services Department will provide additional administrative support as required.