

# Lakeland Industry and Community Association (LICA)

## **Boundary Change Advisory Committee Terms of Reference**

### **Background**

The Boundary Change Advisory Committee (BCAC) is an ad-hoc committee appointed by LICA to review and assess opportunities for expansion of the LICA boundary.

### **1. Purpose:**

- 1.1. To review and assess the feasibility of potential LICA boundary changes at the direction of the Board.

### **2. Key Duties and Responsibilities:**

- 2.1. To research, review, and weigh concerns by considering existing WPAC and Airshed zones, current LICA Municipal Memberships, LICA resources, and other possible regional concerns.
- 2.2. To make recommendations to the Board regarding the feasibility of LICA boundary change opportunities.
- 2.3. To prepare mapping products needed to support any proposed boundary changes.
- 2.4. To operate in accordance with LICA policies and bylaws.

### **3. Membership:**

- 3.1. The BCAC chair must be a Board Director appointed by the Board and must be present at all committee meetings.
- 3.2. The Chair of the Board may attend as ex-officio.
- 3.3. Community members may be appointed by the Board, and will be eligible for remuneration and expenses in accordance with LICA Policy.
- 3.4. The Board may request additional members from among Industry, Indigenous Communities, Government, and Non-Government organizations to be appointed from their respective sectors and shall be eligible for remuneration and expenses according to LICA policy.
- 3.5. Committee members will actively participate in meetings and provide technical knowledge and support, as well as the viewpoints of the sector, stakeholder, and profession they represent.

3.6. The Board shares the following expectations from LICA committee members:

3.6.1. Executive Director

- Attend all BCAC meetings.
- Advise the BCAC on LICA policies as required.
- Act as BCAC chair to convene meetings and prepare agendas.
- Act as a liaison between the BCAC and other LICA committees.
- Report to the Board as a representative of the BCAC.

3.6.2. Program Managers

- Attend all BCAC meetings and actively participate in technical discussions.
- Assist in gathering and delivering technical information to the BCAC.
- Advise the BCAC of LICA Programs and the impacts of expanding the LICA boundary.
- Assist in the report to the Board as representatives of the BCAC.

3.6.3. Board Director

- Act as a liaison between the LICA Board and BCAC.

3.6.4. Administration Staff

- Coordinate meetings with BCAC members and distribute meeting materials.
- Conduct meeting minutes and disseminate as per LICA policy.

#### 4. Meetings

4.1. The BCAC will meet on an as-needed basis.

4.2. Committee meetings will comply with LICA Policy 1.6 *Board and Committee Meetings*.

#### 5. Expenses and Budget:

5.1. The BCAC will have access to the resources of the LICA office and Executive Director.

5.2. The BCAC will operate its finances as per LICA's bylaws and policies.

#### 6. Reporting Process:

6.1. The LICA Board will be provided with copies of the BCAC meetings minutes (if any) and visual correspondence associated to the feasibility of LICA boundary change(s).

6.2. Final recommendation(s) must be presented to the LICA Board **prior to June 1, 2021**, in consideration of the annual LICA bylaw review timeline. Should approval not be obtained, the committee will reconvene and address any concerns identified by the Board prior to August 1, 2021.