



Member Committee Terms of Reference

Name

ASPECT Rural & Remote Action Committee a.k.a. Refocusing the Urban Lens for Employment Programs

Committee Membership

The Committee will consist of ASPECT members who administer and deliver employment programs to rural, remote, and Indigenous communities.

Goals

1. Discuss and record the challenges related to delivering employment programs to rural, remote, and Indigenous communities
2. Create content for a white paper to inform government for future employment program design

Deliverables

- Identify common themes related to employment program delivery in rural, remote, and Indigenous communities
- Record issues and challenges
- Assist ASPECT in creating a white paper to share with the BC Government’s Ministry of Social Development and Poverty Reduction, Ministry of Advanced Education and Skills Training, and with Employment and Social Development Canada

Scope / Jurisdiction

- Committee members will be responsible for sharing their experiences, providing direction, and reviewing the white paper.
- The committee chair will be responsible for facilitating the discussions and directing the topics of note.
- ASPECT staff will be responsible for administering the meeting schedule, taking notes, and writing the white paper.

This committee will meet virtually 5 times on the first Thursday of every month between January and May 2022 and will take place at 10 am.

Meeting Date	Purpose	Attendance
Jan 6	<ul style="list-style-type: none"> • Review Terms of Reference • Determine Themes • Determine sub-committees if needed 	All committee members
Feb 3	<ul style="list-style-type: none"> • Theme 1 - TBD 	Committee members with interest in theme 1
Mar 3	<ul style="list-style-type: none"> • Theme 2 - TBD 	Committee members with interest in theme 2
Apr 7	<ul style="list-style-type: none"> • Theme 3 - TBD 	Committee members with interest in theme 3

Meeting Date	Purpose	Attendance
May 5	<ul style="list-style-type: none"> Review White Paper draft & provide feedback to ASPECT 	All committee members

Resources and Budget

ASPECT will be responsible for administrative expenses associated with meeting scheduling, zoom platform, collaborative tools, note taking, and writing the final white paper.

Committee members will be asked to volunteer their time for this initiative, which is estimated to be between 2 and 6 hours of work.

Governance

The committee members will be responsible for directing the topic of discussion. ASPECT will take responsibility for the creation and content of the white paper.

Additional Notes

- Unless otherwise directed, all comments made during committee meetings and within the white paper will be anonymous.
- Topics discussed and content produced at this committee will be shared with the ASPECT board of directors and ASPECT members.
- Communications outside of the meetings will be conducted by email.