

# Terms of Reference



## COMMITTEE OF THE WHOLE

### PREAMBLE

In accordance with the Board Procedures Bylaw, the Capital Regional District (CRD) Board may resolve into Committee of the Whole at any time to examine and provide advice to the Board on various matters of regional interest.

The Committee's official name is to be:

Committee of the Whole

### 1.0 PURPOSE

- a) The purpose of the Committee of the Whole is to consider items of regional interest and/or that apply to more than one Board standing committee such as, but not limited to:
  - i. Annual Budget deliberations – Departmental Service Plans to be considered by respective standing committees
  - ii. Development of Strategic Plan
  - iii. Policy changes that have a regional impact
  - iv. Forum of Councils; and
  - v. Any other matter as determined by a committee chair in consultation with the Board Chair that would be better considered at a Committee of the Whole meeting
- b) With the consent of the Board Chair, the Committee of the Whole may act as a forum in which the Board would receive delegations from the public and presentations from staff related to items requiring more in depth explanation, discussion and Board feedback.

### 2.0 ESTABLISHMENT AND AUTHORITY

- a) The committee will make recommendations to the Board for review, comment and decision.
- b) The Board Chair may act as Chair or appoint another Member to preside at the meeting.

### 3.0 COMPOSITION

- a) Committee members will be all CRD Board Members; and
- b) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:

- i) First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
- ii) When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

#### **4.0 PROCEDURES**

- a) The Committee shall meet at the call of the Chair on the fifth Wednesday of the month and have special meetings as required, in consultation with the Chief Administrative Officer and Corporate Officer.
- 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 through the Notice of Motion process;
- c) At the request of a committee chair and with the consent of the Board Chair, items that fall within the mandate of one or more committee or are regional in nature, may be considered by the Committee of the Whole.
- d) The bulk of discussion and debate of pertinent issues will take place at the committee, with all necessary recommendations forwarded to the Board for consideration and final decision-making.
- e) In accordance with the CRD Board Procedures Bylaw, a motion to rise and report shall be adopted at the Committee of the Whole meeting. A Board meeting will convene immediately following the Committee of the Whole meeting where the Chair shall report to the Board to adopt the recommendation or postpone consideration to the next regularly scheduled Board meeting.

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

- a) The Chief Administrative Officer will provide strategic support and act as liaison;
- b) Minutes and agendas are prepared and distributed by Corporate Services; and
- c) The Executive Leadership Team (ELT) will provide additional administrative support as required.

Approved by CRD Board \_\_\_\_\_

# Terms of Reference

The logo for the Capital Regional District (CRD), consisting of the letters 'CRD' in a stylized, bold font.

## **CORE AREA LIQUID WASTE MANAGEMENT COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Core Area Liquid Waste Management Committee (CALWMC) is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding the Core Area Liquid Waste Management Plan (CALWMP). Recommendations related to long-term biosolids management planning in the CALWMP shall be referred to the Environmental Services Committee.

The Committee's official name is to be:

Core Area Liquid Waste Management Committee

### **1.0 PURPOSE**

- a) The mandate of the Committee is to oversee and make recommendations to the Board regarding the:
  - i. administration and regulatory reporting for the Core Area Liquid Waste Management Plan
  - ii. Core area trunk sewers and sewage disposal systems
- b) The Committee will act as the steering committee of the Technical and Community Advisory Committee, as outlined in Appendix A.

### **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the Board for consideration.
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

### **3.0 COMPOSITION**

- a) The membership is comprised of all directors on the CRD Board from the following municipalities that are participants in the Core Area Liquid Waste Management Plan:
  - Colwood
  - Esquimalt
  - Langford
  - Oak Bay
  - Saanich
  - Victoria
  - View Royal
  - An elected representative and alternate from each of the Songhees Nation and Esquimalt Nation Councils (Board Procedures Bylaw No. 3828)

- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw, section 33:
  - i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
  - ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

#### 4.0 PROCEDURES

- a) The Committee shall meet quarterly and have special meetings as required at the call of the Committee Chair;
- 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 through the Notice of Motion process;
- 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; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

