



## **Economic Development Strategic Plan and Community Branding Select Committee Terms of Reference**

### **1. Committee Purpose**

- 1.1.** The purpose of the Economic Development Strategic Plan and Community Branding Committee is to:
- provide the consultant(s) with periodic input and feedback during the economic development strategic planning and community branding process;
  - assist staff and the consultant(s) with reviewing information provided by the consultant;
  - advise Council on matters relating to the development of an economic development and community branding strategy in accordance with the terms of reference.

### **2. Duties**

- 2.1.** Assist staff in the selection of the consultant(s) for recommendation to Council.
- 2.2.** Provide advice and input into the consultation processes. (Community outreach, workshops, charrettes, interviews, stakeholder meetings, etc.)
- 2.3.** Assist the consultant(s) in setting priorities within the approved Consultant(s)' Scope of Work.
- 2.4.** Generally, provide assistance and support to the consultant(s) in achieving the outcomes established in the approved Consultant(s)' Scope of Work.
- 2.5.** Working with staff to ensure that the strategic planning process achieves its objectives within its time frames and budget.

### **3. Membership and Term**

- 3.1.** The Committee is comprised of seven voting members appointed by Council, as follows:
- One member of Council.
  - One member from the Village Core commercial sector.
  - One member from the industrial park.
  - Three community residents of the District of Lantzville.
  - One member from the development community.
- 3.2.** Consultant. (Non-voting)
- 3.3.** One staff member appointed by the Chief Administrative Officer. (Non-voting)
- 3.4.** Other staff members, as required. (Non-voting)
- 3.5.** The Committee shall, at the first meeting, appoint from its members a Chairperson and alternate who shall preside at all meetings.
- 3.6.** The Committee will serve until Council has adopted the economic development and community branding strategic plans, or as determined by Council.

## **4. Operations of the Committee**

### **4.1. Meeting Schedule**

- 4.1.1. The Committee shall meet, as a minimum, on the first Tuesday of each month, or as required.
- 4.1.2. Committee meeting will commence at 6:00 pm in the District Council Chambers.
- 4.1.3. The order of business will be as established by the appointed staff member.

### **4.2. Minutes and Agendas**

- 4.2.1. Agendas will be prepared and distributed to the Committee members by the staff member at least three days prior to the Committee meeting.
- 4.2.2. A committee clerk as appointed by the Director of Corporate Administration will take minutes. Draft minutes will be placed on the next Committee meeting agenda. Once Committee minutes are adopted they will be placed on the next Council meeting agenda for receipt.
- 4.2.3. Any recommendations requiring Council approval will be submitted to Council in the report/recommendation format prepared by the appointed staff member.

### **4.3. Procedure**

- 4.3.1. The Committee rules of procedure will be those set out in the Council Procedure Bylaw.

### **4.4. Scope**

- 4.4.1. The Committee will only consider matters pertaining to the approved Consultant(s)' Scope of Work or matters referred to it by Council, and the Chief Administrative Officer.

### **4.5. Time Limits**

- 4.5.1. Committee meetings shall not exceed two hours in duration, unless the time is extended by unanimous vote of the Committee.

## **5. Authority**

- 5.1.** The Committee does not have the authority to financially encumber the Council in any way.
- 5.2.** The Committee does not have the authority to directly change bylaws or policies.
- 5.3.** The Committee does not have the authority to direct the work of staff.