



# Regional Growth Strategy

## STEERING COMMITTEE

### Terms of Reference

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#### Purpose

The purpose of the Squamish-Lillooet Regional District Regional Growth Strategy Steering Committee is:

1. To serve as a forum for planning/development services staff from member municipalities, the regional district and the province, where regional and inter-municipal trends can be discussed, information shared, problems and opportunities identified, and solutions defined for issues of common concern;
2. To guide the implementation of the Regional Growth Strategy. This includes: reviewing the annual monitoring report on progress made in achieving the goals of the Regional Growth Strategy; reviewing all requested amendments to the Regional Growth Strategy; and guiding the process of reviewing and updating the Regional Growth Strategy;
3. To advise the Squamish-Lillooet Regional District Board of Directors and member municipalities on Regional Growth Strategy issues/matters, including providing comments and recommendations to the Board/Councils on proposed Regional Growth Strategy amendments and development issues of regional, inter-municipal, and inter-agency significance; and,
4. To serve as the intergovernmental advisory committee for the Squamish-Lillooet Regional District, when called upon, to advise applicable local governments on the development and implementation of the Regional Growth Strategy, including Regional Growth Strategy reviews, and 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.

#### Establishment & Authority

The Steering Committee's role is advisory. Advice, comments or recommendations from the Steering Committee shall be forwarded to the Board for consideration. The Steering Committee receives its authority to serve as the intergovernmental advisory committee for the Squamish-Lillooet Regional District from Section 867 (1) & (2) of the *Local Government Act* and SLRD Regional Growth Strategy Bylaw No. 1062, 2008.

#### Composition

The Steering Committee shall consist of the planning director, or another representative, of the Squamish-Lillooet Regional District (SLRD), District of Lillooet (DoL), Village of Pemberton (VoP), Resort Municipality of Whistler (RMOW), and District of Squamish (DoS), as

well as the Regional Growth Strategies Manager for the Southern Interior region at the Ministry of Community, Sport and Cultural Development (MCSCD).

When called upon to act as the intergovernmental advisory committee, this core Steering Committee may be expanded upon to include: senior representatives of the Provincial government and Provincial government agencies and corporations, determined by the minister after consultation with the board; and representatives of other authorities and organizations if invited to participate by the Board.

## Organization

The Chair of the Steering Committee shall be the Squamish-Lillooet Regional District Director of Planning & Development Services or equivalent.

## Procedures

1. The Steering Committee shall meet as needed, with the number and frequency of meetings varying according to the work plan for each year.
2. An annual meeting of the Steering Committee shall be conducted to review the RGS Monitoring Report, to discuss the achievements and challenges experienced in the implementation of the regional growth strategy (as shown by the indicators), and to determine the future regional growth strategy work program. The annual meeting shall be held in October to permit committee discussion and input to the development of the following year's regional growth strategy program work plan and budget.
3. The Steering Committee is not a formal decision-making body, but rather a forum for inter-municipal and inter-agency discussion, issue identification and resolution related to regional planning and the Regional Growth Strategy. As such, the committee will be non-voting and can conduct its business informally without reference to a quorum of the membership. Recommendations are based on consensus and if consensus is not reached differences are noted.
4. Steering Committee members having a priority interest in an application or who are personally affected by an application /applicant must step aside from the discussion on that particular matter.
5. Representatives of other authorities and organizations may attend meetings of the Steering Committee either by invitation, or as identified through consultation with the Chair or the SLRD staff member responsible for the Regional Growth Strategy.
6. Executive and secretarial support for the Steering Committee will be provided by the SLRD Planning Department.
7. An agenda for the Steering Committee will be prepared by SLRD Staff and emailed to Committee members one week in advance of their meeting.
8. The agendas and minutes of the meetings of the Steering Committee shall be circulated to all Steering Committee members.
9. Steering Committee members will check in/report back to their member municipalities, including elected officials, as needed.

## Resources & Support

Squamish-Lillooet Regional District Planning Department shall provide financial and human resources to support the work of the Committee.