

Rural Development Institute (RDI) Advisory Committee Terms of Reference 2014/15

Background: The RDI Advisory Committee (AC) plays an integral role in bringing community perspectives forward and providing input into existing and potential roles for the RDI in integrated economic, social, cultural and environmental strategic research areas, and more broadly. RDI strives to have its advisory committee include residents from different Columbia Basin-Boundary communities, offering a variety of perspectives. Initially, two advisory committees (East and West Kootenay) provided guidance for the applied research priorities of RDI. In 2014, the two advisory committees were amalgamated into one regional advisory committee.

Role: The Advisory Committee provides advice and direction to RDI around applied research and knowledge mobilization, or more general in regard to the RDI's overall direction. The AC is one mechanism for input into the decision-making process, providing advice on a range of issues including:

- Regional issues and research priorities for the RDI;
- Goals and objectives for addressing identified issues and research priorities;
- Strategies and activities for achieving goals and objectives; and
- Other areas, as may be periodically requested.

Structure: The AC will meet three times a year by video and/or teleconference with additional meetings occurring when required. The Regional Innovation Chair serves as meeting Chair. Agenda and meeting materials will be provided at least one week in advance of the Advisory Committee meeting to AC members. Representatives from Selkirk College, College of the Rockies, and the Columbia Basin Trust will participate in AC meetings. In between scheduled meetings, RDI staff will provide short update briefs to the AC members to keep them apprised of RDI activities. The RDI also engages project-specific advisory groups as needed to support applied research projects.

Meeting Schedule, Updates and Outcomes **note: the outcomes of the meetings may vary but will be determined in advance and agreed upon by the AC.*

Meeting Date/Time	Desired Outcomes
January CBT Castlegar, Cranbrook, Golden Boardrooms	<ul style="list-style-type: none"> • Review and discuss Strategic Plan 2014-2017 • Review and discuss applied research decision-making process • Discuss 2014/15 regional applied research ideas
UPDATE BRIEF-March 2014	
May Teleconference / Adobe Connect	<ul style="list-style-type: none"> • Review 2013/14 Annual Report and 2014-2017 Strategic Plan • Review Monitoring and Evaluation Plan • Review 2014/15 Work Plan • Further discussion of 2014/15 regional applied research ideas • Discuss projects and synergies with other regional initiatives / partners
UPDATE BRIEF-July 2014	
UPDATE BRIEF-October 2014	
October CBT Castlegar, Cranbrook, Golden Boardrooms	<ul style="list-style-type: none"> • Review and discuss CBR advisory services • Review and discuss community / company AR and ARD intake processes • Review targets against work plans • Discuss emerging research needs and opportunities
UPDATE BRIEF- January 2014	
January CBT Castlegar, Cranbrook, Golden Boardrooms	<ul style="list-style-type: none"> • Review DRAFT 2015/16 Work Plans • Review DRAFT 2015/16 Budget • Review 2015/16 meeting schedule