

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, JANUARY 11, 2017**

SUBJECT 2017 BOARD STANDING AND SELECT COMMITTEES – TERMS OF REFERENCE

ISSUE

To establish the terms of reference for the 2017 Board Standing and Select Committees.

BACKGROUND

Each year the terms of reference (TOR) for CRD Standing and Select Committees are presented to the Board for information at the beginning of the year. The TOR are referred to the respective committees for review and comment. The TOR serve to clarify the mandate of the committees and provide a point of reference and guidance for the committees and their members.

One of the CRD Board Strategic Priorities is to review and establish a governance model which encourages exemplary decision-making and includes regular Board education and inter-jurisdictional collaboration. As part of the operationalization of this priority, the Governance Committee and Committee of the Whole reviewed and made recommendations to the Board on the 2017 Committee Structure. At its meeting of December 7, 2016, the CRD Board approved the following recommendation:

1. *That it be recommended to the Capital Regional Hospital District Board and CRD Board Chair that the Capital Regional Hospital District Executive Committee be discontinued and its functions transferred to a new standing committee charged with examining investment in hospitals and housing.*
2. *That the existing 2016 Board Standing Committee structure be recommended to the Board Chair for consideration in 2017 with the following amendments:*
 - a. *That the Governance Committee remain intact;*
 - b. *That the terms of reference for the new housing and hospitals committee provide that the Chair of the Capital Regional Housing Corporation, if a CRD Director, should be a member of the housing and hospitals committee.*
3. *That the Integrated Resource Management Select Committee be maintained as a sub-committee of the Environmental services Committee and report to the Environmental Services Committee.*
4. *That it be recommended to the Board Chair that geographical representation be considered as a component of decision-making for selection of directors to committees*

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.

2017 Board Standing Committees:

The Board Chair has established the Board Standing Committees for 2017 as follows:

- Committee of the Whole
- Core Area Liquid Waste Management
- Electoral Area Services
- Environmental Services
- Finance
- Governance

- Hospitals and Housing
- Planning and Protective Services
- Regional Parks
- Transportation

The proposed TOR for the 2017 Board Standing Committees are attached at Appendix A.

The TOR for the following Select Committees are also attached:

- 2017 Transportation Select Committee (Appendix B)
- 2017 Integrated Resource Management Advisory Committee (Appendix C)
- 2016 IRM Select Committee (Appendix D)
- 2017 Special Task Force on First Nations Relations (Appendix E)
- 2016 Westside Wastewater Treatment and Resource Recovery Select Committee (Appendix F)

ALTERNATIVES

Alternative 1:

1. That the terms of reference for the 2017 Board Standing Committees as attached in Appendix A be received and referred to the respective Standing Committees for review and approval;
2. That the Integrated Resource Management Advisory Committee be established and that the terms of reference as attached in Appendix C be approved;
3. That the terms of reference for the 2017 Special Task Force on First Nations Relations as attached in Appendix E be approved;
4. That the Transportation Select Committee be dissolved;
5. That the Integrated Resource Management Select Committee be dissolved; and
6. That the Westside Wastewater Treatment and Resource Recovery Select Committee be dissolved.

Alternative 2:

That the terms of reference be referred back to staff for further review.

IMPLICATIONS

The TOR that have been developed for each committee identify the mandate or purpose of the committee, its establishment and authority, composition, procedures and staff resources. For the most part, the committees are structured around specific service areas and the TOR identify the primary staff liaison(s) for each committee. Where applicable, other committees that report through each of the committees have been identified. The TOR of the committees largely remain unchanged from 2016 but do incorporate the recommendations of the Committee of the Whole that were approved by the Board on December 14, 2016, and the Board Chair's direction to establish a new Transportation Standing Committee. The changes are summarized below (review the attachments for the detailed changes).

Core Area Liquid Waste Management Committee:

The TOR have been updated to remove references to the previous Core Area Wastewater Treatment Commission and include reference to the recently established Core Area Wastewater Treatment Project Board. The TOR also remove references to the Eastside and Westside Select Committees.

Environmental Services Committee (ESC):

The TOR now specifically include making recommendations to the Board on integrated resource management. It is envisioned that matters relating to integrated resource management will come up through the newly established Integrated Resource Management Advisory Committee, which has been structured to be advisory to the ESC (consequently, the advisory committee's recommendations will go to the Board through the ESC).

