Electoral Area Directors Committee (EADC)

SLRD Delegated Authority through Board Bylaws, Board Policies, and Informal Administrative Operational Practices

Note on Delegation of Authority:

- Regional district Boards have the authority to delegate aspects of their powers, duties and functions to individual directors, employees and bodies established by the Board such as committees and commissions.
- Any delegation of authority is subject to certain restrictions e.g. regional districts cannot delegate authority to make a bylaw or any power or duty exercisable only by bylaw, such as setting the 5-Year Financial Plan for a service.
- The exercise of law-making power, including the highest-order financial decisions that must be included in the 5-year Financial Plan bylaw, cannot be delegated, but actions or decisions within the parameters set in bylaws are generally open to delegation.

Regional district delegation may only be made with the consent of two-thirds of the votes cast by the Board. Once a Board has delegated a power, duty or function to a person or body, the delegate has the responsibility to act within the parameters that the Board has set out. A Board may not dispute or interfere with a delegate's decision-making, but it may withdraw the delegation if it chooses through a bylaw amendment.

Item	Bylaw / Policy No.	Delegated via Bylaw	Board policy/ not delegated	Informal approach	Description
Civic Addressing and Building Inspection Delegation of Authority	BL No. 1292-2013	✓			**Board Delegated bylaw** - A bylaw to delegate to Electoral Area Directors (EAD) Committee members the authority to administer, operate and enter into contracts on behalf of the SLRD regarding the Regulatory Services of Civic Addressing and Building Inspection. Applies to all Electoral Areas. As part of this delegated authority, budget decisions for the following Cost Centres are decided at the EAD Committee: • 1202 CIVIC ADDRESSING • 1400 BUILDING INSPECTION SERVICES **Motions are decided at the EAD Committee then included as information in the consent package in the form of minutes.**
Select Funds Delegation of Authority	BL No. 1274-2013	✓			**Board Delegated bylaw** - A bylaw to delegate to the EAD Committee the authority to administer, operate and enter into contracts on behalf of the SLRD regarding the expenditure of Select Funds. (Specific to the following cost centers: 2900-2904 and other funds specifically designated by the Board). As part of this delegated authority, budget decisions for the following Cost Centres are decided at the EAD Committee: • 2900 GENERAL SELECT SERVICES • 2901 AREA A SELECT SERVICES • 2902 AREA B SELECT SERVICES • 2903 AREA C SELECT SERVICES • 2904 AREA D SELECT SERVICES Provisions have been built within this specific bylaw that allows for reconsideration by the Board based on items outside of the financial plan and possibility of substantial liability to the organization. **Motions are decided at the EAD Committee then included as information in the consent package in the form of minutes.**
Emergency Program and Disaster Operations Bylaw	BL No. 1130-2009, amendment bylaw 1295-2013	✓			*Pls Note: Due to updates to the Emergency and Disaster Management Act (Bill 31-2023), this bylaw requires updating (it was established prior to the SLRD forming an Emergency Management staff and a Protective Services department). Staff will bring an amended bylaw to a future Board meeting to align the bylaw with the extensive changes since the bylaw was last amended in 2013.*

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					Board Delegated bylaw - A bylaw for the administration and operation of the SLRD Emergency Program and Disaster Services. The EAD Committee shall administer and operate and enter contracts with respect to the SLRD's Emergency Planning Service, pursuant to SLRD Bylaw. No. 1295-2013. 4.1 The Board of the Regional District delegates to the Participants, acting through the EAD Committee the power to, on behalf of the Regional District: a. administer and operate; with exercise all of the powers given to the Board in a Declared state of local emergency under the Act, subject to the limitations therein and provided that the Board or the Board Chair has first declared there to be a state of local emergency.
Community Amenity Contributions	Policy No. 12-2018		✓		Board policy that directs the EAD Committee's first review of information, requesting EAD Committee recommendation. **Board Policy** - Whenever rezoning applications, subdivision proposals, referrals from a *Crown agency or any land use applications* are submitted to the SLRD, that it become the policy of the SLRD to obtain the comments of the appropriate EAD at time of application. This policy was developed to address the 30-day timeline the Province usually gives for referrals. An EAD may share referrals with non-profits and partners for feedback. EADs do not send referrals to other government organizations such as First Nations. This is built into the process elsewhere through Provincial and SLRD staff. **Direction is given via email, through one-to-one meetings or phone calls directly with the EAD. Nothing is brought to the EAD Committee or Board.**
Federal Canada Community-Building Fund (CCBF) Community Works Fund (CWF)	Policy No. 26-2021		✓		Board policy that directs the EAD Committee's first review of information, requesting EAD Committee recommendation. **Board Policy** - Outlines funds eligible to local governments by Canada (*Administrative Agreement of the Canada Community-Building Fund in BC* and the subsequent *2024-2034 Community Works Fund Agreement* between UBCM and the governments of BC, including the SLRD). Funds are directly given to local governments. **Reviewed at the Electoral Area Directors Committee, with recommendations made to the Board for final decision.**
Land Use Applications to Electoral Area Director	Policy No. 6.8		✓		Board policy that directs referral feedback directly to the applicable EAD. **Board Policy** - Whenever rezoning applications, subdivision proposals, referrals from a *Crown agency or any land use applications* are submitted to the SLRD, that it become the policy of the SLRD to obtain the comments of the appropriate EAD at time of application. This policy was developed to address the 30-day timeline the Province usually gives for referrals. An EAD may share referrals with non-profits and partners for feedback. EADs do not send referrals to other government organizations such as First Nations. This is built into the process elsewhere through Provincial and SLRD staff. **Direction is given via email, through one-to-one meetings or phone call directly with the Area Director. Nothing is brought to the EAD Committee or Board.**
Various projects requiring staff to seek new grants				✓	Projects staff are pursuing grant funding for may pertain to an electoral area (or more than one). **No Board Authority - Informal administrative operational practise** - Through one-on-one virtual meetings, senior staff (the SLRD senior leadership team who hold the title of Director or General Manager may discuss with an EAD potential grants for upcoming projects; if a funding source e.g. grant is identified, then the staff will bring forward a request to the Board to submit an application. Note - Board approval is required when: • the grant application requires board commitment (common for large grant applications; Board approval specified in application). • the project exceeds the amount included in the service budget and therefore requires a financial plan amendment (required by the Local Government Act, Sections 374 and 401 which speak to financial plan amendments). • the project exceeds the CAO's $500k purchasing authority (described in SLRD Purchasing Policy No. 24-2022).