

REPORT TO CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, JANUARY 14, 2026

SUBJECT 2026 Terms of Reference for Standing Committees

ISSUE SUMMARY

To approve the 2026 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.

The 2026 Terms of Reference for standing committees, redlined to show all new revisions, are attached at Appendix A.

ALTERNATIVES

Alternative 1

That the 2026 Terms of Reference for standing committees be approved.

Alternative 2

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

IMPLICATIONS

First Nations Implications

On March 12, 2025 CRD Board meeting, the Board approved a motion arising from the Regional Parks Committee requesting that staff review section 3 of the Terms of Reference to include additional details on First Nation members voting rights on standing committees. As a result, all standing committee Terms of Reference were revised under section 3.0 Composition by adding the following:

"First Nation members are permitted to participate in standing committee meetings at their pleasure, 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.”*

Service Delivery Implications

The Core Area Liquid Waste Management Committee TOR was updated under 5.0 Resources and support to have the General Manager of Infrastructure and Water Services act as liaison with support from other departments.

The Electoral Areas Services Committee TOR was updated under section 5.0 Resources and Support to reflect that the new General Manager of Electoral Area Services will act as a liaison to the committee.

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. In 2026, all standing committee TOR were updated to include additional details on First Nation members voting rights. Any future revisions to the TOR will require ratification by the Board.

RECOMMENDATION

That the 2026 Terms of Reference for standing committees be approved.

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

ATTACHMENT(S)

Appendix A: 2026 Terms of Reference for Standing Committees (Redlined)