Hospitals and Housing Committee

New TOR have been drafted for the new Hospitals and Housing Committee. As drafted, the TOR provide that the purpose of the Committee will be to make recommendations to the Board on matters relating to hospitals and housing, including financial and real estate matters.

The Finance Committee TOR have been amended to reflect the fact that financial matters relating to hospitals and housing will now go through the new Standing Committee.

The Planning and Protective Services TOR have been amended to reflect the fact that community health planning, regulations and enforcement matters and housing matters will now go through the new Standing Committee.

Integrated Resource Management Advisory Committee

New TOR have been drafted for the IRM Advisory Committee. As drafted, the TOR carry forward the mandate from the IRM Select Committee and provide that the new Committee will report to the Environmental Services Committee. The TOR of the Environmental Services Committee have been amended to reflect the fact that the IRM Advisory Committee will report through the ESC.

Planning and Protective Services

The transportation aspects of the former Planning, Transportation and Protective Services Committee have been removed from the TOR and shifted to the TOR of the new Transportation Standing Committee. The Committee has been renamed to reflect the migration of transportation-related matters. The TOR have also been amended as noted above to remove health planning, regulations and enforcement matters and housing matters.

Special Task Force on First Nations Engagement

The TOR have been substantially amended to reflect the recommendations adopted by the Board at its meeting of December 14, 2016. Some of the changes are as follows:

- The name has been changed to the Special Task Force on First Nations Relations;
- The mandate of the Task Force has been amended and now includes the implementation of the recommendations from the 2016 task force report and the Calls to Action identified in the CRD's response to the Truth and Reconciliation Committee (see Appendix D for all the changes);
- The Task Force will report directly to the Board (rather than through the Governance Committee);
- The Task Force may, through the CRD Board Chair, invite representatives of First Nations to sit as members of the Task Force.

Transportation Committee

The Board Chair has established a Transportation Standing Committee for 2017. It is recommended that the Transportation Select Committee be dissolved, and its mandate be transferred to the new Standing Committee. The TOR for the Standing Committee also include transportation-related matters that were previously part of the mandate of the former Planning, Transportation and Protective Services Committee.

Westside Wastewater Treatment and Resource Recovery Select Committee

With the changes to the Core Area Wastewater Treatment Project and the establishment of the Project Board, the Westside Select Committee has not been active and the current reporting relationship is between the Project Board and the Core Area Liquid Waste Management Committee. It is recommended that the Westside Select Committee be dissolved.

Next Steps

With the referral of the TOR to the Standing Committees for review and approval, staff will also prepare an orientation for each committee that will include a status update on the various Board Strategic and Corporate Plan initiatives. The committees will have an opportunity to review the various initiatives

and provide direction to staff on any adjustments to the approved work program.

CONCLUSION

The TOR for the 2017 Board Standing and Select Committees are attached for the Board's consideration. They will serve to clarify the mandate, responsibilities and procedures governing each Board committee.

RECOMMENDATIONS

1. That the terms of reference for the 2017 Board Standing Committees as attached in Appendix A be received and referred to the respective Standing Committees for review and approval;
2. That the Integrated Resource Management Advisory Committee be established and that the terms of reference as attached in Appendix C be approved;
3. That the terms of reference for the 2017 Special Task Force on First Nations Relations as attached in Appendix E be approved;
4. That the Transportation Select Committee be dissolved;
5. That the Integrated Resource Management Select Committee be dissolved; and
6. That the Westside Wastewater Treatment and Resource Recovery Select Committee be dissolved.

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| Submitted by: | Brent Reems, MA, LLB, Senior Manager, Legislative & Information Services |
| Concurrence: | Robert Lapham, Chief Administrative Officer, RPP, MCIP |

Attachments: Appendix A – 2017 Standing Committee TOR
Appendix B – 2017 Transportation Select Committee TOR
Appendix C – 2017 IRM Advisory Committee TOR
Appendix D – 2016 IRM Select Committee TOR
Appendix E – 2017 Special Task Force on First Nations Relations TOR
Appendix F – Westside Wastewater Treatment and Resource Recovery Select Committee TOR