



**Municipality of Crowsnest Pass**  
**- Economic Development Committee**  
**TERMS OF REFERENCE**

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Adopted by EDC – TBD



# **Municipality of Crowsnest Pass**

## **- Economic Development Committee**

### **TERMS OF REFERENCE**

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## INTRODUCTION

The Committee is to represent a broad based economic development and tourism profile which reflects the diversity of the community. The Committee is an advisory body and provides Council with information on economic and tourism development in alignment with strategic priorities.

Economic Development includes:

- Tourism
- Marketing
- New Business Opportunities – Commercial & Industrial
- Business Attraction and Retention

Following are the Four Key Tasks that are the strategic foundation of the Economic Development Committee.

### **Committee Mandate**

The Committee's mandate is to review and make recommendations to Municipal Council with respect to the following Strategic Directions and associated tasks:

### **Planning**

To act as a resource for municipal planning initiatives:

- To advise and assist Municipal Council to accomplish goals and objectives as outlined in Council's Strategic Plan.
- To promote, coordinate and nurture economic and tourism development and related leadership within the Community in a planned and strategic approach.
- To collaborate with various organizations in order to accomplish the goals and objectives of the committee.



### **Identification of Community Needs**

- To identify and understand what the Community wants and needs are in terms of economic and tourism development
- To look at Community Needs related to economic and tourism development and make recommendations to the Municipal Council on what areas require enhancement, and facilitation.

### **Determine Priorities**

To assist Municipal Council in determining priorities when it comes to economic development within the community:

- To provide recommendations on Municipal initiatives related to funding, new programs and services related to economic development.
- To work with Municipal Administration on strategies, plans and policies related to economic development initiatives.
- To provide information and recommendations on agreements, partnerships, community outreach and engagement initiatives related to economic development.

### **Promote Communication**

To promote communication that supports initiatives, programs or services within the Community:

- To define and communicate on Municipal issues and initiatives related to the Economic Development.
- To foster and encourage creativity and innovation in our Community.
- To promote events, programs, and services in the Community that relate to economic development and tourism.



## **Accountability**

The Committee is accountable to Municipal Council through the Terms of Reference.

## **Organizational Chart**

The relationship diagram is in reference to the Committee's relationship to Council, the Community, Organizations and Municipal Administration. It is important to remember that Municipal Administration manages Contracts, Bylaws and Terms of Reference and has a daily and ongoing relationship with the Community and Organizations. Administration also reports to Council directly when required.

## **The Economic Development Committee Membership**

The Economic Development Committee will be comprised of 2 (two) Municipal Council Representative and 9 (nine) at large Members all chosen by Council. At no time should the number of committee members be less than 6 [six] to ensure a quorum.

- Initially; 3 (three) at large members will be appointed to a one year term, 3 (three) members to a 2 (two) year term and 3 (three) members to a 3 (year) term. If a committee member resigns prior to the end of their term a new member will be appointed by council to fill the remainder of that term.
- Moving forward all terms will be for a 3 (three) year term.

## **Committee Recruitment**

- The committee members will at their first meeting each calendar year elect a Chair and Vice Chair from its membership.
- The Municipal Council, at its Organizational Meeting held each October will appoint 2 (two) Municipal Council members to sit on the Committee.
- Board Vacancies will be filled as per the Municipal Board and Committee Appointments Procedure which provides venues for the recruitment of candidates to fill annual Municipal Board/Committee vacancies.
- Applicants will be deemed ineligible if they are employed by the Municipality or if the Municipal Representative ceases to be an elected member of the Municipality.
- Where there is a potential conflict of interest the Municipal Government Act should prevail.



## Chair's Responsibilities

The responsibilities of the Committee Chair are as follows:

- Shall serve a term of 3 [three] years.
- Must attend a minimum of six (6) regular meetings per year
- Is the Committee's official spokesperson.
- Shall follow "Roberts Rules of Order to Conduct Meetings".
- Sets the agenda for each meeting in consultation with the Committee.
- Monitors that agendas and supporting materials are delivered to members a minimum of 72 hours in advance of meetings.
- Keeps the meeting moving by putting time limits on all agenda items and keeping all meetings to two hours or less except under extenuating circumstances.
- Ends each meeting with a summary of decisions and assignments.
- Selects in consultation with the committee, members to attend various events and functions.
- On an annual basis and prior to the recruitment process for new Committee members and after the fall planning session shall prepare an annual report. The report will outline future key activities, past accomplishments and current issues related to the provision of Committee activities in the Community.
- Should a Committee member miss 3 [three] consecutive meetings without proper notice, the Chair will contact the member to see if the member is able to recommit their time to the Committee or plans to resign and be replaced.
- ***Note that Municipality of Crowsnest Pass Municipal Representative or Municipal Staff should not serve as Chair in the absence of the Committee Chair.***

## Vice Chair Responsibilities

- Shall serve a term of 3 [three] years.
- The Vice Chair will assume all of the responsibilities of the Chair in their absence.
- Should neither party be available and assuming a quorum a member of the Committee can be selected to act as Chair.
- The Vice Chair must attend a minimum of six (6) regular meetings per year



## Committee Members Responsibilities

Individual Economic Development Committee members have the following responsibilities:

- Understand the goals, objectives, and desired outcomes of the Committee.
- Understand and represent the interests of community stakeholders.
- Act on opportunities to communicate positively about the Committee.
- Check that the Committee is aligned with Economic Development Committee Terms of Reference.
- Committee members must attend a minimum of six (6) regular Economic Development Meetings per year in all cases Committee members will advise the Chairperson if they are unable to attend at least 24 hours in advance, this is to ensure a quorum will be met.

