

## **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 Hamir, (Lazo North – Electoral Area B)
- Director Swift, (Town of Comox)
- Director Hillian, (City of Courtenay)

**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.

<b>Updated:</b>	August 25, 2020
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