

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, MARCH 14, 2018**

SUBJECT 2018 Terms of Reference

ISSUE

That the 2018 Terms of Reference for the Board standing and advisory committees be adopted as recommended.

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. 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. In December 2018, CRD Board Chair Price established the 2018 committee structure and made appointments to those committees.

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. This year, the TOR have been considered by each committee and have been forwarded to the Board for approval.

The 2018 standing and select committee TOR are attached, with changes from the 2017 TOR summarized below:

Standing/Advisory Committee	Changes from 2017 Terms of Reference
Core Area Liquid Waste Management	Addition of purpose to include receipt of monthly reports and to monitor ongoing budget and risks
Electoral Area Services	None
Environmental Services	Removal of PTAC reporting to ESC
Finance	The addition of "financial monitoring, reporting and forecasting" to the purpose statement and the addition of the report by the proposed Royal and McPherson Theatres Society Advisory Committee
Governance	Change from bi-monthly to monthly meeting and removal of priorities that have been operationalized
Hospitals and Housing	None
Integrated Resource Management	Change from monthly to bi-monthly meeting, removed operationalized strategic priorities and added the line "waste to resource programs for biosolids, kitchen scraps and/or municipal solid waste including integrated resource management options"
Planning and Protective Services	Change from monthly to bi-monthly meeting, minor formatting changes
Regional Parks Committee	None
Transportation Committee	<i>First committee meeting scheduled for April</i>

ALTERNATIVES

Alternative 1

That the 2018 Terms of Reference be adopted by the Board as recommended by their committees.

Alternative 2

That certain Terms of Reference be amended or referred back to their committees.

CONCLUSION

The 2018 Terms of Reference as attached have been recommended by their committees to the Board for approval.

RECOMMENDATION(S)

That the 2018 Terms of Reference be adopted as recommended by their committees.

Submitted by:	Emilie Gorman, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kristen Morley, LLB, General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

Attachments:
2018 Terms of Reference