

DISTRICT OF VANDERHOOF

BYLAW NO. 1045, 2008

A Bylaw to establish an Economic Development Committee.

WHEREAS Section 142(1) of the Community Charter empowers Council to establish a select committee to consider or inquire into any matter and to report its findings and opinions to Council;

AND WHEREAS Section 142(3) of the Community Charter makes provision for appointing as members of the select committee persons who are not members of District Council;

NOW THEREFORE the Council of the District of Vanderhoof in open meeting assembled enacts as follows:

1. That District of Vanderhoof Bylaw No. 986, 2005 A Bylaw to establish an Economic Development Advisory Committee is hereby rescinded in its entirety.
2. The Committee shall consist of 9 members one (1) each representing the following sectors:
 - a. The Forest Sector.
 - b. The Mining/Mineral Exploration Sector.
 - c. The Tourism Sector.
 - d. The Chamber of Commerce representing the Retail/Service Sector.
 - e. The Agriculture Sector.
 - f. The Education sector.
 - g. The Saik'uz First Nation.
 - h. The District of Vanderhoof Council
 - i. The Regional District of Bulkley-Nechako – Area F
3. The Economic Development Committee shall be responsible to the District of Vanderhoof to provide advice on economic development activities as defined in the *Vanderhoof Economic Development Committee – Terms of Reference* in Appendix 'A', which forms part of this bylaw.
4. Nothing in this Bylaw shall be construed to be a restriction on the sole right and authority of the District of Vanderhoof to manage the affairs of the Economic Development Function as, how and when deemed necessary by the District of Vanderhoof.
5. This Bylaw may be cited as the District of Vanderhoof Economic Development Committee Bylaw No. 1045, 2008.

READ A FIRST TIME THIS 12th **DAY OF** November, 2008.

READ A SECOND TIME THIS 12th **DAY OF** November, 2008.

READ A THIRD TIME THIS 12th DAY OF November, 2008.

ADOPTED THIS 26th DAY OF November, 2008.

MAYOR

CORPORATE OFFICER

APPENDIX 'A'

BYLAW NO. 1045, 2008

TERMS OF REFERENCE – VANDERHOOF ECONOMIC DEVELOPMENT COMMITTEE

ECONOMIC OBJECTIVES OF COUNCIL as per the OFFICIAL COMMUNITY PLAN BYLAW No. 993, 2006:

Council is committed to maintaining a positive business climate that would assist in the diversification of the local economy. The District's economic objectives will be further developed with the completion of an economic plan and through the structure of the economic development committee and an economic development officer.

Objective 3.5.1: To establish a positive business climate that promotes and encourages the expansion of existing ventures and the development of new ones.

Objective 3.5.2: To develop a strategy for the diversification of the local economy, recognizing a long-standing dependence on the forest industry and the effects of the pine beetle.

1. MANDATE OF THE VANDERHOOF ECONOMIC DEVELOPMENT COMMITTEE

The mandate of the Committee is:

- to provide strategic level and issue related information pertinent to economic development in the community of Vanderhoof to the Council and Economic Development Officer; and
- to assist in the development and implementation of an economic development strategy that will focus on:
 - o the diversification of our economy and
 - o establish a positive business climate that promotes and encourages the expansion of existing ventures and the development of new ones.

2. DEFINITIONS:

The following definitions apply:

"Committee" shall mean the Vanderhoof Economic Development Committee.

"Council" shall mean the Municipal Council of the District of Vanderhoof.

"District" shall mean the District of Vanderhoof.

"Economic Development Officer (EDO)" shall mean the Economic Development Officer for the District of Vanderhoof.

3. All members of the Committee will be appointed by Council as follows:

- a) The EDO will make recommendations to Mayor and Council for the appointment of representatives for the formation of the first Committee.
- b) The Committee may then make recommendations to Council for future membership.

page 1

page 2

Appendix 'A'

4. The EDO will act as a liaison between the Committee and Council.
5. Terms of Committee appointments are as follows:
 - a) All committee members shall be appointed for a two year term.
 - b) The Council representative will be appointed by the Mayor on an annual basis.
 - c) All members appointed shall remain members of the Committee until their respective successors are appointed by Council.

6. RESPONSIBILITIES:

1. The Committee members' responsibilities are as follows:

- a) To attend all regular meetings.
- b) To report all available and pertinent sectoral information to the Committee at each meeting. Pertinent information and time sensitive issues are to be communicated to EDO between meetings.
- c) To act as a communication liaison between the Committee and the represented sector. Facilitate a two-way communication link between the Committee and the represented sector and to maintain knowledge of important activities/issues important to local economic development.
- d) To provide comment on the periodic revision of economic development strategies for recommendation to Council.
- e) To participate in the planning of economic development related activities and projects and, where requested by Council, participate in the implementation of these activities and projects.
- f) To assist the EDO in developing and maintaining communication relationships with sector stakeholders in order to facilitate economic development activities and to gather information that lends to an up-to-date understanding of the economic health of industries and the community as a whole.

7. MEETINGS:

- a) At the inaugural meeting of the Committee a Chairperson and a Vice-Chairperson shall be selected.
- b) Each January thereafter the Committee shall hold a meeting at which time a Chairperson and Vice-Chairperson shall be selected.
 - a. No member of Council shall be eligible for selection as Chairperson or Vice-Chairperson.
 - b. The Chairperson will preside at all meetings of the Committee
 - c. The Vice-Chairperson will carry out the duties of the Chairperson during his/her absence.

page 3

Appendix 'A'

- c) General meetings will be held bi-monthly with special meetings to be called by the Chairperson.

- d) Meetings will be scheduled at a time and date that is agreed upon by the Committee.
 - a. Refreshments and/or meals will be provided by the District as deemed appropriate by Committee Chairperson.
- e) A quorum for regular and special meetings of the Committee shall be five (5) Committee members present.
- f) Meetings will be subject to District of Vanderhoof Procedures, *Bylaw No. 962, 2004 – Section 1.5(1) Select Committees of Council*.
- g) Minutes of the proceedings will be kept in accordance with District of Vanderhoof Procedures, *Bylaw No. 962, 2004 – 1.15 Minutes of the proceedings of a regular council meeting and of 2.6 Minutes of proceedings of a closed meeting*.
- h) Meeting procedures will be conducted in accordance with Roberts Rules of Order.
- i) The proceedings of the Committee meeting shall be recorded by EDO and a copy of the minutes forwarded to Council.
- j) If, within 20 minutes from the time appointed for a meeting, a quorum is not present, the meeting will be terminated and re-scheduled for another date and time that falls within two weeks of the terminated meeting.
- k) Decision-making will be through a consensus process.
- l) Recommendations to Council will be communicated through the meeting minutes.
- m) If any member of the Committee is absent from three consecutive regular meetings of the Committee, the Council may upon recommendation of the Committee, remove the member from the Committee.
- n) The Council may remove any member of the Committee for malfeasance or any other good and sufficient cause.
- o) Neither the Committee nor any member thereof shall have the power to pledge the credit of the District in connection with any matters whatsoever, nor shall the said Committee or any member thereof, have any power to authorize any expenditure to be charged against the District.
- p) The Committee will be dissolved following its final recommendation to Council.