

SLRD Board Directors: Roles & Responsibilities

1. Introduction

The purpose of this document is to outline the essential roles and responsibilities of the Squamish-Lillooet Regional District (SLRD) Board of Directors. It also articulates our commitment to govern with fairness, transparency, and high performance, ensuring effective and ethical stewardship for our constituents and the regional district.

The Province of BC has published a reference page with minor outlines of duties and responsibilities, [found here](#). This document expands on that which is outlined by the Province.

[SLRD.bc.ca/elections2026](https://slrd.bc.ca/elections2026)



2. Roles and Responsibilities of Board Members

Each SLRD Board member holds a critical position of public trust, with responsibilities extending to the entire regional district. Key responsibilities include:

Strategic Leadership and Policy Development:

Collaborating to set strategic direction, develop policies and bylaws, approve budgets (Five-Year Financial Plan), and oversee regional services.

Fiduciary Duty:

Acting in the best financial interests of the SLRD, ensuring prudent use of public funds, and reviewing grants.

Compliance and Accountability:

Adhering to legislation (e.g., Local Government Act), SLRD bylaws, and the [SLRD's Code of Conduct for Elected Officials](#). Maintaining transparent governance, including public meetings and annual reports, and observing strict confidentiality where required.

Representation and Advocacy:

Representing constituents and regional interests, engaging with community and government officials, and participating in public consultations.

Oversight of Administration:

As a whole, Board members will collectively appoint and oversee the Chief Administrative Officer (CAO) and ensure adequate resources for staff while respecting the distinction between governance and operational roles.

Ethical Conduct and Professionalism:

Upholding integrity, managing conflicts of interest, and collaborating constructively.

2.1 Electoral Area Director Role Description

Electoral Area Director Role - Position Summary: Electoral Area Directors are elected by the constituents of their electoral area and are responsible for governing local, inter-jurisdictional, and regional services for the benefit of the SLRD as a whole. In fulfilling this role, they represent the interest of their electoral area while providing stewardship, ensuring good governance and service delivery, and promoting the long-term well-being of the region.

Meeting Frequency: SLRD Board and Committee of the Whole meetings are typically held monthly and generally take place over the course of two days. The Electoral Area Directors (EAD) Committee also meets monthly, with meetings typically ranging from one-half day to a full day in duration.

In addition to attending Board, Committee of the Whole and EAD Committee meetings, Directors may be appointed by the Board or Board Chair to serve on Standing Committees, Select Committees and external organizations. These appointments may involve additional meetings and responsibilities throughout the year. Directors may also be required to attend public hearings and other statutory or special meetings as necessary.

To support participation and accessibility, SLRD meetings may be attended electronically where permitted by legislation and Board procedure.

Typical Duties: Attending Board meetings, SLRD Committee meetings, and Community meetings to which they are authorized to attend through Board resolution or at their own discretion; attending public hearings; participating in external organizations to which they are appointed to through Board resolution; liaising with community groups and elected officials across all government levels; attending regional and national local government conferences as budget and time allows (LMLGA, SILGA, UBCM, FCM). Expenses for Committee, community, or constituent meetings outside of those where the SLRD Board has appointed the elected official as the SLRD representative, are not generally covered in the remuneration bylaw as an eligible expense and require Board approval (pre or post meeting). Refer to [Remuneration Bylaw](#) for more detailed information on expenses.

Time Commitment and Availability: Significant time for reviewing materials and attending meetings (including evenings/weekends). The role will also include some travel and responding to constituents. With varying time commitments from week to week, and occasional conference attendance, the role can be 10-30 hours weekly.

Required Skills & Abilities: Interest in community issues; willingness to learn and develop knowledge for informed decision-making; ability to establish courteous and diplomatic working relationships; objective decision-making; effective communication, problem-solving, and conflict resolution; public speaking; inspiring public trust; meeting deadlines; teamwork; managing conflicting demands; analytical skills; understanding of parliamentary procedures; proficient computer skills (MS Office, Adobe Acrobat Reader, web browsers).

2.2 Municipal Director Role Description

Municipal Director Role Description - Position Summary: Municipal Directors are appointed by their member municipality councils and are responsible for governing local, inter-jurisdictional, and regional services for the benefit of the SLRD. In fulfilling this role, they provide stewardship, ensure good governance and service delivery, and promote the long-term well-being of the region.

Meeting Frequency: SLRD Board and Committee of the Whole meetings are typically held monthly and generally over the course of two days.

In addition to attending Board and Committee of the Whole meetings, Directors may be appointed by the Board or Board Chair to serve on Standing Committees, Select Committees and external organizations. These appointments may involve additional meetings and responsibilities throughout the year. Directors may also be required to attend other statutory or special meetings as necessary. Attendance at public hearings is optional.

To support participation and accessibility, SLRD meetings may be attended electronically where permitted by legislation and Board procedure.

