



Policy Development and Review Committee Agenda

July 2, 2026; 10:00 AM

Meeting Held via Electronic Facilities

Meeting Location: SLRD Boardroom

1350 Aster Street, Pemberton, BC

Page

1. **Call to Order**
2. **Territorial Acknowledgement**
We would like to recognize that this meeting is being held on the Traditional Territory of the Lil'wat Nation.
3. **Approval of Agenda**
4. **Policy Development and Review Committee Closed Meeting**
5. **Rise and Report from the Closed Squamish-Lillooet Regional District Policy Development and Review Committee Meeting**
6. **Consent Agenda**

(Voting rule on each item may vary; unanimous vote required)

Items appearing on the consent agenda which present a conflict of interest for Committee Members must be removed from the Consent Agenda and considered separately.

Any items to be debated or voted against must be removed from the Consent Agenda and considered separately.

THAT the resolution set out in the Consent Agenda be approved.

6.1. **Confirmation and Receipt of Minutes**

- 6.1.1. **Squamish-Lillooet Regional District Policy Development and Review Committee Draft Meeting Minutes of May 6, 2026**

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THAT the Squamish-Lillooet Regional District Policy Development and Review Committee Meeting Minutes of May 6, 2026 be adopted as circulated.

7. **Business Arising from the Minutes**
8. **Items Removed from Consent Agenda**
9. **Department Reports and Other Business**
 - 9.1. **Information Report - Governance Excellence Initiatives**

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Workplan Update

9.2. Direction Request - October Meeting Date

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That the Policy Development and Review Committee provide direction regarding the scheduled October 7, 2026 meeting, including whether the meeting should be rescheduled to an alternate date or cancelled.

10. Decision on Late Business or Additional Late Business

(2/3 Majority Vote)

THAT the late items be considered at this meeting.

11. Late Business or Additional Late Business

12. Notice of Motion

13. Motion For Which Notice Has Been Given

14. Adjournment

THAT the meeting be adjourned.



DRAFT Policy Development and Review Committee Minutes

May 6, 2026; 10:00 AM

Meeting Held via Electronic Facilities

Meeting Location: SLRD Boardroom

1350 Aster Street, Pemberton, BC

In Attendance:

Board: C. Pettingill, Chair (Squamish) - *electronic*
V. Birch-Jones (Area B) - *electronic*
J. Ford (Whistler) - *electronic*
J. Stoner (Squamish) - *electronic*

Absent: Area D Director

Staff: H. Paul Chief Administrative Officer (Deputy Corporate Officer) - *electronic*
A. Belsham, General Manager of Corporate Services (Corporate Officer) - *in-person*
G. Harris, Legislative Coordinator - *in-person*
P. Westerholm, Director of Communications and Engagement - *in-person*

1. **Call to Order**

The meeting was called to order at 10:04 AM.

The Chair recognized that this meeting is being held on the Traditional Territory of the Lil'wat Nation.

2. **Approval of [Agenda](#)**

It was moved and seconded:

THAT the agenda be approved as circulated.

CARRIED

3. **Policy Development and Review Committee Closed Meeting**

None

4. **Rise & Report from the Closed Squamish-Lillooet Regional District Policy Development and Review Committee Meeting**

N/A

5. **Consent Agenda**

It was moved and seconded:

THAT the resolution set out in the Consent Agenda be approved.

5.1. **Confirmation and Receipt of Minutes**

5.1.1. **Squamish-Lillooet Regional District Policy Development and Review Committee Draft Meeting Minutes of January 12, 2026**

It was moved and seconded:

THAT the Squamish-Lillooet Regional District Policy Development and Review Committee Meeting Minutes of January 12, 2026 be adopted as circulated.

CARRIED

6. **Business Arising from the Minutes**

None

Director Stoner joined the meeting at 10:09 AM.