## Municipality of Crowsnest Pass Municipal Administration Responsibilities

- Utilize the Committee as per Terms of Reference.
- ***Provide Administrative support where required***
- ***Recording Secretary to record meeting minutes, distribute minutes and information as required and any other tasks deemed necessary.***

## Sub-Committees

The Committee may determine that Sub-Committees will be developed to support programs or initiatives. Sub-Committee membership can be made up of Community members or key stakeholders.

- A Committee Member will assume the role of Sub-Committee Chair and will hold the portfolio for a period of time in which either the need for the Sub-Committee expires or the term of the incumbent Committee member expires.
- Sub-Committee composition will be comprised of a Sub-Committee Chair, a Sub-Committee vice Chair and members at large where designated.



### **Quorum and Decision Making**

A minimum number of 6 (six) Committee members will constitute a quorum.

- No decisions can be made without a quorum.

### **Meetings**

Meetings will be based on having a meaningful agenda and the target for each year is 9 (nine) regular meetings. The months of July, August and December will not be considered traditional meeting months.

- From time to time the Chair or a majority of the committee members (In writing) may request a special meeting providing a minimum of 48 hours notice. In addition at the regular meetings of the committee a majority vote of the members may schedule additional meetings where members feel they are required.

### **Agenda, Minutes, and Decision Papers**

A package will be sent to members a minimum of 72 hours in advance of the Economic Development Committee meeting by the Committee Chair. This package will include the following:

- Agenda for upcoming meeting.
- Minutes will be taken at each meeting and circulated within seven working days after the meeting.
- A progress report for the Committee including responsibilities of Committee members, timelines and action steps.
- Any other documents/information/communication to be considered at the meeting.



### **Education and Orientation**

New Committee Members will receive an orientation from the Chair or designate and a Municipal Representative or designate within one month of appointment. This will include a review of the Terms of Reference and an update on any current issues or topics germane to the working of the Committee. Additional Committee training needs must be budgeted for and approved by Council prior to any expenditure occurring.

### **Non-Voting Members**

Non-voting members include Municipal staff, Organizational representatives, and/or representatives who act as resource support, or offer expertise and assistance on matters under consideration by the Committee, and/or for information sharing purposes.

### **Privacy**

The meetings of the Economic Development Committee are open to the public. Members should be aware that their names will be in the public realm and a list of membership may be provided when requested. Member information other than name and/or municipality will be kept confidential in accordance with Provincial legislation.



## **Financial**

Committee members have no direct financial responsibilities or ability to authorize payments or other expenditures on behalf of the Municipality.

- Expenses

The Economic Development Committee is a voluntary Committee and as such all members of the Committee will not receive honoraria for time served. Under certain circumstances Committee members may be reimbursed for out of pocket expenses but only when prior approval has been granted by the Municipal Administration.

- Revenues

From time to time the Committee may receive grants, donations, contributions or gifts in kind to support the work of the Committee. Any monies received will be administered by the Municipality of Crowsnest Pass under their accounting principles and the terms under which the monies were received.

## **Resignation**

A Committee member may resign at any time but must provide the Chair or CAO with written notice in advance of resignation.

## **Code of Conduct**

Members are subject to the Municipality of Crowsnest Pass “Code of Conduct” policy.

## **Amendments to Terms of Reference**

The Terms of Reference for the Economic Development Advisory Committee should be reviewed by the municipal council every year prior to the annual organizational meeting.

### **Attachments:**

#### **A. Municipal – Oath of Confidentiality**



## OATH OF CONFIDENTIALITY

As a Committee Member of the Crowsnest Pass Economic Development Committee:

I, \_\_\_\_\_ UNDERSTAND AND AGREE  
(Please Print Name)

THAT THE FOLLOWING CONDITIONS SHALL APPLY TO MY POSITION:

1. Any information recorded or not, received or acquired in connection with my duties is considered confidential. Confidential information includes all records which in any way would divulge information in regards to any community member or his/her family.
2. All information given out or discovered about any community member and his/her family's circumstances and/or operations shall be held in confidence by me.
3. I shall act in a professional manner in the performance of my duties as a Committee member of the Crowsnest Pass Economic Development Committee.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Committee Member Name

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature