

# **Gabriola Chamber - Economic Development Advisory Group Terms of Reference**

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## **A. PURPOSE**

To advise and participate in quarterly discussions with the Community Economic Development Officer (CEDO). These discussions will be based on projects, initiatives, ideas and challenges that directly impact the implementation of the Gabriola Chamber's economic development plan for the Regional District of Nanaimo's Electoral Area B (Area B). The Advisory Group will provide the CEDO with guidance, feedback and varied perspectives from a diverse cross section of local residents.

## **B. TERM**

This terms of reference is effective from 1 April 2018. This terms of reference may be amended, modified or cancelled by the Gabriola Chamber in writing.

## **C. ROLES AND RESPONSIBILITIES**

C.1 The CEDO will seek expertise and guidance from the Advisory Group as they work to implement the goals and activities of the economic development plan.

C.2 To guide the implementation of the plan by honestly and respectfully discussing the items on each agenda with the CEDO, in a way that represents and reflects the interests of the residents of Gabriola, Mudge and Decourcy Islands (Area B).

C.3 The Advisory Group members will take due care when speaking in public or to the media. Opinions expressed should clearly echo key messages and decisions agreed upon by the group.

C.4 The Advisory Group will:

- Encourage broad community engagement with the economic development plan.
- Welcome the engagement of and acknowledge the territory of the Snuneymuxw First Nation.
- Provide advice and recommendations to the CEDO on matters that might affect project outcomes.

## **D. MEMBERSHIP-COMPOSITION AND TERM OF OFFICE**

D.1 The Advisory Group shall consist of up to twenty (20) and a minimum of twelve (12) members from the community at large including a max of five (5) Gabriola Chamber Councillors and one (1) Regional Director from Nanaimo, or their representative, as a member ex-officio (i.e., non-voting). All Advisory Group members shall be appointed (except the Chamber Chair if they so wish to be a member and the Regional Director) by the current Advisory Group.

- Additional Chamber Councillors may be appointed by the Advisory Group; however, at no time can councillors form a majority in the decision-making of the Advisory Group.
- Advisory Group members will be residents, property owners, or business owner/operators/managers of Area B and have experience relative to the mandate of the Advisory Group.

D.2 Efforts will be made to encourage gender diversity within the group.

D.4 The term of office for Advisory Group members shall be alternating two (2) and three (3) years initially to ensure staggering of the first round of renewals with all terms after that point being two (2) years.

D.5 Where a member resigns or ceases to act as a member, the Advisory Group may appoint a member to serve the remainder of their term.

D.6 Advisory Group members will not serve for more than three (3) consecutive terms.

D.7 The Gabriola Chamber may rescind appointment of an Advisory Group member at any time with due cause.

D.9 Advisory Group members shall serve without remuneration.

D.10 The membership of the Advisory Group will commit to:

- Taking part in the quarterly meetings.
- Wholeheartedly championing the community economic development initiative.

D.11 Members of the Advisory will expect:

- Open and honest discussions, without resorting to any misleading assertions.
- That if a member fails to take part in three (3) consecutive meetings, their approval of membership may be rescinded.

## **E. MEETINGS**

E.1 All meetings will be facilitated by the CEDO and in their absence the Chamber Chair.

E.2 Potential minority opinion will be acknowledged and represented in the minutes.

E.3 Meetings will be held quarterly (a minimum of 4 times per year) for 2 hours at any agreed upon local facility.

E.4 All meetings shall be open to the public.

## **H. ADMINISTRATION**

H.1 The minutes of the proceedings of all Advisory Group meetings shall be recorded and circulated to the Advisory Group prior to being submitted to the Chamber Council.

H.2 The CEDO will prepare agendas and supporting documents for the meetings. The minutes will be recorded by the Chamber office staff.