



Business Engagement and Retention Committee

TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Business Engagement and Retention Committee
2	PURPOSE	<p>The purpose of the Committee is to:</p> <ul style="list-style-type: none">- liaise with community businesses to assess the current business climate in the community and determine potential impediments or opportunities.- explore options for business retention.- explore options for business expansion.
3	COMPOSITION	<p>The Committee shall be comprised of two members of Council. Members will be appointed annually at the Organizational meeting. Two Members of Council must be present at all Committee meetings.</p>
4	MEETING SCHEDULE	<p>The Committee will meet as required on a schedule that best serves the Members and may meet at such other times as required by the Committee Chair.</p>
5	MEETING PROCEDURES	<p>All meetings are open for the public to attend except when permitted by legislation to hold parts of the meeting in a closed session. The Committee will comply with the requirements of the MGA, Council Procedure Bylaw and Code of Conduct Bylaw. Meetings will be conducted based on Robert's Rules of Order.</p>
6	LEADERSHIP AND GOVERNANCE	<p>The Committee Chair will be determined at the first committee meeting following the Organization Meeting. If the Committee Chair is absent, the Chair will be determined at the start of the meeting.</p>
8	RESOURCES - FINANCIAL	<p>Committee members shall receive remuneration based on existing policy for attendance.</p>
9	RESOURCES - HUMAN/OTHER	<p>The Chief Administrative Officer or designate shall attend meetings. Legislative Services and any other staff members deemed necessary shall provide support to the Committee.</p>

#	ITEM	DETAILS
10	COMMUNICATION	The Chair shall inform Council at Committee of the Whole or Regular Council meetings of the committees progress and proposed initiatives.
11	REVIEW AND EVALUATION	The Committee Terms of Reference shall be reviewed at the Organizational Meeting following a municipal election to ensure that they reflect the current mandate of the Committee.