

Community Logo Development Steering Team
Terms of Reference

Background

The purpose of the Community Logo Development Steering Team as determined by Council is to function as a limited time initiative to develop one or more Requests for Proposals document to contract resources for the development of a logo to represent the community of Mahone Bay and to oversee this initiative to ensure that the process by which said community logo is developed involves appropriate opportunity for community consultation to inform a final logo recommendation to Council.

Steering Team Mandate

The responsibilities of the Community Logo Development Steering Team shall include:

- a) Identify the key components of Request for Proposals (RFPs) to engage contracted resources to develop a community logo informed by public consultation
- b) Provide a list of the required elements for the RFP(s) to staff to draft RFP9s), and approve RFP9s) for staff to publish as per the Town's processes
- c) Review submitted proposals and identify the preferred applicant(s) (with the guidance of staff to ensure compliance with all procurement regulations)
- d) Oversee contractor(s) and submit to Council regular updates on the progress of the public consultation process and development of a draft community logo
- e) Regularly provide staff with information to be distributed via the Town's communication channels regarding the process to develop a community logo
- f) Provide Council with a recommended community logo by the end of February 2023

Tasks for Steering Team

- a) Appoint a volunteer co-chair for the Steering Team

- b) Establish expectations for committee procedures including (but not limited to) the creation of agendas, meeting schedule, committee communications, and meeting procedures

Committee Membership

The membership of the Community Logo Development Steering Team shall include:

- Two members of Council; one of whom will be appointed by Council as the co-chair of the Steering Team
- Up to seven members of the community, as appointed by Council. This may include up to two residents from communities within the Municipality of the District of Lunenburg abutting the town of Mahone Bay
- The CAO (non-voting)

This Steering Team is a limited time working group with a defined end date of February 28, 2023.