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## REPORT TO THE CAPITAL REGIONAL DISTRICT BOARD MEETING OF WEDNESDAY, DECEMBER 09, 2020

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**SUBJECT**     2021 Standing Committee Terms of Reference

### **ISSUE SUMMARY**

The purpose of this report is to provide the 2021 Terms of Reference for the CRD Board's Standing Committees.

### **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.

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.

This year, there were no changes to the defined purpose in the following TORs:

- Core Area Liquid Waste Management Committee
- Electoral Areas Committee
- Environmental Services Committee
- First Nations Relations Committee
- Hospitals & Housing Committee
- Planning Transportation and Protective Services
- Regional Parks Committee

For 2021, the Finance and Governance Committee will be split to create two separate committees:

- Finance Committee
- Governance Committee

New TORs have been drafted for the two new committees to reflect their respective service areas. Finance Committee and Governance Committee will meet every second month, on alternating months.

Minor housekeeping changes were made to the pro-forma provisions of the standing committees' TOR, including updates to the language under committee composition to clarify that all Board Members can attend all committees, but not vote unless a member, in accordance with the Procedures Bylaw; and, clarification to the provision regarding creation of the committee agenda to clarify Board Members may raise items for the agenda through the notice of motion process.

Following endorsement by the Board, the TORs will be received by each standing committee. Any future revisions to the TOR will require ratification by the Board.

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**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.

**RECOMMENDATION**

That the Board approve the 2021 Terms of Reference for Standing Committees attached as Appendix A.

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: 2021 Standing Committees' Terms of Reference