

# **Pender Island Advisory Committee Terms of Reference (TOR)**

## **1. Background**

Pender Island EDC Advisory Committee (to be called Committee from here on) derives its mandate from the Southern Gulf Island EDC Commission (to be called Commission from here on) which was formed under **CRD Bylaw 3803** and described as, "Southern Gulf Islands' Community Economic Development Commission **Bylaw No. 1, 2012**", with following two 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 expected that the Pender Advisory Committee will work in close collaboration with the EDC Commission, the Commission member from Pender and Advisory Committees from other islands to assist in the delivery of the Commission's mandate and objectives for Pender Island.

## **2. Mandate**

The Pender Advisory Committee has the following two mandates:

- 1. The Pender Advisory Committee will assist in resourcing, analysis, and exploration of regional initiatives that the Commission may undertake from time to time with an objective to ensure that Pender Island's specific needs and requirements are reflected in the planning and exploration of the regional initiatives. The Committee will also assist in the implementation and execution of regional initiatives, if and when appropriate, to ensure the implementation of the initiatives take into account nuances and key attributes of Pender and its people.**
- 2. The Pender Advisory Committee will identify, explore, analyze and assist in the implementation of appropriate local initiatives, projects, and ideas, which may be unique and specific to Pender, and which if properly implemented would create**

**sustainable development on Pender with triple bottom line impacts in accordance with the objectives of the Commission stated above.**

If a local initiative, after analysis and exploration, is deemed to have relevance to one or more of Southern Gulf Islands and/or scale and size need to be expanded for the initiative to be viable, the Committee may refer the initiative to the Commission for it to be considered as a regional initiative and be explored on a regional basis for benefiting Southern Gulf islands including Pender.

It is understood that the Committee is an advisory committee and that its role is to facilitate and act as a catalyst to assist in the identification, exploration and implementation of appropriate initiatives and projects but the Committee will not implement any initiatives.

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 essential 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 and rural environment and ecologies of this island.

### **3. Composition**

The Committee will have a core group of no more than 24 members who will be invited to participate from a broad spectrum of the island's population and special interest groups in order to ensure that the Committee reflects the needs, requirements, vision and interests of all islanders. Individuals from the community are always welcome to attend/audit any of the meetings of the full committee and/or any of the sub-committees and bring new initiatives, ideas and issues for discussion and consultation. The meeting schedules will be posted on the Advisory Committee Website (to be established) at least a week in advance of the meetings.

Twelve of the Committee members would have tenure for two years and the remaining 12 members will have tenure for 3 years in order to ensure that there is appropriate continuity in the Committee.

A committee member may be reelected on expiration of his/her term and may be reappointed if the Committee so wishes. No member will be asked to serve for more than two consecutive terms.

The Committee will be headed up by a Chairman who will be appointed by the Southern Gulf Island Electoral Area Director. The Chairman of the Committee will appoint a Vice-Chair, secretary, and other positions as deemed necessary.

The Chairman of the Committee in consultation with the members of the Committee and the SGI Electoral Area Director will invite new members to the Committee whenever one or more vacancies are created.

The Committee may from time to time invite other individuals from the island to be a part of a task force or a sub-team formed for the exploration of or assisting in the implementation of an initiative or project but the invitation will be for a fixed period and only during the duration of the particular initiative.

If any member of the Committee is absent from three (3) consecutive meetings of the Committee without the Committee's alignment, the Chairman of the Committee may, upon the recommendation of the Southern Gulf island Electoral Area Director, may terminate the appointment of such a member thereby creating a vacancy on the Committee for new member.

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 preauthorized by the Chairman of the Committee 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 Chairman in conjunction with the members to ensure proper pace of progress.

The Committee will issue brief minutes of meetings within a reasonable period following each meeting. These will be circulated to all Committee members, members of the EDC Commission, Chairman of Advisory Committees in other Southern Gulf Islands, and whoever else in the CRD that the Committee Chairman feels appropriate for sharing of critical information. The minutes will always be available for the entire community.

#### **5. Communication to the Community**

The Committee will share relevant information with the Pender community at appropriate junctures during its progress and seek input, feedback, comments, concerns and new ideas from time to time to ensure that community is kept actively engaged and its concerns and issues, if there are any, are appropriately addressed prior to implementation and execution of any initiatives and projects. To this end occasional and well publicized community meetings will be encouraged on a regular basis.

The Committee will also undertake initiatives to publish articles and news in appropriate media from time to time, as deemed appropriate, in order to reach the broader community and keep the community apprised of important steps, decisions, and results it has achieved. The communication material is to be endorsed by the Chairman of the Committee, the Commissioner for Pender and the SGI Electoral Area Director before it is sent out to the media for publication.

## **6. Coordination with the EDC Commission**

The Committee will update the Commission on a regular basis about its activities, progress to date, major issues, and items which may require the Commission's input.

Before the Committee proceeds to assist in the implementation of any initiatives or projects on the island, it will seek the Commission's endorsement to proceed.

The Committee may also ask the Commission to assist with key items relating to an initiative including development 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.

Similarly, the Commission must consult and coordinate with the Committee before formulating a policy decision that may impact Pender community, socializing, communicating and implementing any regional initiatives on Pender Island. It is essential that the Commission and the Committee work in close collaboration with each other and they present a single and unified view to islanders for the betterment of the community of Pender and SGI as a whole.

This TOR may be amended from time to time, if deemed necessary, but all changes must be agreed and approved by both the Committee and the Commission.

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**EDC Commission, Pender Island**

**Date:** \_\_\_\_\_

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**Chairman, Pender Advisory Committee**

**Date:** \_\_\_\_\_