

Intergovernmental and Administration Committee

Electoral Area Sub-Committee

Terms of Reference

The Electoral Area Sub-Committee is a sub-committee of the Intergovernmental and Administration Committee. It provides advice and recommendations to the Metro Vancouver Board on Electoral Area planning and administration. This includes: policies, projects, services and programs and how these matters can contribute to the livability and sustainability of the region.

Metro Vancouver is the local government authority for Electoral Area A. The focus of the Electoral Area Sub-Committee is on the provision of effective local government services within the unincorporated areas of Metro Vancouver.

The Electoral Area Sub-Committee responsibilities are to:

- Review and monitor the annual work program for programs assigned to the Sub-Committee and make recommendations to the Metro Vancouver Board, as necessary, on any changes in program scope and priorities;
- Hear and consider public delegations on matters within the scope of the Sub-Committee's purview and, where appropriate, make recommendations to the Metro Vancouver Board arising out of such delegations;
- Pursue matters referred to the Sub-Committee by the Metro Vancouver Board and report back to the Board expeditiously, as required;
- Establish and administer local services within specified areas in accordance with the *Local Government Act* and other applicable legislation;
- Examine and consider service levels and alternative mechanisms for the delivery of local services;
- Develop bylaw regulations, including policies and procedures for enforcement actions relating to establishment or delivery of local services;
- Communicate and consult with other standing committees, member municipalities, adjacent regional districts, Islands Trust, the province and its agencies, the federal government, First Nation communities and the general public in development and support of its functions;
- Address any other matters related to general interest issues or local service administration which the Sub-Committee deems appropriate or which the Board directs;
- Recommend Advisory Planning Commission and Board of Variance members to the Metro Vancouver Board;
- For the UBC campus, Metro Vancouver does not provide planning and building bylaw services. The Chief Planning Officer for Metro Vancouver is required to provide comments to the Minister on any changes to UBC's Regional Context Statement.

In carrying out these responsibilities, the Sub-Committee may provide advice, guidance or direction to staff as to the scope and priority of work to be carried out, including new tasks to be undertaken. However, where such direction represents a sufficiently significant change in the previously approved work program, or a significant expenditure of funds, or runs contrary to the advice of professional staff, the Sub-Committee shall refer the matter to the Board, with appropriate recommendations, for decision by the Board.

The Sub-Committee Chair, or in the absence of the Sub-Committee Chair, the Sub-Committee Vice-Chair will usually be the chief spokesperson on matters of public interest within the Sub-Committee's purview. Some issues may be of such public profile that it will be appropriate for the Board Chair or Vice Chair to be the chief spokesperson; on technical matters or where the status is still at the staff proposal level, the Chief Administrative Officer or senior staff may be the appropriate chief spokesperson. Where necessary and practical, the Board Chair, the Sub-Committee Chair and the Chief Administrative Officer (or vice-chairs and deputy) will confer to determine the most appropriate course of action.

The CAO will assign a committee manager to the Sub-Committee. The Committee manager will be responsible for coordinating agendas and be the principal point of contact for Sub-Committee members.

Sub-Committee Meetings

The Electoral Area Sub-Committee meets every two months and has special meetings as required. A quorum of 50% plus one of the Sub-Committee memberships is required to conduct Sub-Committee business.

Relationship with Other Board Committees

Matters of overall budget and financing of the programs are the purview of the Finance Committee. Expenditures within the approved budget remain the purview of the Electoral Area Sub-Committee, but items which entail significant changes to the approved budget should be referred to the Finance Committee for their recommendation to the Board as well as the recommendation of the Electoral Area Sub-Committee.

Matters involving Metro Vancouver's strategic relationships with other governments, agencies and communities are under the purview of the Intergovernmental and Administration Committee. While the Electoral Area Sub-Committee will receive reports and discuss issues under its purview, the Sub-Committee Chair will keep the Intergovernmental and Administration Committee apprised of any intergovernmental implications arising from such reports and discussions.

Matters considered by the Electoral Area Sub-Committee may have implications for issues considered by other committees. Similarly, matters considered by other committees may have relevance for the Electoral Area Sub-Committee. The Sub-Committee manager will keep the Sub-Committee apprised of significant reports with inter-committee implications.

Sub-Committee Membership

The Chair, Vice Chair, and members are appointed annually by the Chair of the Metro Vancouver Board of Directors.