

**REPORT TO THE GOVERNANCE COMMITTEE  
MEETING OF WEDNESDAY, JANUARY 24, 2018**

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**SUBJECT**      **2018 BOARD STANDING AND SELECT COMMITTEES – TERMS OF REFERENCE**

**ISSUE**

To establish the terms of reference for the 2018 Board Standing and Select Committees.

**BACKGROUND**

Terms of reference (TOR) serve to clarify the mandate, responsibilities and procedures governing committees and provide a point of reference and guidance for the committees and their members. This year, the TOR are being considered by each committee and will be forwarded to the Board for approval.

Under the *Local Government Act* and the CRD Board Procedures Bylaw, the CRD Board Chair has the authority to establish Standing Committees and appoint members. The CRD Board has the authority to establish Select Committees and the authority to establish Advisory Committees to provide advice and recommendations to the Board or a Board Standing Committee.

The 2018 committee structure remains largely the same as in 2017. The 2018 Terms of Reference have been updated to reflect that Committee meetings will occur every two months or at the call of the Chair, and to update the name of the support department in section 5 to Corporate Services.

Deleted from the 2018 Terms of Reference are those strategic priorities that have been considered and resolved for no further action, completed or operationalized, including:

- Reviewing the standing and select committee structure and making recommendations to the Board Chair;
- Developing a governance model to address and determine priorities for advocacy initiatives;
- Developing a Board self-evaluation process;
- Determining the role of the CRD in current governance conversations.

With the initiation of the new Corporate Services department, staff will be developing additional legislative and corporate controls in areas such as policy review and development, business continuity and emergency planning, action tracking, and electronic records management.

**ALTERNATIVES**

*Alternative 1:*

That the Governance Committee recommend that the 2018 Terms of Reference, as attached in Appendix A, be approved.

*Alternative 2:*

That the terms of reference be referred back to staff for further review.

**IMPLICATIONS**

The TOR that have been developed for each committee identify the mandate or purpose of the committee, its establishment and authority, composition, procedures and staff resources. Committees are generally structured around specific service areas. Where applicable, other committees that report through each of the committees have been identified. The 2018 committee structure is largely unchanged from 2017. The only governance amendments recommended are those required to bring the Terms of Reference in line with current ongoing initiatives and organizational structure as identified.

**Next Steps**

Following the confirmation by each Committee of their TOR and approval by the CRD Board, the TOR

will be posted to the CRD website.

**RECOMMENDATION**

That the Governance Committee recommend to the Capital Regional District Board:

That the Terms of Reference for the 2018 Governance Committee, as attached in Appendix A, be approved.

Submitted by:	Kristen Morley, JD, General Manager, Corporate Services
Concurrence:	Robert Lapham, RPP, MCIP, Chief Administrative Officer,

Attachments: Appendix A – 2018 Terms of Reference