

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD
MEETING OF WEDNESDAY, DECEMBER 08, 2021**

SUBJECT 2022 Standing Committee Terms of Reference

ISSUE SUMMARY

The purpose of this report is to provide the 2022 Terms of Reference for the CRD Board's Standing Committees.

BACKGROUND

Under the *Local Government Act* and the CRD Board Procedures Bylaw, the CRD Board Chair has the authority to establish Standing Committees and to appoint members to provide advice and recommendations to the Board.

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.

The annual process for the Standing Committee TOR is as follows:

1. review with the CRD Board Chair,
2. approval by the CRD Board, and
3. distribution to all Standing Committees for information.

This year, there were no changes to the following Standing Committee's TORs:

- Environmental Services Committee
- Finance Committee
- First Nations Relations Committee
- Governance Committee
- Hospitals & Housing Committee
- Planning and Protective Services

For 2022, the mandate for Regional Trails was added to the defined purpose of the Transportation Committee and removed from the Regional Parks Committee TOR.

Housekeeping updates were made to the TOR for the Core Area Liquid Waste Management Committee and the Electoral Areas Committee.

A redlined copy of the 2022 Standing Committee TOR is attached as Appendix A.

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. Any future revisions to the TOR will require ratification by the Board.

RECOMMENDATION

That the Board approve the 2022 Terms of Reference for Standing Committees attached as Appendix A.

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

ATTACHMENT(S)

Appendix A: 2022 Standing Committees' Terms of Reference (redlined)