File: 0540-20

Terms of Reference
Electoral Areas Services Committee (EASC)

Mission: Comprising all three electoral area directors, this committee considers matters relating to regional district services that operate in and activities that affect electoral areas only. These electoral area services include: all matters under Part 14 of the *Local Government Act*, community parks, fire protection and all other matters with respect to services and utilities in electoral areas.

Authority: The EASC has been delegated authority for the administration and operation of rural services through the adoption of Bylaw No. 749 being "Committee Delegation Bylaw, 2023".

Membership: As a standing committee of the CVRD board, the chair of the board has appointed the following to comprise the EASC:

Participating Area	Current Voting Weight
Electoral Area A (Baynes Sound – Denman/Hornby Islands) Director	6
Electoral Area B (Lazo North) Director	6
Electoral Area C (Puntledge – Black Creek) Director	7

Committee chair: The committee shall elect a chair and vice-chair from amongst its members at the first meeting of each year except in the year following general local elections when such elections shall be conducted at the first meeting following said general local election.

Resources: The CAO will determine and assign a staff member as an advisor to the committee. If necessary, a recording secretary may also be appointed. The committee will also be accorded a budget to cover meeting expenses, meals/coffee, photocopying and other related activities.

Tenure: This committee is a standing committee and as such will be deemed to be continuous subject to direction from the chair of the board.

Reporting: The EASC will provide its minutes to the corporate legislative officer within 48 hours of any committee meeting. Where the board feels it is necessary, the committee may be asked to meet with the board and brief the board on an issue(s) within its purview. This invitation shall be extended to the chair of the committee as the representative of the committee.

Contact with the media: Any contact with the media regarding issues related to the work of this committee shall be handled by the committee chair or shall be referred by the chair of the committee to the CVRD Chair of the board. If the matter under questioning by the media deals with CVRD board policy around issues related to the work of this committee, the matter shall be referred to the chair of the board. The chief administrative officer and other senior staff will provide assistance and / or guidance to the chair of the board and committee chair in responding to the media.