



## **TERMS OF REFERENCE**

### **RDCO Economic Development Commission Advisory Council (COEDC)**

#### **1 Economic Development Commission Mandate:**

Working in partnership to facilitate and encourage the development of a healthy and dynamic sustainable community economy by supporting existing businesses and encouraging new business investment within the Regional District of Central Okanagan.

To assist with the mandate, the Advisory Council:

- (a) Will serve as a forum for discussion between member municipalities, industry and regional economic service delivery organizations *i.e. Chambers of Commerce, Business Improvement Associations, Community Futures*, as a means to increase RDCO's knowledge of economic development opportunities and needs throughout the Central Okanagan.

#### **2 Composition:**

2.1 The composition of the Advisory Council shall be comprised of not less than twenty-five (25) or more than forty (45) persons.

2.2 The Advisory Council will consist of but not limited to:

- (a) One (1) elected official from each Central Okanagan government;
- (b) One (1) economic development or senior leadership staff person from each Central Okanagan government.
- (c) Representative(s) from business and partner organizations including:
  - Accelerate Okanagan,
  - Business Development Bank of Canada,
  - Community Futures of the Central Okanagan,
  - Greater Westside Board of Trade,
  - Kelowna Chamber of Commerce,
  - Kelowna International Airport,
  - Lake Country Chamber of Commerce,
  - Okanagan College,
  - Peachland Chamber of Commerce,
  - Tourism Kelowna,
  - University of British Columbia, Okanagan and

- Women’s Enterprise Centre.
- (d) Members at large from key industry sectors including:
- Agriculture,
  - Aviation/Aerospace,
  - Health Care,
  - Construction/Development
  - Manufacturing,
  - Professional Services,
  - Technology, and
  - Tourism.

### 2.3 Executive Committee

- (a) The Executive Committee will be composed of no less than three (3) and no more than seven (7) industry members at large currently serving on the Advisory Council.
- (b) The executive committee of the Advisory Council to be comprised of a chair, vice-chair and no less three (3) and no more than five (5) Industry members at large.

## 3 Appointment Process and Term

### 3.1 Appointment term duration:

- (a) Elected officials to be appointed by their council/boards annually,
- (b) Local government staff to be appointed bi-annually,
- (c) Partner organization representatives to be appointed bi-annually,
- (d) An Industry sector member is appointed bi-annually and may be re-appointed to serve a maximum of two consecutive terms.

### 3.2 Timing of appointments

- (a) Elected officials to be appointed according to each communities’ internal process,
- (b) Local government staff to be appointed according to each communities’ internal process,
- (c) Partner organizations to be appointed according to each organization’s internal process,
- (d) Industry sector representatives to be appointed beginning January 1<sup>st</sup> of each calendar year.

### 3.3 Process of Industry representative appointments

- (a) Call out for Expressions of Interest published in newsletter, social media platforms and to the current members on the COEDC,
- (b) Nominations Committee consists of the COEDC Past Chair, Chair and Vice-Chair.
  - Nominations Committee reviews resumes submitted from interested persons and applies skills matrix and interview process to determine best candidates to fill vacant seats.

## 4 Functionality

### 4.1 Advisory Council to Operate on Consensus

Achieving consensus on matters is the goal of the Advisory Council and every attempt will be made to ensure consensus decision making.

### 4.2 The Advisory Council's role includes:

- (a) Attend Advisory Council meetings and communicate economic development opportunities of the region.
- (b) Review and make recommendation(s) on the RDCO EDC programming,
- (c) Communicate the RDCO EDC activity reporting to member's organizations.

### 4.3 Meeting Dates and Materials

- (a) The Advisory Council will generally meet monthly, and every attempt will be made to preschedule meetings one month or more in advance, and provide agendas one week prior to council meetings.
- (b) The Executive Committee will meet monthly in addition to the Advisory Council meetings and every attempt will be made to preschedule meetings one month or more in advance, and provide agendas one week prior to executive council meetings.

### 4.4 Staff Support - The RDCO's Economic Development Commission will provide administrative and technical support for the COEDC. Typical support functions include:

- Organizing and preparing meeting agendas;
- Distributing the meeting agenda packages to Advisory Council members, posting notices of meetings at the Regional District office;
- Assisting the Advisory Council with special projects such as roundtables, educational and promotional materials and workshops; and
- Assisting the Advisory Council with the process for new appointments including advertising for applicants, review of applications, and bringing appointment recommendations to the RDCO Board for approval.

### 4.5 Conflicts of Interest

Council members are expected to undertake their responsibilities on an impartial and objective basis. Advisory Council members will act with honesty, integrity and openness.

### 4.6 Experts and Invited Guests

The COEDC may, from time to time, require experts or other representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject. Such invitations will be agreed to in advance by the Advisory Council Executive Committee Chair.

### 4.7 Public Relations

Advisory Council members should be careful when speaking in public or to the media in regards to their role on the Council. Opinions expressed should be clearly identified as individual opinions and not representing the Regional District of Central Okanagan.