

Economic Development Commission

Terms of Reference

Background

The Economic Development Commission was created to support the Town of Sidney in accomplishing its goal of establishing a resilient economy in partnership with the community and key stakeholders.

The mandate of this select committee is to enhance the environment for economic development in Sidney through Council approved initiatives that will facilitate business development and attraction, create synergies among partners, and enable our community to grow and thrive.

Mission & Objectives

Sidney Economic Development Commission will promote economic growth by supporting the business community, as well as the Town's efforts to attract new people, companies and investment.

We facilitate this by building strong relationships and collaboration with the business community, and our neighboring municipalities, while identifying opportunities that will improve and grow business activity in all of Sidney.

The Economic Development Commission's primary objectives are to:

- Develop and implement a sustainable economic development strategy that will identify opportunities and specific initiatives to enhance economic growth in the Town of Sidney
- Enhance economic development opportunities through development and promotion of Business Retention & Expansion (BR & E) initiatives
- Assist in the promotion of revitalization efforts in downtown Sidney
- Help foster an attractive investment environment for the commercial sector
- Assist in the promotion of a positive image for Sidney and area to attract businesses, investment, residents and visitors

Membership

1. Members shall consist of the following:

Voting Members

1. Councillor
2. 1 Sidney Business Improvement Area
(with 1 designated alternate)
3. 1 Saanich Peninsula Chamber of Commerce
(with 1 designated alternate)
4. 1 West Sidney Industrial Group
(with 1 designated alternate)
5. 1 community member at large
6. 1 community member at large
7. 1 community member at large
8. 1 community member at large
9. 1 community member at large
10. 1 community member at large

Non-Voting Members

Chief Administrative Officer
Director of Corporate Services
Recording Secretary

2. Members will be expected to dedicate time and expertise to realize group objectives.
3. Members shall undertake their responsibilities on an impartial and objective basis. Any member whose personal or financial interest could be in conflict with the subject matter being discussed should immediately disclose this information. Members with a conflict of interest will not participate in any discussion or recommendations.
4. Members will be respectful of all decisions made by the Commission.

Note: *EduTech approved as a Sub-Committee.*

Term

Members will be appointed for a two year term.

Quorum

6 voting members

Role of Chairperson

The Chairperson and Vice Chairperson shall be selected by members of the Commission. The Chairperson is responsible for: calling meetings, preparing agendas, conducting meetings, providing leadership, and ensuring meetings are accurately documented. In the absence of the Chair, the Vice Chair shall preside.

Role of Town Staff

Town staff are in attendance to provide technical advice and relevant background information on agenda items, and to answer any questions with respect to municipal legislation, bylaws, operations, etc.

Role of Recording Clerk

The Recording Clerk is responsible for: preparing and distributing agendas (in conjunction with Town staff), taking minutes of the meetings, ensuring minutes are forwarded to the Corporate Administrator, and providing other related administrative support as required.

1. A schedule of meetings will be established by the Commission.
2. All meetings shall be held at the Town Hall, in open session except as allowed under the *Community Charter*.
3. Meeting rules and procedures will be in accordance with the Town's Procedure Bylaw.
4. The conduct of meetings shall enable members of the Commission to consider information presented, weigh evidence related thereto, and make informed decisions in a democratic, consensually driven environment and respect the following:
 - o Promise of informality
 - o Group discussion is important, everyone participates
 - o Provide honest, open opinions
 - o Agree to disagree; consensus may not always be achieved
5. Promise to stay on track and on topic. Commission meeting expenses shall be undertaken by the Town, as deemed acceptable and approved by the CAO.

Funding

The Commission will be required to establish an annual work plan and budget for Council's approval (with inclusion of a reserve fund for new initiatives). The Commission may also appear before Council at any time to propose additional projects for consideration and funding. Expenses would flow through the Town.

Reporting/Authority

The minutes of meetings, including recommendations of the Committee, will be forwarded to Council for their consideration. Council's decision to approve, deny or amend recommendations is at their discretion. Any initiatives proposed by the Committee must be forwarded to Council for approval prior to proceeding, including the use of Town resources.