



# TERMS OF REFERENCE

## Central Okanagan Economic Development Advisory Committee

### 1. Introduction

The Central Okanagan Economic Development Advisory Committee (COEDC) is an **advisory committee** of the Regional Board 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.

### 2. Mandate

The committee will serve as a forum for discussion between member municipalities, industry, and regional economic service delivery organizations to increase regional knowledge of economic development opportunities and needs throughout the Central Okanagan.

### 3. Composition

The Central Okanagan Economic Development Advisory Committee will have a maximum of forty (45) members comprised of members from each of the following:

- Up to six (6) Elected Officials, one (1) from each from Regional Board member community:
  - Westbank First Nation,
  - City of Kelowna,
  - City of West Kelowna,
  - District of Lake Country,
  - District of Peachland,
  - Regional District of Central Okanagan Regional Board.
- Up to nineteen (19) representatives, one (1) from each economic development related partner organization such as post-secondary institutions, entrepreneurial support agencies, Boards of Trade, and Chambers of Commerce.
- Up to twenty (20) members-at-large from a cross-section of key industry sectors such as agriculture, small business, aerospace, manufacturing, technology, and health care.
  - Members-at-large will form a COEDC Executive Sub-Committee comprised of no more than seven (7) members at large currently serving on the COEDC.

Chair and Vice-Chair of the COEDC will be selected from the COEDC Executive Sub-committee annually.

## **Appointment Process and Term**

Elected officials and partner representatives are to be appointed for a two-year term by their respective organizations based on a calendar year beginning on January 01st.

At large members (key industry sector) are appointed by the Regional Board for a two-year term. At large members may be re-appointed to serve a maximum of two consecutive terms.

## **4. Scope**

The Central Okanagan Economic Development Advisory Committee (COEDC) will:

- discuss economic development opportunities of the region,
- review and make recommendations on RDCO Economic Development programming,
- communicate RDCO Economic Development activity reporting to member organizations,
- invite experts or other representatives to attend meetings as a delegation.

The COEDC Executive sub-committee will:

- prepare items and finalize meeting agendas,
- approve presenters, advisers, or observers to attend a meeting based on their knowledge of an item on a COEDC agenda,
- provide recommendations to the Regional Board for at-large member appointments.

## **5. Truth and Reconciliation**

The RDCO acknowledges the responsibility to update its governance under the United Nations Declaration on the Rights of Indigenous Peoples UNDRIP, and the Truth and Reconciliation Commission Calls to Action.

Local governments and Indigenous governments working together take actions that support meaningful reconciliation, including how best to collaborate in government-to-government relationships and participate in decisions that affect our communities.

The RDCO is committed to working with the syilx / Okanagan governments on how best to collaborate in government-to-government relationships. Taking actions such as inviting syilx / Okanagan governments to participate in making decisions that affect our communities supports meaningful reconciliation.

## **6. Meetings (Frequency)**

The COEDC will generally meet monthly, except for March, July and August. Every attempt will be made to preschedule meetings one month or more in advance and provide agendas one week prior to meetings.

The COEDC Executive Sub-Committee will generally meet monthly in addition to the advisory committee meetings. Every attempt will be made to preschedule meetings one month or more in advance and provide agendas one week prior to executive council meetings.

## 7. Meeting Procedures

All committee meetings will follow the procedures found in the Regional Board Procedure Bylaw as amended from time to time.

COEDC meetings are held in person and are open to the public. Electronic participation at an advisory committee meeting is permitted upon confirmation of available technology and provided that sufficient members are in attendance to reach quorum.

A majority of the Committee will represent a quorum. A meeting will not proceed if a quorum cannot be achieved. Members must make a reasonable effort to notify the staff liaison at least two (2) working days before the meeting if they are unable to attend.

### Conflict of Interest

Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter. They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion.

### Code of Conduct

Committee members must adhere to the Regional Board Code of Conduct and Respectful Workplace policies and as amended.

### Communications

For all program or operational matters, the Chief Administrative Officer (CAO) or designate is the appropriate spokesperson. Where necessary and practical, the Committee Chair and CAO may confer to determine the most appropriate representative to speak.

## 8. Resources and Support

### Regional Board Member Communities

May appoint up to one (1) economic development or senior leadership staff person from their organization to attend meetings and act as a liaison between the member organization and the COEDC.

### RDCO Economic Development Commission Service

The Economic Development service staff will act as the committee liaison and provide administrative, professional, and technical support for the advisory committee.

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\*\*\* END OF TERMS OF REFERENCE \*\*\*

Department	Date Approved
Corporate Services	February 23, 2023