7. **New Business**

7.1. **Request for Decision - Policy Development and Review Committee Terms of Reference**

It was moved and seconded:

THAT staff bring forward, to a future Policy Development and Review Committee meeting, a report outlining the status of the prioritized Governance Excellence Initiatives endorsed by the Board on March 27, 2024.

CARRIED

It was moved and seconded:

THAT it be recommended to the Regional Board:

THAT Board Policy No. 46-2026 – Policy Development and Review Committee Terms of Reference be adopted.

CARRIED

7.2. **Request for Decision - Communications Policy No. 51-2026**

It was moved and seconded:

THAT staff bring forward Communications Policy No. 51-2026 and the Board Communications Companion Guide to a future Board meeting for consideration, incorporating the comments and feedback of the Policy Development and Review Committee.

CARRIED

Page 3 of 3 of the minutes of the Policy Development and Review Committee meeting, held on Wednesday, May 6, 2026 via Electronic Facilities - Meeting Location: SLRD Boardroom 1350 Aster Street, Pemberton, BC.

It was moved and seconded:

THAT it be recommended to the Regional Board:

THAT Communications Policy No. 1.11 be rescinded; and

THAT Social Media Policy No. 7-2016 be rescinded.

CARRIED

8. **Decision on Late Business**

None

9. **Late Business**

N/A

10. **Adjournment**

It was moved and seconded:

THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 11:11 AM.

Certified Correct:

C. Pettingill, Chair

A. Belsham, Corporate Officer



Staff Report Information Report

To: Policy Development and Review Committee

Date: July 2, 2026

From: Corporate Services

Subject: Governance Excellence Initiatives Workplan Update

PURPOSE

This report is provided to update the Committee on the progress of the Governance Excellence Workplan, including completed initiatives, work currently underway, and upcoming priorities. The workplan supports the Board's ongoing commitment to strengthening governance practices, enhancing organizational accountability, and advancing continuous improvement initiatives across the organization.

EXECUTIVE SUMMARY

This report provides the Committee with an update on the status of the Governance Excellence Initiatives Workplan approved in March 2024. The workplan was developed to support continuous improvement of the SLRD's governance framework through the review and modernization of policies, bylaws and governance practices. Oversight of the workplan has been assigned to the Policy Development and Review Committee in accordance with its Terms of Reference adopted by the Board on May 27, 2026.

Since approval of the workplan, significant progress has been made on several priority initiatives. Key completed projects include:

- Procedure Bylaw review
- Elections Bylaw review
- Standardized report templates
- Electoral Area Directors Committee mandate
- Board Code of Conduct Bylaw
- Asset Disposal Policy review

In addition, several governance-related initiatives outside of the original workplan have been completed:

- Communications/Social Media Policy review
- Respectful Workplace Policy review
- Policy Development and Review Committee mandate

Several initiatives remain ongoing or in progress:

- Electronic Meetings Policy
- General Bylaw review work
- Annual budget process updates
- BC Hydro Payment in Lieu of Taxes Policy review

Other initiatives have been deferred or identified as future projects based on operational considerations and organizational priorities, including:

- Pemberton Valley Utilities and Services Committee mandate
- Consideration of Alternate Public Notice Provisions Bylaw

The table embedded in the report provides a detailed overview of each initiative within the Governance Excellence Workplan, including status updates and associated notes.

KEY INFORMATION

In 2022, the Board identified Responsible Governance and Service Excellence as a Strategic Priority. This initiative continues to be reflected within the Board's current [2024-2026 Strategic Plan](#), demonstrating the Board's ongoing commitment to strengthening governance practices and organizational effectiveness.

Following consideration of a [staff report](#) proposing a prioritized Governance Excellence Initiatives Workplan, the Board, at its March 27 & 28, 2024 meeting, ratified the recommendation of the Policy Development and Review Committee:

THAT the prioritized list of governance excellence initiatives be approved as presented, with consideration of advancing the Electoral Area Directors and Pemberton Valley Utilities and Services committee mandate reviews, through support of a consultant, if deemed appropriate by staff.

