

# Pemberton Area Economic Development Collaborative

## Terms of Reference March, 2018

### **Purpose:**

The purpose of the Collaborative is to share information, build relationships and collaboratively explore and facilitate economic development opportunities within the Pemberton Area.

### **Membership:**

Representatives from the following will be invited to participate:

➤ Village of Pemberton	➤ Tourism Pemberton
➤ Líl'wat Nation	➤ Skatin Nation
➤ Squamish-Lillooet Regional District Area C	➤ Samahquam
➤ Pemberton & District Chamber of Commerce	➤ Douglas First Nation
	➤ N'Quatqua
	➤ Lower Stl'atl'imx Tribal Council

### **Meetings**

- Meetings will be held quarterly in a location determined by the Chair.
- A chair shall be chosen amongst its participants annually.
- A note taker shall be volunteered on a rotational basis by the participants.
- The group may call on a facilitator to assist in discussions and topics as deemed necessary and as funding permits.
- Participation will be “self-funded”.

### **Agenda and Notes:**

- Agendas will be developed by the Chair with participant input.
- Agendas will include a review of previous meeting notes.
- Notes shall be kept highlighting key messages and actions, and will be made public by posting in a location determined by the participants.
- Draft meeting notes will be shared with participants by email no more than five (5) business days following each meeting, and participants will have five (5) business days to review and approve the notes prior to the notes being made public.

### **Duties and Responsibilities:**

#### In Scope:

- Share information and discuss issues with a goal of improving communication and relationships between organizations.
- Collaborative advocacy on issues, opportunities or interests.
- Keep respective organizational leadership informed of discussions and present options and recommendations as appropriate.
- Coordinate and implement projects as directed by organizational leadership.

#### Out of Scope:

- Decision making will be reserved for organizational leadership.