

WORKFORCE DEVELOPMENT BOARD

TERMS OF REFERENCE

Labour Market Planning Committee

Composition: Chair _____
1 Director
5 to 7 Members

Mandate

Using the integrated local labour market planning process this standing committee will identify and respond to current and emerging local labour market issues which impact local businesses and organizations. A Local Labour Market Plan will be created and maintained outlining the issues and actions to be undertaken.

Duties

- With the support of the Strategic Research and Information Committee, utilize the integrated planning process to gather labour market information required to clearly identify current and emerging issues which impact local business and organizations.
- In conjunction with the Community Development Committee conduct community consultations with key informants, and various sectors, to gather local intelligence which may modify/support the research data.
- Utilize all information available to develop, modify and maintain the Local Labour Market Plan which will drive the strategic direction of the Board and provide specific focus for service delivery and training funding.
- Prepare and recommend changes to the Plan for Board approval.
- Champion the value of Integrated Local Labour Market Planning within the community including undertaking an external communications plan.

Reporting

The Labour Market Planning Committee will report progress and outcomes to the Board of Directors at regularly scheduled Board meetings. Support information will be circulated to the Board in the Board package prior to the meeting.

Communication

The Labour Market Planning Committee will report to the Board on the activities of the Committee. The Committee will circulate preliminary meeting agendas to the Chairs of other relevant Board Committees and will follow-up with an executive summary of important information and actions taken in the meeting.

The Committee will provide an annual summary report of its activities for inclusion in the Corporation's Annual General Meeting.

Term of Office – Two (2) years with a maximum of two (2) consecutive terms.