

**CITY OF SELKIRK**

**BY-LAW NO. 5246**

**BEING A BY-LAW TO GOVERN THE ORGANIZATION OF THE CITY OF SELKIRK AND COMMITTEES THEREOF.**

WHEREAS Section 148 (1) L.M. 1996, C.58 of *The Municipal Act* provides that Council must establish by By-Law an organizational structure for the Municipality and review the By-Law at least once during its term of office;

NOW THEREFORE BE IT RESOLVED THAT Council of the City of Selkirk duly assembled in an open meeting, enacts as follows:

- 1.0 Title: This By-Law may be referred to as "The City of Selkirk Organizational By-Law".
- 2.0 Composition: The Council of the City of Selkirk is composed of:
  - a) Mayor;
  - b) Six Councillors.
- 3.0 Role of Council: The Council of the City of Selkirk is responsible:
  - a) For developing and evaluating the policies and programs of the Municipality;
  - b) For ensuring that the powers, duties and functions of the Municipality are appropriately carried out and;
  - c) For carrying out the powers, duties and functions expressly given to Council under the Manitoba Municipal Act or any other act.
- 4.0 General Duties of Members: Each member of Council of the City of Selkirk has the following duties:
  - a) To consider the well-being and interests of the Municipality as a whole and to bring to the Council's attention anything that would promote the well-being or interests of the Municipality;
  - b) To participate generally in developing and evaluating the policies and programs of the Municipality;
  - c) To participate in meetings of the Council and of Council Committees and other bodies to which the member is appointed by Council;
  - d) To keep in confidence a matter that is discussed at a meeting closed to the public under subsection 152(3) and that the Committee decides to keep confidential until the matter is discussed at a meeting of the Council or of a Committee conducted in public;
  - e) To perform any other duty or function imposed on the member by the Council or this or any other act.

**COMMITTEES**

- 5.0 Council may at its discretion create Committees consisting of any combination of members of Council, staff and citizens-at-large to undertake the work of Council.
- 5.1 The general duties of Committees shall be as follows:
  - a) To report from time to time on all matters connected with the duties imposed on the Committee and to recommend such action as may be deemed necessary;
  - b) To prepare and introduce to Council all such by-laws as may be necessary, to give effect to the recommendations that are adopted by Council;
  - c) To consider and report on any and all matters referred to them by Council.
- 5.2 Council shall assign a staff resource to each standing committee who shall be responsible to:
  - a) Record and forward to the Director of Corporate Services the proceedings of the meeting of the Committee;
  - b) To undertake such research on behalf of the Committee as approved in budget, approved by Council resolution or their immediate supervisor;
  - c) To forward a request from Council to the Committee Chair.

- 5.3 The following Committees are hereby established as the Standing Committees of Council:
- a) Committee of the Whole
  - b) Employee/Employer Relations Committee
  - c) Municipal Audit Review Committee
  - d) Crime Prevention Advisory Board
  - e) Canada Day Committee
  - f) Public Transit Committee
  - g) Selkirk Heritage Committee
  - h) Sustainable Economic Development Committee
- 5.4 The terms of reference and responsibility of each of the Standing Committees of the City of Selkirk are outlined in the attached Schedule "A".
- 5.5 The appointment of members to the Standing Committees, as recommended by the Head of Council, shall be done by resolution of Council at the Organizational Meeting.
- 5.6 The proceeding as established in the "City of Selkirk Procedural" By-Law shall apply to all the Standing Committees.

