

**City of Lloydminster
Terms of Reference
Economic Development Committee**

1. Purpose

1.1. The Economic Development Committee (the “Committee”) is established to support the economic growth, development, and sustainability within Lloydminster. The Committee’s role is to review, advise and support City of Lloydminster staff and Council on matters relating to economic development and the business community. The Committee will provide strategic direction, support, and advice on matters related to economic development and business support.

2. Definitions

Administration	An employee or contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Committee	The Economic Development Committee.
Council	The Municipal Council of the City of Lloydminster.
Member	Economic Development Committee member.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Public Representative	A member of the public representing the community.

3. Scope

3.1. This Terms of Reference applies to all members of the Economic Development Committee.

4. Administration Roles and Responsibilities

4.1. One (1) Member of Council shall be appointed annually. The Member of Council shall be a voting member on the Committee.

4.1.1. The Member of Council appointed to the Committee acts as a conduit between Council and the Committee. This involves ensuring Council’s adopted Strategic Plan, Bylaws, and Policies are

considered in Committee discussions and recommendations, keeping Council informed of the Committee's activities, and advocating for and supporting Committee recommendations.

- 4.2. The City Manager shall appoint one (1) City Administration representative to the Committee. The City Administration representative shall be a non-voting member on the Committee.
- 4.3. Other City representatives may be present at meetings as required or requested by the Committee to provide input and expertise. These City representatives will be non-voting members.
- 4.4. The City shall provide minute and record keeping for the Committee through a non-voting member of Administration.

5. Public Representative Membership and Responsibilities

- 5.1. Six (6) Public Representatives shall serve on the Committee. These Public Representatives shall be voting members on the Committee.
- 5.2. Public Representative Committee members shall be selected by City Council
- 5.3. The Six (6) Public Representative seats shall be selected through Council appointment for a two-year term. Recommendations will be brought forward to Council for official appointment.
- 5.4. Seats are not transferable until a term is completed unless the seat holder fails to uphold the obligations outlined in this Terms of Reference or resigns from the seat.
- 5.5. Appointed Committee members are expected to attend every meeting in person or virtually through agreed upon electronic methods.
- 5.6. Absence from three (3) consecutive meetings shall terminate a Member appointment on the Committee unless the Committee votes that there is a valid reason for the absence.

6. Remuneration

- 6.1. Committee Members shall not be remunerated for their participation on the Committee. However, all approved expenses related to travel, accommodations, and registrations for conferences, training, events, and tradeshows will be covered by the City of Lloydminster.
- 6.2. Council members appointed to this Committee fall under the City's *Business Expense Reimbursement Policy* and *Travel Expense Reimbursement Policy*.

7. Officers

7.1. Committee Members shall elect a Chair and Vice-Chair.

7.2. Each Officer shall hold the seat on the Committee until the project is completed.

7.2.1. Chair

- the Chair shall preside over all meetings of the Committee, preserve order, and enforce the rules of procedure;
- the Chair shall call a vote on all matters to determine resolutions.

7.2.2. Vice-Chair

- in absence of the Chair, the Vice-Chair shall have full authority of the Chair;
- if the Chair and the Vice-Chair are both absent the Committee may, from its members, appoint another person to act in place of the Chair and the Vice-Chair during their absence.

8. Committee Roles and Responsibilities

8.1. Members of the Economic Development Committee shall:

8.1.1. promote economic development initiatives that enhance the region's economic well-being;

8.1.2. advise on strategies and programs that attract new businesses and retain existing ones;

8.1.3. facilitate partnerships between businesses, government, and other stakeholders;

8.1.4. identify and address economic development challenges and opportunities;

8.1.5. support workforce development and job creation initiatives.

9. Sub-Committees

9.1. Sub-Committees may be formed for initiatives, at the full discretion of the City. These Sub-Committees may include individuals and representatives that do not formally sit on the Committee. They are intended for task-oriented projects.

10. Conduct and Ethics

- 10.1. Members are expected to provide impartial and objective advice for the greater good of the City of Lloydminster community.
- 10.2. Members shall recuse themselves from any conversations, initiatives, or other professional activities carried out by this Committee that a reasonable observer may deem the individual to hold an interest in or ability to influence.
- 10.3. Committee Members are obligated to conduct themselves with an elevated level of ethics, setting and raising the example of the standards of conduct in the City. This includes, but is not limited to treating other Committee Members and community members with respect and consideration, conducting themselves in a professional manner, keeping confidence matters that are not available to the public, etc.
- 10.4. No Committee Member shall act or speak on behalf of the City of Lloydminster or use the Committee for personal gain or advocate on a pre-determined agenda.
- 10.5. Committee Members shall ensure all City bylaws and policies are followed.

11. Governance

- 11.1. Although there are no formal voting powers, all members are provided an opportunity to vote on a matter, including the Chair. In the event of a tie, the matter is defeated.
- 11.2. Quorum consists of fifty per cent (50%) of the membership plus the Member of Council. There must be majority agreement for a matter to be brought to Council through Administration. Should quorum not be met, the meeting will be rescheduled.
- 11.3. The Terms of Reference shall be reviewed annually by the Committee and all revisions shall be approved by resolution of Council.

12. Meetings

- 12.1. Virtual attendance for meetings is permitted unless the meeting requires in-person participation. Those participating virtually will not be considered part of quorum if their connection is lost and cannot be regained. Notice of two (2) business days must be provided to ensure virtual attendance capability is available.
- 12.2. All Committee Members are expected to come to the meeting prepared and having reviewed all information provided in advance.
- 12.3. If a meeting is called outside of the regular meeting schedule, the meeting shall be called with majority of the Committee Members agreeing to the



meeting, and the Member of Council and Administration representation shall be present. This must be done through the Chair, provided not less than two (2) working days notice is provided to each Committee Member.

12.4. In addition to meetings held with the Economic Development Committee, the Chair and Vice-Chair meet with the Project Manager regularly to ensure the Committees are in alignment with each other.

12.5. At any time, the Chair and Vice-Chair may determine additional meetings as required.

13. Financial

13.1. All financials shall be managed by the City.

13.2. The City shall provide free usage at City facilities and/or City owned equipment to the Committee.

14. Reporting

14.1. The Committee shall provide an annual report (or as requested by Council) of activities of the Committee; the Chair and/or Vice-Chair will work with Administration for creation and presentation of this report.

14.2. In addition to the quarterly report to Council, the Chair and Vice-Chair may determine additional reporting as required.

15. Conflict of Interest

15.1. Committee Members have an obligation to disclose any conflicts of interest relative to any matters under discussion.

16. Termination

16.1. Council may, at the request of the Committee, ask for the resignation of any member should they not uphold the duties of the Committee as outlined in the Terms of Reference, including regular attendance (no more than three (3) absences unless approval is voted on by the Committee).

16.2. Council may terminate the Committee by a resolution of Council after reviewing the effectiveness of the Committee.