



Cariboo Strong: Sub-Regional Economic Advisory Tables *Terms of Reference*

Background and Purpose of Cariboo Strong

The Cariboo region is highly dependent on the natural resource sector. The region's economy and its communities are facing significant economic challenges largely due to two main factors: the projected decline in the timber supply as a result of the Mountain Pine Beetle infestation and the continued volatility for natural resources in the global markets.

To find solutions for upcoming challenges, a partnership has been formed between the Community Development Institute (CDI) at the University of Northern British Columbia, the Cariboo Regional District, the District of 100 Mile House, the Village of Clinton, the City of Williams Lake, the City of Quesnel, the District of Wells and the Thompson-Nicola Regional District. The goal is to find opportunities to take short- and long-term actions that can support new emerging economies.

The focus of Cariboo Strong is working closely with community and business leaders to help build capacity in the region and to implement actions that will support the region's communities to build a resilient region with a diversified economy.

Given the focus on community involvement, ownership, and action, Cariboo Strong is convening advisory tables in each of the sub-regions (North Cariboo, South Cariboo, and Central Cariboo & Chilcotin) to contribute to the planning and implementation of the work.

Economic Advisory Table Membership

The Sub-Regional Economic Advisory Tables will consist of economic development practitioners in each of the sub-regions and will include but is not limited to staff from local government, provincial government, First Nations, local Chambers of Commerce and the local Community Futures branch.

While membership is voluntary, regular attendance at meetings is expected of all members in order to maximize success.

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Role of the Economic Advisory Tables

The Cariboo Strong Sub-Regional Economic Advisory Tables will provide advice to the Cariboo Strong Operations Team. The Tables will bring the voice of their respective communities to discussions regarding broad directions, specific plans, and potential outcomes. The Tables are expected to:

- Provide support and capacity for Cariboo Strong Action Groups;
- Reflect on the information, perspectives, and lessons being identified through the program's activities and research in relation to the goals and objectives of Cariboo Strong; and
- Identify and advise on solutions to issues and challenges that arise.

Individual members of the Cariboo Strong Sub-Regional Economic Advisory Tables have the following roles and responsibilities:

- Understand the goals and desired outcomes of Cariboo Strong;
- Participate in committee meetings through attendance, discussion, and review of meeting materials;
- Provide advice on the development and implementation of project and research plans;
- Connect the Operations Team to key contacts and stakeholders;
- Be a supportive ambassador for Cariboo Strong;
- Participate in action groups to provide support ;
- Participate in Cariboo Strong events and activities; and
- Reflect on the information being gathered in relation to the roles and responsibilities of organizations in the community;
- Help keep elected officials and/or organization informed about Cariboo Strong.

Members will be respectful of one another, even on matters where they have differing opinions. Open discussion, focusing on information, ideas, opportunities, and solutions is encouraged. It is the responsibility of all members to ensure that the environment is respectful and to recognize and stop any behaviour that does not align with this code of conduct.

It is understood that all information shared in relation to Cariboo Strong activities is public. Documentation from meetings will not attribute specific comments to specific individuals. If members wish for some comments to remain "off the record" or confidential, they must inform fellow members before the discussion takes place. In these instances, all committee members must then agree not to share the confidential information. It is understood that this confidentiality agreement survives the completion of Cariboo Strong's' activities.

Frequency of Meetings

The Cariboo Strong Sub-Regional Economic Advisory Tables will meet quarterly or as needed. These meetings will be held in-person with video-conferencing or tele-conferencing available for members that cannot attend in-person. In the North Cariboo, meetings will generally alternate between the City of Quesnel and the District of Wells. In the South Cariboo, meetings will generally alternate between the District of 100 Mile House and the Village of Clinton. In the Central Cariboo, meetings will generally be held in the City of Williams Lake.

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Meetings and Proceedings

- There will be no advisory table chair. Advisory table meetings will be managed and facilitated by the CDI
- The CDI will schedule meetings with a minimum notice of seven calendar days to all members.
- The CDI will function as the secretariat, providing notice of meeting, developing and circulating agendas, facilitating the discussion, and recording and circulating meeting notes.
- Where possible, meeting dates for the next meeting will be set at the end of each meeting. Should there be a need to schedule additional meetings or to change the date, a minimum of seven calendar days' notice will be provided.
- Agendas will be circulated in advance of the meetings and notes of the meetings will be circulated following the meeting.

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