



ECONOMIC DEVELOPMENT AND TOURISM STEERING COMMITTEE

TERMS OF REFERENCE

Purpose

The purpose of the EDT Steering Committee is to provide guidance on the implementation of the Economic Development and Tourism Strategy as set out by the Village of Ashcroft. This committee was established in June of 2020 and will be ongoing until terminated by Council.

Membership

Membership open to all business within the Ashcroft boundaries and as set out by the Council with restrictions on numbers as follows:

“That Council establish a Select Committee of Council to support Economic Development and COVID-19 Recovery and further that the Committee be comprised of two (2) members of Council, up to four (4) members from the business community, the Village of Ashcroft Economic Development contracted agent, one (1) representative from CFSUN, and no more than four (4) community not for profit members;”

Current members are as follows:

Margaret Moreira, Economic Development and Tourism Coordinator, Village of Ashcroft
Barbara Roden, Mayor, Village of Ashcroft
Marilyn Anderson, Councillor, Village of Ashcroft
Ogesh Chand, Owner/Operator, Grand Central Café
Barry Tripp, Legacy Park Campground Manager
Andrea Walker, Chair, Ashcroft Communities in Bloom
Jessica Clement, WRAP's and The HUB Online Network
Kathy Paulos, Curator, Ashcroft Museum
Harpeet Dawar, Manager, Chevron KFC
Marshal Kraus, Intern, Community Futures
Deb Arnott, Manager, Community Futures

Roles and Responsibilities

The EDT Steering Committee is accountable for:

- Fostering collaboration;
- Maintaining at all times the focus of the EDT Steering Committee on the agreed scope, outcomes and benefits;

The membership of the steering committee will commit to:

- attending all scheduled EDT Steering Committee meetings either in person or via ZOOM, if a member is unable to attend, regrets are to be forwarded to the EDTC at least 24 hours prior to the meeting;
- wholeheartedly championing the EDT Strategy and provide direction to the Coordinator;
- sharing all communications and information across all EDT committee members;
- making timely decisions and taking action so as to not hold up projects;
- notifying members of the EDT Steering Committee, as soon as practical, if any matter arises which may be deemed to affect the direction of the EDT Strategy;

Members of the advisory group will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner;
- to be given reasonable time to make key decisions.

Meetings

- All meetings will be chaired by Economic Development and Tourism Coordinator
- A meeting quorum will be seven (7) members of the EDT Steering Committee
- Decisions made by consensus, if not possible, EDT Steering Committee chair makes final decision
- Meeting agendas minutes will be provided by the EDTC this includes:
 - Preparing agendas and supporting papers
 - Preparing meeting notes and information.
- Meetings will be held monthly the third Wednesday each month at 7:00 pm in Council Chambers with the exception of July, August and December.
- Meetings should not exceed one (1) hour

Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified after consultation and agreement by the EDT Steering Committee. All proposed amendments must be approved by Council.