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**REPORT TO GOVERNANCE SELECT COMMITTEE  
MEETING OF WEDNESDAY, MAY 22, 2013**

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**SUBJECT      COMMITTEE OF THE WHOLE - TERMS OF REFERENCE AND GUIDELINES**

**ISSUE**

To establish a terms of reference and guidelines for Committee of the Whole meetings.

**BACKGROUND**

In January, the Board Chair was delegated the authority to strike a select committee of current and past Board Chairs to discuss opportunities for better use of Committee of the Whole (CoW) meetings. The Governance Select Committee met on March 13, 2013 to discuss items that would be better considered by the CoW. Staff was directed to prepare guidelines or principles and establish a process to determine when items should be considered by CoW rather than a standing committee. The Committee also noted that items that have been referred to CoW should be tracked so that future consideration of the same item remains at the CoW level.

The Terms of Reference and Guidelines for the Committee of the Whole are attached for your consideration (Attachment 1).

**ALTERNATIVES**

1. That the Governance Select Committee recommends to the Capital Regional District Board:
  - a) That the terms of reference for the Committee of the Whole be approved; and
  - b) That the terms of reference for the standing committees be amended as follows:  
"At the request of the 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."
  
2. That the terms of reference be referred back to staff for further review.

**IMPLICATIONS**

The attached terms of reference specify items that could be considered by the Committee of the Whole. Advantages of having the CoW consider items of a regional nature or items that could be considered by more than one committee include:

- All members would receive the same information at the same time and could contribute to a fuller discussion regarding the item
- An item considered by more than one standing committee could result in opposing recommendations to the Board
- The CoW could be used as a forum to receive delegations from the public and presentations from staff related to items requiring more in depth explanation, discussion and Board feedback. This would ensure the Board has ample time to discuss and deliberate an item without significant amount of Board meeting time being dedicated to delegations

Some disadvantages include potentially longer meeting times to allow an opportunity for all members to participate. With a larger group such as the Committee of the Whole, it would be necessary to ensure the meetings are structured to allow for all members to feel they have had an opportunity to participate and result in meaningful outcomes.

In previous years, the following items were considered at Committee of the Whole meetings:

- Annual Budget presentation for all departments
- Development of Strategic Plan Priorities
- Forum of Councils format and feedback
- First Nations relations
- Regional Priority Projects

Past examples of items that were either considered by more than one committee or were referred to a CoW meeting for further discussion by the Board include the following:

- Land application of biosolids – a special joint meeting was held between the Core Area Liquid Waste Management Committee and Environmental Sustainability Committee
- Board Procedures Bylaw amendments – this item was referred to CoW from Finance and Corporate Services Committee
- Regional Deer Management Strategy – this particular issue does not necessarily fall within the mandate of the Planning, Transportation and Protective Services Committee. The CoW could have been used as a forum to receive delegations regarding this item and avoid duplication at the Board level

The attached terms of reference also outline meeting procedures regarding how often the CoW will meet and how the agenda will be established including identification of items by standing committee chairs that would be better suited for consideration by the Committee of the Whole. All recommendations made by the CoW will be forwarded to the Board for consideration.

## **CONCLUSION**

The attached terms of reference and guidelines for the Committee of the Whole identify items of regional interest or that are relevant to more than one standing committee that are better suited for consideration at a CoW meeting. They also set out meeting procedures such as how items not specifically identified in the terms of reference can be added to a Committee of the Whole agenda.

## **RECOMMENDATION(S)**

That the Governance Select Committee recommends to the Capital Regional District Board:

- a) That the terms of reference for the Committee of the Whole be approved; and
- b) That the terms of reference for the standing committees be amended as follows:  
“At the request of the 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.”

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Sonia Santarossa  
Manager, Legislative Services

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Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

Attachments: Terms of Reference

