

# Central City Development Forum – Terms of Reference

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Chair	Councillor Gough
Deputy Chair	Councillor Templeton
Membership	The Mayor and All Councillors One representative from each of the following organisations: <ul style="list-style-type: none"><li>• ChristchurchNZ</li><li>• Canterbury Employers' Chamber of Commerce</li><li>• Christchurch Central City Business Association</li><li>• Development Christchurch Limited</li><li>• Property Council of NZ – South Island</li><li>• Real Estate Institute of New Zealand Incorporated</li><li>• Central City Residents Association</li></ul>
Quorum	Eight, including a minimum of six Elected Members.
Meeting Cycle	Bimonthly (every two months), or otherwise as required
Reports To	The Council

## Responsibilities

The Central City Development Forum is responsible for:

- Focusing on ways to support and deliver the Council's goals set out in the Central City Momentum Action Plan
- Considering innovative ways to support development of the Central City Facilitating engagement between the development community in Christchurch and the Council on matters relating to development in the Central City
- Developing a shared understanding of development drivers and trends in Christchurch
- Exploring collaborative approaches to development issues that facilitate faster and/or further development opportunities.
- Sharing knowledge and experience to promote the responsiveness and efficiency of the Council's policy, planning, regulatory and infrastructure provision functions as they relate to development within the Central City.
- Identifying and implementing opportunities to promote Christchurch as a world-class city that is development friendly.

## Membership

- The Forum has delegated authority, to be exercised by way of a simple majority vote, to co-opt additional voting members for a specified period of time to provide expert knowledge or advice as is deemed necessary to achieve the forum's purpose.
- At the Chairperson's discretion the Forum has the ability to co-opt non-voting members to provide expert feedback around items which may arise.
- The power to make permanent changes to the Forum membership remains with the Council.
- At the discretion of the Chairperson, relevant stakeholders, strategic partners and staff may be invited to attend the Forum as required in a non-voting capacity to contribute and inform discussion.

## Limitation of Powers

- The forum shall operate in such a way that it does not compromise the Council's freedom to deliberate and make such decisions as it deems appropriate.
- The forum does not have the ability to commit the Council to any course of action or expenditure. It may make recommendations that will follow due process to seek a Council resolution.
- Recommendations may be provided to the Council by way of a report from the Forum Chair.

## Term of Appointment

- The forum shall operate for the duration of the 2016-2019 electoral term.
- Upon the commencement of the 2019-2022 electoral term the Forum shall be considered discharged and cease to operate, unless it is reconstituted by the incoming Council.

## Operating Principles

The forum will observe the following principles in all its meetings:

- Give consideration to the interests of the stakeholder groups represented by all Forum members.
- Work in a collaborative and co-operative manner using best endeavours to reach solutions that take account of the interests of all sectors of the community.
- Members represent the interests of their stakeholder group and will not use the Forum to pursue specific individual benefit.
- Any conflicts of interest will be declared.
- Forum members and any stakeholders or staff invited to contribute will provide information based on empirical evidence, established best practice or experience where possible. Where an option is anecdotal or not supported by evidence this must be made explicit.
- In considering development matters, members will be mindful of Council strategic documents and directions that have been developed in consultation with the community