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The **Economic Development and Tourism Committee (“EDTC”)** is established in accordance with section 142 of the *Community Charter* to provide recommendations and advice to Council in accordance with these Terms of Reference (TOR). The EDTC has no legislative decision-making authority and does not make recommendations on operational issues.

### **1. GOVERNANCE**

Committee procedures are governed by Council Procedures Bylaw 1105, 2019, specifically section 31. Member conduct is governed by Council’s Code of Conduct and Ethics Policy 203, 2022.

### **2. MANDATE**

#### **2.1. The EDTC’s role is to:**

- (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 EDTC will consist of no less than 7 voting members from the community at large, who:
  - (a) have a documented interest or experience in tourism, agriculture, business, economic development, industry, real estate or retail operations;
  - (b) 1 is a representative of the Lake Country Chamber of Commerce;
  - (c) 1 is a member representing the Okanagan Indian Band;
  - (d) others deemed appropriate by Council.
- 3.2. One non-voting representative from Tourism Kelowna.
- 3.3. At least 1 but not more than 2 members of Council as non-voting representative and 1 as an alternate.
- 3.4. Members representing a Lake Country Business must hold a current, valid business licence.

### **4. RESOURCES**

- 4.1. A Council Representative, a Staff Liaison (if operational workload permits) and a Recording Secretary will be appointed to the EDTC. Duties and responsibilities of these positions are set out in Council Procedures Bylaw 1105, 2019.

### **5. APPOINTMENT AND TERM**

- 5.1. Voting members shall be appointed for 2 or 3 year term expiring June 30th. Members will have the option to continue for additional 3 year terms with Council approval. Council may appoint, reappoint or revoke appointment of a member at any time.

### **6. CHAIRPERSON**

- 6.1. At the first meeting of each year a Chair and Acting Chair will be appointed in accordance with section 31 of Council Procedures Bylaw 1105, 2019. Council members shall not act as a Chairperson. The Chair is responsible for receiving referrals from staff (if applicable), scheduling meetings, ensuring proper conduct of meetings in accordance with Council Procedure Bylaw 1105, 2019 and Code of Conduct and Ethics Policy 203, 2022.

### **7. REPORTING AND RECOMMENDATIONS**

- 7.1. Recommendations to Council shall be made by resolution of the committee. Depending on operational workload, the CAO may direct the Staff Liaison to prepare a report substantiating the recommendation.

Where an item has been referred to a committee by Council, the referral shall be considered a priority and the committee shall respond by way of resolution. If no response is received within 14 days from the date of referral, the committee will be deemed to have no response.

- 7.2. The committee shall present a summary of activities, goals and accomplishments once each year to Council.

**8. AGENDAS AND MINUTES**

- 8.1. The Chair and Council Representative shall jointly determine items to be included on the agenda, which shall be submitted to the Recording Secretary 4 days prior to a scheduled meeting.
- 8.2. Notice of a meeting including the date, time and location of the meeting, shall be posted in the Posting Places, delivered to each Member and made available to the public, no later than 3 days prior to the meeting.
- 8.3. Minutes will record business decisions only in accordance with section 25 of Council Procedures Bylaw 1105, 2019.

**9. MEETINGS AND QUORUM**

- 9.1. The Committee shall only meet if there are matters to be considered.
- 9.2. A quorum is required to conduct business. Quorum means a majority of the membership. A vacancy does not invalidate the committee so long as there the number of members is not below quorum. 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.
- 9.3. Each voting member has one vote on each matter. A majority decides every matter.

**10. REMUNERATION AND EXPENSES**

- 10.1. Members serve without remuneration.
- 10.2. Requests for funding, resources, expenses or special initiatives with associated costs must be pre-approved by the CAO, Council resolution or Chief Financial Officer.

ADOPTED this day of xx, 2023 by resolution.

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Mayor

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Corporate Officer