



## TERMS OF REFERENCE

---

### 1. *Members, Committee Structure and Roles*

#### i. **Members**

Members of the Elk Valley Economic Initiative (formerly known as the Elk Valley Regional Economic Development Committee) are representatives of community organizations who share a common interest in regional collaboration around economic development.

Guidelines for membership are as follows:

- Members have professional expertise, regional or community networks, or represent community organizations related to economic development.

#### ii. **Committee Structure**

The committee has a target of 8 voting members:

- Representative of Elkford Chamber of Commerce
- Representative from Sparwood Chamber of Commerce
- Representative from Fernie Chamber of Commerce
- Representative from District of Elkford
- Representative from District of Sparwood
- Representative from City of Fernie
- Representative from Tobacco Plains Band
- Representative from Teck

In addition to mandated Committee members, the following 4 non-voting members are invited to attend each Committee meeting:

- BC Ministry of Jobs, Tourism and Skills Training
- Columbia Basin Trust
- Community Futures East Kootenay
- Imagine Kootenay

#### iii. **Member Roles**

- To be engaged: attend meetings and follow-up on action items as necessary
- To report Committee activities and progress back to the represented organizations
- To supply resources, networks and expertise to further the goals of the Committee and implement economic development initiatives.

### 2. *Goals*

The goals of the Elk Valley Economic Initiative are to:

- ❖ Champion, support and articulate opportunities for projects and initiatives which contribute to regional economic development in the Elk Valley.
- ❖ Create a network and increase communications among individuals and organizations involved in economic development in the Elk Valley.
- ❖ Link to and avoid duplication with the activities of other regional economic development initiatives that influence the Elk Valley region.



## TERMS OF REFERENCE

---

### 3. Scope

The scope of the Elk Valley Economic Initiative is described as follows:

*The Elk Valley Economic Initiative has members representing the City of Fernie, the District of Sparwood, the District of Elkford, the Tobacco Plains Indian Band as well as the communities' Chambers of Commerce and industry. We are supported by representatives from the BC Ministry of Jobs, Tourism & Skills Training, Community Futures East Kootenay, Invest Kootenay, Columbia Basin Trust and other economic development organizations. The purpose of the Initiative is to collaboratively pursue regional economic development projects and initiatives in the Elk Valley striving to expand opportunities for existing businesses, attract new ones and diversify the types of businesses. In addition, we aim to increase the number of permanent, full-time residents who spend their money locally thereby contributing to the region's sustainability. The Elk Valley Economic Initiative will champion, support and articulate opportunities for projects and initiatives while creating a network and increasing communications among individuals and organizations involved in economic development.*

### 4. Governance

- Meetings are scheduled at least one month in advance with a target of 8-10 meetings per year.
- Decision-making is by consensus, where input and ideas of all members are gathered and synthesized to arrive at a final decision acceptable to everyone.
- Sub committees may be formed in relation to event planning.
- A Committee Chair and Vice Chair will be selected annually.
  - Role of **Chair**
    - To act as Chairperson in Committee meetings.
    - To act as a public representative of the Committee.
  - Role of **Vice Chair**
    - To fulfill the role of Chair in their absence.
  - Role of **Coordinator**
    - To provide administration support as required.

### 5. Communications

- Communication among members is via email.
- Meeting Agenda and Minutes are to be forwarded via the Coordinator at least one week in advance of any scheduled meeting.
- Public communications about Committee activities are to be authorized by all members in advance.
- Reports from the Committee are to be circulated to member and partner organizations as required.