

**DISTRICT OF LAKE COUNTRY
ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE (EDTC)
TERMS OF REFERENCE**

1. Purpose

- 1.1. The role of the Economic Development and Tourism Committee (the “Committee”) is to provide recommendations and advice to Council on policy issues pertaining to local economic development and tourism as set out in these Terms of Reference.
- 1.2. The Committee has no legislative decision-making authority and does not provide recommendations on operational issues. It is the legislated mandate of Council to make final decisions on matters affecting the municipality.

2. Duties and responsibilities

- 2.1. The Committee will meet the following duties and responsibilities:
 - (a) Promote, spearhead, support or advise community-based projects undertaken by Lake Country residents, businesses or other organizations, related to local economic development or enhancing local tourism, tourist amenities or tourist activities.
 - (b) Provide recommendations to Council on content for marketing, branding, informational and promotional material.
 - (c) Develop an Economic Development and Tourism Strategy for Council approval that includes short, medium and long term goals and objectives.
 - (d) Explore opportunities for strengthening the municipality’s business and tax base including marketing and partnership initiatives and promotion of job creation and retention.
 - (e) Providing recommendations for Council consideration on budget proposals related to local economic development and tourism.
 - (f) Provide recommendations for Council consideration on available grants or funding related to local economic development and tourism.
 - (g) Provide recommendations for Council consideration on matters referred to them by Council of a policy nature related to local economic development or planning and development of tourism amenities and facilities.
 - (h) Provide recommendations on other matters referred to the Committee.
 - (i) Liaise with the following groups:
 - Central Okanagan Regional District Economic Development Commission
 - Lake Country Visitor’s Information Centre
 - Lake Country Chamber of Commerce
 - Tourism Kelowna
 - Thompson Okanagan Tourism Association

- Lake Country Heritage and Cultural Society
 - Lake Country community groups and businesses
 - District committees and commissions
 - other groups who are dealing with local tourism promotion, development and enhancement or events that may be of interest and benefit to the community
- (j) Hold an annual, public meeting where ideas or concerns related to local economic development and tourism can be presented to the Committee by the community.
- (k) Act as emissaries, promoting the positive attributes of the District to existing and prospective businesses.

3. Membership

- 3.1. The voting membership of the Committee shall consist of at least eleven (11) members from the community at large, including:
- (a) At least (4) four but not more than half of the existing committee members at any given time, who have a documented interest or experience in the areas of tourism promotion, operation or development;
- (b) At least (4) four but not more than half of the existing committee members at any given time, who have a documented interest or experience in one of the following areas:
- Agriculture
 - Business
 - Economic development
 - Industry
 - Real estate
 - Retail operations
- (c) Other members with documented interests deemed appropriate by Council.
- 3.2. Each of the following organizations shall appoint one (1) member to act as a voting member on the Committee:
- (a) Lake Country Chamber of Commerce;
- (b) Okanagan Indian Band.
- 3.3. Tourism Kelowna shall appoint one (1) representative to act as a non-voting member on the Committee.
- 3.4. Members representing a Lake Country Business must ensure the business holds a valid and current Lake Country business licence.

4. Council Representative

- 4.1. At least one (1) member of Council will be appointed by Council to act as a non-voting representative on the Committee.
- 4.2. The Council Representative acts as a liaison ensuring the objectives of the Committee are being met and providing a direct communication link to Council.

- 4.3. Council Representatives do not vote on Committee matters and do not act as Chairperson or Acting Chairperson. Members of Council are provided the ability to vote on Committee recommendations when presented to Council as a whole.

5. Appointment and Term

- 5.1. Voting Committee members shall be appointed by Council resolution for a two (2) or three (3) year term expiring June 30th.
- 5.2. Members will have the option to continue for additional three (3) year terms if indicated in writing to the Corporate Officer prior to the expiration date of the original appointment and approved by Council;
- 5.3. If a Committee member fails to attend three (3) consecutive meetings of a Committee, Council may revoke the appointment unless such absence is authorized by resolution of the Committee.
- 5.4. Council may, at any time, revoke the appointment of a Committee member;
- 5.5. Where a member resigns or otherwise ceases to be a member of the committee, Council may appoint another qualified person to complete the balance of the term of the former member;
- 5.6. The Recording Secretary shall notify the Corporate Officer by January 31 of each year of expiration dates and immediately if a vacancy occurs;
- 5.7. Vacancies on the Committee will be referred to the Nomination Committee for a recommendation, as per the District's Nomination Committee Policy, as amended from time to time

6. Chairperson

- 6.1. A Chairperson shall be appointed by a majority vote of the Committee members at the first Committee meeting of each calendar year. In the absence of the appointed Chairperson an Acting Chairperson shall be appointed for each meeting by those members present. Council Representatives may not be appointed as Chairperson or Acting Chairperson.
- 6.2. The Chairperson is responsible for receiving referrals from the District and in response, scheduling meetings accordingly to responds to such referrals. The Chairperson is responsible for ensuring proper conduct of meetings in accordance with District bylaws and the principles of procedural fairness.

7. Staff Liaison

- 7.1. The Chief Administrative Officer may delegate staff to act as a Staff Liaison for the Committee to provide support and resource as needed, and as allowed by Council priorities and operational workload.

