

# Terms of Reference



## COMMITTEE OF THE WHOLE

### PREAMBLE

In accordance with the Board Procedures Bylaw, the Capital Regional District (CRD) Board may resolve into Committee of the Whole at any time to examine and provide advice to the Board on various matters of regional interest.

The Committee's official name is to be:

Committee of the Whole

### 1.0 PURPOSE

- a) The purpose of the Committee of the Whole is to consider items of regional interest and/or that apply to more than one Board standing committee such as, but not limited to:
  - i. Annual Budget deliberations – Departmental Service Plans to be considered by respective standing committees
  - ii. Development of Strategic Plan
  - iii. Policy changes that have a regional impact
  - iv. Forum of Councils; and
  - v. Any other matter as determined by a committee chair in consultation with the Board Chair that would be better considered at a Committee of the Whole meeting
- b) With the consent of the Board Chair, the Committee of the Whole may act as a forum in which the Board would receive delegations from the public and presentations from staff related to items requiring more in depth explanation, discussion and Board feedback.

### 2.0 ESTABLISHMENT AND AUTHORITY

- a) The committee will make recommendations to the Board for review, comment and decision.
- b) The Board Chair may act as Chair or appoint another Member to preside at the meeting.

### 3.0 COMPOSITION

- a) Committee members will be all CRD Board Members; and
- b) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

#### **4.0 PROCEDURES**

- a) The Committee shall meet at the call of the Chair on the fifth Wednesday of the month and have special meetings as required, in consultation with the Chief Administrative Officer and Corporate Officer.
- 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 through the Notice of Motion process;
- c) At the request of a committee chair and with the consent of the Board Chair, items that fall within the mandate of one or more committee or are regional in nature, may be considered by the Committee of the Whole.
- d) The bulk of discussion and debate of pertinent issues will take place at the committee, with all necessary recommendations forwarded to the Board for consideration and final decision-making.
- e) In accordance with the CRD Board Procedures Bylaw, a motion to rise and report shall be adopted at the Committee of the Whole meeting. A Board meeting will convene immediately following the Committee of the Whole meeting where the Chair shall report to the Board to adopt the recommendation or postpone consideration to the next regularly scheduled Board meeting.

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

- a) The Chief Administrative Officer will provide strategic support and act as liaison;
- b) Minutes and agendas are prepared and distributed by Corporate Services; and
- c) The Executive Leadership Team (ELT) will provide additional administrative support as required.

Approved by CRD Board January 8, 2025