#### 5.0 RESOURCES AND SUPPORT

- a) The General Managers of Infrastructure and Water Services, ~~and Parks, Recreation and Environmental Services~~ will act as a liaison to the Committee with support from other departments, as required; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board \_\_\_\_\_

**APPENDIX A**

**STEERING THE TECHNICAL AND COMMUNITY ADVISORY COMMITTEE**

In accordance with the Terms of Reference of the Technical and Community Advisory Committee (TCAC) approved by the Capital Regional District Board (CRD), October 11, 2023, the Core Area Liquid Waste Management Committee (CALWMC) will steer the TCAC as follows:

- Make requests to TCAC for appropriate technical and community consultation advice and input in order to facilitate informed decision-making in a variety of CALWMP matters
- Dissolve the TCAC at a time determined by the CALWMC

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## ELECTORAL AREAS COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Electoral Areas Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding services in the electoral areas.

The Committee's official name is to be:

Electoral Areas Committee

### 1.0 PURPOSE

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding services in the electoral areas including, but not limited to:
  - i. Building inspection
  - ii. Bylaw enforcement
  - iii. Animal control
  - iv. Grants-in-aid
  - v. Soil deposit and removal
  - vi. Stormwater quality
  - vii. Fire protection
  - viii. Local emergency management
  - ix. Local economic development
- b) The Committee also has the authority as delegated by the Board to:
  - i. Hold a hearing to file or cancel a Notice on Title (s. 57 & 58 of the *Community Charter*)
  - ii. Modify, assign or release a covenant registrable under s. 219 of the *Land Title Act*
- c) The Committee may also make recommendations to the Board to advocate to senior levels of government regarding issues of importance to electoral areas.
- d) The local service area committees and commissions as outlined in Appendix A will report through the Electoral Areas Committee.
- e) Any other matter that relates to the electoral areas may be referred to the Committee for consideration.

## 2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

## 3.0 COMPOSITION

- a) Committee members will include the Director from each of the electoral areas: Juan de Fuca, Salt Spring Island, and Southern Gulf Islands;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:
  - i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.-
  - ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

## 4.0 PROCEDURES

- a) The Committee shall meet on a monthly basis and have special meetings as required;
- 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 through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

## 5.0 RESOURCES AND SUPPORT

- a) The General Managers of ~~Housing, Planning and Protective~~ Electoral Area Services and ~~Finance and Technology departments~~ will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

*Approved by CRD Board* \_\_\_\_\_



## **APPENDIX A**

### **Juan de Fuca Electoral Area Local Service Area Commissions/Committees:**

- East Sooke Fire Protection & Emergency Response Service Commission
- Juan de Fuca Electoral Area Parks & Recreation Advisory Commission
- Otter Point Fire Protection & Emergency Response Service Commission
- Port Renfrew Fire Protection & Emergency Response Service Commission
- Port Renfrew Utility Services Committee
- Shirley Fire Protection & Emergency Response Service Commission
- Wilderness Mountain Water Service Commission
- Willis Point Fire Protection & Recreation Facilities Commission

### **Salt Spring Island Electoral Area Local Service Area Commissions/Committees:**

- Beddis Water Service Commission
- Cedar Lane Water Service Commission
- Cedars of Tuam Water Service Commission
- Fulford Water Service Commission
- Ganges Sewer Local Services Commission
- Fernwood and Highland Water Service Commission
- Maliview Sewer Local Service Commission

### **Southern Gulf Islands Electoral Area Local Service Area Commissions/Committees:**

- Galiano Island Parks & Recreation Commission
- Lyall Harbour/Boot Cove Water Local Services Committee
- Magic Lake Estates Water & Sewer Committee
- Mayne Island Parks & Recreation Commission
- North Galiano Fire Protection & Emergency Response Service Commission
- Pender Islands Community Parks & Recreation Commission
- Saturna Island Parks & Recreation Commission
- Skana Water Service Committee
- Southern Gulf Islands Community Economic Sustainability Commission
- Southern Gulf Islands Electoral Area Emergency Advisory Commission
- Southern Gulf Islands Harbours Commission
- Southern Gulf Islands Public Library Commission
- Sticks Allison Water Local Service Committee
- Surfside Park Estates Water Service Committee

# Terms of Reference



## **ENVIRONMENTAL SERVICES COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Environmental Services Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding waste management, resource recovery, climate change and other environmental matters.

