



## Village of Oil Springs Economic Development Committee Terms of Reference

### **1. PURPOSE**

The Economic Development Committee, a committee of council, will make recommendations to Council, and the Clerk-Treasurer on matters that will foster and enhance business retention and expansion in the community. The Committee will liaise with existing businesses and facilitate the development of new enterprises through the support and provision of opportunities for new economic growth, to enhance the quality of life and prosperity in the Village of Oil Springs and to meet the needs of the future. The Committee will also liaise with local community groups and will provide support to the development and sustainability of the local community.

### **2. MEMBERSHIP**

The Economic Development Committee shall be comprised of five (5) members, three (3) from the public and two (2) council members. The public will be welcome to attend meetings and share opinions. All decisions will be the responsibility of the appointed committee. The Committee shall comprise:

- Two (2) Members of Council
- Three (3) Citizen representatives who represent the business community or community group members.
- A Chairperson of the Committee will be appointed by Council.

To ensure input from all parts of the municipality, the Economic Development Committee shall make an effort to appoint representatives from the municipality and local area who represent a broad cross-section of the economy and geography.

### **3. TERM**

The Committee members shall be appointed for the term of Council. Council will confirm appointments annually.

#### **4. DUTIES AND FUNCTIONS**

The following are main duties and functions of Committee members:

- Advising during the development of economic development strategies;
- Advising on the development of marketing action plans and budgets;
- Acting as representatives of the Village of Oil Springs Economic Development Committee for certain new initiatives;
- Being the “eyes and ears” of Council within the municipality;
- Assisting and providing support to the Secretary/Clerk-Treasurer on projects, issues and other matters as they may arise.

#### **5. TASK GROUPS**

On occasion, the Committee may want to tackle specific issues relating to tourism, local initiatives or business development. The Committee may strike “Task Groups” around specific projects when required. A Task Group shall be more implementation oriented, have a defined expiry date and can include interested members of the Committee as well as other interested members of the public or specific organizations who need to be involved. These “Task Groups” shall report back to the chair of the committee or Secretary.

#### **6. MEETING TIMES AND LOCATIONS**

Meetings will be held minimum, quarterly at 7pm at the Municipal Office, and at the call of the Chair.

#### **7. MEETING ATTENDANCE**

Any member of the Committee, who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee and replaced. The Committee must make recommendations, by a report to council for the removal of any member. In order for a committee meeting to take place, quorum (half plus 1) shall be required in order for the meeting to proceed.

#### **8. STAFF SUPPORT**

The Clerk-Treasurer will attend all meetings as Secretary, act as a staff resource, and provide the Committee with technical assistance, take minutes, but will not constitute as a voting member.

## **9. REPORTS**

Minutes of all meetings of the Committee shall be forwarded to Council to be placed on a Council agenda to be received for information. Committee recommendations to Council shall be put forward in a written report to Council from the Secretary.

## **10. AMENDMENTS**

These terms of reference may be amended by a majority vote of the Economic Development Committee. The proposed amendment will be circulated with the Committee agenda in advance of a regularly scheduled meeting to provide all members the opportunity to consider the proposed amendment. Amendments will be presented to council for approval.