



**Village of Belledune
Economic Development Task Force Committee**

Terms of Reference

The Mayor and Council of the Village of Belledune have established that the growth in tax base is a major priority.

The Village of Belledune has the resources of talented business people and residents who are willing to lend their experience and expertise;

Council recognizes and understands that economic development initiatives are most effective when business leaders, citizens, and staff work in a collaborative way to craft and execute strategies;

Therefore, the Council of the Village of Belledune, as per the authority of Section 4(3) of the NB Municipalities Act and Section I of the Village of Belledune Procedural By-law #10-2004, will establish an Economic Development Task Force Committee for the purpose of providing advice for enhancing the economic well-being of the community.

The mandate of the Committee shall be to assist Council with their efforts in developing an economic development plan. The committee will also advise Council from time to time on the necessary policies and/or resources required to enhance the Village's value strategy.

COMMITTEE

- The Committee should consist of ten (10) volunteer members appointed by Council, comprised of seven (7) Council-direct selection and three (3) through an application process. At least 70 percent (7 of the 10 members) of the members should be residents of the Village of Belledune.
- The Chair of the Committee, who will have the required skills established by Council, shall be appointed by Council annually. As the Chair, he/she will be required to commit significant time to keep staff and Council updated on the work of the Committee and will be responsible for implementing identified actions by the Committee; Council may compensate the Chair for his/her services.
- Committee members should have a demonstrated track record in business and have a good understanding of the importance of developing and executing effective marketing plans. Being well connected within the community would be an asset.
- Other than the Chair, the Committee members should be appointed for a three (3) year term and be eligible to serve two (2) consecutive terms.
- Committee members need to have complete focus on economic development within the community.
- Committee members, including Chair, will, receive small honorariums: \$50 per meeting plus mileage at the municipal approved rate.
 - Remuneration forms will be supplied to the Committee by the municipal administration and returned to the municipal Treasurer for payment.

- The Committee shall have a make-up that includes diverse members from different occupational backgrounds. They will assist the Chair and Council to craft recommendations and solutions while considering municipal regulations and budgetary impacts.

MANDATE

- To develop a comprehensive value proposition for the Village of Belledune.
- To assist with various economic development projects initiated by Council and community.
- To assist in the drafting and execution of a detailed economic development plan that is reviewed and updated annually.
- To identify service gaps and opportunities in the community to help the village achieve its economic development goals.
- To discover and implement ways the village can support, retain, and/or attract business investment to the community.
- To identify and report on competitiveness issues, policies and programs.
- To assist with the dissemination of information from the Committee to the Council and community.

MEETINGS

The Committee should have a minimum of six (6) meetings (bi-monthly), and a maximum of twelve (12) meetings (one per month) per year.

- Minutes of the meetings will be taken and, once approved, by the Committee, distributed to Council.
- Meeting location will be at Belledune Recreation & Cultural Centre or alternative location identified by Council. Scheduling of meeting dates should be booked through the municipal administrative office.
- The Chair will create the agenda and lead the meetings.
- Topics for the agenda will be generated from recommendations from Council and community as well from the identified service gaps established by committee members.
- Committee members shall be governed by Conflict of Interest rules as outlined in Section 90.1 to 90.91 of the NB Municipalities Act.
- Committee procedural rules and regulations shall be established by Council and shall be used for the order and dispatch of business of the Committee.
 - In the absence of Council-established procedural rules and regulation, the Committee Chair shall use the Century of Robert's Rules of Order (2nd Edition) as a guide.
- Twenty-four (24) hours prior to the meeting, agendas will be emailed to committee members.
- Committee meetings will follow the agenda and, afterwards, there will be a period for open discussion amongst the Committee members.
- Notwithstanding section 10.2(4) of the NB Municipalities Act, all meetings of the Committee are public and no person shall be excluded from any such meeting except for improper conduct.
 - There will be no open session for questions or comments.

- Anyone wishing to address the Economic Development Task Force may do so in the form of a presentation that must be submitted one week prior to the scheduled meeting and be approved by the Chair of the task force.

COMMITTEE CHAIR


Skills required:


- Should have experience in business, economic development, and communications. He/she should also have a good understanding of real estate development and the role of municipalities. In addition, he/she should have an established network of business contacts.

Role and Responsibilities:

- Will be approved by Council and may include:
 - Chairing of all Committee Meetings.
 - Preparing agendas and providing meeting materials in advance to each member of the Committee.
 - Working with the Committee to develop an annual work plan with timelines and measurable goals and targets.
 - Being the primary spokesperson for the Committee.
 - Reporting to Council as required.
 - Working with staff to implement identified tactics.
- Compensation:
 - In addition to honorarium for committee members, the Chair will receive an additional \$25 per meeting.

Adopted December 21, 2016


Clerk


Mayor