



## Staff Report

**DATE:** January 10, 2017

**FILE:** H-P

**TO:** Chair and directors  
Comox Strathcona Regional Hospital District board

**FROM:** Debra Oakman, CPA, CMA  
Chief Administrative Officer

**RE:** Terms of reference for commemorative items select committee

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### **Purpose**

The purpose of this report is to establish a proposed commemorative items select committee through approval by the board of a terms of reference for the committee.

### **Policy analysis**

Comox-Strathcona Regional Hospital District (CSRHD) board procedure Bylaw No. 248, 2008 provides for the establishment of select committees as follows:

- (2) “Select committees shall be established by resolution of the board pursuant to section 795 of the *Local Government Act* and in accordance with board policy.”

The current *Local Government Act* section 218 (formerly section 795) reads as follows:

#### Appointment of select and standing committees

- 218**
- (1) A board may appoint a select committee to consider or inquire into any matter and report its findings and opinion to the board.
  - (2) The chair may establish standing committees for matters the chair considers would be better dealt with by committee and may appoint persons to those committees.
  - (3) Subject to subsection (4), persons who are not directors may be appointed by the board to a select committee or by the chair to a standing committee.
  - (4) At least one member of each select and standing committee must be a director.

**Executive summary**

At the November 10, 2016 meeting of the CSRHD, the board passed the following resolutions:

THAT the 2017 Comox Strathcona Regional Hospital District financial plan include funding for a commemorative item for the Comox Valley and Campbell River hospitals in recognition of the service provided by the previous hospitals and all parties that have contributed to the hospitals' construction.

THAT the Comox Strathcona Regional Hospital District board chair strike a sub-committee to investigate a commemorative item for the Comox Valley and Campbell River hospitals in recognition of the service provided by the previous hospitals and all parties that have contributed to the hospitals' construction.

At that meeting a straw poll was conducted to determine interest in serving on the committee.

Accordingly, terms of reference has been prepared for consideration of approval by the board that includes a mission statement based on the CSRHD board resolution and membership composed of those members who expressed interest in serving on the committee.

It is also anticipated that the committee will liaise with the North Island Hospital project team representative to ensure the CSRHD commemorative item is considered in the décor of the Campbell River and District and Comox Valley hospitals.

**Recommendation from the chief administrative officer:**

THAT the commemorative items select committee be established and the terms of reference attached to the staff report dated January 10, 2017 be approved.

Respectfully:

*D. Oakman*

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Debra Oakman, CPA, CMA  
Chief Administrative Officer

Prepared by:

*K. Kenney*

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Kelly Kenney  
Manager of Legislative Services

Concurrence:

*J. Warren*

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James Warren  
General Manager of  
Corporate Services

Attachment: Appendix A – “Commemorative items select committee terms of reference”



**Terms of reference**  
**Comox Strathcona Regional Hospital District board**  
**commemorative items select committee**

**Mission:** Established by the Comox Strathcona Regional Hospital District (CSRHD) board comprising a sub-group of CSRHD board members, this committee considers matters relating to the investigation and recommendation of a commemorative item for the Comox Valley and Campbell River hospitals in recognition of the service provided by the previous hospitals and all parties that have contributed to the hospitals' construction.

**Authority:** The CSRHD commemorative items select committee serves as an advisory body to the regional board. The committee will liaise with the North Island Hospital project team representative to ensure the CSRHD commemorative item is considered in the décor of the Campbell River and Comox Valley hospitals.

**Mandate:** The CSRHD board commemorative items select committee will have the authority to provide advice to the board on matters pertaining to its mission.

**Membership:** The following directors have put their names forward to serve on the CSRHD board commemorative items select committee, upon approval of the board:

- Director Abram (Discovery Islands - Mainland Inlets - Area 'C')
- Director Cornfield (City of Campbell River)
- Director Eriksson (City of Courtenay)
- Director Grieve (Puntledge/Black Creek - Electoral Area 'C')
- Director Kerr (City of Campbell River)
- Director Nichol (Lazo North - Electoral Area 'B')
- Director Wright (City of Campbell River)

**Committee chair:** The committee shall elect a chair and vice-chair from amongst its members at its first meeting.

**Resources:** The chief administrative officer (CAO) will determine and assign a staff member as an advisor to the committee. If necessary, a recording secretary may also be appointed. The committee will also be accorded a budget to cover meeting expenses, meals/coffee, photocopying and other related activities. Meetings may be held via conference call as necessary with sufficient advance notice to staff to meet public notification requirements and to coordinate set up of the necessary technology to facilitate the conference call meeting format.

**Meeting frequency:** The committee will meet at the call of the chair as required to fulfill its mandate.

**Tenure:** This select committee will exist until presentation of its recommendation(s) to the CSRHD board as to a commemorative item for the Comox Valley and Campbell River hospitals in recognition of the service provided by the previous hospitals and all parties that have contributed to the hospitals' construction.

**Reporting:** The committee will provide its minutes to the corporate legislative officer within 48 hours of any committee meeting. Where the board feels it is necessary, the committee may be asked to meet with the board and brief the board on an issue(s) within its purview. This invitation shall be extended to the chair of the committee as the representative of the committee.

**Contact with the media:** Any contact with the media regarding issues related to the work of this committee shall be handled by the committee chair or shall be referred by the committee chair to the CSRHD board chair. If the matter under questioning by the media deals with CSRHD board policy around issues related to the work of this committee, the matter shall be referred to the board chair. The CAO and general manager of corporate services will provide assistance and / or guidance to the board chair and committee chair in responding to the media.

**Public meetings:** Unless otherwise provided for in the CSRHD procedure bylaw, the committee meetings are open to the public. Where the matter deals with an issue that is confidential, the committee may adjourn to an "in-camera" session to discuss that matter. If one or more members participates in a meeting via conference call, the meeting must be conducted in such a manner that enables the public to hear the proceedings. The chair or person presiding over a meeting must be physically present at the meeting. In the event that the chair opts to participate electronically, the vice-chair shall assume the role of presiding member. In the event that the vice-chair opts to participate electronically also, the chair shall select a member who will be physically present at the meeting and appoint that person as the presiding member.