



1 Establishment

1.1 The Electoral Area Directors Committee (“Committee”) is a standing committee established to consider matters relating to Squamish-Lillooet Regional District (“SLRD”) activities and issues, and to make recommendations to the SLRD Board (“Board”) pertaining to services paid for by one or more of the following: Electoral Area “A”, Electoral Area “B”, Electoral Area “C”, and Electoral Area “D”.

2 Authority

- 2.1 The Committee is a standing committee of the Board, pursuant to Section 218 of the *Local Government Act*, and has the authority to provide advice to the Board on matters related to its mandate.
- 2.2 The Committee may exercise direct authority on matters delegated to it by Board policy or bylaw and in accordance with Section 229 of the *Local Government Act*.
- 2.3 The Committee is limited to dealing with matters related directly to the areas defined in section 1.1. of this Policy and that, when a Board vote is required, would be voted on by Section 209 of the *Local Government Act*.
- 2.4 For clarity, this Policy does not delegate any broad corporate powers.

3 Mandate

- 3.1 The mandate of the Committee is to:
 - (a) Provide advice and recommendations to the Board concerning services and service delivery in electoral areas.
 - (b) Provide advice and recommendations to the Board on matters that relate to the electoral areas or are deemed to be of interest primarily to electoral areas.
 - (c) Provide advice and recommendations to the Board on any matters that have been specifically referred to the Committee by the Board.
- 3.2 Committee members may also raise issues or concerns specific to their electoral areas for discussion and recommendation to the Board for action.
- 3.3 The Committee may also make recommendations to the Board to advocate to senior levels of government regarding issues of importance to electoral areas.

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3.4 The Committee shall act upon the powers and authorities conferred to it by the Board, pursuant to any current or future SLRD delegated authority bylaws that may apply.

4 Committee Composition

4.1 The Committee is comprised of four (4) members* each with one (1) vote on matters considered by the Committee:

- Director – Electoral Area “A”
- Director – Electoral Area “B”
- Director – Electoral Area “C”
- Director – Electoral Area “D”

*The Committee shall also include an alternate. The Alternate Director for an Electoral Area shall serve as a Committee member in the absence of the respective Electoral Area Director.

4.2 The Chair and Vice-Chair of the Committee shall be elected annually at the first meeting of each year in accordance with the SLRD Procedure Bylaw as amended from time to time.

5 Terms of Appointment

5.1 As a standing Committee members shall be appointed by the Chair of the SLRD Board in accordance with the procedures outlined in the SLRD Procedure Bylaw as amended from time to time.

6 Meetings (Frequency)

6.1 The Committee shall meet monthly on meeting dates set annually. Additional meetings may be scheduled upon resolution of the Committee.

7 Meeting Procedures

7.1 All Committee meetings shall be conducted and held in accordance with the SLRD Procedure Bylaw as amended from time to time.

7.2 All Committee meetings are open to the public, except where the Committee is considering an item where, in accordance with Section 90 of the *Community Charter*, the exclusion of the public is permitted. Before a meeting or part of a

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meeting is closed to the public, the Committee must carry a resolution stating the meeting is to be closed and the paragraph within section 90 of the Community Charter pursuant to which the meeting is to be closed.

- 7.3 Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.
- 7.4 A majority of the Committee shall represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Members must make a reasonable effort to notify the staff liaison at least two (2) working days before the meeting if they are unable to attend.
- 7.5 Minutes of all Committee meetings will be prepared by staff and signed by the Committee Chair. Originals of the minutes will be forwarded to the Corporate Officer for record-keeping and a copy provided to the Regional Board for their information.

8 Code of Conduct

- 8.1 Committee members shall adhere to the Board Code of Conduct, Board Policy No. 1.16 and Workplace Bullying and Harassment Policy and Procedures No. 5.3 and as amended.

9 Reporting to the Board

- 9.1 Recommendations of the Committee shall be forwarded to the Board at the subsequent Board meeting following the Committee meeting at which such recommendations are made.

10 Resources and Support

- 10.1 The CAO or their designate shall act as liaison to the Committee to provide advice and professional assistance; support in the development of agenda items and promote the effectiveness of Committee operations.
- 10.2 At the direction of the CAO, SLRD staff may be assigned to provide support to the Committee in an advisory and resource capacity, including preparing notices of meetings, agendas, recording the minutes of meetings and ensuring the Committee agendas and minutes are circulated electronically to the Committee members.

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- a. Committee and meeting expenses shall be provided for in the SLRD Financial Plan.
- b. Remuneration to Committee members shall be paid in accordance with Directors Remuneration Bylaw as amended from time to time.
- c. Unresolved matters shall be dealt with by the Board.

11 Media Contact and Communication

11.1 Contact with the media regarding issues related to the work of the Committee shall be conducted in accordance to SLRD Communication Policy No. 1.11 as amended.

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