

Economic Development Committee

Terms of Reference

1.0 Introduction

The Economic Development Committee (“EDC”) will assist Town of Peace River staff and Council in supporting, enhancing, and promoting business and economic activity within Peace River. The Committee’s role is to plan and undertake economic development initiatives, to advise and support Peace River Council (“Council”) on matters relating to the local economy and business community, and to act as a liaison between Council and the business community.

The Economic Development Committee has been established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference. The provisions of Council’s Procedural Bylaw No. 2085 as amended or replaced govern the procedure of the EDC.

2.0 Mandate and Scope

The Economic Development Committee shall:

- Prepare an annual economic development work plan aimed at fostering economic vitality in the Town;
- Undertake the projects identified in the work plan;
- Identify key metrics to determine success;
- Report annually to Council at minimum on the economic development work plan and Committee actions;
- Act as champions for economic development in the Town of Peace River;
- Identify new business attraction opportunities, programs or strategies;
- Identify business expansion and retention opportunities, programs or strategies;
- Co-ordinate with the Peace River Chamber of Commerce and Mighty Peace Tourism Association to ensure that joint objectives are enhanced and duplication is avoided.
- Provide advice and support to the Town on the following:
 - policies, procedures and strategic direction that should be considered for the purpose of encouraging job creation, sustaining employment and business development in Peace River;
 - regional, national, and international economic trends affecting the Town as well as the Town’s strengths, weaknesses, and threats from a competitive and comparative prospective;
 - economic development marketing materials of the Town;
 - exploring opportunities for strengthening the municipality’s business and tax base including marketing and partnerships initiatives;
 - promoting job creation and business retention;
 - reviewing and advising Council on any matters referred by Council;

3.0 Structure and Operation

3.1 Membership:

3.1.1 The EDC shall consist of up to seven (7) voting members who meet the membership criteria as outlined in these Terms of Reference.

3.1.2 Included as a voting member of the EDC, will be:

- appointed by the Town Council:
 - one (1) member of Council,
 - up to (4) members-at-large;
- appointed by the Chief Administrative Officer:
 - one (1) member of the Town's Senior Administration, and
- appointed by the Peace River & District Chamber of Commerce Board of Directors:
 - one (1) representative from the Peace River Chamber of Commerce.

3.1.3 Members-at-large will be selected from the community at large based on their demonstrated interest and participation in business matters; academic or technical qualifications; availability; work and volunteer experience; knowledge and professional expertise.

3.1.4 Members-at-large will generally be a Peace River business license holder or employed by a Peace River licenced business, or a Peace River & District Chamber of Commerce member or employed by a Peace River & District Chamber of Commerce member business. Others may be considered where they have professional experience or other required qualifications not represented on the committee.

3.1.5 Areas of expertise that may be sought include:

- Manufacturing
- Retail or Restaurant
- Tourism
- Agriculture
- Forestry
- Oil and Gas
- Professional Services (i.e., Accounting, Legal, Health Care, Technology, etc.)
- Land Development (i.e., Developer, Construction, or Real Estate)

3.1.6 Participation in the committee is voluntary.

3.1.7 Advisors may attend and participate in the Committee. Advisors may include:

- An academic representative actively involved in business research;
- Representatives from the Provincial government;
- Representatives from Town Administration; and
- Other persons as identified by the Committee.

3.2 Reporting to Council:

3.2.1 Decisions and recommendations of the EDC must be adopted by committee resolution and recorded in the minutes prior to presentation to Council.

3.2.2 Committee minutes will be placed on the Council agenda for information only.

3.3 Appointment Process and Term:

3.3.1 The Appointments to the EDC shall be by resolution of Town Council.

3.3.2 Members-at-large appointments are for a two (2) year term, with a maximum continuous tenure of two (2) consecutive two (2) year terms.

3.3.3 Notwithstanding 3.3.2, two (2) members-at-large, as selected by resolution of the Committee, shall serve an initial three (3) year term, to ensure staggered terms.

3.3.4 Upon expiry of a member's term of appointment, the member may be reappointed for another term by Council if eligible. If a member has served the maximum tenure permitted, Council shall appoint a replacement.

3.3.5 Members who have served the maximum tenure permitted are subject to a mandatory one (1) year absence from the Committee prior to seeking reappointment for any subsequent term.

3.3.6 Members may also be appointed for shorter or more flexible terms in consideration of special circumstances, e.g., student representative, non-resident expert, or to fill a prematurely vacated term.

3.3.7 Council will review and assess the EDC at the Council meeting prior to the Organizational Meeting of Council in the fall of 2023 and annually thereafter to ensure that the scope, mandate, and operation of the committee meet the expectations of Council and the community.

3.4 Remuneration:

3.4.1 Members of the Committee shall serve without remuneration but may be paid expenses consistent with the Council Remuneration, Travel and Expense Policy.

