

**Community Development Institute
University of Northern BC**

A Community for People of all Ages and Stages of Life

**District of Clearwater 2011
Community Economic Development Plan**

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Appendix 1: Methodology

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Timeline

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| September 2010 | <ul style="list-style-type: none"> • Agreement on project tasks, goals, and deliverables. • Contract completed and signed between UNBC and the District of Clearwater. • UNBC Research Ethics Board application completed. • UNBC Community Development Institute team in place. |
| October 2010 | <ul style="list-style-type: none"> • Established advisory committee. • Collection of background materials. • Community visit by the CDI team. • CDI meeting with District council and staff. • Advisory committee meeting. • Draft of project survey and questions. • Development of interview questions. • Identify list of interviewees, community groups to meet with. |
| November 2010 | <ul style="list-style-type: none"> • Collection of background materials. • Develop community involvement and publicity plan. • Finalize survey and interview questions. • Distribute survey: post survey on the Internet, prominent places in town. • Finalize interview schedule. • Initiate socio-demographic assessment / infrastructure assessment. • CDI meeting with District council and staff. • Advisory committee meeting. • Begin conducting interviews. |
| December 2010 | <ul style="list-style-type: none"> • Analysis of background material. • Complete socio-demographic profile. • Advisory committee meeting. • Continue conducting interviews. |
| January 2011 | <ul style="list-style-type: none"> • CDI meeting with District council and staff. • Advisory committee meeting. • Continue conducting interviews. |
| February 2011 | <ul style="list-style-type: none"> • Complete interviews. • Begin analysis of interviews. • Complete analysis of surveys. |
| March 2011 | <ul style="list-style-type: none"> • Draft of final report. • CDI meeting with District council and staff. • Advisory committee meeting. |
| April 2011 | <ul style="list-style-type: none"> • CDI meeting with District council and staff. • Advisory committee meeting. • Submission and distribution of final reports. • Final reports on CDI website. |

Interview Participants

Interviews with 93 groups and organizations

Total of 185 participants*

Interviews/Presentations/Discussions by Theme Group

- Aboriginal (7)
- Accommodation (1)
- Agriculture (12)
- Arts and Culture (1)
- Blackpool Fire Protection (6)
- Businesses (11)
- Chamber of Commerce (10)
- Clearwater Woodlot Society (presentation)
- Community Groups (43)
- Government Staff - Agencies/Local/Regional/Provincial (16)
- Education/Training (12)
- Elected Representatives (15)
- Financial (5)
- Media (1)
- Mining Sector (3)
- Performing Arts (1)
- RCMP (2)
- Real Estate Sector (3)
- Resource Sector (5)
- Rotary Club (presentation)
- Seniors Groups (15)
- Tourism (4)
- Youth (10)

*note that some individuals participated in multiple sessions

Advisory Committee Members

Don Manson, Chair
Leslie Groulx, Economic Development Officer
Betty Olson, Minute Taker

Committee Members:

Merry Augustine, Christy Dobi, Tina Donald, Candus Foisy, Larissa Hadley, Jon Kreke, Sherry Madden, Clyde MacLennan, Warren MacLennan, Tim Pennell, Ted Richardson, Linda Selbee, Daniela Schwaiger, Mohammad Shakeri, Stephanie Teare, and Cheryl Thomas.

Terms of Reference



Community Economic Development (CED) Advisory Committee DISTRICT OF CLEARWATER / Area A (TNRD)

TERMS OF REFERENCE CED Advisory Committee (2010 – 2011)

BACKGROUND:

In July 2010 the District of Clearwater awarded the development of a Community Economic Development Strategic Plan to the Community Development Institute (CDI) of University of Northern BC (UNBC). Don Manson, will be our main contact in this project, he and his team will work with District of Clearwater Council, Director Pennell of Area A (TNRD), District Staff and the Services Coordinator of Area A and the CED Advisory Committee to achieve the project objectives.

PROJECT OBJECTIVES:

The objective is to develop a Community Economic Strategic Development Plan for the District of Clearwater to reflect the current reality and the community's vision of future economic diversity and sustainability. The following outlines key objectives relevant to the project:

1. The plan is to develop Strategic Goals and Action Plans with economic diversity and sustainability in mind
2. The implementation strategy must be realistic so that that the Plan can be put into action.
3. The work will be completed in consultation with District staff, Council, Area 'A' and the CED Advisory Committee, other agencies and stakeholders, and members of the public.

STRUCTURE AND MEMBERSHIP:

Members of the CED Steering Committee will be appointed by District Council. The CED Advisory Committee shall be comprised of 12 positions as follows:

Three representatives from District Council
Electoral Area Director from Area A
Eight members of the public at large

One representative from Simpcw First Nation
Economic Development Officer – DOC
Services Coordinator for Area A

The Economic Development Officer (EDO) or her designate shall attend all Advisory Committee meetings. The term of membership will be commensurate with the duration of the CED project.

ROLES AND RESPONSIBILITIES:

District of Clearwater

The District of Clearwater will ensure that the project objectives are met. The Economic Development Officer will be responsible for managing the CDI team and will act as the single point of contact for the District of Clearwater. The Economic Development Officer will provide information to CED Advisory Committee members to support informed decision-making, and respond to questions/concerns in a timely manner.

The District secretarial support to the ECED Advisory Committee will be designated by the Committee once it is in place. The Secretary's role will be to develop agendas with input from the CDI Team, the Economic Development Officer and the CED Advisory Committee Chair; circulate agendas to all members at least two days prior to meetings; record meeting minutes; and circulate minutes within one week of meetings taking place.

Consultant Team

The Community Development Institute at UNBC has been retained to lead the CED Strategic Planning process in accordance with the project objectives and to deliver the CEDS Plan on time and on budget. The Community Development Institute will keep members apprised of progress on the project, prepare reports, solicit input (e.g. on draft deliverables), coordinate the public consultation processes, provide advice, and respond to questions/ concerns in a timely manner. The project manager is Don Manson, Institute Coordinator of the Community Development Institute at UNBC

CED Advisory Committee

The CED Advisory Committee will represent the interests of the community within the CED process. Committee members will work with the consultant to gather/disseminate data, provide local knowledge/technical expertise, identify issues, assess priorities, review progress, set objectives and provide an understanding of various constraints/opportunities from a technical standpoint.

The CED Advisory Committee is responsible for completing the following tasks:

- Championing the project;
- Attending all CED Advisory Committee meetings;
- Attending all Open Houses;
- Reviewing and providing comments on CED Strategic Plan Drafts, Revisions and Final documents;
- Providing advice to the CDI Team and District of Clearwater / Area A as may be required.

PROTOCOL AND PROCEDURES

Meeting Agendas and Minutes

- All meetings must have an agenda.
- Each member of the CED Advisory Committee must be in receipt of an agenda at least one Day prior to the meeting.

Consensus Decision-making

- The CED Advisory Committee will not vote on any issues.
- Decisions will be achieved through consensus

TIMELINE

The project has a projected completion date of April 2011. It is anticipated that the CED Advisory Committee will meet monthly. The CED Advisory Committee will remain in effect from October 2010 until final completion of the project in April 2011.