

Mayne Island Advisory Committee

terms of reference

1. Authority

The Mayne Island Advisory Committee is created to support the Southern Gulf Island Economic Development Commission formed under Capital Regional District Bylaw. And the Community Economic Development Commission Bylaw No. 1, 2012", with following key objectives:

(a) The Commission will work toward achieving a resilient and sustainable local economy that improves and maintains the Southern Gulf Islands' economic prosperity, social equity, and environmental quality;

(b) The Commission will assist in preserving and strengthening existing business, attracting new business, and coordinating local economic development initiatives that contribute to economic prosperity, social equity, and environmental quality.

It is understood that the Mayne Island Advisory Committee (Committee) will work in close collaboration with the EDC Commission and the Advisory Committees from other islands.

It is further understood that while the Committee is working towards creating sufficient economic stimulation on the island in order to create a vibrant community with all the necessary amenities to sustain a rich quality of life, it will not lose sight of the fact that it also needs to preserve and protect the unique character, charm, rural environment and ecologies of Mayne Island.

2. Mandate

The Mayne Island Advisory Committee has the following mandates:

- To identify, explore, analyze and present appropriate local initiatives, projects and ideas, which may be unique to Mayne Island and/or be appropriate for other Southern Gulf Island communities. If properly implemented these initiatives will

contribute to the viability and resilience Mayne Island applying a triple bottom line economy as envisioned by the Commission.

- To explore and analyze regional initiatives presented by the CRD EDC with a view to ensuring that such projects meet the needs of the Mayne Island community and fit with the expectations of all the SGI.
- For a local initiative, after analysis and exploration, is deemed to have relevance to all the Southern Gulf Islands, the Committee may refer this initiative to the Commission for it to be considered as a regional initiative and to be included on a regional basis for the benefit of all Southern Gulf Islands.
- It is also understood that the Committee is an advisory committee and that its role is to facilitate and assist in the identification and exploration of appropriate initiatives and projects but the Committee itself will not implement any initiatives.

3. Composition

- The Committee will have a core group of not less than 6 members who are invited to participate and represent a broad spectrum of the island's population in order to ensure that the Committee reflects the needs, requirements, vision and interests of the majority of residents.
- The Committee will be headed by a Chair appointed by the Southern Gulf Island Electoral Area Director. The Chair of the Committee will appoint a Vice-Chair and other positions as deemed necessary, or these positions, excepting the chair, may be elected from among the committee members.
- The Committee is also authorized to create and delegate sub-committees for the purposes of exploring, analyzing and facilitating projects pertinent to the mandate on an as-needed basis.
- Committee membership is strictly on a volunteer basis and there is no monetary compensation for serving on the Committee. Any expenses incurred by any member on behalf of the Committee may be reimbursed provide the expenses were pre-authorized by the Committee Chair and SGI Electoral Area Director.

4. Meeting Format

- The Committee will meet regularly to deliver its objectives and the frequency, duration and location of the meetings will be decided by the Chair and Committee members to ensure a satisfactory rate of progress.

- There is no quorum for the committee, but the Chair or Vice-chair must be present. Any decisions will be made through discussion and consensus.
- The Committee will issue brief minutes of all meetings within a reasonable period following each meeting. These will be circulated to all Committee members, members of the EDC Commission, Chairs of Advisory Committees in other Southern Gulf Islands, and made available to the general public.
- All Committee meetings will be open to members of the general community who will be encouraged to participate. Accordingly, all Committee meetings will be held at regular times and at convenient accessible locations. Sub-committees may elect to hold private meetings at their convenience providing all reports and recommendations are presented to the Committee at the next available public meeting.

5. Role of the Chair

- The principal role of the chair is to facilitate the public discussion on all matters pertinent to the CRD EDC as they apply to Mayne Island
- To this end the chair will invite any and all ideas, concepts and concerns that may arise as a result of discussion
- The chair will not present or attempt to promote a particular agenda or set of goals
- The chair or vice chair will convene all the Advisory Committee meetings
- The chair is responsible for creating the meeting agenda and ensuring that all committee member and members of the general public are given an opportunity to speak and express opinions
- The chair is responsible to ensure that adequate and fair notes (minutes) are taken of the proceedings of each meeting
- The chair is also responsible for maintaining good communication with the CRD EDC, the CRD Director, Planner and the Advisory Chairs of other Islands

6. Communication to the Community

- The Committee will share relevant information with the Mayne Island community at appropriate junctures during its progress and seek input, feedback, comments, concerns and new ideas from time to time to ensure that the community is kept actively engaged and its concerns and issues are appropriately addressed prior to implementation and execution of any initiatives and projects. To this end

occasional and well publicized community meetings are encouraged on a seasonal or as-needed basis.

7. Coordination with the EDC

- The Committee will report to the CRD EDC on a regular basis about its activities, progress to date, major issues, and items that may require the Commission's response.
- The Committee may elect to proceed with any of its local initiatives that are deemed ready to implement.
- Before doing so, the Committee must convene a well publicized community meeting to discuss and seek a consensus that the project meets the needs and requirements of the community. Then, after obtaining community endorsement, the Committee will then request the approval and support of CRD EDC.
- The Mayne Island Advisory Committee may request assistance from the CRD EDC for key items relating to any initiative such as the creation of partnerships and joint ventures, financing, grants and funding, necessary approvals from different levels of government, and whatever other issues are deemed to be handled at the Commission level more effectively.
- Further: since the Mayne Island Advisory Committee holds an advisory position only, it cannot of itself seek to manage or implement projects.
- All projects requiring any capital operating expenses can be managed only by an agent created by the CRD EDC. Or, in the case of minor projects, a locally owned entity may be created with the approval of the CRD EDC.
- Similarly, the CRD EDC must consult and coordinate with the Mayne Island Advisory Committee before formulating any policy or decision affecting the community of Mayne Island. It is essential that the Capital Regional District Economic Development Commission and the Mayne Island Advisory Committee work in close collaboration for the betterment of the community of Mayne Island and the SGI as a whole.