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**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 12, 2025**

SUBJECT 2025 Electoral Areas Committee Terms of Reference

ISSUE SUMMARY

To provide the 2025 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.

On January 8, 2025, the CRD Board approved the 2025 Terms of Reference for standing committees. 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 Electoral Areas Committee TOR was updated to remove the overly prescriptive timing for the schedule of committee meetings by removing the words “except August”. In addition, the General Manager title has been updated to reflect recent changes with CRD Evolves. Spelling of a local service area committees was fixed in Appendix A.

The approved 2025 Electoral Areas Committee TOR is attached as Appendix A, and a redlined copy is attached as Appendix B.

The TOR are being provided for information to the Committee. Any proposed revisions to the TOR will require ratification by the Board.

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:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: 2025 Electoral Areas Committee Terms of Reference - Approved

Appendix B: 2025 Electoral Areas Committee Terms of Reference - Redlined