- 7.2. Committees do not direct the Staff Liaison or request other staff resources. Such requests must be approved by the Chief Administrative Officer or Council.

8. Recording Secretary

- 8.1. The Recording Secretary is responsible for the following functions:
 - (a) Prepares, distributes and publically posts notice of Committee meetings and their agendas in collaboration with the Chairperson and Staff Liaison.
 - (b) Records and signs the minutes of the Committee meeting.
 - (c) Provides copies of signed minutes to the Corporate Services Departments.
 - (d) Post copies of minutes on the District website for public information.
 - (e) Notifies the Corporate Officer of membership expiration dates and vacancies.

9. Conflict of Interest

- 9.1. Committee members must abide by the Community Charter conflict of interest provisions and the District's Council Procedures Bylaw, as amended from time to time.
- 9.2. If a Committee member considers that he or she is not entitled to participate in the discussion or vote on a matter due to a direct or indirect pecuniary interest, or for any other reason, the member must declare the general nature of the conflict and leave the part of the meeting during which the matter is under consideration.
- 9.3. The Recording Secretary shall record the nature of the conflict in the minutes and indicate the time the member left and returned to the meeting.

10. Reporting to Council

- 10.1. Recommendations of the Committee must be adopted by Committee resolution prior to presentation to Council;
- 10.2. If directed by the CAO, a staff report to Council substantiating the Committee recommendation will be prepared and presented by the Staff Liaison, and the Chairperson, if required.
- 10.3. The Committee shall present at least annually to Council outlining the Committees accomplishments, projects and any other relevant items and seek direction as to major initiatives the Committee may wish to focus on in the coming year.

11. Referrals to Committee

- 11.1. Referrals to the Committee from Council and/or staff shall be responded to in the form of a Committee resolution;
- 11.2. Responses to referrals shall be dealt with as expeditiously as possible but no later than 14 days after receiving the referral unless otherwise noted or extended by the District;
- 11.3. Council, staff or the CAO may refer matters to the Committee for recommendation;

- 11.4. Where referrals to the Committee involve an applicant, the Recording Secretary shall notify the applicant of the date, time and place of the Committee meeting at least five calendar days in advance providing the applicant with the right to attend the meeting and be heard;
- 11.5. The Chairperson shall be responsible for forwarding the Committee recommendation to the appropriate District contact, unless otherwise directed by the CAO;
- 11.6. If the Committee has not responded within 14 days of the referral date the Committee will be deemed to have no response;
- 11.7. Council is not bound by the recommendations of the Committee.

12. Agendas

- 12.1. An agenda for every Committee meeting shall be prepared by the Chairperson in collaboration with the Recording Secretary;
- 12.2. The agenda must include the time, place and date of the meeting to be considered sufficient notice;
- 12.3. The Agenda must be posted in the Municipal Hall foyer and on the District of Lake Country website at least 72 hours prior to the meeting;
- 12.4. The Agenda must be circulated to all Committee members at least 24 hours before the meeting;
- 12.5. A matter not on the agenda shall not be considered at the meeting except with the approval of the majority of the Committee members present.

13. Minutes

- 13.1. Minutes of each Committee meeting shall be recorded by the Recording Secretary and will only record resolutions of the Committee.
- 13.2. Minutes of the Committee shall be prepared by the Recording Secretary within five (5) days of the meeting;
- 13.3. Minutes shall be adopted at the next Committee meeting and once adopted shall be signed by the Chairperson and the Recording Secretary;
- 13.4. Adopted, signed minutes of the Committee meeting shall be placed on the next available Regular Council meeting;
- 13.5. Minutes will be secured at the District office, posted on the District's website and distributed to Council and other District Committees for information.

14. Meetings Procedures

- 14.1. Meeting procedures shall be governed in accordance with District of Lake Country Council Procedures Bylaw, as amended from time to time;

- 14.2. The Chairperson shall be responsible for scheduling meetings, presentation of reports to Council, when required, and be the liaison with the District;
- 14.3. The Committee shall only meet if there are matters to be considered;
- 14.4. The Committee may receive and consider representation from such individuals, groups or organizations as it considers appropriate and consistent with its Duties and Responsibilities;
- 14.5. Meetings shall be open to the public and held at the Municipal Hall unless otherwise advertised.

15. Quorum

- 15.1. A majority of voting members, or 50% plus one, constitutes a quorum;
- 15.2. A quorum is required to conduct Committee business;
- 15.3. If there is no quorum present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded and the meeting shall stand adjourned;
- 15.4. Each voting member of the Committee has one vote on each matter;
- 15.5. A majority of votes decides every matter.

16. Remuneration and Expenses

- 16.1. Committee members shall serve without remuneration, but may be paid reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with District policies;
- 16.2. Expenses must be pre-approved by the Chief Financial Officer;
- 16.3. Routine operations of the Committee will be funded by allocations within the Council and Administration budget;
- 16.4. Special initiatives of the Committee must be approved by Council.

ADOPTED this 1st day of September, 2015 by resolution # 15.09.223.

“original signed by Mayor Baker”
Mayor

“original signed by Reyna Seabrook”
Corporate Officer