

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

## **1. Background:**

The Galiano Island EDC Advisory Committee (“Committee”) derives its mandate from the CRD Southern Gulf Islands **Economic Development Commission** (“EDC” or “Commission”) which was formed under CRD Bylaw 3803 and described as, "Southern Gulf Islands Community Economic Development Commission Bylaw No. 1, 2012", with the 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 Galiano Advisory Committee will work in close collaboration with the EDC Commission, the Galiano Commissioner and with Advisory Committees from other islands to assist in the delivery of the Commission's mandate and objectives.

## **2. Process:**

### **The Galiano Advisory Committee**

1) consults the Galiano community about priorities for Community Economic Development in the context of the Triple Bottom Line\* and in respect to the needs of regional and local initiatives that come to light from time to time,

2) organizes, facilitates and encourages the establishment of Working Groups and Service Groups that will help develop those regional and local initiatives,

3) acts as the link between the Galiano community and both the EDC commissioner for the island and the CRD Southern Gulf islands' Director to facilitate efficient use of resources (money, staff, volunteers, and networks) in the development of the above initiatives,

4) and changes these Terms of Reference as needed

\* [Triple Bottom Line = Economic prosperity, Social equity and Environmental quality]

## **3. Format:**

### **The Advisory Committee**

1) was established by the Commission for the purpose of fulfilling these Terms of Reference,

2) has established a number of Working Groups and Service Groups and will from time to time establish others as the need arises,

- 3) will meet at least four times per year to receive Reports and Updates from Working Groups and Service Groups and to receive comments and input from the public,
- 4) and will issue brief minutes or notes that will be made publicly available.
- 5) All meetings of the Advisory Committee are open to the public.

#### **4. Format of Working Groups**

##### **Working Groups**

- 1) will be formed as the need arises,
- 2) will determine the frequency of their own meetings such that they can regularly update and report to the Advisory Committee meetings,
- 3) Chairpersons or their alternates will give their reports at Advisory Committee meetings and send electronic copy to the Advisory Committee Chairperson,
- 4) and will seek input and direction from the Advisory Committee and the community.

#### **5. Format of Service Groups**

##### **Service Groups**

- 1) will be established as the need arises to provide needed services for Working Groups and the community,
- 2) and will determine the nature of their services based on consultation with the Advisory committee, the community and the Working Groups.

#### **6. Communication with the Community**

- 1) The Committee will share relevant information with the Galiano 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.
- 2) 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 Committee, and the Commissioner for Galiano.

#### **7. Coordination with the EDC**

- 1) 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.
- 2) 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 more effectively at the Commission level.

3) Similarly, the Commission will hopefully consult and coordinate with the Committee before formulating a policy decision that may impact the Galiano community.

4) It is essential that the Commission and the Committee work in close collaboration so as to present a unified view to islanders in regards to the well being of the Galiano community and the SGI as a whole.

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

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## 8. Present Structure

CRD -	Director -	David Howe
EDC -	Galiano Commissioner -	Mike Hoebel
Advisory Committee -	Co-Chairpersons -	Arnie Bell, Justin Stephenson
	Secretary -	
Working Groups		
Education -	Chair	Kit Grauer
ETGI	Chair	Ed Andrusiak
Arts and Culture	Chair	Arnie Bell
Broadband	Chair	Peter Midgley
Forest Restoration	Chair	Bowie Keefer
Senior Services	Chair	Ed Andrusiak
Business	Chair	Conny Nordin
Transportation		
Food and Agriculture		
Service Groups		
Marketing and Branding	Chair	Jer Crowle
Finance	Chair	Justin Stephenson

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**EDC Commissioner, Galiano Island**

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

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**Chairman, Galiano Advisory Committee**

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