

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, DECEMBER 12, 2018**

SUBJECT 2019 Standing Committee Terms of Reference

ISSUE

The purpose of this report is to provide Terms of Reference for the Board Standing Committees of 2019.

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. At the December 12, 2018 Board meeting, Chair Plant will establish the 2019 committee structure and appointments to those committees.

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 the TOR will be approved by the Board. Any revisions by the committee to its TOR will require ratification by the Board.

The 2019 standing and select committee TOR are attached. The changes include the combination of several committees:

- the Regional Parks Standing Committee and Environmental Services Standing Committees are now the Parks and Environment Standing Committee;
- the Finance Standing Committee and Governance Standing Committee are now the Governance and Finance Standing Committee.

New in 2019 is the First Nations Relations Standing Committee.

Other changes made include housekeeping updates to dates and departmental names, as well as an emphasis on including advisory committees that report up to each of the standing committees.

ALTERNATIVES

Alternative 1

That the attached 2019 Standing Committee Terms of Reference be approved by the Board.

Alternative 2

That the matter be referred back to staff for further review.

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. The 2019 Terms of Reference are provided for the approval of the Board to set the

mandate for each Standing Committee prior to its first agenda of the year.

RECOMMENDATION

That the attached 2019 Standing Committee Terms of Reference be approved by the Board.

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

Attachments:

Appendix A: Core Area Liquid Waste Mgmt Committee 2019 Terms of Reference

Appendix B: Electoral Areas Committee 2019 Terms of Reference

Appendix C: First Nations Relations Committee 2019 Terms of Reference

Appendix D: Governance and Finance Committee 2019 Terms of Reference

Appendix E: Hospitals and Housing Committee 2019 Terms of Reference

Appendix F: Parks and Environment Committee 2019 Terms of Reference

Appendix G: Planning and Protective Services Committee 2019 Terms of Reference

Appendix H: Transportation Committee 2019 Terms of Reference