



Economic Development Select Committee Terms of Reference (2018)

1.0 Committee Mandate

The mandate of the Economic Development Select Committee (EDSC) is to provide recommendations to Council on policies, procedures and strategic direction for the purposes of fostering and promoting economic growth within the District of Mission.

2.0 Purpose of Committee

- i. The Economic Development Select Committee is a Council appointed advisory body providing recommendations to Council on economic development priorities, policies and matters that will foster and enhance business growth in the community.
- ii. Advice to Council will focus on the following areas:
 - a. Business retention, expansion and attraction;
 - b. Industrial land expansion;
 - c. Competitiveness issues, policy and programs;
 - d. Marketing and promotional programs and activities;
 - e. Providing leadership on local business partnership initiatives; and
 - f. Other issues as requested or assigned by Council.

3.0 Goals

- i. Without restricting the generalities of the foregoing, the Committee shall:
 - a. Provide advice in the preparation and maintenance of an overall economic development strategy, which includes continuously assessing the present situation and capabilities and identifying emerging economic conditions; and
 - b. Hear and consider representations by individuals, organizations or delegations of citizens with respect to economic development and make recommendations which are deemed to be in the best interests of all citizens; and
 - c. Provide the economic development department with information and intelligence on the community's markets, labour force, industrial and commercial sites and other input as required; and
 - d. Act as a resource, on-call and available to businesses on a confidential basis to assist in feasibility assessments, proposals to Council and other initiatives as required by investors and management; and
 - e. Provide input to Council on matters of industrial and commercial requirements, zoning, transportation, utility services, tax implications and industrial land sales and acquisition policy; and
 - f. Propose programs for the enhancement of the image of the community and the development of other amenities related to economic development.

4.0 Committee Membership

- i. Eligible members will be residents, taxpayers, business owners or managers in the District of Mission with the appropriate qualifications, availability, work experience, community involvement and knowledge that can provide independent advice and assistance on the achievement of the EDSC mandate, purpose and goals. A limited number (maximum of two) of non-residents or non-taxpayers may be considered where they hold academic qualifications or professional expertise not represented on the Committee.
- ii. The voting membership of the EDSC shall consist of eleven (11) members as follows:
 - a. Ten (10) members-at-large representing diverse business sectors within Mission; and
 - b. One (1) member from the Mission Regional Chamber of Commerce.

5.0 Council Representative

- i. At least one (1) member of Council will be appointed by Council to act as a non-voting representative on the Committee.
- ii. The Council Representative acts in a liaison role ensuring the objectives of the committee as set by Council are met and provides a direct communication link to Council.

6.0 Staff Representatives

- i. Staff will attend EDSC meetings as required to provide opinions, advice, expertise, information or other services. Non-voting Staff participants of the EDSC include:
 - a. Chief Administrative Officer or his/her designate;
 - b. Director of Development Services or his/her designate;
 - c. Economic Development Officer and/or Executive Assistant.

7.0 Delegated Authority

- i. The Economic Development Select Committee members are appointed by Council.
- ii. The EDSC is an advisory committee to Council and, unless otherwise authorized in writing by Council, does not have any delegated authority. Recommendations requiring implementation, reports or staff actions must first be considered by Council before any action by staff or the EDSC can be taken.
- iii. These Terms of Reference for the Economic Development Select Committee are established by Council and can only be altered by Council.

8.0 Terms of Appointment

- i. The term of appointment for each Committee member is two years commencing July 1st in the year they are appointed and terminating two years later on June 30th.
- ii. The Committee appointments shall rotate such that approximately one half of the EDSC appointees shall be appointed each year of the two-year term.
- iii. Council has the discretion to extend a committee member's appointment for additional terms.
- iv. Members may be appointed by Council for shorter terms in consideration of special circumstances where a Committee member has prematurely vacated their term. Under these circumstances Council may directly appoint an individual, or the EDSC will recommend to Council an individual for consideration and approval. Those approved to fill a vacant position will serve out the remainder of the term they are filling.
- v. A member who is absent from three consecutive, or 50% of the regular meetings held within a twelve-month period of the Economic Development Select Committee, is deemed to have resigned effective at the end of the third consecutive, or fifth missed such meeting, as the case may be. An exception for reasons of illness or an approved leave of absence may be granted by the Chair of the Committee.
- vi. Committee members shall serve without remuneration, but may be paid reasonable and necessary expenses that are directly related to the performance of their duties and in accordance with District policies.

9.0 Chairperson and Vice-Chair / Committee Appointments

- i. The EDSC will annually elect a Chair and Vice-Chair from amongst themselves at the regular meeting occurring in May of each year. The Vice-Chair will act in the capacity of the Chair at any meeting where the Chair is absent.
- ii. The Chair and Vice-Chair shall serve in their elected capacity for a term of two years. The term of appointment for each position is two years commencing July 1st in the year they are appointed and terminating two years later on June 30th.
- iii. A Nominations Committee shall be formed sixty (60) days prior to the election to seek out candidates and do a skill assessment of the EDSC. The Nominations Committee shall be comprised of the current Chair, Past Chair, Economic Development Officer and one member-at-large who will present a list of current EDSC members who are willing to serve as Chair and Vice-Chair for the next term.
- iv. The Nominations Committee will also be tasked with reviewing all candidates seeking term renewal, as well as new applicant submissions looking to fill anticipated vacancies. Recommendations will be presented to the EDSC for review and, upon acceptance, will be forwarded to Council for consideration and adoption.

10.0 Meetings

- i. The EDSC will meet monthly with additional meetings at the call of the Chair to address specific matters that have been referred for input and may be time sensitive. Notice of meetings will be given in accordance with the District of Mission's Procedural By-law.
- ii. Regular meetings will be held at 8:00 a.m. on the 2nd Wednesday of every month, excluding July and August when the committee will be in recess.
- iii. Two of the regularly scheduled meetings will serve as a Special Meeting of Council where economic development priorities and annual reporting will be discussed.
- iv. In the absence of both the Chair and Vice-Chair, the committee will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.

11.0 Reporting

- i. The Economic Development Select Committee shall provide the minutes of meetings to Council for information purposes.
- ii. The EDSC reports directly to Council, under the signature of the Chair or designate. EDSC reports, recommendations and communications will normally be directed to Council through the Economic Development Department in the form of a staff report, but the EDSC may also appear before Council as a delegation.
- iii. The Economic Development Officer or Executive Assistant is responsible for preparing the staff report and presenting the report to Council along with the Chairperson, if required.
- iv. The EDSC shall provide a yearly management and financial report to Council summarizing the accomplishments of the prior year and highlighting the key activities planned for the coming year to be undertaken by the EDSC.

12.0 Conflict of Interest

- i. Committee members will respect the confidentiality of all matters discussed at EDSC meetings and all information shared with the EDSC by municipal staff or Council.
- ii. Committee members must abide by the conflict of interest provisions of the Community Charter and District Council Procedures Bylaw as amended from time to time. If a Committee member attending a meeting considers that he or she is 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 and state the general nature of why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.