

Economic Development Board

Terms of Reference

1. PURPOSE

1.1 Serves as an advisory body to Council and Administration on policies, potential actions or advice related to the strategic goals and objectives that support economic development initiatives.

2. LEGISLATIVE AUTHORITY

2.1 *Municipal Government Act*, RSA 2000 c.M-26, as amended Section 145

2.2 Bylaw 08-19, Council Committee

3. DUTIES & RESPONSIBILITIES

The Committee has the authority to:

3.1 Establish the dates for each Board meeting;

3.2 Create or review Committee Terms of Reference (Council approval required);

3.3 Review and provide recommendations to Council on economic development policies;

3.4 Recommend and participate in the development of programs that align with the strategic outcomes and goals established by the Board and approved by Council; and

3.5 Review the Town of Lamont Strategic Plans on an annual basis and recommend policies that support economic development initiatives for Council's consideration.

4. ROLES

4.1 Councillors appointed to the Economic Development Board shall be responsible to keep Council informed as to the Board activities.

4.2 Board members shall only speak on behalf of the Economic Development Board when formally given such authority by Council or the Board for a specific defined purpose. In such instances, the Chair, or in their absence, Vice Chair will be the key spokesperson.

5. MEMBERSHIP

5.1 Up to five (5) public members from various backgrounds related to economic development - diversity is encouraged.

5.2 Up to two (2) Town of Lamont Council members.

6. TERM OF MEMBERSHIP

6.1 Public members are appointed on a two (2) year term (calendar rotation by resolution of Council.)

6.2 Public members shall not serve more than three (3) consecutive terms unless no other applications are received.

6.3 Council members are appointed annually at the Organizational meeting.

6.4 Council may request resignation of any Board Member at any time prior to the expiry of the member's term of office, and any member of the Board may resign at any time upon sending notice to the Chief Administrative Officer (CAO).

6.5 The municipal representative shall not be a member of the Board and may not vote on any matter; this includes any staff attending the meeting.

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6.6 Any member of the Economic Development Board who is absent from two (2) consecutive meetings of the Board shall forfeit his or her office, unless there is a resolution of the Board accepting a valid reason for their absence.

7. BOARD CHAIR

- 7.1 At the first meeting each year, the Board shall elect a Chair and Vice-Chair from among its voting members.
- 7.2 The Chair shall hold office for the remainder of the calendar year from the date of appointment.
- 7.3 The Chair shall preside over all meetings of the Board and decide all points of order that may arise; manage the process of the meeting; preside over the conduct of the meeting, including the preservation of good order and decorum; determine speaking order; and rule on all questions related to the orderly procedure of the meeting.

8. MEETINGS

- 8.1 The Board shall hold meetings four (4) times per year or as determined by the Economic Development Board; Ad Hoc meetings as required will be at the call of the Chair, or in the absence of the Chairperson, at the call of the Vice-Chair.

9. GOVERNANCE

- 9.1 A majority of the voting members shall constitute a quorum at a Board meeting.
- 9.2 All voting members of the Board, including the Chair, shall be required to vote on any motion before the Board and, in the event of a tie, the motion shall be lost.
- 9.3 The Chair or Vice-Chair will report annually to Council, regarding economic development initiatives and activities related to the Board; but may otherwise determine that additional reporting is necessary.

10. ADMINISTRATIVE RESPONSIBILITY

- 10.1 Coordination of Board meeting locations and setup.
- 10.2 Preparation of meeting minutes and agendas.
- 10.3 Circulation of Agenda Package to committee members.

11. ENACTMENT

- 11.1 Upon approval by resolution of Council.

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