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REPORT TO FINANCE COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 7, 2018

SUBJECT 2018 Board Standing and Select Committees Terms of Reference

ISSUE

To establish the terms of reference for the 2018 Capital Regional District (CRD) Board Standing and Select Committees.

BACKGROUND

Terms of reference serve to clarify the mandate, responsibilities and procedures governing committees and provide a point of reference and guidance for the committees and their members. This year, the TOR are being considered by each committee and will be forwarded to the Board for approval.

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. The CRD Board has the authority to establish Select Committees and the authority to establish Advisory Committees to provide advice and recommendations to the Board or a Board Standing Committee.

The 2018 committee structure remains largely the same as in 2017. However, changes have been made to the 2018 Finance Committee TOR to reflect an increased focus on financial controls. Changes to the TOR include:

- Adding to the purpose statement:
 - financial monitoring, reporting and forecasting
 - the Royal Theatre and McPherson Playhouse

ALTERNATIVES

Alternative 1

That the Finance Committee recommend to the Capital Regional District Board:
That the 2018 Terms of Reference, as attached in Appendix A, be approved.

Alternative 2

That the 2018 Terms of Reference be referred back to staff for further review.

IMPLICATIONS

The TOR that have been developed for each committee to identify the mandate or purpose of the committee, its establishment and authority, composition, procedures and staff resources. Committees are generally structured around specific service areas. Where applicable, other committees that report through each of the committees have been identified. The 2018 committee structure is largely unchanged from 2017. The recommended amendments reflect the evolving service plan and organizational changes that focus on transparency and financial monitoring and reporting. In addition, the proposed sub-committee for Royal and McPherson Theatre Service participants has been included in the TOR.

Next Steps

Following the confirmation by each Committee of their TOR and approval by the CRD Board, the TOR will be posted to the website.

RECOMMENDATION

That the Finance Committee recommend to the Capital Regional District Board:
That the 2018 Terms of Reference, as attached in Appendix A, be approved.

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services
Concurrence:	Rianna Lachance, BCom, CPA, CA, Acting Chief Financial Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

EG:ngm

Attachments: Appendix A: 2018 Finance Committee Terms of Reference