

Municipality of Fundy Albert

Economic Development Committee (EDC)

Terms of Reference

1.0 Introduction

The Municipality of Fundy Albert recognizes the importance of strategic, sustainable, and community-centred economic development. To support this mandate, Council establishes the Economic Development Committee (EDC) as a formal advisory body that provides informed guidance, facilitates stakeholder engagement, and supports the development and implementation of economic growth strategies.

These Terms of Reference (TOR) establish the mandate, structure, roles, responsibilities, and operational procedures for the EDC.

2.0 Purpose

The purpose of the Economic Development Committee is to:

1. Provide strategic advice and recommendations to Council and Administration on economic development priorities, initiatives, policies, and opportunities.
2. Enhance business retention, expansion, and attraction efforts to build a resilient, diverse local economy.
3. Strengthen regional partnerships and foster collaboration with tourism operators, chambers of commerce, industry associations, provincial and federal agencies, and Indigenous communities.
4. Support economic initiatives that align with the Municipality's Strategic Plan, Tourism Strategy, Asset Management Plans, and long-term financial framework.
5. Act as a conduit between the business community, residents, and the Municipality to ensure economic development activities reflect local needs and opportunities.

3.0 Guiding Principles

Committee members shall adhere to the following principles:

- **Transparency and Accountability:** Operate in a manner that supports open government and trust.
- **Evidence-Based Decision-Making:** Use data, research, and professional advice to guide recommendations.

- **Regional Collaboration:** Recognize Fundy Albert's role in the broader regional economy.
- **Sustainability:** Promote initiatives that balance economic growth with environmental stewardship and community wellbeing.
- **Inclusiveness:** Encourage diverse representation and equitable opportunities across sectors and geographic areas of the municipality.
- **Conflict of Interest Compliance:** Abide by the Local Governance Act and municipal policies.

4.0 Mandate

The EDC's mandate includes, but is not limited to, the following activities:

4.1 Strategic Advisory Functions

- Review and advise on municipal economic development policies, plans, and programs.
- Identify key priority areas for investment and development (e.g., tourism, housing, commercial development, infrastructure readiness, innovation, agriculture, fisheries, cultural industries).
- Recommend actions to enhance competitiveness, streamline regulatory processes, and improve investment readiness.

4.2 Business Retention and Expansion (BR&E)

- Analyze local business needs, challenges, and growth opportunities.
- Provide input on municipal programs intended to support small businesses, home-based enterprises, and start-ups.
- Recommend strategies to reduce barriers to business success.

4.3 Investment Attraction

- Review opportunities for major investment and assist in identifying potential investors.
- Support the development of investment marketing materials, economic profiles, and community data assets.
- Recommend measures to strengthen Fundy Albert's profile in regional, national, and international markets.

4.4 Workforce and Housing Development

- Identify labour market gaps and workforce skill needs.
- Explore opportunities for partnerships with educational institutions, training agencies, and employers.
- Consider workforce housing needs and support planning initiatives to address labour shortages.

4.5 Tourism and Cultural Development

- Provide recommendations to strengthen tourism products, service offerings, branding, and season extension.
- Support partnerships with local operators, Fundy National Park, arts/culture organizations, and heritage associations.

4.6 Monitoring Economic Indicators

- Monitor demographic, labour market, commercial, and investment trends.
- Review performance metrics and economic dashboards provided by Administration.
- Identify emerging issues or opportunities that may impact municipal economic planning.

4.7 Reporting

- Provide formal written recommendations and annual reporting to Council through the CAO.

5.0 Membership Composition

5.1 Voting Members

- **Two (2) Members of Council**, one of whom may serve as Chair unless Council designates otherwise.
- **Four to six (4-6) Citizens-at-Large**, selected based on expertise and representation across sectors such as:
 - Tourism & hospitality
 - Retail and commercial business
 - Agriculture, aquaculture, or forestry
 - Real estate, land development, or construction

- Finance, accounting, or economic analysis
- Marketing, communications, or entrepreneurship
- Arts, culture, and heritage

5.2 Non-Voting Members

- **Chief Administrative Officer (CAO)** – resource and liaison to Council.
- **Municipal Staff** - as assigned by CAO
- **Youth Representative** (optional, appointed by Council).

