

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, JANUARY 14, 2026**

SUBJECT **2026 Electoral Areas Committee Terms of Reference**

ISSUE SUMMARY

To provide the 2026 Electoral Areas Committee Terms of Reference for information.

BACKGROUND

Under the *Local Government Act* and the CRD Board Procedures Bylaw, the CRD Board Chair has the authority to establish standing committees and appoint members to provide advice and recommendations to the Board.

Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the committees and members. The TOR are being provided for information to the Committee. Any proposed revisions to the TOR will require ratification by the Board.

For 2026, all standing committees TOR were revised under section 3.0 Composition to include additional details on First Nation members voting rights on standing committees. The Electoral Areas Services Committee TOR was updated under section 5.0 Resources and Support to reflect that the new General Manager of Electoral Area Services will act as liaison to the committee.

The redlined 2026 Electoral Areas Committee Terms TOR is attached as Appendix A. Standing committees TOR will be approved by the CRD Board at the January 14, 2026 meeting.

CONCLUSION

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members. Any future revisions to the TOR will require ratification by the Board.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: 2026 Electoral Areas Committee Terms of Reference – Redlined (Draft)