

**REPORT TO THE PLANNING AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, JANUARY 24, 2018**

SUBJECT **2018 BOARD STANDING AND SELECT COMMITTEES – TERMS OF REFERENCE**

ISSUE

To establish the terms of reference for the 2018 Board Standing and Select Committees.

BACKGROUND

Terms of reference (TOR) serve to clarify the mandate, responsibilities and procedures governing committees and provide a point of reference and guidance for the committees and their members. This year, the TOR are being considered by each committee and will be forwarded to the Board for approval.

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.

The 2018 committee structure remains largely the same as in 2017, and therefore there are no governance changes requiring amendments to the TOR.

ALTERNATIVES

Alternative 1:

That the Planning and Protective Services Committee recommend that the 2018 Terms of Reference, as attached in Appendix A, be approved.

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. Committees are generally structured around specific service areas. Where applicable, other committees that report through each of the committees have been identified. The 2018 committee structure is largely unchanged from 2017 and therefore no major governance amendments to the TOR are anticipated.

Next Steps

Following the confirmation by each Committee of their TOR and approval by the CRD Board, the TOR will be posted to the website.

RECOMMENDATION

That the Planning and Protective Services Committee recommend to the Capital Regional District Board:

That the Terms of Reference for the 2018 Planning and Protective Services Committee, as attached in Appendix A, be approved.

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

Attachments: Appendix A – 2018 Terms of Reference