#### LEGISLATED APPOINTMENTS

- 6.0 The following Community Organizations have a Legislative requirement for representation from Council:
- a) Selkirk & District Planning Area Board - appoint three (3) members of Council
  - b) Red River North Regional Library Board – appoint one (1) member of Council
  - c) Selkirk Weed Control District - appoint one (1) member of Council
  - d) Mayors and Reeves of the Capital Region – Mayor or Alternate
- 6.1 The responsibility of a member of Council approved for a Legislated appointment shall be:
- a) To, as requested, report the actions of Council.
  - b) To participate as a member of the Community Organization as anticipated in the By-Laws of the Organization.
  - c) Where appropriate to report to Council on the activities of the Community Organization.
  - d) Where appropriate to provide Council with information concerning issues arising from the Community Organization.
- 6.2 The appointment of members to fulfill the community organization legislated commitments, as recommended by the Head of Council, shall be done by resolution of Council at the Organizational Meeting.

#### COMMUNITY ORGANIZATION APPOINTMENTS

- 7.0 The following community organizations have requested and have had approved representation from Council:
- a) Selkirk & District Handi-Bus
  - b) Red River North Tourism
  - c) Association of Rural Municipalities of the Capital Region
  - d) Red River Basin Commission
  - e) Red River Basin North Chapter
  - f) East Interlake Conservation District
  - g) Amphibex Board of Directors
  - h) South Basin Ministerial Committee (Lake Friendly)
  - i) Age Friendly Initiative
  - j) Marine Museum of Manitoba

The appointment of members to the Non-Legislative Community shall be done by resolution of Council.

- 7.1 The responsibility of a member of Council approved for a Non-Legislated appointment shall be:
- a) To, as requested, report the actions of Council.
  - b) To participate as a member of the Community Organization as anticipated in the By-Laws of the Organization.
  - c) Where appropriate to report to Council on the activities of the Community Organization.
  - d) Where appropriate to provide Council with information concerning issues arising from the Community Organization.
- 7.2 The appointment of a member of Council to a community organization shall be by resolution of Council.

#### TASK FORCES/AD HOC COMMITTEE

- 8.0 The Council may, by resolution, create operational task forces/committees to review operational items or future issues in programs or service deliver.
- 8.1 Council operating task forces/committees shall have written terms of reference, including a sunset or termination clause, approved by resolution.
- 8.2 The appointment of members to operating task forces/committees shall be done by resolution of Council.

#### REPEALING PROCESS

- 9.0 An appointment to any Committee of Council or community organization may be repealed only by resolution of the Council.

#### HEAD OF COUNCIL

- 10.0 The Head of Council for the City of Selkirk is to have the title of Mayor.
- 10.1 At the Organizational Meeting of Council, Council must by resolution, as recommended by the Head of Council, appoint a Councillor as Deputy-Mayor who shall act in place of the Mayor when he/she is unable to carry out the powers, duties and functions of the Mayor.
- 10.2 In addition to performing the duties of a member of Council, the Mayor has a duty:
- a) To preside when in attendance at a Council meeting, except where the Procedures By-Law of this or any other act otherwise provides;
  - b) To provide leadership and direction to Council;
  - c) To perform any other duty or function assigned to the Mayor by the Council or by this or any other act.

#### BOARD OF REVISION

- 11.0 Council shall, by resolution each year, appoint a Board of Revision to hear assessment appeals.

#### AMENDMENTS TO SCHEDULES

- 12.0 The amendment or repeal of a Schedule is subject to the same requirements that apply to passing the by-law.

### 13.0 Signing Authority.

General Account cheques - Mayor or Deputy-Mayor and Chief Administrative Officer, or Acting Chief Administrative Officer, or the Director of Finance or Manager of Finance.

Contract documents and Agreements - Mayor or Deputy Mayor and Chief Administrative Officer or Acting Chief Administrative Officer, or his or her designate.

The responsibilities of Signing Authorities for the Director of Corporate Services and the Director of Finance, Director of Economic and Community Development and the Director of Operations are as set out in the attached Schedule "B".

The Director, or his/her Designate(s), are authorized to sign agreements on behalf of the City as per City of Selkirk policies.

The Director, or his/her designate, shall not have the authority to exceed his/her spending authority as outlined in his/her job description. All agreements exceeding said spending authority shall require the approval of Council.

#### SCHEDULE "B"

The Director of Finance shall be the responsible signing authority for all matters pertaining to the Department of Finance, including but not limited to agreements, contracts, by-laws and administrative duties related to:

- By-laws - Finance
- Debentures
- Taxation and Assessment/Tax Sales
- Local Improvements
- Task Forces / Ad hoc / Committee Minutes
- Financial Statements
- Investments/Loans
- Board of Revision
- Leases (Financing Agreement Contracts)

The Director of Corporate Services shall be the responsible signing authority for all matters pertaining to the Department of Corporate Services, including but not limited to agreements, contracts, by-laws and administrative duties related to:

- By-law – Legislative, Enforcement
- Resolutions
- Oaths/Conflict of Interest/Disclosures, etc.
- Task Forces / Ad hoc / Committee Minutes
- Council Minutes
- Elections
- Bylaw Enforcement
- Human Resources

The Director of Economic and Community Development shall be the responsible signing authority for all matters pertaining to the Department of Economic and Community Development including but not limited to agreements, contracts, by-laws and administrative duties related to:

- By-laws – Economic Development
- Encroachment Agreements
- Land Titles
- Sale of City Property
- Subdivision Plans
- Task Forces / Ad hoc / Committee Minutes
- Transit
- Economic Development
- Mylars
- Registered Plans
- Purchase of Property
- Winnipeg Land Titles Office
- Planning
- Easement Agreements

The Director of Operations shall be the responsible signing authority for all matters pertaining to the Department of Operations including but not limited to agreements, contracts and administrative duties related to:

- Water Infrastructure
- Public Works Infrastructure
- Fleet
- Insurance
- Task Forces / Ad hoc / Committee Minutes
- Wastewater Infrastructure
- Buildings
- Equipment
- Property Management

REPEAL

14.0 That By-Law No. 5226 be hereby repealed.

DONE AND PASSED by the Council of the City of Selkirk, assembled at Selkirk, in the Province of Manitoba this 25<sup>th</sup> day of March, 2013.

*Original signed by L. Johannson*

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Mayor

*Original signed by E. Henrichsen*

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Director of Corporate Services

READ A FIRST TIME      this    18th    day of      March, 2013.

READ A SECOND TIME    this    25th    day of      March, 2013.

READ A THIRD TIME     this    25th    day of      March, 2013.

SCHEDULE "A"  
TO BY-LAW NO 5246  
COUNCIL STANDING COMMITTEES  
TERMS OF REFERENCE

EMPLOYEE/EMPLOYER RELATIONS

Major Responsibility:

The Employee/Employer Relations Committee shall be responsible for providing recommendations to Council of the City of Selkirk on all issues related to relations between the Employer and the Employees of the Corporation.

Responsibilities:

1. To review and recommend to Council all municipal policies with respect to the Human Resource Management Programs of the Corporation.
2. To review the Staff Training Programs as proposed by Management within the annual operating budget.
3. To review all vacant management positions with respect to the need for the position, the Job Description for the position and the qualifications for the position.
4. To convene Disciplinary or Dismissal Hearings.
5. To address common concerns within the Collective Bargaining Agreement between the City of Selkirk and C.U.P.E. Local 336 for the purposes of clarification and intent only.
6. To negotiate with representatives of C.U.P.E. Local 336 the contents of the Collective Bargaining Agreement as directed by the members of the Council of the City of Selkirk.
7. To participate in the hiring of Municipal Employees as outlined within the Municipal Policy Statement on Hiring.
8. To recommend to the Council of the City of Selkirk the contents of the Collective Bargaining Agreement.
9. To hear grievances as per Article 1002 of the Collective Bargaining Agreement.
10. To meet at the call of the Chair.

Authority:

The Employee/Employer Relations Committee shall have the authority to resolve grievances but not the authority to commit the credit of the Corporation. Additionally the Committee shall have those powers expressly given by the Council of the City of Selkirk either by resolution passed at a public council meeting or through the passage of a Municipal By-Law.

Membership:

The Employee/Employer Relations Committee shall consist of:

- a) Voting Members
  - 3 members from the Council of the City of Selkirk
- b) Non-Voting Members
  - the Chief Administrative Officer
  - the Director of Corporate Services
  - the Human Resource Administrator
  - such other representation as deemed necessary by the voting members

Chair:

The Chair shall be the first individual named to the Committee within the Council resolution.

Secretary:

The Chief Administrative Officer or his/her designate shall act as Secretary to the Employee/Employer Relations Committee.

## MUNICIPAL AUDIT REVIEW COMMITTEE

### Major Responsibility:

The Municipal Audit Review Committee shall assist Council in meeting its responsibilities in overseeing the financial reporting process and ensuring its credibility.

### Responsibilities:

1. To review the reports of the auditor with respect to the interim audit and the fall audit.
2. To review any report of the auditor with respect to the auditors findings over the course of the recent audit attendance, including any suggestions of changes in accounting practices or policies, any recommendations for strengthening internal controls, financial reporting systems and controls over computerized systems.
3. To advise Council on the selection or re-appointment, performance evaluation and remuneration of the audit firm.
4. To meet at least twice yearly and/or at the call of the Chair.

### Authority:

The Municipal Audit Review Committee shall have only those powers expressly given by Council of the City of Selkirk by resolution or through the passage of a by-law.

### Membership:

The Municipal Audit Review Committee shall consist of:

- a) Voting Members
  - 3 members of the Council of the City of Selkirk
- b) Non-Voting Members
  - Director of Finance
  - Manager of Finance
  - Auditor

### Chair:

The Chair shall be the first individual named to the Committee within the Council resolution.

### Secretary:

The Director of Finance or his/her designate shall act as the Secretary to the Municipal Audit Review Committee.

## CRIME PREVENTION ADVISORY BOARD

Report to: The Council of the City of Selkirk

Staffing: Personnel as approved through the Annual Budget

General Statement of Responsibility:

Reporting to the Mayor and City Council the City of Selkirk Crime Prevention Advisory Board shall be responsible for the provision of leadership, encouragement, coordination and implementation for a City of Selkirk Community Based Crime Prevention Programming including federal and/or provincial initiatives plus specific municipal initiatives.

Responsibilities:

1. The preparation, presentation and implementation of sustainable Community Based Crime Prevention Programming as approved through the Municipal Annual Budget including:
  - The maintenance of a voluntary registry
  - The maintenance of a Community/Neighbourhood Contact list.
  - The identification of Community Crime Prevention Resource Requirements.
  - The provision of assistance to Community Based Crime Prevention Initiatives.
  - The provision of targeted Crime Prevention Programs.
2. The preparation and presentation of the Annual Operating Budget, through the Department of Community Services, for the Crime Prevention Advisory Board and Community Based Crime Prevention Programs of the City of Selkirk including:
  - The provision of recommendations on request for financial assistance.
  - The provision of recommendations for financial expenditures supporting the development of Community Based Crime Prevention Programs.
3. The establishment and presentation of Strategic and Annual Objectives for the Crime Prevention Advisory Board and Community Based Crime Prevention Programming including:
  - The setting of annual and long-term objectives.
  - The establishment of measures of success.
  - The undertaking of an annual evaluation and report.
4. To ensure the coordination of Community and Organizational Crime Prevention Program Initiatives and Activities including:
  - The maintenance of an inventory of both formal and informal groups, organizations and agencies functioning in the area of Crime Prevention or providing specific support to Community Crime Prevention Initiatives.
  - The maintenance of a listing of Crime Prevention Services available in the City.
  - The maintenance of information on:
    - The expenditure of financial and human resources on Crime Prevention.
    - The financial and human resources of revenue for Crime Prevention Programming.
5. To undertake a continual analysis of community crime and disorder problems and where possible propose proactive initiatives to address these problems within the community including:
  - The maintenance of information on crime and disorder issues within the City.
  - The understanding of national, provincial and regional crime and disorder trends.
  - Undertaking timely analysis of crime and disorder activities within the City.
  - To consider Crime Prevention through Environmental Design.
  - To propose proactive resolutions to Council and the Community.
6. To seek out alternative Crime Prevention Programs and initiatives plus evaluate their potential implementation and possible impacts within the City of Selkirk.
  - To maintain and evaluate best practices from other jurisdictions.
  - To evaluate best practices for potential implementation with the City.
7. To ensure that Community Based Crime Prevention Programming is available to all segments and all neighbourhoods within the community including:
  - To maintain an inventory and mapping of community crime and disorder activities.
  - To provide leadership, support and proactive planning to affected groups or neighbourhoods.



