

	TERMS OF REFERENCE
	Community Economic Development Committee (Standing Committee)
	Date Adopted: December 9, 2024
Historical Changes:	

Purpose

The purpose of the Community Economic Development Committee is to provide recommendations and support to Council on matters that prioritize a resilient economy focused on health care, town centre revitalization and tourism and the attraction and retention of diverse businesses to stimulate economic diversity and growth. The Committee will work to provide recommendations that support the strategic goals of the District.

Authority:

- The Committee functions as an advisory body to Council and does not have independent decision-making authority.
- The role of the Committee is to review staff reports, submissions, proposals, and presentations and make recommendations to Council on matters relating to the Committees mandate.
- Council’s endorsement must be given by way of resolution of any recommendation made by the Committee including any initiatives involving financial or resource commitments.
- The Committee has no advocacy role concerning their decisions and recommendations.

Mandate

The Committee is to consider economic development matters that are to be considered by Council, including:

- Strategic economic development initiatives that align with the municipality's Official Community Plan (OCP) and related policies.
- Support for business retention initiatives.
- Collaboration with the Sooke Region Business Cooperative to strengthen business partnerships and growth.
- Engagement with service organizations like the Sooke Chamber of Commerce, WorkLink BC, and other local groups to offer workshops, networking events, and programs that support business growth and development.
- Provision of resources and grants to local organizations that drive economic development through workforce training, business services, and volunteer initiatives and community events that boost the local economy.
- Implementation of the Municipal & Regional District Tax Program (MRDT).
- Development of long-term regenerative and community-led destination tourism planning.
- Enhancement of support for small businesses and startups.
- Advocacy for inclusion in the Island Coastal Economic Trust Area (ICETA) to gain access to community grant programs.
- Enhancement of community appeal and economic growth through aesthetics and functionality.
- Development of an employment lands strategy.
- Establishment of a Municipal Development Corporation.
- Public engagement recommendations aimed at strengthening the relationship between Council and the local business community, industry stakeholders, and residents to foster broad participation in economic initiatives.
- Items related to the Community Economic Development Strategy.

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- Items related to the Low Carbon Resilience Model.
 - Any other items referred to the Committee by Council or the staff liaison.

Reporting Protocol:

- **Recommendations:** Committee recommendations and any relevant materials will be added to an upcoming Regular Meeting of Council by Corporate Services staff for Councils consideration.
- **Minutes:** In accordance with the Committee Structure and Function Policy (CO-007), Council will receive Committee minutes for information at the next regularly scheduled Council Meeting.

Membership and Composition:**Size and Appointment:**

Committee membership will consist of:

- Up to four (4) members of Council; and
- Up to three (3) community members.

Non-Voting Advisory Members:

Representatives from the following:

- Sooke Region Tourism Association;
- Sooke Region Chamber of Commerce;
- Worklink BC – Westshore; and
- Sooke Arts Council.

The Mayor serves as ex officio member; except when a quorum is not reached for a Committee meeting, then the Mayor is a temporary voting member for that meeting only.

Diversity and Expertise:

- Members shall be chosen for their special expertise, experience, dedication and commitment to the mandates of the Committee.
- Preference shall be given to one (1) community member representing Indigenous interests.

Quorum:

A quorum shall consist of the majority of voting members.

Term:

- Community members will be appointed for one year, with the possibility of reappointment.
- Council members will be appointed until rescinded or superseded.

Roles and Responsibilities**Chair and Vice-Chair:**

- The positions of Chair and Vice-Chair on the Committee must be filled by Council members with responsibilities to facilitate meetings and liaise with Council.
- The positions of Chair and Vice-Chair must be appointed by the Mayor.

Staff Support:

- The Director of Planning and Development or their delegate provides professional and technical support to the Committee as the staff liaison, prepares reports and staff recommendations for the Committees consideration.
- Corporate Services staff shall provide administrative support for the Committee including:
 - The preparation and distribution of agendas and minutes;

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- Providing procedural advice to the Chair and Committee;
 - Adding all committee recommendations and any relevant materials to an upcoming Regular Meeting of Council for Councils consideration; and
 - Providing general meeting support.

Conflict of Interest and Code of Conduct

- **Conflict of Interest:** Committee members are required to adhere to conflict of interest guidelines as outlined in the *Community Charter*. Members must declare any conflicts of interest and must not participate in respect of the matter where a conflict exists.
- **Code of Conduct:** All Committee members must adhere to the municipality's Code of Conduct Bylaw. This includes maintaining integrity, accountability, respect, and leadership and collaboration in all Committee activities. Members must familiarize themselves with the Code, which serves as a standard for the ethical conduct of Committees.

Meeting Schedule

The Committee will meet:

- At 1:00 P.M. the first Monday of each month on a bi-monthly schedule.
- A regular schedule of Committee meetings, including the times, dates and places of such meetings will be established and a copy of the schedule will be posted at the Public Notice Posting Places.
- A copy of the schedule will be provided to each member.
- Meetings may be cancelled at the decision of the Chair.
- Special meetings or rescheduled meetings may be called at the decision of the Chair, and in accordance with notice requirements in the *Council Procedure Bylaw*.

Other

- **Amending the Terms of Reference:** An amendment to this TOR can be recommended by the Committee to Council through its formal recommendation process.
- **Meeting Rules and Procedures:** The meeting rules and procedures will be in accordance with the *Council Procedure Bylaw*.
- **Meeting Participation:** All meetings are to be attended in person by members and attendees unless otherwise authorized by the *Council Procedure Bylaw*.
- **Periodical Review:** The Committee's activities and effectiveness will be reviewed periodically by Council, with the Terms of Reference (TOR) to be updated by Council as needed.
- **Public Access:** Meetings are open to the public unless the meeting is closed under the closed meeting provisions of the *Community Charter*.