



1 Establishment

1.1 The Policy Development and Review Committee (the “Committee”) is a standing committee established to provide advice and make recommendations to the Squamish-Lillooet Regional District (“SLRD”) Board regarding general policy issues, development of new policies, and review of existing policies and governance matters.

2 Authority

2.1 The Committee is a standing committee of the SLRD Board, pursuant to Section 218 of the *Local Government Act*, and has the authority to provide advice to the SLRD Board on matters related to its mandate.

2.2 The Committee may exercise direct authority on matters delegated to it by SLRD Board policy or bylaw and in accordance with Section 229 of the *Local Government Act*.

2.3 For clarity, this Policy does not delegate any broad corporate powers.

3 Mandate

- 3.1 The mandate of the Committee is to:
- (a) Conduct a review of existing SLRD Board policies and bylaws to ensure they remain relevant, current, and effective in providing guidance for the SLRD Board in the conduct of its business.
 - (b) Recommend new or revised policies and bylaws to strengthen organisational governance and ensure that policies and procedures enable staff to effectively implement workplans and Board directives.
 - (c) Make recommendations to the SLRD Board on general governance matters, ensuring alignment with the SLRD’s Strategic Plan, as well as its Mission, Vision and Values.
 - (d) Provide advice and recommendations to the SLRD Board on any other policy or governance matters specifically referred to the Committee by the Board.

Approving Authority: Board	Page 1 of 3
Policy Name: Policy Development and Review Committee Terms of Reference	Policy No: 46-2026
Date of Approval: May 27, 2026	Dates of Amendment:
Policies Superseded: N/A	Related Enactments:

4 Committee Composition

- 4.1 The Committee shall consist of five (5) members of the Board.
- 4.2 As a standing Committee members shall be appointed by the Chair of the SLRD Board in accordance with the procedures outlined in the SLRD Procedure Bylaw as amended from time to time.
- 4.3 The Chair and Vice-Chair of the Committee will be appointed annually by the Committee in accordance with the procedures outlined in the SLRD Procedure Bylaw as amended from time to time.

5 Meetings (Frequency)

- 5.1 The Committee shall meet based on a schedule set annually. Additional meetings may be convened in accordance with the SLRD Procedure Bylaw as amended from time to time.

6 Meeting Procedures

- 6.1 All Committee meetings shall be conducted and held in accordance with the SLRD Procedure Bylaw as amended from time to time.
- 6.2 All Committee meetings are open to the public, except where the Committee is considering an item where, in accordance with Section 90 of the *Community Charter*, the exclusion of the public is permitted. Before a meeting or part of a meeting is closed to the public, the Committee must carry a resolution stating the meeting is to be closed and the paragraph within section 90 of the Community Charter pursuant to which the meeting is to be closed.
- 6.3 Unless otherwise authorized by the Committee, the public shall only address the Committee as a scheduled delegation on the Committee meeting agenda.
- 6.4 A majority of the Committee shall represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Members must make a reasonable effort to notify the staff liaison at least two (2) working days before the meeting if they are unable to attend.
- 6.5 Minutes of all Committee meetings will be prepared by staff and signed by the Committee Chair. Originals of the minutes will be forwarded to the Corporate

Approving Authority: Board	Page 2 of 3
Policy Name: Policy Development and Review Committee Terms of Reference	Policy No: 46-2026
Date of Approval: May 27, 2026	Dates of Amendment:
Policies Superseded: N/A	Related Enactments:

Officer for record-keeping and a copy provided to the Regional Board for their information.

7 Code of Conduct

7.1 Committee members shall adhere to the SRLD Code of Conduct Bylaw as amended and the Respectful Workplace Policy as amended.

8 Reporting to the Board

8.1 Recommendations of the Committee shall be forwarded to the Board at the subsequent Board meeting following the Committee meeting at which such recommendations are made.

9 Resources and Support

9.1 The CAO or their designate shall act as liaison to the Committee to provide advice and professional assistance; support in the development of agenda items and promote the effectiveness of Committee operations.

9.2 At the direction of the CAO, SLRD staff may be assigned to provide support to the Committee in an advisory and resource capacity, including preparing notices of meetings, agendas, recording the minutes of meetings and ensuring the Committee agendas and minutes are circulated electronically to the Committee members.

- a. Committee and meeting expenses shall be provided for in the SLRD Financial Plan.
- b. Remuneration to Committee members shall be paid in accordance with Directors Remuneration Bylaw as amended from time to time.
- c. Unresolved matters shall be dealt with by the Board.

10 Media Contact and Communication

10.1 Contact with the media regarding issues related to the work of the Committee shall be conducted in accordance to the SLRD Communication Policy as amended.

Approving Authority: Board	Page 3 of 3
Policy Name: Policy Development and Review Committee Terms of Reference	Policy No: 46-2026
Date of Approval: May 27, 2026	Dates of Amendment:
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