



# FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

**POLICY: Electoral Area Services – Out of Mandate Request Policy and Procedure**

**Date Issued: November 27, 2012**

**Date Amended:**

## **PURPOSE**

To provide staff with direction with respect to administering out of mandate requests made by Electoral Area Directors or other third parties or agencies.

## **DEFINITIONS**

Core Services are defined as mandated services required under FVRD Letters Patent, provincial legislation, and through FVRD Board Bylaws and Resolutions. These core services account for *all* of the services that the FVRD delivers and are deemed to be within the core mandate of the FVRD.

Out of Mandate Requests are defined as a request of an Electoral Area Director or other third party or agency which falls outside the mandated core services of the Fraser Valley Regional District.

## **POLICY**

1. Electoral Area Services Staff are primarily responsible for implementing the policy directives, strategic priorities and annual work plans established by the Electoral Area Services Committee and the Fraser Valley Regional District Board in accordance with the mandated core services of the Fraser Valley Regional District.
2. Electoral Area Directors do not have the discretion to make individual requests of staff to undertake work that has not been previously authorized by the Electoral Area Services Committee and the Fraser Valley Regional District Board, in particular out of mandate requests.
3. Individual Electoral Area Directors may request that the Electoral Area Services Committee and the Fraser Valley Regional District Board authorize staff to undertake out of mandate work.
4. Staff are not authorized to undertake out of mandate requests unless such requests have been authorized by the Electoral Area Services Committee and the Fraser Valley Regional District Board in accordance with this policy.

## **PROCEDURE**

1. If an individual Electoral Area Director wishes staff to undertake an out of mandate request, that request shall be made to the Chief Administrative Officer, or designate, and will be set to an appropriate Electoral Area Services Committee Agenda for consideration by the Electoral Area Services Committee. Staff will prepare a report

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outlining the impact the out of mandate request will have on established annual work plans and EASC priorities. The Electoral Area Services Committee will make a determination as to whether the out of mandate request is to be authorized and will reprioritize staff's annual work plan and priorities accordingly, as required.

2. Staff will track and quantify the time and resources spent on out of mandate requests and will report out to the Electoral Area Services Committee at their annual prioritization session.
3. An on-line FVRD Resource Manual will be available to enable Electoral Area Directors, other third parties and external agencies to find contact information and other information which falls outside the core services and mandate of the Fraser Valley Regional District. Staff who are requested to provide out of mandate information shall refer the requestor to the FVRD Resource Manual.