



**Terms of Reference**  
**Parrsboro Economic Development Strategy Steering Committee**

**Committee Mandate:**

The Parrsboro Economic Development Strategy Steering Committee is tasked with overseeing the development and completion of the Parrsboro and Area Economic Development Strategy on behalf of the Municipality of Cumberland.

The overall mandate of the Steering Committee is to provide leadership in managing the development of the Parrsboro Economic Development Strategy. The Steering Committee is responsible to understand the project Request for Proposal (RFP); evaluate all RFP submissions; prepare a recommendation for award of the RFP; and manage engagement with the successful respondent regarding the deliverables, timelines, and costs.

The Committee will represent stakeholders regarding economic development in the Parrsboro area, work with regional partners and the community to encourage the development of an economic development strategy unique to the Parrsboro area and raise awareness among stakeholder groups and the community regarding economic development in the Parrsboro area.

**Membership:**

The membership of the Committee will include staff, elected officials, and community representatives that have the experience and skills necessary to ensure project success. The Committee structure is outlined below.

<b>Organization</b>	<b>Position</b>	<b>Representative</b>
Municipality of the County of Cumberland	CED Coordinator	Michelle Byers
Municipality of the County of Cumberland	Planner	Nelson Bezanson
Cumberland Energy Authority	Executive Director	Ray Hickey
Cumberland Business Connector	CEO	Jonathan McClelland
Municipality of the County of Cumberland	District 11 Councillor	Doug Williams
Municipality of the County of Cumberland	District 12 Councillor	Maryanne Jackson
Cumberland Business Connector	Board Member	TBD*
Parrsboro and Area Chamber of Commerce	Representative	TBD*
Community of Parrsboro	Citizen	TBD**
Community of Parrsboro	Citizen	TBD**

*\*The Municipality will invite the Cumberland Business Connector and the Parrsboro and Area Chamber of Commerce to designate a member of their organization to represent them on this Committee.*

*\*\*The Municipality will solicit applications for citizen representatives. Interested citizens will be invited to submit a letter of interest and experience. The staff and Council members appointed to the Committee will review the applications and select the citizen representatives.*

**Roles and Responsibilities:**

**Committee Chair:**

- The Committee chair will be the Municipality’s Community Economic Development Officer.
- The role of the Chair shall include being primary contact of the committee, chairing efficient and effective meetings, coordinating the meeting agendas and distribution of the meeting materials in consultation with the Consultant.

**Committee Members:**

- Review agenda and complete assigned action items prior to committee meetings
- Be prompt and regular in attendance and send regrets to Chair if unable to attend
- Represent their designated organization/stakeholder group by addressing concerns, providing feedback, answering questions and moving on recommendations within the available resources
- Provide ongoing updates to their designated organization/stakeholder group
- Ensure that the Consultant is accountable for the completion of the engagement in accordance with the requirements of the RFP and the deliverables therein
- Assist the Consultant in the completion of the project by having input about the resources, studies completed to date, business development advice, community economic development considerations, and community perspectives and interests
- Contribute to the preparation of media releases, communications, open houses, and public engagement initiatives as determined by the Committee
- Contribute to the presentation of the draft and the final reports to Municipal Council

**Administrative Assistant:**

- The Municipality of Cumberland will provide a note taker for the Steering Committee meetings.
- A list of decisions and actions will be distributed following each meeting.
- Responsible for coordination of meeting times, locations, materials, and reminders.

**Meetings:**

The Committee will meet monthly until the project is complete. Special meetings may be required from time to time. Members will be informed of all meetings and supplied with an agenda, prior to the meeting date. There must be a quorum, which shall consist of at least 50% plus one of committee members.

**Decision Making:**

All decisions of the Committee will be made by consensus.

**Term**

It is expected that the Committee will exist for 6-10 months. The work of the Committee will be complete when the Parrsboro Economic Development Strategy is adopted by the Municipality of Cumberland Council.