The Committee's official name is to be:

Environmental Services Committee

### **1.0 PURPOSE**

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:
  - i. Regional solid waste function, including the Solid Waste Management Plan
  - ii. Environmental protection, monitoring and compliance
  - iii. Climate action
  - iv. Resource recovery opportunities, including the Long-term Biosolids Management Plan
- b) The Committee will also:
  - i. Serve as the Plan Monitoring Advisory Committee for the current Solid Waste Management Plan (SWMP)
  - ii. Stand as the steering committee for the revised SWMP
- c) The following committees will report through the Environmental Services Committee:
  - i. Climate Action Inter-Municipal Task Force
  - ii. Solid Waste Advisory Committee (SWAC)
  - iii. Technical and Community Advisory Committee (TCAC)

### **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

### 3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33.:
  - i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
  - ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

### 4.0 PROCEDURES

- a) The Committee shall meet on a monthly basis and have special meetings, as required
- 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 through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

### 5.0 RESOURCES AND SUPPORT

- a) The General Manager of Parks, Recreation and Environmental Services will act as liaison to the Committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board \_\_\_\_\_

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## FINANCE COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Finance Committee is a standing committee established by the CRD Board to make recommendations to the Board regarding items related financial policy, administration, and reporting. 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:

Finance Committee

### 1.0 PURPOSE

- a) To provide advice or make recommendations, or both, to the Board regarding the following functions:
  - i. Corporate budget process
  - ii. Financial monitoring, reporting and forecasting
  - iii. Corporate financial management (including policies) and audit compliance
  - iv. Grants reporting and policies
  - v. Financial impacts related to strategic Board priorities and initiatives
- b) The Committee will provide recommendations to the Board that aim to increase the transparency of the organization and the visibility of financial reporting efforts.
- c) The following committee will report through the Finance Committee
  - Royal & McPherson Theatres Services Advisory Committee

### 2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

### 3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not to vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD

Procedures Bylaw section 33:

- i.- First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
- ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

#### **4.0 PROCEDURES**

- a) The Committee shall meet on a bi-monthly basis and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may request that a matter be placed on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

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

- a) The Chief Financial Officer will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

*Approved by CRD Board* \_\_\_\_\_

# Terms of Reference

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## **GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Governance and First Nations Relations Committee is a standing committee established by the CRD Board to make recommendations to the Board regarding items related to governance, corporate administration, and building strong government-to-government relationships with First Nations.

The Capital Regional District (CRD) spans the traditional territories of over 20 First Nations, of which 11 have Reserve lands and 9 of those are populated. The Committee will provide support to the Board to provide advice and direction to the Board on matters that directly or indirectly affect those relationships.

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 and First Nations Relations Committee

### **1.0 PURPOSE**

- (a) To consider governance and corporate administration matters and make recommendations to the Board or to the Committee of the Whole regarding the following functions:
  - i. Board, committee and commission governance and meeting procedures;
  - ii. General governance issues such as communication, access and accountability processes;
  - iii. Corporate administration and operations such as but not limited to:
    - Labour Relations and Human Resource Matters
    - Internal and external communications systems
    - Intergovernmental relations
  - iv. Legal and Risk Management;
  - v. Matters related to accessibility;
  - vi. 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;

