



ELECTORAL AREA DIRECTORS COMMITTEE TERMS OF REFERENCE

1. ESTABLISHMENT AND AUTHORITY

- 1.1. In accordance with Section 218(2) of the *Local Government Act* the Chair has established the Electoral Area Directors Committee (“the Committee”) to provide advice and make recommendations to the Thompson-Nicola Regional District Board of Directors (“the Board”) regarding services and matters related to electoral areas.

2. MANDATE

- 2.1. 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.
- 2.2. Committee members may also raise issues or concerns specific to their electoral areas for discussion and recommendation to the Board for action.
- 2.3. The Committee may also make recommendations to the Board to advocate to senior levels of government regarding issues of importance to electoral areas.

3. MEMBERSHIP

- 3.1. The Committee shall consist of all ten (10) electoral area directors.
- 3.2. The Committee shall elect a Chair and Vice Chair from amongst its Members in accordance with Board Procedure Bylaw No. 2788.

4. TERMS OF APPOINTMENT

- 4.1. As a Standing Committee members shall be appointed every two years by the Chair of the TNRD Board in accordance with the procedures outlined in Board Procedure Bylaw No. 2788.

5. STAFF SUPPORT

- 5.1. The Chief Administrative Officer or their designate in their absence will act as liaison to the Committee to provide information and professional advice; support in the development of agenda items and promote the effectiveness of committee operations.
- 5.2. Other managers or staff may be assigned on an as needed basis to assist the Committee in a non-voting, advisory and resource capacity.
- 5.3. For each Committee meeting, staff will work with the Chair of the Committee to organize, prepare and distribute an agenda.

6. PROCEDURES

- 6.1. The Committee shall meet six (6) times per year or as otherwise convened at the call of the Chair of the Committee.
- 6.2. 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 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.
- 6.3. Minutes of all Committee meetings will be recorded and provided to the Committee Chair for signature. Minutes will be provided to the Board for review and receipt at a Regular Board Meeting. Signed minutes will be posted on the TNRD's website for public viewing with the exception of any meetings closed to the public under section 90 of the Community Charter.
- 6.4. Staff will bring forward any recommendations from the Committee to the Board for approval at a Regular Board Meeting.