

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, tourism, and economic activity within Peace River. The Committee’s role is to advise and support Peace River Council (“Council”) on matters relating to the local economy and business community.

The EDC has been established by Council by bylaw. Committee members are bound by these Terms of Reference.

2.0 Mandate and Scope

The EDC shall:

- 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 Peace River & District Chamber of Commerce, Mighty Peace Tourism Association, neighbouring municipalities, and regional economic development organizations 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 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.

3.1.2 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 EDC.

3.1.3 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)

3.1.4 Participation in the EDC is voluntary.

3.1.5 Advisors may attend and participate in the EDC. 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 EDC.

3.2 Reporting:

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

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

3.3 Vacancies:

3.3.1 A member of the EDC may resign at any time upon sending written notice to the Administration Liaison.

3.4 Meeting Conduct and Conflict of Interest:

3.4.1 Committee members should act in accordance with the Town's Meeting Procedures Bylaw as amended or replaced and the Social & Digital Media Policy as amended or replaced.

4.0 Meetings Procedures

4.1 Chairperson / Vice Chairperson:

4.1.1 The Committee shall elect a Chairperson and a Vice Chairperson at the first EDC meeting held after the Peace River Organizational Meeting of Council 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 The Chair of the Committee is the spokesperson for the EDC.

4.1.4 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 Open and Closed Session Meetings:

- 4.2.1 Unless otherwise authorized by Council's Meeting Procedures Bylaw, all meetings will be held in open session and in a location accessible to the public.
- 4.2.2 Unless otherwise authorized by the EDC through Council's Meeting Procedures Bylaw, the public shall only address the Committee when they are a scheduled delegation on the EDC meeting agenda.
- 4.2.3 Requests by any person(s) wishing to appear before the EDC as part of a delegation must follow Council's Meeting Procedures Bylaw.
- 4.2.4 The EDC may from time to time invite individuals or representatives to attend and participate in a meeting. This may include making presentations.

4.3 Agendas and Information Packages:

- 4.3.1 Agendas and Information Packages will be provided to EDC members at least two (2) working days prior to the scheduled meeting date.
- 4.3.2 The order of business for the meeting shall be governed by the agenda. Late agenda items will be governed by Council's Meeting Procedures Bylaw.

4.4 Minutes:

- 4.4.1 Minutes will be recorded by the Town staff member designated as recording secretary for EDC meetings and shall:
- Record all motions and voting on such motions;
 - Be secured at the Town Hall and signed by the Chairperson and recording secretary as true record of the decisions made;
 - Be subject to correction at the next EDC meeting; and
 - Be available to the public upon request and on the Town's website.

5.0 Staff Support

- 5.1.1 The Infrastructure & Development 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 staff resources. Requests for staff resources must go through the Chief Administration Officer.
- 5.1.3 The Infrastructure & Development Department will provide secretarial support for the EDC, which shall typically include:
- Organizing and preparing meeting agendas;
 - Distributing the agenda, forwarding information packages to EDC members, posting notices of meetings at the Town office and contacting applicants;
 - Taking and preparing draft minutes, and providing final minutes to EDC members and staff (i.e. recording secretary);

- Maintaining a list of outstanding issues for committee action;
- Tracking EDC member terms and their expiries and advertising for new members when vacancies arise.

6.0 Expenditures

6.1.1 The EDC cannot authorize any expenditures for the Town.

6.1.2 Staff will administer any budget allocation for Committee expenses.