

Town of Pilot Butte Community Economic Development Committee

Terms of Reference

Purpose

The Community Economic Development Committee (CEDC) is an advisory committee of Council with a mandate to provide guidance in economic initiatives within the Town of Pilot Butte.

Specifically, the committee will:

- Provide input on business retention, attraction and expansion opportunities in the Town of Pilot Butte
- Provide advice and recommendations to the Pilot Butte Town Council respecting economic development
- Act as a champion for the Town of Pilot Butte as an attractive environment for existing and prospective businesses
- Provide advice and recommendations to work with local committees on promoting the town and fundraising with future community events or projects
- Provide advice and recommendations for consideration to work with local committees to promote the town and fundraise for future community events or projects

What it is not:

- Reviewing or approving new business proposals or applications within the Town of Pilot Butte
- Addressing concerns or disputes between local residents and or with business owners or with the Town of Pilot Butte
- Creating public or attending forums to review new business applications with the Town of Pilot Butte
- Establishing, communicating or approving business tax rates

The above are the role and accountability of the town administrator and council

To accomplish its mandate, the Community Economic Development Committee will:

- Provide Council-led leadership regarding economic development initiatives and support the implementation of these initiatives.
- Provide advice regarding the development of policies and plans around economic development;
- Provide advice on communication regarding economic development activity in the Town of Pilot Butte,

and;

- Provide support in promotion of community spirit, involvement and engagement with local businesses

Economic Development Planning

The primary role of the committee is to advise on a strategy and action plan for sustaining existing business and enhance economic development for the Town of Pilot Butte. This strategy and action list will be a realistic and pragmatic check-list of actions and initiatives to be undertaken within specific time-line parameters. Council remains the approval authority for committee initiatives and activities and will support the economic development programs with annual budget allocations.

Support Services

As approved by Council and the CAO (Chief Administrative Officer), economic development will complete the initiatives within the strategy and action plan. Some administrative support will be provided to the committee by way of minute taking and agenda creation.

Reporting Structure

The CEDC is accountable to Council and will report activities through the CAO and/or CDO (Chief Development Officer).

Committee Membership

The CEDC is a Committee of Council and is composed as follows but not limited to:

- Mayor of Town of Pilot Butte
- One Council Member
- CAO, Town of Pilot Butte
- Town Development Officer
- Four local Business Owners
- Local land developer
- One Agricultural Representative
- One RM Representative

A Chair and Vice Chair will be elected from the Working Group members at the first meeting of the new term of the Working Group to preside over meetings and Committee business. It is the role of the Chair to preside over meetings so that its business can be carried out efficiently and effectively. It is the role of the Vice Chair to preside over meetings in the absence of the Chair and to perform any other duties delegated by the Chair or as assigned through a majority vote.

All CEDC members, including the Chair and Vice Chair, are responsible for:

- Reviewing meeting materials in advance of the meetings and arriving prepared to provide a broad perspective on the issues under consideration
- Working diligently to complete assigned activities
- Agreeing to describe, process and resolve issues in a professional and respectful manner
- Providing input to help identify future projects or strategic priorities for future years' work

- Communicating activities of the Working Group to groups represented or those who may have an interest and offer information back to the Working Group All attempts will be made to stay within the guideline composition; however, if the applications received or the qualifications of applicants do not fully address the guideline composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition

In addition, the committee will be supported by staff and representatives, who are non-voting members and shall attend meetings as required. Including, but not limited to:

- Town of Pilot Butte Planning Developer
- Local physician recruiter

The CEDC may establish or disband sub-committees or ad-hoc working groups as appropriate.

Budget

There shall be no compensation payable to the members of the Working Group.

Term

Concurrent with the term of Council committee guidelines

Privacy

The meetings of CEDC are 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 or Town of Pilot Butte, will be kept confidential in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Meeting Schedule/Location

The CEDC shall meet monthly or quarterly (TBD); however an alternate schedule and special meetings for ad-hoc or special teams and for the CEDC may be set as required.

Committee Procedures

The CEDC shall be guided by and comply with the current Town of Pilot Butte Procedure By-law.

Amendments to the Terms of Reference

The Terms of Reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted to Council and to the CAO and shall take effect only upon the approval of Council