

**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MARCH 26, 2025**

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**SUBJECT**     **2025 Planning and Protective Services Committee Terms of Reference**

**ISSUE SUMMARY**

To provide the 2025 Planning and Protective Services Committee Terms of Reference for information.

**BACKGROUND**

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 to provide advice and recommendations to the Board.

On January 8, 2025 the CRD Board approved the 2025 Terms of Reference for standing committees. 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 Planning and Protective Services Committee TOR was updated to remove the overly prescriptive timing for the schedule of committee meetings by removing the words “except August and December”. In addition, the General Manager title has been updated to reflect recent changes with CRD Evolves.

The approved 2025 Planning and Protective Services Committee TOR is attached as Appendix A, and a redlined copy is attached as Appendix B.

The TOR are being provided for information to the Committee. Any proposed revisions to the TOR will require ratification by the Board.

**CONCLUSION**

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members. Any future revisions to the TOR will require ratification by the Board.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer

Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer
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**ATTACHMENT(S)**

Appendix A: 2025 Planning and Protective Services Committee Terms of Reference - Approved

Appendix B: 2025 Planning and Protective Services Committee Terms of Reference - Redlined