

## Electoral Area and Small Communities Committee

### Terms of Reference

The Electoral Area and Small Communities Committee is a standing committee of the Metro Vancouver Board. The Committee provides advice and recommendations directly to the Metro Vancouver Board on policies, bylaws, plans, programs, budgets and issues related to Electoral Area A services and administration, and provides a forum for discussion of common issues by small municipalities adjacent to Electoral Area A. The Committee's focus is Electoral Area A; the Committee's scope is not regional in nature.

#### Committee Responsibilities

Within the scope of the *Board Strategic Plan*, *Electoral Area A Official Community Plan*, and *Metro Vancouver Financial Plan*, the Committee provides guidance and oversight to staff on the implementation of the annual work plans and business plans that govern the provision of local services to Electoral Area A. Specific Committee responsibilities include the following:

- **Local Planning and Development** – In parts of the Electoral Area that receive local planning and development services from Metro Vancouver, overseeing the development, implementation, amendment and enforcement of key policy and regulatory tools, including the *Electoral Area A Official Community Plan*, *Electoral Area A Zoning Bylaw* and the *Electoral Area A Building Administration Bylaw*. The Committee also recommends Advisory Planning Commission and Board of Variance members to the Board, as needed.
- **General Administration** – Overseeing the general administration of the parts of Electoral Area A that are outside of the University of British Columbia lands, and the University Endowment Lands. In this capacity the Committee reviews requests for local services, and oversees studies on matters that affect Electoral Area A. The Committee monitors a variety of issues that directly impact the residents throughout Electoral Area A. Where deemed important, the Committee recommends positions for the Board to take in response to issues or needs that arise.
- **Grants and Funds** – Overseeing and participating in the processes through which various grants and funds, specific to Electoral Area A, are administered (e.g., *Community Works Fund*, *Regional District Basic Grant*). The Committee recommends recipients for such grants and funds to the Board.

The Committee also provides a forum for small municipalities adjacent to rural and remote areas of Electoral Area A to discuss issues of common interest and concern.

#### Committee Membership and Meetings

The Chair, Vice Chair and members are appointed annually by the Chair of the Metro Vancouver Board. The Committee meets every second month, and holds special meetings as required. A quorum of 50% plus one of the Committee membership is required to conduct Committee business.

#### Committee Management

The Committee Chair, or in the absence of the Chair the Vice Chair, is the chief spokesperson on matters of public interest within the Committee's purview. For high profile issues the role of

spokesperson rests with the Metro Vancouver Board Chair or Vice Chair. On technical matters or in cases where an initiative is still at the staff proposal level, the Chief Administrative Officer or designate is the appropriate spokesperson. Where necessary and practical, the Board Chair, Committee Chair and Chief Administrative Officer will confer to determine the most appropriate representative to speak.

The Chief Administrative Officer assigns a Committee Manager for the Committee. The Committee Manager is responsible for coordinating agendas and serves as the principal point of contact for Committee members.