

# TERMS OF REFERENCE

## Economic Development Committee

Approved by the Mayor: February 7, 2023

Amended by the Mayor:

### MANDATE

The Economic Development Committee (EDC) is a standing committee of Council established under section 141 of the [Community Charter](#). The mandate of the committee is to facilitate socially and environmentally responsible community economic development in the District of North Cowichan and provide Council with advice and recommendations on economic development issues for the District of North Cowichan.

### DUTIES

The Committee exists to provide support to Council by:

- Seeking input and recommendations from stakeholders across all sectors including First Nations, existing business, agriculture, industry, and labour on aspects of economic development through presentations at Committee meetings;
- Attracting, supporting and facilitating economic development proposals from businesses and organizations to promote business retention and expansion and job creation opportunities;
- Preparing an economic development strategy, based on input received, aimed at fostering economic development, in the Municipality and advancing the various aims and objectives of the Official Community Plan, which includes advancing the principles of a regenerative economy in the municipality;
- Overseeing municipal projects identified in the strategy;
- Identifying and measuring key metrics over time to determine success; and
- Coordinating with Economic Development Cowichan to ensure that duplication is avoided and municipal economic development initiatives are aligned with regional objectives and initiatives.

### MEMBERSHIP

The Committee shall consist of three (3) members of Council.

### APPOINTMENT AND TERM

Members shall be appointed by the Mayor for a term to coincide with the Council term, or as otherwise determined by the Mayor. The Committee shall elect a member to preside at meetings as the Committee Chair annually.

### STAFF SUPPORT

The Chief Administrative Officer serves as the staff liaison to the Committee. The General Manager of Planning, Development and Community Services, the General Manager of Corporate Services, and the CVRD Economic Development Staff shall provide support to the Committee.

## MEETINGS AND REPORTING TO MAYOR &/OR COUNCIL

The Committee shall meet on a quarterly basis, or at the call of the Chair.

Meetings shall be conducted in accordance with the rules of procedure set out in the [Council and Committee Procedure Bylaw](#) and the [Council Advisory Body Policy](#).

Any member of the Committee may request, through the Committee Chair, that a matter be placed on a Committee agenda. With the approval of the Committee Chair and the Mayor, urgent or time-sensitive committee matters may be forwarded directly to Council for consideration.

## REMUNERATION AND BUDGET

Committee members serve as volunteers and receive no remuneration in addition to the remuneration Council Members receive under Council Remuneration Bylaw No. 3709, as revised or replaced from time to time. Any expenses incurred while engaged in committee duties will be reimbursed pursuant to expenditures being pre-approved by the Chief Financial Officer or the Chief Administrative Officer, as appropriate.