

# Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header. It consists of the letters "CRD" in a stylized, bold, sans-serif font, positioned above a series of three curved, overlapping lines that suggest a landscape or water.

## **PLANNING AND PROTECTIVE SERVICES COMMITTEE**

### **PREAMBLE**

The Capital Regional District (CRD) Planning and Protective Services Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to planning, protective services, and emergency management matters.

The Committee's official name is to be:

Planning and Protective Services Committee

### **1.0 PURPOSE**

- a) The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:
  - i. Regional Growth Strategy
  - ii. Protective services – including 911, fire dispatch and hazmat
  - iii. Emergency Preparedness
- b) The following committees will report through the Planning & Protective Services Committee:
  - i. Development & Planning Advisory Committee
  - ii. Local Government Emergency Program Advisory Commission
  - iii. Regional Emergency Program Advisory Commission
  - iv. Regional Food and Agriculture Task Force

### **2.0 ESTABLISHMENT AND AUTHORITY**

- a) The committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and committee members.

### **3.0 COMPOSITION**

- a) The Chair, Vice Chair and members are appointed annually by the Chair of the Board.
- b) All Board members are permitted to participate in standing committee meetings, but not vote, where an item of local significance is on the agenda (Board resolution Nov. 12, 2014).

#### **4.0 PROCEDURES**

- a) The committee shall meet on a monthly basis, except August and December, and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any committee member may make a request to the Chair to place a matter on the agenda;
- c) With the approval of the Committee Chair and the Board Chair, committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the committee membership and is required to conduct committee business.

#### **5.0 RESOURCES AND SUPPORT**

- a) The General Manager of the Planning and Protective Services Department will act as a liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

*Approved by the CRD Board on \_\_\_\_\_*