

# **DRAFT Economic Development Advisory Committee**

## **Terms of Reference**

### **1. Committee Mandate**

"Our vision for the Central Coast Regional District is an inclusive, resilient and sustainable group of communities thriving within a diverse, locally influenced economy within a safe, healthy and natural environment" (CCRD Strategic Plan 2015-2019).

The Economic Development Advisory Committee (EDAC) will assist the Central Coast Regional District (CCRD) Board of Directors and staff in supporting and promoting economic development throughout the region by advising on matters pertinent to community economic development and the Board strategic priorities.

EDAC will be structured to represent a broad set of views and expertise within the region including, but not limited to: tourism, forestry, business, finance, art and culture.

### **2. EDAC Roles & Responsibilities**

**2.1.** Voluntary participation (no remuneration).

**2.2.** No decision making authority.

**2.3.** Support long-term economic stability and growth in the region.

**2.4.** Assist as appropriate CCRD Staff to implement the foundations for economic development in the region.

**2.5.** Provide advice and support

- on regional, and provincial trends affecting the Central Coast.
- on the regions strengths, weaknesses, opportunities, and threats relative to economic development.

**2.6.** Review and advise on matters referred by the CCRD.

**2.7.** Development of relationships and collaboration.

### **3. Structure & Membership**

**3.1.** Appointments to EDAC shall be by resolution of the CCRD Board to a two-year term.

**3.2.** Representation from all of the communities within the CCRD is important. Appointed members may include representatives from each of:

- CCRD Board of Directors
- Nuxalk Development Corporation
- Heiltsuk Economic Development Corporation
- Wuikinuxv Economic Development Corporation
- Ocean Falls Economic Development Committee
- Denny Island Community Development Association/Central Coast Chamber of Commerce
- Bella Coola Harbour Authority

and Four (4) members at large.

**3.2.1.** Members may also be appointed for their specific expertise for shorter or more flexible terms (e.g., student representative, non-resident expert).

**3.2.2.** Members will be selected from the community at large on the basis of their interest and participation in matters of economic development; academic or technical qualifications; availability; work and volunteer experience; knowledge and expertise.

**3.2.3.** Members may be appointed for consecutive terms.

- 3.3. The CCRD Board Representative will ensure that the EDAC mandate is being followed, provide board perspective/direction on priorities and on topics under discussion.
- 3.4. A member of the committee will be selected to chair or convene each EDAC meeting.
- 3.5. Members are expected to attend all meetings regularly.
- 3.6. A member may attend in person or by conference call (e.g. telephone/skype).
- 3.7. The CCRD may appoint a new EDAC member to fill a vacancy for the remainder of the unexpired term should a vacancy occur.
- 3.8. Staff members present at EDAC meetings and others present who have not been appointed by the Board can be involved in discussion but may not vote.

#### **4. Meetings:**

- 4.1. A meeting schedule will be set at the first meeting of the year and will be once every two months at a minimum, or as determined by staff, board, or the committee.
- 4.2. All meetings must have a quorum, which is three (3) members of the EDAC.
- 4.3. The meeting Chair will facilitate EDAC meetings.
- 4.4. Members of the public may be invited by the appointed members to participate in discussion.
- 4.5. In the interest of good governance, where there is a perceived interest that may affect impartiality in consideration of a matter, a declaration should be made. This declaration does not restrict participation in discussion.
- 4.6. EDAC members may be consulted by CCRD staff between meetings on emergent issues.
- 4.7. The committee may elect to report discussion highlights rather than to vote on a resolution for submission to the Board of Directors.
- 4.8. If EDAC members feel voting is required, Robert's Rules of Order will be followed.

#### **5. Agendas**

- 5.1. EDAC Meeting Agendas shall be prepared by the designated staff member of the CCRD who will bring forward topics for discussion consistent with priorities identified by the Board.
- 5.2. Agenda and information package will be distributed to all EDAC members, CCRD Board of Directors, and any CCRD Staff who will be in attendance at least three (3) business days before the meeting.
- 5.3. Where appropriate, advance notice of topics will be given so EDAC members can gather input from other parties.
- 5.4. EDAC members may bring topics forward for inclusion on the EDAC agenda.

#### **6. Minutes & Reporting**

- 6.1. Minutes will be recorded by the appropriate CCRD staff.
- 6.2. Minutes will be circulated within three (3) business days after the meeting.
- 6.3. Minutes will include recommendations to be put forth to the CCRD Board for their consideration.
- 6.4. When adopted, the minutes will be available to the public upon request and minutes may be a part of the Board agenda package.
- 6.5. District staff will include recommendations from EDAC in their Report to the CCRD along with updates regarding EDAC discussion / activity. Minutes will be submitted to the CCRD Board to be received at the next regular board meeting.

#### **7. Staff**

- 7.1. Appropriate staff member(s) of the CCRD will attend all EDAC meetings.
- 7.2. Staff's role includes supporting and advising the EDAC on legislation, CCRD bylaws and policies.

7.3. EDAC may request additional CCRD staff to be present at meetings through the Chief Administrative Officer.

7.4. CCRD staff are not appointed members.

7.5. Appropriate CCRD staff will provide administrative and technical support for EDAC such as:

- Organizing and preparing meeting agendas;
- Distributing the agenda, forwarding information packages to Committee members, sending notice of meetings,
- Presenting information relevant to the CCRD Economic Development Plans.
- Taking and preparing minutes
- Maintaining a list of outstanding issues for EDAC's consideration or action,
- Assisting the Committee with events such hosting guest presenters

## **8. Public Relations**

Appointed EDAC members should take due care when speaking in public or to the media. Opinions expressed should be clearly identified as individual opinions and not represented as EDAC or CCRD opinions unless instructed by the Board to speak on the behalf of the EDAC or CCRD.