



ELECTORAL AREAS SERVICES COMMITTEE

Terms of Reference

1.0 Overview

The Chair of the Board of Directors (the 'Board Chair') for the Strathcona Regional District has established the Electoral Areas Services Committee (the 'Committee') to provide advice and guidance to the Regional Board concerning matters for which a unique electoral area interest has been identified. In accordance with the *Local Government Act*, the Committee shall continue to exist during the term of or until terminated by the Board Chair.

2.0 Purpose and Mandate

2.1 The mandate of the Committee is to provide advice and recommendations to the Regional Board concerning matters which:

- are deemed to be of interest primarily to electoral areas, including service delivery alternatives affecting those electoral areas
- have been specifically referred to the Committee by the Regional Board;
- have been referred to the Committee in accordance with Regional District policy; or
- are related to the assumption of additional advisory responsibilities which the Committee believes should fall within the Committee's mandate.

2.2 The Committee may also make decisions on matters for which corporate authority has been specifically delegated by the Regional Board.

3.0 Chair and Members

3.1 {deleted}

3.2 Membership on the Committee shall be comprised of all electoral area directors.

3.3 The Committee will elect a Chair (the 'Committee Chair') and Vice Chair at its inaugural meeting each year. The Committee Chair will serve in that capacity until the next inaugural meeting unless the Committee is earlier dissolved by the Board Chair or unless the Committee Chair ceases to hold the qualifications required for the position.

4.0 Meetings

4.1 The Committee will meet as required to fulfill its mandate. Meetings will be at the call of the Committee Chair or as scheduled in advance by resolution of the Committee. Meetings will be held in conjunction with meetings of the Regional Board or of another Board committee whenever possible.

4.2 No director or alternate director shall have more than one vote on any question before the Committee.

4.3 The Committee will be subject to the rules of procedure set out in the Regional Board's procedure bylaw.

5.0 Reporting

The Committee will provide its advice and recommendations to the Regional Board in the form of verbal and written reports from the Committee Chair. A copy of the minutes of each Committee meeting will be included on the Regional Board's meeting agenda.

Approved by resolution of the Regional Board on January 13, 2016