



TERMS OF REFERENCE

Economic Development Committee

1.0 Introduction:

The Economic Development Committee (“EDC”) will assist City of West Kelowna staff and Council in supporting, enhancing, and promoting business and economic activity within West Kelowna. The Committee’s role is to review, advise, and support West Kelowna 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, and the Committee recommendations are non-binding and intended to be advisory in nature.

The provisions of Council’s Procedure Bylaw govern the procedure of the EDC.

2.0 Mandate and Scope:

The Economic Development Committee shall provide advice to Staff and Council on matters relating to the local economy and business issues in West Kelowna including:

- Promote sustainable community economic development activities in the City including marketing of the community;
- Provide advice and support on regional, national, and international economic trends affecting the Municipality as well as the Municipality’s strengths, weaknesses, and threats from a competitive and comparative prospective;
- Participate in an annual economic development planning event to help provide input on economic development activity planning;
- Provide advice and support to the City in its economic development initiatives including, but not limited to:
 - Provide input into the annual economic development strategy;
 - Providing input into Economic Development marketing materials on the City;
 - 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 appointed by the City Council who meet the membership criteria as outlined in these Terms of Reference. Included as a voting member of the EDC, at the appointment of Council, will be a representative from the Greater Westside Board of Trade. Non-voting members may attend and participate in the Committee.
- 3.1.2 Non-voting members may include:
- Representative from Council
 - Representative from the Central Okanagan Economic Development Commission (staff or advisory board member).
 - An academic representative actively involved in business research;
 - Representative from the Provincial government;
- 3.1.3 Members will be selected from the business community at large on the basis of 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 will generally be a West Kelowna business license holder or employed by a West Kelowna licenced 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
 - Aviation
 - 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 Voting members of the EDC shall generally participate as independent members at EDC meetings, not as a representative of another body of which they may be a member, employee, or owner.
- 3.2 Reporting to Council:
- 3.2.1 Recommendations of the EDC must be adopted by committee resolution and recorded in the minutes prior to presentation to Council.
- 3.2.2 City staff will incorporate the EDC recommendations, where applicable, as part of the Staff Report to Council on the applicable development proposal, plan, bylaw, or policy. Committee minutes will be placed on the Council agenda for information only.
- 3.2.3 The Economic Development Officer will include Committee activities updates as part of quarterly reports to Council.

3.3 Appointment Process and Term:

- 3.3.1 The Appointments to the EDC shall be by resolution of City Council.
- 3.3.2 Appointments are for a two (2) year term, with a maximum continuous tenure of three (3) consecutive two (2) year terms.
- 3.3.3 The first term of the Committee is to expire 24 months after the initial meeting.
- 3.3.4 Upon expiry of a member's term of appointment, the member may be re-appointed 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 re-appointment 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 after 24 months of operation 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 reasonable and necessary expenses directly arising from the performance of their duties as pre-approved by the General Manager of Development Services.
- 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 General Manager of Development 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 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, state the general nature of why the Member considers this to be the case, and leave the meeting during the discussion of the matter.

Public Relations:

- 3.7 When speaking in public or to the media on an issue, Committee members must distinguish whether they are speaking as a member of the EDC, or as a representative of another agency, community group, business, or as an individual.
- 3.8 Committee members need to convey the public interest and remember that they represent the City of West Kelowna. This means they must be consistent with the City's position on specific Issues.

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 up to eight (8) times throughout the year with additional meetings added at the determination of Staff, Council, or the Committee.
- 4.2.2 The Chairperson may call a meeting in addition to the scheduled meetings or may cancel a meeting.
- 4.2.3 After the Committee has established its annual meeting schedule of meetings, 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 a copy of the schedule at the applicable Public Notice Posting Place; and the municipality's website.

4.3 Quorum:

- 4.3.1 The minimum number required for a quorum is considered to be half of the active 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 the *Community Charter*, 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 Procedure 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 Procedure 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 Procedure Bylaw.

4.6 Minutes:

- 4.6.1 Minutes will be recorded by City staff recording secretary for all Committee meetings and shall:
 - Record the motion and voting on all resolutions;
 - Be secured at the Municipal 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:

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

The Chief Administration Officer will delegate the Economic Development Officer and/or Senior Staff to act as a Staff Liaison for the Committee to provide support and resources as needed, and as allowed by Council priorities and operational workload. The Committee does not direct the Staff Liaison, nor can they request other staff resources. Such requests must go through the Chief Administration Officer or Council.

Development Services will provide administrative, technical and 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 City's office and contacting applicants;

- Presenting the technical information to the Committee relevant to the annual Economic Development Strategic Plan.
- Taking and preparing draft minutes, and providing final minutes to Committee members and staff;
- Receiving all correspondence and preparing reports on behalf of the Committee;
- Maintaining a list of outstanding issues for committee action;
- Assisting the Committee with special projects such as tours, educational materials and workshops.