8. To, where necessary, provide generalized and specialty training opportunities to volunteers and professionals in the area of Crime Prevention Program Delivery including:
  - To analyze the strengths and weaknesses within the City's Crime Prevention Community.
  - To seek out training opportunities and coordinate the participation of both volunteers and professionals working within the community.
  - To coordinate training opportunities between agencies, organizations and groups with the City's Crime Prevention Community.
  
9. To recommend to the Council of the City of Selkirk such Statements of Municipal Policy or Legislation as necessary to support Crime Prevention Initiatives including:
  - The development and justification of proposed policies and their associated procedures.
  - The justification and background for the development of legislation within the scope of a Municipal Corporation as outlined within the legislation of the Province of Manitoba.

Authority:

The Crime Prevention Advisory Board shall be delegated the following authority:

1. To commit the resources of the Corporation of the City of Selkirk as approved within the Annual Operating Budget and within the spending authority of the personnel assigned to the Crime Prevention Advisory Board.
2. To reallocate the expenditures as approved within the Annual Operating Budget and within the policies of the City with the exception of expenses related to the staffing of the Crime Prevention Advisory Board.
3. To enter into contractual arrangements for services rendered as approved within the Annual Operating Budget.
4. To select and appoint members to the Crime Prevention Advisory Board or associated sub-committees as long as they are residents or electors within the City of Selkirk.
5. To establish working standards and procedures for personnel assigned to the Crime Prevention Advisory Board plus the provision of performance measurement standards.
6. To establish such working sub-committees as deemed necessary to meet the needs of the Advisory Board.

Membership:

The membership of the Crime Prevention Advisory Board shall consist of the following:

Voting Members: (Membership of 4, Quorum of 3)

- Member of Council from City of Selkirk
- Community Police Relations from Selkirk RCMP Detachment
- Citizen Member
- Selkirk Community Renewal Corporation

NOTE: All members of the Crime Prevention Advisory Board shall be subject to the Procedures By-law of the City of Selkirk and the Province of Manitoba Conflict of Interest Act.

Ex-officio member of the Advisory Board shall include:

- Community Representatives as deemed by the Crime Prevention Advisory Board
- The City of Selkirk Director of Community Services or his/her designate.

Presiding Officer/Chair:

At the first meeting during the month of February of each year the Crime Prevention Advisory Board shall, by majority vote, elect one member to be the Presiding Officer/Chair.

Operating/Voting Procedure:

Operating/Voting Procedures shall be as set out in the Procedures By-law of the City of Selkirk.

#### Appointments:

Appointments to the Crime Prevention Advisory Board shall be for a minimum of two (2) years and a maximum of four (4) years. Appointments shall be based on ½ of the membership appointments being made during the month of January in odd numbered years and ½ of the membership appointments being made during the month of January in even numbered years.

After the completion of the maximum four (4) year appointment a member shall be eligible for a reappointment after a one year absence from the Advisory Board.

#### Financial Controls:

The Purchasing Policies of the City of Selkirk and the spending authority of the all personnel assigned by the City shall be applicable. The City of Selkirk Department of Finance shall be responsible for the maintenance of all accounting records, revenues and disbursement on behalf of the Advisory Board.

