

CAPITAL REGIONAL DISTRICT
INTER-GOVERNMENTAL ADVISORY COMMITTEE
TERMS OF REFERENCE

1. PURPOSE

The purpose of the Inter-governmental Advisory Committee (IAC) is to provide a forum for senior policy staff representatives of the Capital Regional District (CRD), member municipalities, the Province and other governments, to discuss and advise on the development of the substance and content of the CRD's regional growth strategy, and joint actions and initiatives to meet common objectives that support its implementation.

2. ESTABLISHMENT AND AUTHORITY

The Inter-governmental Advisory Committee is established by authority of *Municipal Act* Section 942.29, which requires the establishment of an IAC when a regional district initiates a regional growth strategy. As set out in the Act, its role is:

1. to advise the applicable local governments on the development and implementation of the regional growth strategy, and
2. to facilitate coordination of Provincial and local government actions, policies and programs as they relate to the development and implementation of the regional growth strategy.

Prior to providing advice to the CRD Board and CRD member municipalities, the committee will submit its report to the CRD's Corporate Administration and Regional Growth Committee or equivalent.

These Terms of Reference for the Inter-governmental Advisory Committee were approved by the Board on August 14, 1996.

3. COMPOSITION

The Committee shall be composed of senior policy staff from the Capital Regional District, CRD member municipalities, School Boards and the Greater Victoria Water District, the Province, the Federal Government, neighbouring regional jurisdictions, First Nations and other government

agencies and organizations as experience indicates.

Local government representation will include:

From the Capital Regional District:

The Executive Director and the senior staff officer of Engineering Services, Finance, Regional Planning Services, Regional Parks, Municipal Services, CRD Health, and the Capital Region Housing Corporation;

From CRD member municipalities:

The senior staff policy officer of the municipality, generally either the Director of Planning or the Chief Administrative Officer;

From other CRD local authorities:

The senior staff policy officer of School Districts 61, 62 and 63, and the Greater Victoria Water District; and,

From First Nations:

Senior First Nation staff representation as determined through CRD-First Nations discussions.

From provincial ministries, agencies and corporations:

One senior policy staff representative appointed by the Minister of Municipal Affairs and Housing from:

- Ministry of Municipal Affairs and Housing;
- Ministry of Small Business, Tourism and Culture;
- Ministry of Employment and Investment;
- Ministry of Transportation or B.C. Transportation Financing Authority;
- B.C. Ferries;
- B.C. Transit;
- Ministry of Environment, Lands and Parks;
- Provincial Agricultural Land Commission/Ministry of Agriculture, Fisheries and Food;
- Forest Land Commission;
- B.C. Hydro;
- Ministry of Health;
- Provincial Capital Commission; and,
- Ministry of Aboriginal Affairs.

From federal government departments and agencies:

One senior staff policy officer from Canada Lands; Transport Canada; Fisheries and Oceans; Environment Canada; Department of National Defence, CFB Esquimalt; and Canadian Heritage.

From neighbouring regional jurisdictions:

Representation as *ex-officio* members of the committee, will be sought from the following:

One senior staff policy officer, generally the Director of Planning or Chief Administrative Officer of the Cowichan Valley Regional District; the Islands Trust; and, the Greater Vancouver Regional District.

4. ORGANIZATION

The Chair of the Committee shall be the Executive Director of the Capital Regional District. A Vice-Chair shall be appointed by the Chair from the Capital Regional District membership at the inaugural meeting and at the beginning of each calendar year.

5. PROCEDURES

The Committee as a whole, shall normally six times per year, and at the call of the Chair as required by the work plan of the Regional Growth Strategy process, with minutes provided for each meeting. Frequency of meetings may vary depending on the stage of the overall project work plan. The Committee may form sub-committees to address specific topics and issues. When a vote is necessary, a quorum shall be considered to consist of members from at least 50% of the members eligible to vote. In cases where schedules conflict and a member must send an alternate, the alternate will not be permitted to take part in a vote of the Committee.

No matter shall be referred to the Committee without prior review by the Board's Inter-municipal Planning Advisory Committee.

Meeting minutes shall be circulated to Committee members before being forwarded to the Corporate Administration and Regional Growth Committee for information.

6. BUDGET

The Regional Planning Service Division of the Capital Regional District shall provide administrative support for the Committee. Any budgetary requirements for the Committee or the work of the Committee will be included in the Regional Growth Strategy budget of the overall Regional Planning Service Division budget, subject to the normal annual review and approval process of the Capital Regional District.