



TERMS OF REFERENCE

PURPOSE OF GROUP

- To recommend priorities, and provide strategic advice to Council of the Village of Salmo on current and future economic development strategies, funding and efficacy.
- Mayor White established the Standing Committee on Economic Development in December of 2016 to provide guidance, advice and recommendations to Council.
- The overall goals of the group are to:
 - *Review and assess current models of economic development funding and methods;*
 - *Propose revisions and/or improved initiatives to enhance economic opportunities and promotions;*
 - *Recommend funding sources and opportunities.*

DUTIES/RESPONSIBILITIES

The Committee will:

- Through the Chair, provide concrete and detailed reports to Council in accordance with the Village's *Council Procedures Bylaw* as amended from time to time.
- Hear from various stakeholders, review research material and recommend actions to increase economic activity and prosperity in the Village.

MEMBERSHIP

- In accordance with the *Community Charter*, half of the Committee members are Council members.
- Committee members are appointed by the Mayor.
- The Committee shall be comprised of no more than six (6) members.
- Community members are to be selected from the business community.
- Appointments are indefinite and in accordance with the *Community Charter*.

GOVERNANCE

- The Mayor and/or Deputy Mayor or in their absence, another Committee member as determined by the Committee, will Chair.
- Committee conduct, debate and voting will be in accordance with the Village's bylaws and policies including the *Council-Staff Protocol Policy*, *Discrimination, Bullying & Harassment Policy*, and *Council Procedures Bylaw* as amended from time to time.
- A majority of the Committee shall constitute a quorum.

MEETINGS

- The Committee shall meet quarterly.
- Meetings shall not exceed two (2) hours duration except by a motion supported by 2/3^{rds} of the Committee members in attendance.
- Electronic meetings will be allowed in accordance with the *Community Charter*.



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- An agenda for every meeting shall be prepared by the Chair and Chief Administrative Officer and posted in the public notice places.
- Minutes of each Committee meeting shall be recorded and made public in accordance with the *Community Charter*.

RESOURCES

- The Chief Administrative Officer is appointed staff advisor to the Committee.
- Committee members shall serve without remuneration.

CONFLICT OF INTEREST AND CONFIDENTIALITY

- Committee members must abide by the conflict of interest provisions of the *Community Charter* and *Council Procedures Bylaw* as amended from time to time. If a Committee member attending a meeting of the 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 to 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.
- Issues of a confidential nature as defined in Section 90 of the *Community Charter* may be discussed in a meeting closed to the public.