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**REPORT TO GOVERNANCE COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 07, 2024**

SUBJECT 2024 Appointments Advisory Committee

ISSUE SUMMARY

Establish membership to the Appointments Advisory Committee for the current year.

BACKGROUND

On April 14, 2021, the CRD Board adopted the policy titled “*CRD Appointment of Public Members to External Boards*” attached as Appendix A.

The purpose of this policy is to ensure that the most suitable candidates are selected and appointed as CRD Representatives, and to ensure that the process of appointing Public Members to an External Board is inclusive, transparent, and consistently applied. The policy defines the establishment of an Appointment Advisory Committee as an advisory committee responsible for reviewing applications and making recommendations for public member appointments to the CRD Board.

Section 1.0(c) of the Governance Committee’s Terms of Reference states:

(c) 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.

i. The Appointment Advisory Committee is permitted to meet in closed when evaluating public member applications.

The decision before the Governance Committee is to appoint three of its members to the Appointments Advisory Committee. Historically, the Chair of the Governance Committee has also served as the Chair to the Appointments Advisory Committee.

ALTERNATIVES

Alternative 1

The Governance Committee recommends to the Capital Regional District Board:

That the membership of the Appointments Advisory Committee for 2024 include Governance Committee Chair Little and the following two committee members: Director [X], and Director [Y].

Alternative 2

That this report be referred to the Capital Regional District Board for a decision on appointing three members to the Appointments Advisory Committee for 2024.

IMPLICATIONS

The CRD has received notice of the following vacancies requiring appointments in 2024:

- **Royal & McPherson Theatres Society:** Appointment of one Appointed Director for a 2-year term by the April 10, 2024 Board meeting.
- **Victoria Airport Authority:** Appointment of 1 member for a 3-year term to be finalized by end of 2024.

Legislative Services staff will prepare the call for expressions of interest and work with CRD Corporate Communications on posting the opportunity to serve on the external boards listed above. Staff will bring forward a report to a Closed meeting of the Appointments Advisory Committee that will include a matrix showing which individuals have met the eligibility requirements and member criteria as established by the External Board. The Appointments Advisory Committee will then make a recommendation to the CRD Board for nomination or appointment.

RECOMMENDATION

The Governance Committee recommends to the Capital Regional District Board:
That the membership of the Appointments Advisory Committee for 2024 include Governance Committee Chair Little and the following two committee members: Director [X], and Director [Y].

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

ATTACHMENT(S)

Appendix A: CRD Appointment of Public Members to External Boards Policy