

# **Squamish-Lillooet Regional District**

## **Northern Economic Development and Initiatives Committee (“NEDIC”)**

### **Terms of Reference**

The Northern Economic Development and Initiatives Committee (“NEDIC,” “the Committee”) is a Standing Committee of the Squamish-Lillooet Regional District (SLRD) Board, appointed by the SLRD Board Chair to consider and report to the Board from time to time or whenever desired by the Board and as often as the interests of the Regional District may require, on all matters referred to it or coming within its purview, and to make recommendations to the Board regarding such matters.

#### **Committee Purpose:**

- To develop and recommend strategies and implement plans, as per the Committee Terms of Reference and financial plan, that support and enhance sub-regional economic development opportunities and initiatives in the northern areas of the SLRD (Electoral Areas A and B and the District of Lillooet), in accordance with the SLRD’s established strategic plans, policies and legislative mandate.

#### **Committee Roles:**

- To explore, discuss, develop and promote strategies and actions for sustainable sub-regional economic development in alignment with existing strategic plans.
- To provide advice and support to the SLRD Board on sustainable sub-regional economic development and renewal initiatives.
- To participate in economic development and renewal activities deemed necessary by the Committee.
- To liaise with the Regional District, the District of Lillooet and other community stakeholder groups regarding sub-regional economic development initiatives including, but not limited to:
  - Development and implementation of an economic development strategy;
  - Research and analysis of existing economic development conditions on key topic areas that may include, but are not restricted to, key sectors including tourism and agricultural development;
  - Development and hosting of local economic forums with an emphasis on attracting business, investors and joint venture partners;

- Support and assistance with joint economic development fund raising and project development; and
- Development of initiatives to promote and market the northern SLRD region to investors, tourists, businesses, potential residents and the local communities.

### **Committee Membership:**

- All members must be appointed by the SLRD Chair/Board and confirmed by the Regional District Board.
- Appointments under section 10.1 of SLRD Procedure Bylaw No. 1260-2012, as amended, may include persons who are not members of the SLRD Board. However a minimum of three (3) members must be Directors of the SLRD Board; one Board Director from each of:
  - SLRD Electoral Area A
  - SLRD Electoral Area B
  - District of Lillooet
- The SLRD Board Chair shall be an ex officio member of the Committee.

### **Responsibilities:**

- Committee members have a responsibility to make recommendations and action plans based on the best interests of the community-at-large. In actioning its goals and plans, the Committee shall have due regard for application statutes, the bylaws and policies of the Regional District and the Committee Terms of Reference.
- Members shall conduct themselves and declare any conflicts of interest in accordance with the SLRD Procedures Bylaw No, 1260-2012, as amended, and the Community Charter.
- Members shall not speak on behalf of the Committee or represent themselves as having any authority beyond that delegated by the Board.
- Members must be committed to joint and cooperative regional economic development and shall assume an active role in Committee activities by:
  - Regularly attending meetings;
  - Reading the materials sent out in advance of the meetings to help provide informed feedback;
  - Taking part in public outreach events; and
  - Acting as “community ambassadors” and helping to communicate Committee discussions to the larger region, both informally and through more formal committee communications as per the Board communication

policy (interviews in project newsletters, at community events, in the media, etc.).

### **Committee Chair**

- Committee members shall elect the Committee Chair and Vice Chair at the first meeting held each calendar year.
- The Chair and Vice Chair shall hold office for one year or until successors have been appointed.
- The Committee Chair will normally chair the Committee meeting. However the Chair may designate the Vice Chair to act as Chair. In the absence of the Chair and Vice Chair, the Committee shall choose a Committee member to act as Chair of the meeting.

### **Staff Support**

- Staff's primary function to the Committee is to act in a support / advisory role.
- Staff support for the Committee shall come from the SLRD or the District of Lillooet as required.
- The Committee may make requests of staff through the SLRD CAO.
- It is the role of the SLRD and District of Lillooet CAOs to manage and direct their respective staff to support the Committee, and concerns in this regard should be communicated by the Committee Chair to the respective CAOs.
- Unresolved matters by the aforementioned means shall be dealt with by the Regional Board.

### **Available Resources**

- A Committee resolution shall be forwarded to the SLRD Board recommending support of the Committee Terms of Reference. The Board resolution supporting the Committee Terms of Reference shall delegate decision making to the Committee and authority to expend Committee funds as identified in the financial plan.

### **Committee Meetings:**

- The number of Committee meetings per year shall be established by the Committee and approved by the Regional Board. Any further meetings must be planned within the Committee's approved meeting expense budget.
- Dates, times and places for meetings shall be determined by the Committee.

- The Committee Chair must notify the SLRD Secretary of each meeting so that the Secretary may comply with the notification requirements set out in Section 10.9 of the SLRD Procedure Bylaw No. 1260-2012, as amended.
- Changes to the master meeting schedule of regularly scheduled Committee meetings must be requested through the SLRD CAO.

### **Agendas/Minutes**

- Committee Meeting Agendas shall be prepared by the designated staff in consultation with the Committee Chair.
- The Agenda will be distributed to the Committee members and to the Regional Board at least seventy-two (72) hours before the meeting.
- Minutes should be kept in a standard format and be consistent with other minutes as recorded by the Regional District. It is not intended that minutes are to be a recording of everything that is said at the meeting, but rather a key listing of points related to the Agenda items and formal resolutions adopted by the Committee.
- Minutes of the Committee meetings must be confirmed at the next meeting, signed by the Chair and distributed to all Committee members and SLRD Board members for their information.
- With the exception of minutes from Closed Meetings, minutes must be open for public inspection at the Regional District Office during regular office hours.

### **Rules of Conduct/Voting**

- The rules of procedure set out in Squamish-Lillooet Regional District Procedure Bylaw No. 1260-2012, as amended, shall apply.
- Where Procedure Bylaw No. 1260-2012 is silent, Robert's Rules of Order, Newly Revised, shall apply.
- Each Committee member who is present, with the exception of staff Committee members, is entitled to vote and has one (1) vote; unless otherwise provided or agreed to by the members, voting shall be by show of hands.
- Staff who are Committee members shall be non-voting.
- Recommendations of the Committee must be adopted by a majority affirmative vote of the voting Committee members present at the meeting.
- A Committee member present at a meeting who abstains from voting is deemed to have voted in the affirmative.
- Quorum shall be the majority of the voting Committee members.