

Terms of Reference



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, 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 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 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 January 14, 2026