

TITLE: Council Committees
POLICY No: PO79-2020-A02
EFFECTIVE DATE: May 24, 2022
AUTHORITY: Council
DEPARTMENT: Administration
SUPERSEDES POLICY No: PO68-2018
REVIEW DATE: October 2025



SCHEDULE E: JOINT ECONOMIC DEVELOPMENT AND TOURISM BOARD TERMS OF REFERENCE

1. COMMITTEE OBJECTIVE

To support, enhance, and promote business, economic activity, and tourism within the Town of Fox Creek and the surrounding area, as well as to provide strategic advice and recommendations to both the Town of Fox Creek and the MD of Greenview Councils that will facilitate and promote balanced, sustainable, and long-term growth for the benefit of the community and its residents.

2. COMMITTEE ROLE

- 2.1. Provide input, feedback, and advice on the strategies in the Economic Development Business Plan
- 2.2. Provide advice and comment on recommendations that the Economic Development Officer may take forward to Council
- 2.3. Recommend additional strategies, ideas, and solutions related to Economic Development and Tourism goals
- 2.4. Serve as a conduit or collaboration channel to the public, business community or investors in support of development and prosperity of the business and tourism communities
- 2.5. Develop a unified vision with goal setting/action items for endorsement by Council
- 2.6. Seek out and identify opportunities to help the Town achieve economic sustainability
- 2.7. Promote sustainable community economic development and tourism activities in the Town including marketing of the community

3. MEETING FREQUENCY

- 3.1. Meetings will be held monthly in the location of the Board's choosing.
- 3.2. Additional meetings in the form of Special Meetings may be called when required.
- 3.3. Meetings may be cancelled at the call of the Chair.
- 3.4. Meetings may also be cancelled by the Chair if there are insufficient agenda items requiring consideration with regard to the workplan.
- 3.5. The Board may choose not to hold meetings during the summer months (July/August).

- 3.6. After the Board has established its annual meeting schedule, including time, date, and place, notice of the schedule must be given by:
 - 3.6.1. Providing a copy of the schedule to each member of the Board
 - 3.6.2. Posting a copy of the schedule on the municipality's website

4. MEMBERSHIP

- 4.1. The Board's membership [may] consist of up to:
 - 4.1.1. Two representatives from Town of Fox Creek Council
 - 4.1.2. Two representatives from the MD of Greenview Council
 - 4.1.3. One Board member from the Chamber of Commerce
 - 4.1.4. One member representing the Forestry Sector
 - 4.1.5. One member representing the Retail Sector
 - 4.1.6. One member representing the Hotel and/or Restaurant Sector
 - 4.1.7. One member representing Education
 - 4.1.8. Two members representing Industry
 - 4.1.9. One member representing Recreation
 - 4.1.10. Two members at large
- 4.2. The Town of Fox Creek and MD of Greenview Economic Development Officers will act as advisory positions on the board, as well as act as the Recording Secretary.
- 4.3. The CAO from both the Town of Fox Creek and the MD of Greenview will attend meetings at their discretion
- 4.4. Members of the Board will be appointed by Town of Fox Creek Council, and notice provided to the MD of Greenview Council as information at their subsequent Regular Meeting
- 4.5. In order to maintain a high level of commitment and ensure business continuity, members may be required to resign if they have been absent for more than two consecutive meetings without good cause.
- 4.6. Resignation of a member during the term must be given in writing to the Town of Fox Creek Council, and notice provided to the MD of Greenview Council as information at their subsequent Regular Meeting
- 4.7. Appointments to the Board shall run concurrent with the terms of the Councils
- 4.8. The Economic Development Officers will review and consider whether to undertake a recruitment campaign to backfill a vacancy however at no point with the membership of the committee be less than five (5) members.

