

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD  
MEETING OF WEDNESDAY, JANUARY 13, 2021**

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**SUBJECT**     **2021 Terms of Reference for Planning and Protective Services Committee and Transportation Committee**

**ISSUE SUMMARY**

The purpose of this report is to provide the updated 2021 Terms of Reference for the Planning and Protective Services Committee and Transportation Committee.

**BACKGROUND**

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 to provide advice and recommendations to the Board.

On December 9, 2020, the Regional Board requested that the CRD Board Chair strike a Transportation Standing Committee to support the development of the list of regional transportation priorities and subsequently an evaluation of regional transportation governance options.

As a result, the Planning, Transportation and Protective Services Committee was split to create two separate committees:

- Planning and Protective Services Committee
- Transportation Committee

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. New TORs have been drafted for both committees to reflect their respective service mandates.

The Planning and Protective Services Committee will meet every second month, on odd months. The Transportation Committee will meet every second month, on even months.

Following endorsement by the Board, the TORs will be received by each standing committee. Any future revisions to the TOR will require ratification by the Board.

**ALTERNATIVES**

*Alternative 1*

That the Board approve the 2021 Terms of Reference for the Planning and Protective Services Committee (Appendix A) and Transportation Committee (Appendix B).

*Alternative 2*

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

**CONCLUSION**

Terms of Reference 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.

**RECOMMENDATION**

That the Board approve the 2021 Terms of Reference for the Planning and Protective Services Committee (Appendix A) and Transportation Committee (Appendix B).

Submitted by:	Marlene Lagoa, MPA, A/Manager of Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: 2021 Planning and Protective Services Terms of Reference  
Appendix B: 2021 Transportation Committee Terms of Reference