

## **Partnership Project Steering Committee**

### **Purpose:**

The Partnership Project Steering Committee, reporting through the City Manager's Office, will play a key role in overseeing the development of the Community Economic Strategy, while working in collaboration with the Expert Consulting Team and the Partnership Panel.

### **Role:**

The primary role of the Partnership Project Steering Committee will be to:

1. Finalize the "Draft Terms of Reference for the Community Economic Strategy";
2. Liaise with the Expert Consulting Team in the preparation of meeting agendas;
3. Review and approve meeting minutes prior to distribution;
4. Review and publicize meeting records where appropriate;
5. Work closely with the Expert Consulting Team in order to provide all the necessary information required to develop a discussion paper (technical report) intended to assist in stakeholder engagement;
6. Work closely with the Expert Consulting Team to assist with the development of a detailed communications plan that makes clear how the stakeholder community will be engaged through this process;
7. Review any related materials and establish data needs and any other form of assistance that will help guide the development of the Strategy;
8. Work closely with the Expert Consulting Team in order to determine the end product/scope the strategy will include;
9. Work collaboratively with the Partnership Panel, as well as provide guidance on consultation, communications and other issues as needed, and where appropriate;
10. Ensure that the nature of the interaction of the various economic development organizations funded by the City is documented within the Strategy.
11. Provide the final approval for the Community Economic Strategy to move forward to the Strategic Priorities and Policy Committee (SPPC) Committee.

### **Composition:**

The Partnership Project Steering Committee will be chaired by the City Manager, Art Zuidema:

- The Chair of the Partnership Project Steering Committee will provide leadership to the Committee and encourage the members to consider issues from a broad perspective.

The Partnership Project Steering Committee shall be comprised of up to 5 key stakeholders as identified by the City Manager and will include:

- President and CEO of the London Economic Development Corporation (LEDC) – Kapil Lakhotia
- Chief Executive Officer of the London Chamber of Commerce – Gerry Macartney
- Manager, Organizational Initiatives – Kate Graham
- Specialist, Corporate Investments and Partnerships – Cathy Dziedzic
- Director, Corporate Communications – Rob Paynter

Other resource personnel will be invited to attend the meetings as required. Substitutions of members shall not occur without the consent of the City Manager.