

Kootenay Workforce Development Plan 2015-2020

Implementation Steering Committee Terms of Reference

Purpose

The purpose of the Kootenay Workforce Development Plan (KWDP) Implementation Steering Committee (the Steering Committee) is to develop workforce development plans, including employment training, for the Columbia Basin-Boundary Region of British Columbia. Initially, these plans will implement recommendations from the Kootenay Regional Skills Training Plan 2013-2020.

Ex Officio Members

Ex officio – Vice President, Education and Applied Research, College of the Rockies
Ex officio – Vice President, Education and Students, Selkirk College
Ex officio – Representative of Columbia Basin Trust
Ex officio – Manager of Community Education and Workplace Training, Selkirk College
Ex officio – Director of Continuing Education, Contract Training and Regional Campus Operations, College of the Rockies
Ex officio – Regional Innovation Chair, Rural Development Institute

Voting Members

The two Vice Presidents will recruit 8 to 10 Steering Committee voting members from the region; 6 to 8 from business and industry leaders, 1 from an economic development office, and 1 from an employment services provider. Members will serve for a 2 year term that may be renewed. The voting members will be recruited to reflect the geographic and business/industry diversity of the region. Ideally, the business/industry members will be recruited from the following sectors: construction, forestry, manufacturing, mining, power, retail and tourism.

Quorum

A quorum will be comprised of 7 or more of the voting members.

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.

Support for the Steering Committee

The Chair, and the Steering Committee, will be supported by a Coordinator(s).

Guiding Commitments

- Build an effective, efficient implementation plan for the KWDP
- Consider the needs and resources of all sectors and stakeholders
- Collaborate with appropriate agencies to support mutual success
- Ensure confidentiality of personal/corporate
- 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

Scope of Responsibility

1. To build upon the work and report of the Kootenay Regional Workforce Table and take action to implement the KWDP.
2. The KWDP addresses sectors across the entire region; however, practicality and available resources may require initiatives that are more focused and/or more limited in scope.
3. To undertake specific initiatives to address specific workforce and labour development needs. The initiatives will be chosen to provide the greatest benefit to the region.
4. To continue to seek out and use appropriate research, current employment data and labour market forecasts to inform its work.
5. To be responsive to community, business and industry needs.
6. To be responsive to the training and development needs of employees and those who are unemployed or under-employed.

Frequency of Meetings

The Committee will establish an annual calendar of meetings which will be made public. The frequency of meeting will be appropriate to the work of the Committee and sufficient to support the execution of the annual work plan. It may be advantageous to specify the number of meetings for a given year in the annual work plan. Meetings may be held face-to-face or virtually; i.e. via teleconference or video-conference.

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.