

DATE: August 19, 2020

FILE: 6750-20

TO: Chair and Directors
Regional District Board

Supported by Russell Dyson
Chief Administrative Officer
R. Dyson

FROM: Russell Dyson
Chief Administrative Officer

RE: Comox Valley Economic Development Society Contract

Purpose

To consider the establishment of a select committee to liaise with the Comox Valley Economic Development Society and to appoint director's to the committee for this purpose.

Recommendation from the Chief Administrative Officer:

THAT the Terms of Reference attached to the staff report dated August 19, 2020 for the Comox Valley Economic Liaison Committee be approved;

AND FURTHER THAT the board appoint Director (1) , Director (2) and Director (3) to the Comox Valley Economic Development Liaison Committee.

Executive Summary

The Comox Valley Regional District (CVRD) and Comox Valley Economic Development Society (CVEDS) entered into a new service agreement in July 2020. Section 15 and 15(a) referenced the creation of a CVRD liaison team to collaborate with CVEDS (the Society) as noted below.

Section 15 – *“The CVRD and the Society will collaborate through the establishment of a liaison team to investigate the potential for the integration of shared services, including but not exclusive of financial accounting, and co-location at the CVRD’s offices at 770 Harmston Avenue. The CVRD will prepare a report with recommendations on the potential of integration for consideration of the CVRD Board and the Society by December 31, 2020. The CVRD and Society further agree that:*

- a. The liaison team shall also collaborate in the ongoing review and clarification of contract deliverables in order to better meet CVRD expectations for the economic development services described in Schedule B.”*

A regional district board may “...appoint a select committee to consider and inquire into any matter and report its findings and opinion to the board” (*Local Government Act* (RSBC, 2015, c. 1, Section 218) (LGA). Select committees are generally time-limited in that when findings are presented, the select committee disbands. In the case of the proposed Comox Valley Economic Development Select Committee, its goal would be:

- Collaborate with CVEDS Board committee to investigate and review the potential for the integration of shared services, including but not exclusive of financial accounting and co-location at the CVRD’s offices

The formation of a select committee requires a financial commitment in that the committee will require resources from the following in order that the committee’s needs are met:

- General Manager of Planning and Development Services Branch time and commitment to attend meetings, prepare reports, provide direction.

- Legislative Services Department to prepare agendas and minutes, attend meetings, conduct follow up activities.
- meeting expenses including, if required, catering needs, room bookings, publication of materials

Costs associated with the committee procedures would be assigned to the member municipality (Function 100) and electoral area (Function 130) administration services.

It is recommended that the CVRD Board approve the Terms of Reference (Appendix A) and appoint three directors as a committee to work with staff and CVEDS to investigate the potential of shared services and report back to the board and society. This Terms of References is intended to complete the work envisioned under Section 15. The work under Section 15 (a) would be considered once the Economic Recovery Task Force presents recommendation and based on the CVRD Board’s direction from the October session to discuss the Economic Development Service.

Prepared by:

S. Smith

Scott Smith, RPP, MCIP
General Manager of Planning and
Development Services Branch

Concurrence:

J. Martens

Jake Martens
General Manager of Corporate Services
Branch

Appendix A – “Draft Terms of Reference for the Comox Valley Economic Development Select Committee”

Terms of Reference

Comox Valley Economic Development Select Committee

Mission: Established by the Comox Valley Regional District (CVRD) Board, this Committee considers matters relating to the contract deliverables with the Comox Valley Economic Development Society (CVEDS) in order to best meet CVRD expectations for economic development services.

Authority: The Comox Valley Economic Development Select Committee (the Committee) serves as an advisory body to the CVRD Board. The Committee will liaise with CVEDS in regards to the services and initiatives provided in accordance with the established contract for economic development services.

Mandate: To investigate and review the potential for the integration of shared services, including but not exclusive of financial accounting and co-location at the CVRD's offices.

Membership: As a select committee of the CVRD Board, the Board has appointed the following to comprise the Comox Valley Economic Development Select Committee:

- Director _____ (jurisdiction)
- Director _____ (jurisdiction)
- Director _____ (jurisdiction)

Committee chair: The Committee shall elect a chair and vice-chair from amongst its members at the first meeting of the Committee. The chair and/or vice-chair serves until such time as the Committee resolves to determine a new chair and/or vice-chair.

Resources: The Chief Administrative Officer will determine and assign the following staff members as appropriate to advise the Committee:

- General Manager of Planning and Development Services;
- Chief Financial Officer;
- Deputy Chief Administrative Officer;
- General Manager of Corporate Services;
- Manager of Legislative Services; and
- Legislative Services Assistant

Tenure: This Committee is a select committee and continues until such time as the Committee reports its final findings to the CVRD Board or until the CVRD Board formally disbands the Committee.

Reporting: The Committee will provide its minutes to the Corporate Legislative Officer within 48 hours of any Committee meeting. Where the Board feels it is necessary, the Committee may be

asked to meet with the Board and brief the Board on an issue(s) within its purview. This invitation shall be extended to the Chair of the Committee as the representative of the Committee.

Contact with the Media: Any contact with the media regarding issues related to the work of this committee shall be handled by the Committee Chair or shall be referred by the Committee Chair to the CVRD Board Chair. If the matter under questioning by the media deals with CVRD Board policy around issues related to the work of this Committee, the matter shall be referred to the Board Chair. The Chief Administrative Officer and General Manager of Planning and Development Services will provide assistance and / or guidance to the Board Chair and Committee Chair in responding to the media.

Meetings: Unless otherwise provided for in the Regional District Procedure Bylaw, the Committee meetings are open to the public. Where the matter deals with an issue that is confidential, the Committee may adjourn to a closed session to discuss that matter.

The Committee will meet at the call of the Chair, as required, until its findings and recommendations have been reported to the Board.

Updated:	
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