

REPORT TO GOVERNANCE AND FIRST NATIONS RELATIONS COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 4, 2026

SUBJECT 2026 Appointments Advisory Committee

ISSUE SUMMARY

Establish membership to the Appointments Advisory Committee for the current year.

BACKGROUND

In 2021, the CRD Board adopted the policy titled “*CRD Appointment of Public Members to External Boards*” attached as Appendix A.

The purpose of this policy is to ensure that the most suitable candidates are selected and appointed as CRD Representatives, and to ensure that the process of appointing Public Members to an External Board is inclusive, transparent, and consistently applied. The policy defines the establishment of an Appointment Advisory Committee as an advisory committee responsible for reviewing applications and making recommendations for public member appointments to the CRD Board.

Section 1.0(c) of the Governance and First Nations Relations Committee’s Terms of Reference states:

(c) *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.*

i. *The Appointment Advisory Committee is permitted to meet in closed when evaluating public member applications.*

The decision before the Committee is to appoint three of its members to the Appointments Advisory Committee. Historically, the Chair of the Governance Committee has also served as the Chair to the Appointments Advisory Committee.

ALTERNATIVES

Alternative 1

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the membership of the Appointments Advisory Committee for 2026 include Governance and First Nations Relations Committee Chair Little and the following two committee members: Director [X], and Director [Y].

Alternative 2

That this report be referred to the Capital Regional District Board for a decision on appointing three members to the Appointments Advisory Committee for 2026.

IMPLICATIONS

The CRD has received notice of the following vacancy requiring appointment in 2026:

- **Royal & McPherson Theatres Society:** Appointment of one Appointed Director for a 2-year term by the March 11, 2026 Board meeting.
- **Accessibility Advisory Committee:** Annual appointment for expired and vacant members for a 2-year term.

Legislative Services staff will prepare the call for expressions of interest and work with CRD Corporate Communications on posting the opportunity to serve on the external boards listed above. Staff will bring forward a report to a Closed meeting of the Appointments Advisory Committee that will include a matrix showing which individuals have met the eligibility requirements and established member criteria. The Appointments Advisory Committee will then make a recommendation to the CRD Board for appointment.

CONCLUSION

The Appointments Advisory Committee is a sub-committee of the Governance and First Nations Relations Committee. The Committee appoints up to three of its members annually to serve on the Appointments Advisory Committee. Appointments considered by this Committee include the Accessibility Advisory Committee (annually) and external boards (as required) when members of the public may be appointed as CRD Representatives. The Appointments Advisory Committee will review the applicants and then make a recommendation to the CRD Board for appointment.

RECOMMENDATION

The Governance and First Nations Relations Committee recommends to the Capital Regional District Board:

That the membership of the Appointments Advisory Committee for 2026 include Governance and First Nations Relations Committee Chair Little and the following two committee members: Director [X], and Director [Y].

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: CRD Appointment of Public Members to External Boards Policy