- (b) The mandate of the Committee includes providing advice and making recommendations to the Board regarding the following functions relating to First Nation governments:
  - i. Advise on programs and activities that strengthen relationships between the CRD and First Nations within the region;
  - ii. Understand and provide advice to the Board on the implications of the BC Treaty process where it intersects with local government interests;
  - iii. Provide guidance on the coordination of regional events such as a Forum of all Councils;
  - iv. Make recommendations to the Board on the initiatives identified in the First Nations Task Force Final Report; and
  - v. Review progress on Reconciliation with First Nations and make recommendations to support continued efforts.
- (c) The Committee may also make recommendations to the Board to advocate to provincial and federal governments on matters effecting the Regional District.
- (d) The following committees will report through the Governance Committee
  - i. Accessibility Advisory Committee
  - ii. Victoria Family Court and Youth Justice Committee
- (e) The Committee may establish an Appointment Advisory Committee, on an as-and-when needed basis, responsible for reviewing applications and making recommendation for appointments to external boards and the Accessibility Advisory Committee.
  - i. The Appointment Advisory Committee is permitted to meet in closed when evaluating public member applications.

## **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

## **3.0 COMPOSITION**

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at

their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33-:

- i First Nations Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
- iii When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

#### **4.0 PROCEDURES**

- a) The Committee shall meet on a bi-monthly basis and have special meetings, as required;
- 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 through the Notice of Motion process;
- 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; and
- e) The above procedures may be relaxed or suspended by majority vote of the Committee in order to facilitate unstructured discussions and consensus-based outcomes.

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

- a) The General Manager of Corporate Services ~~will provide strategic support and~~ will act as liaison to the Committee;
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department; and
- c) The Executive Services Department will provide additional Committee support as required.

*Approved by CRD Board* \_\_\_\_\_



# Terms of Reference

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## HOSPITALS AND HOUSING COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Hospitals and Housing Committee is a Standing Committee established by the CRD Board and will oversee and make recommendations to the CRD, Capital Regional Hospital District (CRHD) and Capital Region Housing Corporation (CRHC) boards on matters relating to hospitals and housing, and community health.

The Committee's official name is to be:

Hospitals and Housing Committee

### 1.0 PURPOSE

- a) The mandate of the Committee includes providing advice or making recommendations, or both, to the CRD, CRHD, and CRHC Boards regarding the following region-wide functions:
  - i. Land Banking and Housing
  - ii. CRHC
  - iii. CRHD
  - iv. Community health planning, regulations and enforcement
  - v. Implementation of various housing affordability models, the potential formation of strategic partnerships and the creation of alternative corporate entities
  - vi. Options for the procurement of health care facilities and housing developments and
  - vii. Real estate matters relating to health care facilities and housing
- b) The following committees will report through the Hospitals and Housing Committee:
  - i. Regional Housing Advisory Committee
  - ii. Tenant Advisory Committee
  - iii. Any other advisory body established by the Committee.

## **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the CRD Board, the CRHD Board, and the CRHC Board, as applicable, for consideration; and
- b) The CRD Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

## **3.0 COMPOSITION**

- a) Committee members will be appointed CRD Board Members and should include the Chair of the CRHC and the Chair of the CRHD Board.
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:
  - i. First Nations Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
  - ~~ii.~~ When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.-

## **4.0 PROCEDURES**

- a) The Committee shall meet on a monthly basis and have special meetings as required;
- 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 through the Notice of Motion process;
- c) With the approval of the Committee Chair and the CRD Board Chair (or CRHC Board Chair, or CRHD Board Chair, as applicable), Committee matters of an urgent or time sensitive nature may be forwarded directly to the appropriate Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

## **5.0 RESOURCES AND SUPPORT**

- a) The General Manager of Housing, Planning and Protective Services will act as liaison to the Committee;

- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

*Approved by CRD Board* \_\_\_\_\_

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## **PLANNING AND PROTECTIVE SERVICES COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Planning and Protective Services Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to planning, protective services, and emergency management matters.