#### Staffing:

The City of Selkirk Community Services Department shall provide staffing as approved through the Annual Operating Budget and the Director of Community Services shall be responsible for the day-to-day supervision of all personnel assigned to the Advisory Board.

#### Reporting Relationship:

The Crime Prevention Advisory Board shall report to the Council of the City of Selkirk through minutes of meetings or correspondence from the Chair received at a regular meeting. Specific recommendations, with an accompanying written report, shall be approved through a resolution of Council and the result communicated through the Director of Community Services.

The Director of Community Services or his/her designate shall through the CAO Month End Report outline the activities of the Crime Prevention Advisory Board including the work priorities of the Crime Prevention Advisory Board and all personnel assigned to the Crime Prevention Advisory Board.

The Advisory Board shall prior to the 31<sup>st</sup> day of March in each year submit to the CAO a Performance Measurement Report, which shall form part of the Annual City of Selkirk Performance Measurement Report.

## SELKIRK CANADA DAY COMMITTEE

### Major Responsibility:

The Canada Day Committee shall oversee the planning and organization of the Canada Day Celebrations in Selkirk.

### Responsibilities:

1. To plan a Canada Day event within the confines of the City of Selkirk budget and financial contributions received.
2. To advise Council of what activities and/or events are planned for Canada Day Celebrations.
3. To keep notes of each meeting and forward them to Council.

### Authority:

The Selkirk Canada Day Committee shall have only those powers expressly given by Council of the City of Selkirk by resolution or through the passage of a by-law, and that the committee cannot commit the credit of the corporation.

### Membership:

The Selkirk Canada Day Committee shall consist of:

- a) Voting members
  - 2 members of Council of the City of Selkirk
  - 1 member of the Selkirk Fire Department
  - Selkirk citizens
- b) Non-voting members
  - Director of Community Services or his/her designate

### Chair:

The Chairperson shall be the individual named to the Committee by Council resolution.

### Secretary:

The Director of Community Services or his/her designate shall act as the Secretary to the Selkirk Canada Day Committee.

## PUBLIC TRANSIT COMMITTEE

### Major Responsibility:

The Public Transit Standing Committee shall be responsible for providing recommendations to the Council of the City of Selkirk on the establishment of a Selkirk transit system.

### Responsibilities:

1. Undertake a review of the Selkirk Transit Task Force final report.
2. Review, analyze and prioritize the 23 recommendations which arise from the Selkirk Transit Task Force final report.
3. Development of a proposed time line for the completion of the 23 recommendations of the Selkirk Transit Task Force final report.
4. Development of a draft operating budget for the operation of a transit system.
5. Development of a draft capital reserve fund for replacement of buses, should a capital reserve fund be required.
6. Provide cost estimates for the completion of each of the 23 recommendations, where expense may occur.
7. Investigate the possibility of a rapid transit service between Selkirk and Winnipeg.

### Authority:

The Public Transit Standing Committee shall be delegated the authority to commit the resources of the corporation as approved within the annual operating budget and within the spending authority of personnel assigned to the Committee.

### Membership:

The membership of the City of Selkirk Transit Standing Committee shall consist of the following:

- 3 members of the Council of the City of Selkirk appointed by resolution.
- 4 members-at-large appointed by the Council of the City of Selkirk.

Ex-officio members of the Committee shall include:

- The Director of Community Services or his/her designate.

### Chair:

Shall be the elected official appointed by Council to the Committee.

### Secretary:

The Director of Community Services or his/her designates, shall act as Secretary to the Committee.

## SELKIRK HERITAGE COMMITTEE

### Major Responsibility:

The Selkirk Heritage Committee shall be responsible for providing advice to the Council of the City of Selkirk on policies and implementation procedures and undertake the maintenance and preservation of Heritage Resources within the City of Selkirk.