The Policy Development and Review Committee was assigned oversight of the workplan. In accordance with the Committee's Terms of Reference, newly adopted by the Board on May 27, 2026, the Committee's mandate is as follows:

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 organizational 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.

The following table provides a comprehensive overview of the Governance Excellence Initiatives Workplan approved by the Board, including the established priority level, anticipated project timelines, status, and relevant implementation notes for each initiative. The table is intended to provide the Committee with a clear summary of progress made to date, initiatives currently underway, and projects identified for future consideration.

Note: Colour-coded items were originally identified for coordinated review and consideration due to their related subject matter.

Governance Excellence Initiatives Workplan

Priority	Item	Estimated Timeframe Projects could be completed within	Status	Notes
1	Procedure Bylaw No. 1499-2016 Review	1 year	Complete	Replaced by Procedure Bylaw No. 1899-2026 adopted May 27, 2026
2	Electronic Meetings Policy No 20-2021 Review	6 months	In Progress	Updated Electronic Meetings Policy will be introduced at the October 2026 Policy Development and Review Committee meeting.
2	Electronic Delegations Policy No. 1.15 Review	6 months	In Progress	Recommendation to rescind Policy No. 1.15 upon adoption of the Updated Electronic Meetings Policy.
3	Election, Assent and Mail Ballot Voting Bylaw No. 1581-2018 Review	1 year and must commence in 2025	Complete	Replaced by Election and Assent Voting Bylaw No. 1952-2026 adopted April 22, 2026
4	Standardized Reports	6 months	Complete	Rolled out 2025/ 2026
5	Electoral Area Directors Committee Mandate	6 months	Complete	Electoral Area Directors Committee Terms of Reference No. 39-2024 adopted November 27, 2024.
5	Pemberton Valley Utilities and Services Committee Mandate	6 months	Not Started	Project pending transfer of Recreation Services. Suggest this project be commenced in early 2027 once the Committee has met for 1 full year after the Recreation Service transfer.
6	Board Code of Conduct Policy No. 1.16 Review	6 months	Complete	Replaced by Code of Conduct Bylaw No. 1888-2025 adopted June 25, 2025
6	Conflict of Interest Policy	6 months	Complete	Conflict of interest provisions incorporated

				into Code of Conduct Bylaw No. 1888-2025
Remaining items were not prioritized for actioning during the March 2024 workplan review; however, progress has been made on some projects.				
Policy Manual review (general)	1.5 years	Complete	The policy index was updated, reviewed and shared with all departments to confirm policies within their areas and their last review dates.	
Bylaw Review (general)	1 year	Ongoing		
Board Chair digital signature use	3 months	Not started	Create an administrative policy outlining how the Chair's digital signature is currently used for outgoing correspondence.	
Alternative Means of Public Notice Bylaw	1 year	Not started	Report will be brought to the Committee in early 2027 with considerations on whether to proceed with a bylaw to provide alternative means of public notice.	
CAO Delegated Authority Review	1 year	Not started		
Filming Policy	1 year	Not started	<p>April 23, 2025 Board resolution: THAT staff develop a Film Permit Policy that holds no harm to the SLRD related to the construction of film sets and that the process provide for timely processing of permit submissions.</p> <p>Project pending hire of the Building Services Manager position.</p>	
Minor Asset Disposal Policy No. 2.10 Review	6 months	Complete	Replaced with Asset Disposal Policy No. 41-2024 adopted January 29, 2025	
Budget Process	1 year	In Progress	Unit4 optimization project scheduled to commence July 2026 to develop Project and Planner modules, enabling staff data entry functionality.	

Other items referred to the Committee outside of the workplan ratified by the Board in March 2024.			
Policy Development and Review Committee Mandate		Complete	Policy Development and Review Committee Terms of Reference No. 46-2026 adopted May 27, 2026.
Communications Policy No. 1.11 and Social Media Policy No. 7-2016 Review		Complete	Replaced with Communications Policy No. 51-2026 adopted May 27, 2026
Workplace Bullying and Harassment Policy No. 5.3 Review		Complete	Replaced with Respectful Workplace Policy No. 44-2025 adopted June 25, 2025
Staff Expense/Travel Policy No. 5.5 Review		Complete	Policy was rescinded and replaced with Travel Reimbursement Policy No. 47-2026 (Administrative Policy)
BC Hydro Payment in Lieu of Taxes Policy No. 2.2 Review		In Progress	Project paused due to Provincial update on the formula for allocation of funding and First Nations engagements.

CONSIDERATIONS

Relevant Plans and Strategies:

[2024-2026 Strategic Plan](#)

Key Priority Area

- Responsible Governance & Service Excellence

Organizational / External Impacts:

The Governance Excellence Initiatives Workplan, including additional items directed by the Board, consists of routine organizational governance and administrative review activities intended to support continuous improvement across the organization. The initiatives are aligned with the SLRD's Strategic Plan and are intended to strengthen governance practices, improve organizational consistency, and support effective decision-making and service delivery. At this time, no significant external impacts have been identified. Any external partnership engagement associated with specific initiatives will be undertaken as required throughout implementation of individual projects.

Financial Implications:

There are no direct financial implications associated with this report. Staff time required to support the projects outlined herein is accommodated within existing departmental workplans and operating resources.

Truth, Reconciliation, and Indigenous Relations:

The SLRD is committed to enhancing relations with the Indigenous communities and First Nations within whose traditional and unceded territories we operate, with a focus on the Lílwat Nation, Skwxwú7mesh Úxwumixw and St'át'imc Nation, and its member communities. Decisions are informed by the SLRD's Indigenous Relations, Truth & Reconciliation Guide.

Consideration of Truth and Reconciliation principles will be incorporated into each initiative, with the level and nature of application varying depending on the scope and subject matter of the individual project.

Level of Community Engagement:

- Inform Consult Involve Collaborate Empower

Strategic Priority Alignment:

- | | |
|---|--|
| <input type="checkbox"/> Community well-being and livability | <input type="checkbox"/> Advocacy |
| <input type="checkbox"/> Truth, reconciliation and relationships | <input type="checkbox"/> Climate action and sustainability |
| <input checked="" type="checkbox"/> Responsible governance and service excellence | <input type="checkbox"/> Emergency planning, response and recovery |
| <input type="checkbox"/> Not applicable | |

Submitted by:	Angela Belsham, General Manager of Corporate Services
Reviewed by:	Suzanne Lafrance, Director of Finance
Approved by:	H. Paul, Chief Administrative Officer



Staff Report Direction Request

To: Policy Development and Review Committee
Date: July 2, 2026
From: Corporate Services

Subject: October Meeting Date

REQUEST

THAT the Policy Development and Review Committee provide direction regarding the scheduled October 7, 2026 meeting, including whether the meeting should be rescheduled to an alternate date or cancelled.

PURPOSE

The purpose of this report is to provide options to the Policy Development and Review Committee (Policy Committee) regarding its scheduled October 7, 2026 meeting, considering the legislated requirement to conduct advance voting opportunities for the 2026 General Local Election on that same day. The Committee is requested to provide direction on whether the meeting should be moved to an alternate date or cancelled.

EXECUTIVE SUMMARY

The Policy Development and Review Committee is scheduled to meet on October 7, 2026; however, this date coincides with a legislated advance voting opportunity required under the Local Government Act for the 2026 General Local Election. Advance voting is expected to be held from 8:00 am to 8:00 pm across all electoral areas, requiring significant staff resources to ensure proper election administration.

Due to the staffing demands associated with delivering advance voting, staff capacity to simultaneously support a committee meeting will be limited. This report therefore presents the options of either rescheduling or cancelling the October 7, 2026 meeting and requests direction from the Policy Committee.

KEY INFORMATION

Section 107 of the Local Government Act requires local governments to provide an advance voting opportunity on the tenth day before general voting day.

General voting day for the 2026 General Local Election is scheduled for October 17, 2026. Accordingly, the Regional District is required to provide an advance voting opportunity on October 7, 2026. Advance voting places are anticipated to be open in all electoral areas from 8:00 am to 8:00 pm to facilitate voting for Electoral Area Directors and School District Trustees.

The Policy Committee is currently scheduled to meet on October 7, 2026.

The administration and operation of advance voting opportunities require significant staff resources to meet legislative requirements and ensure the effective delivery of election services throughout the Regional District.

Given the staffing demands associated with conducting advance voting on October 7, 2026, staff capacity to support and administer a Policy Committee meeting on the same day will be limited. As a result, staff are requesting that the Policy Committee consider one of the following options:

Option 1 – Reschedule the October 7, 2026 Meeting

The Policy Committee may choose to move the meeting to an alternate date. This option would allow the committee to continue its policy review work while avoiding scheduling conflicts with election operations.

Option 2 – Cancel the October 7, 2026 Meeting

The Policy Committee may choose to cancel the October meeting. Any outstanding matters could be deferred to a subsequent meeting (December 3, 2026).

CONSIDERATIONS

Relevant Plans and Strategies:

Not applicable.

Organizational / External Impacts:

The scheduling conflict between the Policy Committee meeting and advance voting operations has both internal and external implications.

Internally, staff responsible for election administration would be required to prioritize legislated voting responsibilities, limiting their ability to support Policy Committee logistics, agenda preparation, and meeting attendance. Attempting to deliver both functions concurrently may increase operational risk and reduce service effectiveness during a critical election period.

Externally, advance voting is a legislated public service requiring full accessibility, reliability, and adequate staffing levels to ensure voter participation is not impacted. Any diversion of resources away from election operations could negatively affect the delivery of voting services, including wait times, voter experience, and compliance with legislative standards.

Accordingly, prioritizing election operations on October 7, 2026 is necessary to ensure public confidence in the electoral process and to meet statutory obligations.

Financial Implications:

There are no significant financial implications associated with either option. Rescheduling or cancelling the meeting may reduce administrative demands during the election period.

Truth, Reconciliation, and Indigenous Relations:

The SLRD is committed to enhancing relations with the Indigenous communities and First Nations within whose traditional and unceded territories we operate, with a focus on the Lílwat Nation, Skwxwú7mesh Úxwumixw and St'át'imc Nation, and its member communities. Decisions are informed by the SLRD's Indigenous Relations, Truth & Reconciliation Guide.

There are no specific considerations related to the goals outlined in the SLRD's Indigenous Relations, Truth & Reconciliation Guide.

Level of Community Engagement:

Inform Consult Involve Collaborate Empower

Strategic Priority Alignment:

- | | |
|---|--|
| <input type="checkbox"/> Community well-being and livability | <input type="checkbox"/> Advocacy |
| <input type="checkbox"/> Truth, reconciliation and relationships | <input type="checkbox"/> Climate action and sustainability |
| <input checked="" type="checkbox"/> Responsible governance and service excellence | <input type="checkbox"/> Emergency planning, response and recovery |
| <input type="checkbox"/> Not applicable | |

OPTIONS

1. That the Policy Development and Review Committee reschedule the October 7, 2026 committee meeting.
2. That the Policy Development and Review Committee cancel the October 7, 2026 committee meeting.

NEXT STEPS

Upon receipt of the Policy Committee direction, staff will either reschedule or cancel the October 7, 2026 meeting and adjust the meeting schedule accordingly.

Submitted by:	A. Belsham, General Manager of Corporate Services
Reviewed & Approved by:	H. Paul, Chief Administrative Officer