

# Town of Beaverlodge Economic Development Committee

## Committee Terms of Reference

<b>Type of Committee</b>	Standing Committee
<b>Purpose</b>	To advocate for and seek out opportunities that have the potential to stimulate economic growth within the Town of Beaverlodge.
<b>Establishment</b>	Council formally establishes the Economic Development Committee (EDC) upon approval of the Committee Terms of Reference.
<b>Authority</b>	The EDC has an advisory role providing information/ recommendations to Council
<b>Composition</b>	Members shall be appointed by Council and include: Two (2) Town of Beaverlodge Council Representatives, one of whom will be appointed Chair by Council. Three (3) Members-At-Large, One (1) Member of the Beaverlodge & District Chamber of Commerce (BDCC) The Town of Beaverlodge Chief Administrative Officer (or designate)
<b>Term</b>	The term for all members at large is three (3) years.
<b>Time Commitment</b>	It is expected that Committee members volunteer approximately ten (10) hours including the formal meetings.
<b>Attendance</b>	Any Committee member not in attendance for three (3) consecutive meetings or three (3) meetings in a twelve (12) month period may have their appointment rescinded by Council.
<b>Voting</b>	There are six (6) voting members including the two (2) Town of Beaverlodge Council Representatives and three (3) Members-At-Large and one (1) Member of the Beaverlodge & District Chamber of Commerce
<b>Quorum</b>	Quorum will be established by 50% +1 of eligible voting committee members
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Promoting of the Town to potential businesses/investors</li> <li>• Identifying potential partnerships to stimulate economic growth in the Town and surrounding area</li> <li>• Identifying initiatives to market and create awareness of the Town and its services/amenities for business and tourism attraction</li> <li>• Promoting Tourism</li> <li>• Identifying incentives for existing business expansion and/or retention</li> <li>• Collaborating with the Town Community Enhancement Committee on initiatives that have synergies</li> <li>• Collaborating with Regional municipalities, and associations including the Beaverlodge &amp; District Chamber of Commerce and Grande Prairie Regional Tourism Association</li> <li>• Recommending potential Committee members to Council</li> <li>• Reporting to Council quarterly on EDC meetings, initiatives and their progress</li> <li>• Making recommendations to Council for changes to Town of Beaverlodge Policies and/or By-Laws</li> </ul>

<b>Policies</b>	Committee members are to review/understand all policies and/or bylaws that govern EDC activities.
<b>Budgetary Allowances</b>	The Committee shall prepare an I budget prior to February 28 to be included in the annual budget planning process and Council's consideration. The budget shall reflect the costs associated with planned economic development initiatives for the budget year. .
<b>Meeting Frequency</b>	Meetings are to be held a minimum of quarterly. The Committee can agree to a more frequent meeting schedule or additional meetings may be called as determined by the Chair.

**Approved By Council:**