

# **BOWEN ISLAND** **Municipality**

## **Community Economic Development Committee (CEDC) Terms of Reference**

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### **1. PURPOSE**

To facilitate community economic development on Bowen Island and provide Council with advice and recommendations on community economic development for Bowen Island.

### **2. MANDATE - RESPONSIBILITIES AND DUTIES:**

- 2.1 The Committee is a Select Committee of Council that acts in an advisory capacity to Council, with final decisions in all matters brought before the Committee resting with the Council.
- 2.2 The Committee will:
  - a. Provide advice and recommendations to Council regarding the community economic development of Bowen Island;
  - b. Develop the framework for, and facilitate the development of, action plans for economic strategies/initiatives for recommendation to Council;
  - c. Facilitate the development of action plans to implement Council's approved economic strategies;
  - d. Organize, facilitate and participate in efforts to implement economic strategies/initiatives;
  - e. Monitor, evaluate and report progress and achievements;
  - f. Provide advice and support to staff and contractors;
  - g. Facilitate broad public involvement in community economic development and provide educational opportunities related to planning and implementation;
  - h. Recommend programs to recognize and reward achievements;
  - i. Pursue any other matters referred to the Committee by Council and report back to the Council expeditiously, as required.

### **3. MEMBERSHIP – COMPOSITION AND TERM OF OFFICE:**

- 3.1 Members of the Committee shall be appointed by Council. Each Committee member must be a resident or property owner of Bowen Island and have experience relative to the mandate of the Committee.
- 3.2 The Committee shall consist of up to 12 voting members:
  - Up to nine (9) members from the community at large; and,
  - Up to three (3) members of Council.
- 3.3 The term of office of Committee members shall be approximately (2) years, or until a successor is appointed.
  - Committee members are eligible for reappointment.
  - Committee term memberships will be staggered.
  - Appointments will take place annually in the fall.

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- 3.4 Council members shall be appointed for the duration of his or her term of office as Mayor or Councillor.
- 3.5 Committee members are expected to attend meetings regularly. If a member is absent from Committee meetings for a period of four consecutive regularly scheduled meetings, unless the absence is because of illness, the member may be deemed removed and Council may appoint another member to serve the remainder of the term. If a Committee member finds it necessary to resign from the Committee, an email to that effect should be sent to the Chair and copied to the Committee Clerk. Council will be informed of resignations or membership non-renewals via an open meeting agenda.
- 3.6 Council, Council, pursuant to the [Community Charter](#), may rescind appointment of a Committee member at any time.
- 3.7 Committee members shall serve without remuneration.
- 3.8 Subcommittees: Time-duration subcommittees may be established by the Committee. These working groups are focused on a specific purpose and are inclusive of individuals and representatives from the community who bring an informed voice to the subject matter being explored. The subcommittees will be designed to support specific bodies of work of the Committee and will report to the Committee on a regular basis. Each subcommittee is required to coordinate its own administrative functions.

#### 4. HOLDING OF MEETINGS – QUORUM, VOTING AND CONDUCT:

- 4.1 The Committee shall elect a Chair and Vice Chair at its first meeting after January 1<sup>st</sup> each year.
- 4.2 The Committee shall decide in January of each year by resolution where and when its regular meetings shall be held. Staff shall post a schedule of regular meetings in accordance with the municipality's [Procedure Bylaw](#).
- 4.3 Unless specified at an open meeting for reasons allowed under the [Community Charter](#), all meetings shall be open to the public.
- 4.4 Meetings of the Committee shall be conducted in accordance with [Bowen Island Municipality Council Procedure Bylaw No. 111, 2004](#). In the absence of comment in the [Procedure Bylaw](#), [Robert's Rules of Order](#) shall apply.
- 4.5 Pursuant to the [Community Charter](#), quorum is a majority of the number of members on the Committee.
- 4.6 Resolutions of the Committee shall be decided by a majority vote with the names of those voting in the minority being recorded. Each member on the Committee shall have one vote.
- 4.7 Conflict of Interest pursuant to the [Community Charter](#): Committee members shall absent themselves from discussions or decision making at Committee meetings if there is a potential

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conflict of interest, and this shall be recorded in the Minutes of Committee meetings. Committee members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public. Any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information. As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

## 5. ADMINISTRATION

- 5.1 A minute taker will be provided for committee meetings.
- 5.2 The The minutes of the proceedings of all Committee meetings shall be recorded and approved by the Chair. Chair-approved minutes will be submitted to Council for its information or consideration. Minutes that have been adopted by the Committee will be posted on the Municipal website.
- 5.3 The Chief Administrative Officer will appoint a member of staff as liaison to the committee, and this role will include the support and assistance with coordination of the work and activities of EDC, subject to annual budget approval by Council. Other staff may be made available to the Committee upon approval of the Chief Administrative Officer.
- 5.4 The Committee will prepare an annual report to Council on the year's achievements and an annual work plan and budget for approval by Council.