

**January 2017**  
**Kootenay Workforce Development Initiative**  
**Steering Committee Terms of Reference**

**Vision**

We work together to build and a workforce that provides competitive advantage for business and industry in the Columbia Basin-Boundary region.

**Purpose**

The purpose of the Kootenay Workforce Development Steering Committee (Committee) is to identify, support the implementation of, and monitor identified strategic actions designed to build a workforce that provides competitive advantage for the region.

**Scope of Responsibility**

1. Develop, support the implementation of, and monitor the Kootenay Workforce Development Strategic Action Plan, including cluster-focused workforce development strategies.
2. Address sectors across the entire region; however, practicality and available resources may require initiatives that are more focused and/or more limited in scope.
3. Continue to seek out and use appropriate research, current employment data and labour market forecasts to inform refinement of the strategic action plan.
4. Be responsive to community, business and industry needs.
5. Be responsive to the training and development needs of employees and those who are unemployed and under-employed.

**Guiding Commitments**

- Build an effective, efficient regional workforce development strategic action plan.
- We consider the needs and resources of all sectors and stakeholders.
- Collaborate with appropriate agencies to support mutual success.
- Ensure confidentiality of personal/corporate information.
- Use transparent, evidence-based decision-making processes.
- Consider the needs and resources of all areas of the region.
- Use existing resources to reduce duplication and promote efficiency,
- Support continuous improvement and innovation in its work and with its partners.

**Voting Members**

The Steering Committee consists of representatives from a cross section of the business community, including at least one from each cluster, (51% minimum), First Nations (1), post-secondary education (2), K-12 education (1), economic development (1), labour<sup>1</sup> (1), employment service provider (1), Chamber of Commerce (1), and adult education/literacy providers (1).

**Ex Officio**

Regional Innovation Chair in Rural Economic Development

Representative of Columbia Basin Trust

Representative of Ministry of Jobs, Tourism and Skills Development

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<sup>1</sup> Labour organization OR training director from joint-labour-management apprenticeship program OR representative of an apprenticeship program.

**Quorum**

A quorum will be comprised of more than 50% of the voting Committee members, of which at least 50% will be industry representatives (minimum 5 businesses).

**Chair**

One voting member will be elected as Chair by the voting members. The Chair will serve for a 1 year (renewable) term. The duties of the Chair are to set a schedule of Steering Committee meeting dates/times, develop an agenda for each meeting, chair each meeting, and act when appropriate, as the spokesperson for the Steering Committee.

**Frequency of Meetings**

The Committee will meet as determined by the Committee members and an annual schedule will be set each fiscal year. The frequency of the meetings will be appropriate to the work of the Committee and sufficient to support the execution of the responsibilities outlined above. Meetings will be held three times a year at a minimum and may be held face-to-face or virtually via teleconference, video-conference or a web-based platform.

**Decision Making**

The Chair will seek consensus on all decisions. In instances where consensus cannot be reached, majority will rule.

**Support for the Steering Committee**

Coordination support will be provided to the Chair and the Steering Committee.

**Accountability and Reporting**

The Committee will publish an annual work plan and a report on the previous year's work plan.

**Communications**

Any public communications on the work of the Steering Committee will be communicated by the Chair. This responsibility may be delegated by the Chair to the Coordinator(s) to communicate on behalf of the Committee.