



Economic Development and Sustainability Committee Terms of Reference

1. Committee Mandate

- 1.1. Provide support and recommendations to staff for implementation and achieving the goals and objectives of the Economic Development Strategic Plan.
- 1.2. Advise and assist the Council and the Lantzville business community in creating a healthy, sustainable, vibrant and diverse business community.
- 1.3. Liaise with other Economic Development Committees and other related organizations to enhance prosperity in the District and region.
- 1.4. Engage and liaise with businesses through initiatives such as business walks and surveys.

2. Duties

- 2.1. Select and carry out action annually on a maximum of five initiatives identified in the Economic Development Strategy (September 17, 2018), within available resources.

3. Membership and Term

- 3.1. The Committee is comprised of eight voting members appointed by Council, as follows:
 - One member of Council and an alternate 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.
 - One member appointed by Snaw-Naw-As (Nanoose) First Nation Council.
- 3.2. One staff member appointed by the Chief Administrative Officer. (Non-voting)
- 3.3. Other staff members, as required. (Non-voting)
- 3.4. The Committee shall, at the first meeting, appoint from its members a Chairperson, and an alternate, who shall preside at all meetings.
- 3.5. Members will be appointed by Council for two-year terms.

4. Operation of the Committee

4.1. Meeting Schedule

- 4.1.1. The Committee shall meet on the first Tuesday of the month at 6:00 pm, a minimum of four times annually at the call of the Chair.
- 4.1.2. Committee meeting will take place 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, the minutes 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 and the Council Committee System Policy.
- 4.3.2. A quorum will be a minimum of four of its members.
- 4.3.3. The Committee has the authority to establish Working Groups to help carry out the work of the Committee.

4.4. Scope

- 4.4.1. The Committee will only consider matters pertaining to the Economic Development Strategy (September 17, 2018) 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 Municipality 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.