3.4.2 Staff will administer any budget allocation for Committee expenses.

3.5 Vacancies:

3.5.1 The Council, may, at any time, terminate the appointment of a member for cause.

3.5.2 Committee members who are absent for three (3) consecutive meeting shall forfeit their appointment unless such absences are authorized by resolution of the Committee.

3.5.3 A member of the Committee may resign at any time upon sending written notice to the Director of Corporate Services.

3.5.4 Council retains the right to appoint a new Committee member to fill the vacancy for the remainder of the unexpired term should a vacancy occur on the EDC due to the above circumstances, or in the event of the death or disability of a member.

3.6 Conflict of Interest:

3.6.1 If a Member attending a meeting of the Economic Development Committee considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the Member has a direct or indirect pecuniary interest in the matter or for any other reason, the Member must declare this, state the general nature of why the Member considers this to be the case, and leave the meeting during the discussion of the matter.

3.7 Public Relations:

3.7.1 The Chair of the Committee is the spokesperson for the committee.

3.7.2 Committee members should act in accordance with the Council Code of Conduct Bylaw No. 2083 as amended or replaced.

4.0 Meetings Procedures

4.1 Chairperson / Deputy Chairperson:

4.1.1 The Committee shall elect a Chairperson and a Vice-Chairperson at their first meeting each year. This vote requires the participation of no less than two thirds of the Committee membership.

4.1.2 The Chairperson is appointed to a term of one year.

4.1.3 In the absence of the Chairperson, the Vice Chairperson will serve as the acting Chairperson for the meeting. Should the Chairperson or Vice Chairperson not be in attendance, the Committee may elect an Acting Chairperson from those members present at the individual meeting.

4.2 Frequencies of Meetings:

4.2.1 The committee will meet a minimum of eight (8) times throughout the year with additional meetings added at the determination of Chief Administrative Officer, Council, or the Committee.

4.2.2 After the Committee has established its annual meeting schedule, including the time, date, and place of the meetings, notice of the schedule must be given by:

- Providing a copy of the schedule to each member of the Committee;
- Posting the schedule on the Town's website.

4.3 Quorum:

4.3.1 The minimum number required for a quorum is considered to be half of the committee membership plus one;

4.3.2 If there is no quorum present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded, and the meeting shall be adjourned.

4.4 Open and In Camera Meetings:

4.4.1 Unless otherwise authorized by Council's Procedural Bylaw, all meetings will be held in open session and in a location accessible to the public.

4.4.2 Unless otherwise authorized by the Committee through Council's Procedural Bylaw, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

4.4.3 Requests by any person(s) wishing to appear before the Committee as part of a delegation must follow Council's Procedural Bylaw.

4.4.4 The Committee may from time to time invite individuals or representatives to attend and participate in a meeting. This may include making presentations.

4.5 Agendas and Information Packages:

4.5.1 Agendas and Information Packages will be provided to Committee members at least three (3) working days prior to the scheduled meeting date.

4.5.2 The order of business for the meeting shall be governed by the agenda. Late agenda items will be governed by Council's Procedural Bylaw.

4.6 Minutes:

4.6.1 Minutes will be recorded by the Town staff recording secretary for all Committee meetings and shall:

- Record the motion and voting on all resolutions;
- Be secured at the Town Hall offices and signed by the Chairperson and recording secretary as true record of the decisions made;
- Be subject to correction at the next Committee meeting; and
- Be available to the public upon request and on the municipality's website.

5.0 Staff Support

5.1.1 The Corporate Services Department will coordinate the process for new appointments including advertising for applicants, review of applications, and bring appointment recommendations to Council for approval.

5.1.2 The Committee does not direct the EDC member from Senior Administration, nor can they direct other staff resources. Requests for staff resources must go through the Chief Administration Officer.

5.1.3 The Corporate Services Department will provide secretarial support for the EDC.

Typical support functions include:

- Organizing and preparing meeting agendas;
- Distributing the agenda, forwarding information packages to Committee members, posting notices of meetings at the Town's office and contacting applicants;
- Taking and preparing draft minutes, and providing final minutes to Committee members and staff;
- Maintaining a list of outstanding issues for committee action;

6.0 Expenditures

6.1.1 The Economic Development Committee shall not retain the power to authorize any expenditures charged against the Town of Peace River. Expenditures will be initially authorized by the Chairperson or Vice-chairperson and forwarded to the Director of Corporate Services. Upon receipt of the authorized expenditures, the Director of Corporate Services shall approve same.

6.1.2 The Economic Development Committee shall be responsible for working within the parameters of the annual budget set for the Committee and the Town of Peace River Purchasing Policy.

6.1.3 The Director of Corporate Services shall be responsible for ensuring compliance with the Budget and the Town of Peace River Purchasing Policy.