

Canterbury Economic Development Forum: Terms of reference (November 2023)

Background

1. These terms of reference are for the Canterbury Economic Development Forum.

Purpose

2. The purpose of the Forum is to:
 - support the Mayoral Forum to take a strong leadership role and provide strategic foresight for economic development in Canterbury
 - maintain a regional overview of economic development opportunities to avoid duplication and provide support to all Canterbury councils
 - understand gaps and opportunities for economic development in Canterbury
 - work on joint collaborations for economic development in Canterbury
 - provide a conduit for Central Government to liaise with the region for economic development initiatives.
3. The Forum reports to the Chief Executives Forum and is mandated by the Canterbury Local Authorities' Triennial Agreement 2022-2025.

Membership and operation

4. The members of the Forum are one economic development manager /representative from each of the 11 local authorities in Canterbury region.
5. The Forum may invite other agencies to present and participate in its consideration of local government economic development opportunities, as the Forum considers appropriate.
6. A Chair shall be appointed annually by the Chief Executives Forum from its membership. The Chair is eligible for reappointment. The regional forums secretariat will provide secretariat support.

Mayors standing together for Canterbury.

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7. The forum may elect a deputy chair from its members to support the Chair.

Work programme

8. The Forum will develop its work programme annually and report on this quarterly to the Chief Executives Forum.
9. The forum will maintain a stocktake of the economic development activity taking place in the Canterbury Region.
10. The Forum will meet virtually or in person at least quarterly each year.

Review and amendment of these terms of reference

11. The Forum may recommend changes to its terms of reference to the Chief Executives Forum.
12. The Chief Executives Forum will review the terms of reference three-yearly in the year following local authority elections.

Approved by the Canterbury Chief Executives Forum, 6 November 2023