5.3 Appointment Process

- Council shall appoint committee members through a publicly advertised selection process.
- Applicants will be assessed based on skills, sector representation, geographic diversity, and lived experience.
- Appointments shall be formalized by Council resolution.

6.0 Term and Renewal

- Citizen members shall serve a **two-year term**, renewable once upon Council approval.
- Council members shall serve a **one-year term**, aligned with Council's annual committee appointment process.
- Vacancies may be filled at any time by Council resolution.
- Council may remove any member for cause, including repeated absences (maximum of 3 missed meetings before removal), conflict of interest violations, or conduct contrary to municipal policies.

7.0 Roles and Responsibilities

7.1 Committee Members

Members shall:

- Attend meetings regularly and participate constructively.
- Review agenda materials and prepare for deliberations.
- Represent the interests of the broader community, not individual business interests.

- Declare conflicts of interest in accordance with legislation and municipal policies.
- Maintain confidentiality over sensitive information, business discussions, or proprietary data.
- Operate respectfully and professionally, following the municipality's Code of Conduct.

7.2 Chair

The Chair shall:

- Preside over meetings and maintain decorum.
- Work with the CAO to develop agendas and ensure procedural fairness.
- Ensure recommendations of the committee are clearly recorded and forwarded to Council.

7.3 CAO and Administration

Administration shall:

- Provide staff support, research, and data as required and as resources permit.
- Prepare meeting agendas in conjunction with the EDC Chair. Background materials, minutes, and Council reports will be provided by the committee secretary.
- Ensure committee recommendations align with municipal policies, budget parameters, and Council priorities.
- Coordinate communication between Council and the Committee.

8.0 Meetings and Procedures

8.1 Frequency

- The Committee shall meet **at least six (6) times per year**, or more frequently as needed.

8.2 Quorum

- Quorum is defined as **50% + 1** of voting members.

8.3 Decision-Making

- Decisions and recommendations will be made by **majority vote** of voting members.

- Minority views may be documented upon request.
- Committee decisions/recommendations are non-binding on Council.

8.4 Delegations

- The Committee may receive delegations from businesses, organizations, or residents.
- Delegations shall follow the municipal delegation policy and require approval from the Chair and CAO.

8.5 Subcommittees and Working Groups

- The Committee may establish short-term working groups focused on specific priorities (e.g., tourism strategy, investment attraction, housing, BR&E).
- Subcommittees shall report to the full EDC and shall not make binding recommendations.

9.0 Reporting to Council

The Committee shall provide:

1. **Meeting minutes** submitted through Administration.
2. **Formal recommendations** prepared for Council consideration.
3. **An annual report**, including:
 - Key accomplishments
 - Economic trends observed
 - Summary of partnerships and outreach
 - Recommendations for future priorities

Council retains all decision-making authority.

10.0 Budget and Resources

- The EDC does not control or commit municipal funds unless expressly authorized by Council.
- Any proposed initiatives requiring funding must be submitted to Council through the CAO as part of the annual budget cycle or via a dedicated Council report.

- Administrative support, meeting logistics, and background research shall be provided by municipal staff within approved budget parameters.

11.0 Confidentiality and Conflict of Interest

- Members must comply with conflict of interest requirements under the Local Governance Act.
- Sensitive business information or proprietary data discussed in meetings shall remain confidential.
- Breaches of confidentiality may result in removal from the Committee.

12.0 Code of Conduct

All members must follow:

- Municipal Code of Conduct
- Workplace harassment and respectful workplace policies
- Legislative obligations under the Local Governance Act

Failure to comply may result in disciplinary action, up to and including removal by Council.

13.0 Amendments and Review

- Council may amend this Terms of Reference at any time by resolution.
- A comprehensive review shall occur **every two (2) years** or sooner if required by changes in legislation or municipal priorities.

Approval and Signatures

Mayor _____

Clerk: _____

Date: February 3, 2026