



TERMS OF REFERENCE

Last updated: July 2022

Background

1.1 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 Rural Development Division, Community Futures East Kootenay, Imagine 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 existing businesses.

Mandate

2.1 The Mandate of the Committee is to:

- 2.1.1 Represent a balance of community interests.
- 2.1.2 Contribute to the development of the committee goals and principles.
- 2.1.3 Assist in developing and evaluating a variety of options to enhance Economic Development in the Elk Valley.
- 2.1.4 Participate in smaller ad-hoc committees dealing with specific issues or tasks, as required.

Committee Structure

3.1 The committee has eight (8) voting members:

- One representative from the Elkford Chamber of Commerce
- One representative from the Sparwood Chamber of Commerce
- One representative from the Fernie Chamber of Commerce
- One representative from the District of Elkford
- One representative from the District of Sparwood
- One representative from the City of Fernie
- One representative from the Tobacco Plains Band
- One representative from Teck

Each local government representative will be appointed to the Committee by a Council Resolution. Each Chamber of Commerce representative will be appointed to the Committee by a Board resolution.



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In order to maintain quorum in the event of a voting member/s being unable to attend scheduled meetings, an alternate may be appointed by the voting organization to stand in for the voting member (with full voting rights). The Chair should be notified of the appointment of the alternate in writing in advance of the meeting.

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

- BC Government's Ministry of Jobs, Economic Recovery, and Innovation
- Columbia Basin Trust
- Community Futures East Kootenay
- Economic Trust of the Southern Interior (ETSI-BC)

Meetings

- 4.1 The Committee will meet a minimum of four (4) times a year on the days and times specified in an annual meeting schedule.
- 4.2 A quorum of 50% of voting members plus one is needed to conduct a meeting of the EVEI.
- 4.3 Decision-making is by 2/3 of voting members, with emphasis on collaborative discussions.
- 4.4 Sub committees may be formed in relation to event planning and will be struck if and when necessary, with an accompanying Terms of Reference.

Chair and Vice Chair

- 5.1 The Chair and Secretariat will prepare and distribute agendas and minutes in a timely fashion.
 - 5.1.1 Minutes and corresponding action items will be circulated within a week of a committee meetings.
 - 5.1.2 Meeting committee members will receive the agenda and supporting material a week in advance of a scheduled committee meeting.
 - 5.1.3 As per the contract between EVEI and the 'Secretariat', the 'Secretariat' is responsible for taking minutes. Draft minutes will be approved by the Committee at their next meeting, and then forwarded to respective boards/Councils for information.
- 5.2 Regular communications between meetings is by email or other accepted form of communication.
- 5.3 Annual presentation of financial status of EVEI will be presented by the Secretariat at the first meeting of the calendar year.

Chair and Vice Chair:



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- 6.1 The Chair and Vice Chair are elected from amongst the voting membership at the first meeting of each calendar year.
- 6.2 The Committee Chair, and in that person's absence the Vice Chair:
 - 6.2.1 Call and preside over meetings.
 - 6.2.2 Ensure that proper meeting procedure is followed according to Robert's Rules of Order, that order is maintained, and that votes are accurately counted.
 - 6.2.3 Ensure active participation by all Committee members, prevent individual Committee members from dominating the debate, ensure that discussion and debate focus on the matter at hand, and require respect and courtesy; and;
 - 6.2.4 Maintain decorum and civility, which includes not tolerating abusive speech, foul language, nor vocal expressions of approval or disapproval from Committee members or any other persons attending the meetings.
 - 6.2.5 Have the authority to expel members of other persons from a meeting if they consider that the person is acting improperly.

Absenteeism:

- 7.1 Members who miss two consecutive meetings may have their membership revoked at the Board's discretion.

Conflict of Interest:

- 8.1 Members must declare any real or perceived conflict of interest. The member involved should excuse themselves from proceedings that relate to the conflict unless explicitly requested to speak, on a majority vote to do so. Any subsequent information provided by the individual will clearly be identified in the minutes as coming from a source perceived to be in conflict of interest.
- 8.2 A Committee member who contravenes the conflict of interest provisions shall be removed from the Committee, unless the contravention was done inadvertently or because of an error in judgement made in good faith.

Member Responsibilities/ Code of Conduct

- 9.1 Members have the responsibility to:
 - 9.1.1 To respect that the Chair, unless the Chair appoints otherwise, holds the representational voice for the EVEI;
 - 9.1.2 Understand the mandate, tasks and desired outcomes of the Committee;
 - 9.1.3 Understand and represent the interests of the Committee;
 - 9.1.4 Act on opportunities to communicate positively about the Committee;
 - 9.1.5 Support open discussion and debate, and encourage fellow Committee members to voice their insight and opinions;



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- 9.1.6 Recognize they may be asked to leave a meeting by the Chair for lack of attendance, or inappropriate or disrespectful conduct;
- 9.1.7 Members will treat every person with dignity, understanding and respect;
- 9.1.8 Demonstrate awareness of their own conduct and consider how their words or action may be perceived as offensive or demeaning;
- 9.1.9 Not engage in behavior that is insulting or abusive.