



Terms of Reference

COMMUNITY ECONOMIC RECOVERY TASK FORCE

BACKGROUND

In March 2021, Central Saanich Council established a short-term economic resiliency program to support local businesses as a result of the pandemic by designing and implementing a strategy and action plan.

The strategy will identify opportunities to enhance economic activity in Central Saanich in line with Council's environmental goals and community members' well-being. It will be created in collaboration with the Community Economic Recovery Task Force (Task Force)—a 12-month task force to be established by Council.

While economic resiliency/development is a long-term undertaking, the project will enable the District create a strategy informed by research findings, the task force, recent reports, and Council's direction, and make headway on immediately actionable items.

This approach would enable the District to learn more about the Central Saanich business community and the opportunities that could support it, such as Food Hub feasibility, potential grant, marketing, tourism, local improvements, and partnerships with other local economic development offices.

ESTABLISHMENT & AUTHORITY

The Task Force is established by Council, and its members are appointed by Council.

The Task Force is advisory in nature and makes recommendations to staff and Council for its consideration.

PURPOSE

The purpose of the Task Force is to provide advice to staff and Council on matters related to Central Saanich's community economic development and recovery; specific purposes/functions include:

- To guide the development of recovery plan for community economic development; including goals, priorities and targets;
- To make recommendations on responsible growth opportunities, tools, policies and bylaws to support small business retention and expansion, and new business investment and attraction;
- To increase communication and engagement with various business, commerce, and marketing organizations (such as First Nations Corporations, and with the community-at-large regarding business, investment, and community development);
- To work to identify what makes Central Saanich unique to inform marketing of the District and its businesses as a destination for visitation, investment attraction and shop local efforts; and
- To provide formal feedback and/or recommendations on any additional matters referred by Council.



MEMBERSHIP

The composition of the Task Force is as follows:

- One Council member, Chair
- Additional Councillors, if desired
- District of Central Saanich's Community Economic Recovery Coordinator
- One or two representatives representing local First Nations, selected by Wsanec Leadership Council
- One representative from the Saanich Peninsula Chamber of Commerce
- One representative from Beacon Community Services
- 5-7 representatives of the business community, who will have experience in one of the following areas:
 1. Agriculture
 2. Tourism
 3. Hospitality and food
 4. Retail
 5. Industrial, manufacturing or resource industry
 6. Arts and Culture
 7. Local commercial/industrial real estate
 8. Residential, commercial or industrial development

TERM

On establishment, members will be appointed for a 1-year term beginning in the fall of 2021.

MEETINGS

Frequency

- The Committee will meet monthly for the first four months and then bi-monthly for the following six months.
- A schedule will be established following the first meeting.

Meeting Procedures

- Meetings will be structured to encourage free and open discussion of relevant issues, and will be conducted in accordance with the Committee rules under District of Central Saanich Meeting Procedure Bylaw (Procedure Bylaw).
- A quorum of 50% of the members is required to hold a meeting.
- Meetings will be held on Zoom or in-person when safe and in accordance with Public Health Orders

Agendas and Minutes

Staff will prepare and distribute agendas and minutes in accordance with the Procedure Bylaw and in coordination with Legislative Services.

RESOURCES

The task force will receive administrative support from the Corporate Service Department of the District.