Typical Duties: Attending Board meetings, SLRD Committee meetings to which they are appointed to through Board resolution, and Community meetings to which they are authorized to attend through Board resolution or at their own discretion; attending public hearings; participating in external organizations to which they are appointed to through a Board resolution; liaising with community groups and elected officials across all government levels; attending regional and national local government conferences as budget allows (LMLGA, SILGA, UBCM, FCM). Expenses for committee, community, or constituent meetings outside of those where the SLRD Board has appointed the elected official as the SLRD representative, are not generally covered in the remuneration bylaw as an eligible expense and require Board approval (pre or post meeting). Refer to [Remuneration Bylaw](#) for more detailed information on expenses.

Time Commitment and Availability: Significant time for reviewing materials and attending meetings (including evenings/weekends). The role will also include some travel and responding to constituents. With varying time commitments from week to week, and occasional conference attendance, the role can be 4-20 hours weekly.

Required Skills & Abilities: Interest in community issues; willingness to learn and develop knowledge for informed decision-making; ability to establish courteous and diplomatic working relationships; objective decision-making; effective communication, problem-solving, and conflict resolution; public speaking; inspiring public trust; meeting deadlines; teamwork; managing conflicting demands; analytical skills; understanding of parliamentary procedures; proficient computer skills (MS Office, Adobe Acrobat Reader, web browsers).

2.3 Board Chair Role Description

Position Summary: The Board Chair is a Board member and the head and chief elected officer of the Squamish-Lillooet Regional District.

Meeting Frequency: SLRD Board meetings are held once a month, over the course of two days. The Board Chair also attends the SLRD Electoral Area Directors Committee, which meets once a month over the course of one-half to one full day. The Board Chair is also expected to attend public hearings from time to time. They may also choose to sit on other Committees as assigned by the Board. For SLRD Board, Committee, and public hearing meetings, there is an opportunity to attend remotely, if needed.

Typical Duties: Ensuring regional district law and good governance; communicating with the Board; directing agendas; presiding over meetings to maintain order and ensure balanced input; recommending bylaws and resolutions; directing regional district business with the CAO; ensuring staff conduct adherence to the Local Government Act; leading CAO direction, evaluation, and employment terms; encouraging Board compliance with the SLRD's Code of Conduct Bylaw for Elected Officials; potentially appointing and working with Committees; calling special meetings; authorizing emergency declarations; representing the Board externally; ceremonial duties; ensuring public debate and input; facilitating collective decision-making; and acting as the SLRD's spokesperson.

Required Skills & Abilities: In addition to general director skills, the Chair needs a thorough understanding of parliamentary procedures; ability to facilitate consensus and bring discussions to a vote; ability to inspire Board trust and set a conduct example; and ability to coach Board Members.

3. Governing with Fairness

The SLRD Board commits to fairness through:

- **Impartiality and Objectivity:** Decisions based on objective information, free from bias.
- **Transparency and Openness:** Publicly accessible processes and decisions.
- **Inclusivity and Respectful Dialogue:** Consideration of all voices with mutual respect.
- **Equitable Application of Policies:** Consistent and fair application of rules across the region.
- **Due Process:** Fair opportunity for input and clear rationales for decisions.
- **Conflict of Interest Management:** Strict adherence to policies for public good.

4. Governing at a High Level of Performance

The Board commits to high performance by:

- **Strategic Vision and Goal Setting:** Developing and reviewing clear vision and measurable goals.
- **Effective Decision-Making:** Basing decisions on research and input, adapting to new information.
- **Accountability and Evaluation:** Monitoring progress, reviewing effectiveness, and taking responsibility for outcomes.
- **Continuous Learning and Development:** Ongoing professional growth for enhanced governance.
- **Strong Board-Staff Relationship:** Respectful, constructive collaboration with the CAO and staff.
- **Fiscal Responsibility and Innovation:** Prudent financial oversight and exploring innovative solutions.

5. What is Not the Role of a Board Director

The role of an SLRD Board Director as an individual is **not** to:

- **Manage Day-to-Day Operations.** Focus is on governance, not daily administration.
- **Direct Individual Staff Members.** All staff direction flows through the CAO.
- **Interfere in Administrative Procedures.** Avoid involvement in detailed policy implementation by staff.
- **Act Individually on Behalf of the Board (without authorization/resolution).** Decisions require Board authority or delegation.
- **Speak Individually on Behalf of the Board or SLRD (without authorization/resolution).** Following the [SLRD's Communication Policy](#), the Board Chair acts as spokesperson for the organization and Board.
- **Make commitments on behalf of the Board or SLRD (without authorization/resolution).** Strategic Plan and work associated with the organization is determined through the strategic planning and budget process, as well as through the decisions and resolutions of the Board.
- **Pursue Personal Agendas.** Decisions must be in the Regional District's best interest.
- **Disclose Confidential Information.** Protect all closed sessions or private matters.
- **Substitute Personal Expertise for Professional Staff Advice.** Rely on and respect professional advice from the CAO and staff.

6. Conclusion

By upholding these roles, responsibilities, and principles, the SLRD Board reaffirms its dedication to exemplary governance, ensuring responsiveness, responsibility, and effectiveness in serving our communities.