### Responsibilities:

1. To review and recommend to Council all municipal policies with respect to the maintenance of heritage resources within the City of Selkirk.
2. To review and recommend to Council the preservation of heritage resources within the City of Selkirk.
3. To review and make recommendations with respect to the budget priorities as proposed by the management of the Corporation.
4. To undertake such long term planning, as is required, to ensure the maintenance and preservation of heritage resources owned by the City of Selkirk.
5. To review and recommend to the Council of the City of Selkirk street names which might be used within future developments.
6. To form such sub-committee structures, as are necessary, for the effective performance of their responsibilities on behalf of the Council of the City of Selkirk.
7. To undertake such research projects as assigned by the Council of the City of Selkirk.
8. To review and recommend to Council structures within the City of Selkirk which might be worth consideration for designation as Municipal Heritage Sites.
9. To meet at the call of the Chair.

### Authority:

The Selkirk Heritage Committee shall have only those powers expressly given by the Council of the City of Selkirk either by resolution passed at a public Council meeting or through the passage of a municipal by-law.

The Selkirk Heritage Committee shall not have the ability to commit the credit of the Corporation.

### Membership:

The Selkirk Heritage Committee shall consist of not fewer than 8 members to be appointed annually by resolution of Council from the following organizations:

- a) Voting Members
  - Citizens of the City of Selkirk
- b) Non-Voting Members
  - the Director of Community Services or his/her designate
  - such other representatives as deemed necessary by the voting members.

### Chair:

The Chair of the Selkirk Heritage Committee shall be that individual elected by the majority of the voting members of the Committee.

### Secretary:

The Director of Community Services or his/her designate shall act as Secretary to the Selkirk Heritage Committee.

## SUSTAINABLE ECONOMIC DEVELOPMENT COMMITTEE

### Reports to:

The Council of the City of Selkirk

### Staffing:

Personnel as approved through the annual operating budget.

### General Statement of Responsibility:

The Sustainable Economic Development Committee shall be responsible for providing recommendations to the Council of the City of Selkirk regarding economic development initiatives that will benefit the City of Selkirk economically, environmentally, and socially – now and into the future.

### Responsibilities:

1. Monitor and review on an ongoing basis all outstanding economic development activities of the City of Selkirk.
2. Monitor and review all partnerships with outside organizations as they relate to economic development.
3. Collect and analyze information pertaining to current economic, social and resource conditions of the City of Selkirk and market area as they relate to sustainable economic development.
4. Investigate programs and opportunities that will support sustainable economic development in the City of Selkirk.
5. Conduct focus groups and consult external resources as deemed fit by the committee.
6. Study and prepare a list of strategic sustainable economic development priorities that are aligned with the City of Selkirk's strategic plan and provide an action plan for each area.
7. Review strategic priority action plans on an as needed basis.
8. Develop and steward a brand identity for the City of Selkirk.
9. Review and make recommendations on the City of Selkirk's economic development budget.
10. Undertake those initiatives requested by resolution of City of Selkirk Council.

### Authority:

The Sustainable Economic Development Standing Committee shall be delegated the authority to commit the resources of the corporation as approved within the annual operation budget and within the spending authority of the personnel assigned to the Committee.

### Membership:

The membership of the City of Selkirk Sustainable Economic Development Standing Committee shall consist of the following.

### Voting:

- All members of the Council of the City of Selkirk

### Ex-officio members of the Committee shall include:

- The Director of Community Services or his/her designate
- Community representatives as deemed fit by the committee

### Meetings:

The Sustainable Economic Development Standing Committee shall meet regularly according to a schedule approved by the committee each year. Where applicable, the committee shall meet no less than once a month. Special meetings of the committee can be held at the call of the chair or by two voting members of the committee provided 48 hours notice has been given to all committee members.

### Chair:

The chair of the Sustainable Economic Development Standing Committee shall be selected by majority vote of the committee during the first committee meeting of each calendar year.

### Secretary:

The Director of Community Services or his/her designates, shall act as Secretary to the Committee.