

Squamish Economic Partner Forum (EPF)

Terms of Reference

Intention: To provide advice and expertise in Squamish, aligning with the 2023-2026 Economic Development's focus areas.

Economic Development and its selected team will use doughnut economic principles, a [circular economy approach](#), and through a lens of reconciliation:

- Focus its efforts on developing emerging Green Economy and Outdoor Recreation clusters, and;
- Work in partnership to strengthen core and enabling sectors of the economy.

The department's focus areas will be on scaling micro and small businesses by:

1. Understanding needs
2. Enabling innovation
3. Fostering collaboration
4. Attracting investment
5. Supporting workforce development

The [Economic Partner Forum](#) will help build on existing strategic work by the District of Squamish and its partners while considering all necessary elements of diversity and inclusion and honouring the traditional, ancestral and unceded Indigenous territories of the Sk̓wx̓wú7mesh (Squamish) people.

The Forum will provide a collaborative framework to share expertise, knowledge, and resources to fulfill economic development strategies, plans and actions. The group, through research and data insight exchange, will help inform new and build on existing strategies and action plans. The Economic Partner Forum will be integral to and aligned with the District of Squamish's annual planning cycle, identifying areas for District action, collaboration opportunities between partners, and actions to be led by partner organizations. The group will also support the [Economic Leadership Team's](#) understanding of the local business climate and associated opportunities and challenges.

Commitment

The extent and type of work will vary depending on group composition and the discretion of member organizations. At a minimum, the group will convene twice yearly aligned to budgetary planning cycles. The term is ongoing.

The Economic Partner Forum is a voluntary team. Members, however, are asked to commit to a minimum one-year term. Should a member organization wish to resign, one month's notice is requested, advising the Economic Development Officer should the need arise.

Group Size & Composition

- The composition of the Economic Partner Forum is to be representative, comprised of partners with a vested interest in advancing Council strategic goals.
- Group composition may include senior staff members from associations, education, other levels of government and ecosystem-building organizations.
- The team will comprise up to 10 members from partner organizations, including public and private sectors and not-for-profit organizations.
- The District's Economic Development Officer will participate in the group with up to (two) additional staff members.

Member Identification

- The District of Squamish will invite partners to participate in the Economic Partner Forum.
- The District of Squamish is committed to creating a welcoming and inclusive workplace to help our people and communities thrive and prosper.
- Invitations will be based on the organization's ability to inform, support, and influence positive economic development outcomes.
- Staff will recommend members to the District's Chief Administrative Officer, who will have final approval in appointing members to the group. The Chief Administrative Officer will also have the powers to remove members from the committee should the need arise.

Description of Role

- **To inform and share economic development-related insights for strategic planning purposes:** The group will help inform strategies and actions through member organization expertise, research and data, etc.
- **To align organizational plans and actions and identify collaborative opportunities:** The team, aligned to the annual planning cycles of the District of Squamish and its respective partners, will identify actions required to support strategic goals and illuminate duplication of effort where possible. This process will support annual budgetary planning for the District's Economic Development department.

About Economic Development

The Economic Development Department, operating under the [District of Squamish](#), collaborates internally and externally with partner organizations and the business community to cultivate a vibrant, diverse, and environmentally conscious economy. Through research, expertise, and policy support, we assist in shaping investment and business decisions. Our focus is on promoting strategic investment and the development of priority sectors, generating employment opportunities and economic resilience. We actively position Squamish as an ideal location to live, work, and conduct business. From 2023 to 2026, our efforts will concentrate on developing the emerging Green Economy and Outdoor Recreation clusters while strengthening the Core and Enabling sectors of the local economy. Using the principles of doughnut economics, a circular economy approach, and through a lens of reconciliation, we aim to facilitate the growth of scalable micro and small businesses by understanding their needs, fostering innovation, encouraging collaboration, attracting investment, and supporting workforce development.