5. BOARD CHAIR RESPONSIBILITIES

- 5.1. The Chair shall preside at all meetings and exercises authority and performs duties as required, provide guidance and leadership to the Board in the completion of its mandate; and ensure that decorum is maintained at each meeting and that rules of procedure and conduct are observed.
- 5.2. The Chair shall be responsible for conducting the meeting in accordance with the relevant Town Bylaws and policies and will facilitate the discussion at each meeting pursuant to the published meeting agenda and the committee's mandate
- 5.3. The Chair is responsible for ensuring the smooth and effective operation of the Board and its' role. This will include responsibility for:
 - 5.3.1. Calling meetings to order
 - 5.3.2. Encouraging an informal atmosphere to encourage the exchange of ideas
 - 5.3.3. Creating an agenda in consultation with the recording secretary

- 5.3.4. Chairing the meeting to ensure business is carried out efficiently and effectively
- 5.3.5. Acting as a spokesperson
- 5.3.6. The Chair shall conduct meetings in accordance with the Town's Procedural Bylaw

6. VICE-CHAIR RESPONSIBILITIES

- 6.1. The Vice-Chair acts in the Chair's absence and assumes the roles and responsibilities of the Chair.

7. MEMBER RESPONSIBILITIES

- 7.1. Membership on the Board is a position of responsibility and requires commitment to the Terms of Reference. Board members are required to:
 - 7.1.1. Attend all regularly scheduled meetings. Members shall notify the Chair, or the Economic Development Officer if they are unable to attend a meeting.
 - 7.1.2. Adhere to the provisions set in the Policy for Council Committees. If a member has an unexplained absence of more than two consecutive meetings, then their seat on the Board shall be declared vacant.
 - 7.1.3. Review all information supplied to them
 - 7.1.4. Prepare information for use in the development of materials for the Board
 - 7.1.5. Promote the role of the Board and its decisions made

8. ECONOMIC DEVELOPMENT OFFICER RESPONSIBILITIES

- 8.1. The Economic Development Officers will be responsible for carrying out the following functions with respect to the Board:
 - 8.1.1. Act as an information resource
 - 8.1.2. Orientation of the Board members at the first meeting after Council appointment
 - 8.1.3. Assist the Board in its reporting to Council
 - 8.1.4. Provide correspondence to the Board
 - 8.1.5. Responsible for performing the role of Recording Secretary

9. RECORDING SECRETARY RESPONSIBILITIES

- 9.1. The Recording Secretary is responsible for ensuring a complete and up-to-date record for the Board.
- 9.2. Liaising with the Chair to arrange a date, time, and venue for the meetings
- 9.3. Liaise with the chair to set agendas and circulate agendas to the members at least two business days prior to the meeting
- 9.4. Circulate draft minutes to the members
- 9.5. Keep a complete up-to-date record of Board minutes

10. COUNCIL REPRESENTATIVE RESPONSIBILITIES

- 10.1. To report actions of the Board to their respective Councils

11. GOVERNANCE

- 11.1. The Board shall be governed by applicable law including the Town’s Procedural Bylaw, the Municipal Government Act, and Freedom of Information and Protection of Privacy Act.
- 11.2. A chairperson and vice-chairperson shall be appointed from membership for a term of one year
- 11.3. Recommendations to Council shall be in writing via motion and prepared in advance with a supported report from the Economic Development Officer
- 11.4. The calculation of quorum to conduct business of the Joint Economic Development and Tourism board is a simple majority of members in good standing.


12. CODE OF CONDUCT

- 12.1. Where not otherwise specified in these Terms of Reference, conduct and procedures of the Committee will be governed by the relevant sections of the Town’s Procedural Bylaw and Code of Conduct


13. REPORTING

- 13.1. Reports are made to the Town and MD Councils via:
 - 13.1.1. Minutes as information items
 - 13.1.2. During the budget process
 - 13.1.3. Attendance by the Chair, or other Board representatives in their absence, at the Committee of the Whole Meetings to make recommendations on behalf of the board to Town Council
 - 13.1.4. Council representatives’ reports during the “Council Business Reports” item at a Regular Meeting of Council

14. APPROVAL



 Sheila Gilmour
 Mayor of the Town of Fox Creek



 Tyler Olsen
 Reeve of the MD of Greenview

June 16, 2022

 Date

6/20/2022

 Date