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**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JANUARY 08, 2025**

SUBJECT **2025 Terms of Reference for Standing Committees**

ISSUE SUMMARY

To approve the 2025 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.

Redlined versions of the 2025 Terms of Reference for standing committees are attached as Appendix A.

ALTERNATIVES

Alternative 1

That the 2025 Terms of Reference for standing committees be approved as attached at Appendix A.

Alternative 2

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

IMPLICATIONS

Housekeeping Updates

The Committee of the Whole TOR was last reviewed in 2016 and has been updated to reflect the modernized standing committee TOR template.

For 2025, there were changes to all standing committee's TORs under 4.0 Procedures clause a) to remove the overly prescriptive timing for the committee meeting schedule. The words removed included "except August", "except August and December", "on odd number of months", and "on even number of months".

In addition, General Manager titles has been updated to reflect recent changes with CRD Evolves and the new role of General Manager for Electoral Area Services.

New Governance and First Nations Relations Committee

One major change to the CRD Board standing committee structure for 2025 is the combination of the Governance Committee and First Nations Relations Committee. A new Terms of Reference has been prepared for the new Governance and First Nations Relations Committee. In addition, the Victoria Family Court and Youth Justice Committee has been added as a committee that will report through this 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. One major change to the CRD Board standing committee structure for 2025 is the combination of the Governance Committee and First Nations Relations Committee. Any future revisions to the TOR will require ratification by the Board.

RECOMMENDATION

That the 2025 Terms of Reference for standing committees be approved as attached at Appendix A.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., Acting Chief Administrative Officer

ATTACHMENT(S)

Appendix A: 2025 Terms of Reference for Standing Committees (redlined)