The Committee's official name is to be:

Planning and Protective Services Committee

### **1.0 PURPOSE**

- a) The mandate of the Committee includes overseeing, providing advice and/or making recommendations to the Board regarding the following functions:
  - i. Regional Growth Strategy
  - ii. Protective services – including 911, fire dispatch and hazmat
  - iii. Emergency Preparedness
- b) The following committees will report through the Planning and Protective Services Committee:
  - i. Development & Planning Advisory Committee
  - ii. Local Government Emergency Program Advisory Commission
  - iii. Regional Emergency Program Advisory Commission
  - iv. Regional Food and Agriculture Task Force
  - v. Any other advisory body established by the Committee

### **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

### **3.0 COMPOSITION**

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and

- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:-
- i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
- i.ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

#### 4.0 PROCEDURES

- a) The Committee shall meet on a bi-monthly basis and have special meetings as required;
- 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 through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

#### 5.0 RESOURCES AND SUPPORT

- a) The General Manager of Housing, Planning and Protective Services ~~Department~~ will act as ~~a~~-liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board \_\_\_\_\_

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## REGIONAL PARKS COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Regional Parks Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding regional parks.

The Committee's official name is to be:

Regional Parks Committee

### 1.0 PURPOSE

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:
  - i. Regional parks, including land acquisition, management, operations and programs
  - ii. Regional Parks Strategic Plan, Land Acquisition Strategy

### 2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

### 3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:
  - i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.-

~~–ii.~~ When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

#### 4.0 PROCEDURES

- a) The Committee shall meet on a monthly basis and have special meetings, as required;
- 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 through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

#### 5.0 RESOURCES AND SUPPORT

- a) The General Manager of Parks, Recreation and Environmental Services will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

*Approved by CRD Board* \_\_\_\_\_

# 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 series of overlapping, curved lines that suggest a landscape or water.

## TRANSPORTATION COMMITTEE

### PREAMBLE

The Capital Regional District (CRD) Transportation Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to regional transportation ~~including the establishment of a and the~~ Regional Transportation Service for the region.

The Committee's official name is to be:

Transportation Committee

### 1.0 PURPOSE

- a) The mandate of the Committee includes overseeing, providing advice and/or making recommendations to the Board regarding the following functions:
  - i. Regional transportation matters including regional transportation policies, plans, programs, projects, and studies including but not limited to public transit, active transportation, mobility hubs, transportation demand management, and road and trail safety.
  - ii. Encouraging a strong regional voice on regional transportation governance and matters including the regional multi-modal network, goods movement, transit, rapid transit, active transportation, multi-use regional trails, inter-regional transportation, and grant funding for infrastructure projects of regional significance.
  - iii. Regional trails matters including land acquisition, capital planning, policy, management, construction, operations and programs for the Galloping Goose, the Lochside, and the E&N trails.
- b) The Committee may also make recommendations to the Board to:
  - i. Advocate to and collaborate with senior levels of government to support major multi-modal transportation plans and projects which support the region's transportation, climate action and sustainability goals.
  - ii. Advocate to and collaborate with the Victoria Regional Transit Commission on regional transit and rapid transit priorities.
  - ~~iii.~~ Advocate to and collaborate with the Island Corridor Foundation on the use of the rail corridor.
  - ~~iii-iv.~~ Work with other Vancouver Island Regional Districts to support major multi-modal inter-regional transportation which support the mobility of people transportation and the flow of goods on Vancouver Island.
- c) The following committees will report through the Transportation Committee:
  - i. Regional Transportation Advisory Committee
  - ii. Any other advisory body established by the Committee



## **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

## **3.0 COMPOSITION**

- a) Committee members will be appointed CRD Board Members;
- b) At least one member of the committee should be a liaison member of the Regional Parks Committee, the Environmental Services Committee and the Planning and Protective Services Committee;
- c) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and
- d) First Nation members are permitted to participate in standing committee meetings at their pleasure, ~~in accordance with the CRD Procedures Bylaw~~, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:-
- i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
- ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the meeting minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

## **4.0 PROCEDURES**

- a) The Committee shall meet on a bi-monthly basis and have special meetings as required;
- 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 through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

## **5.0 RESOURCES AND SUPPORT**

- a) The General Manager of Housing, Planning and Protective Services ~~Department~~ will act as a liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services

**CRD Transportation Committee**  
**2026 Terms of Reference**

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Department.

*Approved by CRD Board* \_\_\_\_\_