



Town of Trenton

POLICY NO. COM-20210713-04

APPROVED: 2021-07-13

ECONOMIC DEVELOPMENT COMMITTEE TERMS OF REFERENCE POLICY

Introduction

The Town of Trenton (hereafter “the Town”) has established the Economic Development Committee as a standing advisory committee to provide Council with advice and recommendations on matters relating to the economic development and economic wellbeing of the Town.

1. Authority

1.1. Municipal Government Act

The Town of Trenton is authorized to establish committees of Council, as per Part I, Sections 24-27 of the Municipal Government Act, 1998, c. 18, s. 1.

1.2. Town Policies

All committee work will be carried out in accordance with the Town of Trenton’s Committee Procedural Policy (COM-20201013). Members are expected to operate in compliance with this policy and all policies, laws and regulations governing the Town.

2. Mandate

The Economic Development Committee will advise and give recommendations to Council on supporting, enhancing, and promoting business and economic activity within the Town of Trenton. The Committee’s role is to review, advise, and support Council on matters relating to the local economy and business community, and to act as a liaison between Council and the business community.

3. Goals & Objectives

3.1. The Economic Development Committee is responsible to:

- 3.1.1. Promote sustainable community economic development activities in the Town including marketing of the community;



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- 3.1.2. Provide advice and support on regional, national, and international economic trends affecting the Town as well as the Town's strengths, weaknesses, and threats from a competitive and comparative prospective;
- 3.1.3. Provide advice and support to the Town in its economic development initiatives including, but not limited to:
 - 3.1.3.1. Providing input into the annual economic development strategy;
 - 3.1.3.2. Providing input into economic development marketing materials on the Town;
 - 3.1.3.3. Exploring opportunities for strengthening the Town's business and tax base including marketing and partnership initiatives by working with other bodies such as the Pictou County Regional Enterprise Network (REN), the Atlantic Canada Opportunities Agency (ACOA), and Nova Scotia Business Inc. (NSBI) to become more informed about trends and news;
 - 3.1.3.4. Informing Council of new development legislation and funding initiatives available;
 - 3.1.3.5. Develop and maintain working relationships with local business owners, other like organizations, and the Pictou County Chamber of Commerce;
 - 3.1.3.6. Develop, recommend and be actively involved in the implementation of programs and initiatives that promote job creation and support the retention and expansion of the Town's business community;
- 3.1.4. Reviewing and advising Council on any matters referred by Council;
- 3.1.5. Other concerns or opportunities identified by the Committee for approval by Council.

4. Guiding Principles

4.1. Values

The Committee Procedural Policy Section 7.1 (Conduct of Members) will guide Committee efforts, promoting the highest ethical standards and professionalism while ensuring that the best interests of the community are met.



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5. Number of Members

5.1. The Economic Development Committee will be composed of:

- Two (2) residents
- Two (2) representatives from the business community (where possible)
- One (1) member of Council

5.2. The Economic Development Committee shall be supported by:

- Town Council
- Chief Administrative Officer (CAO)

5.3. A cross section of people shall be chosen to bring to the committee relevant technical and professional expertise as well as strong advocacy, communication, and organizational skills. Where possible, members will be selected from the business community at large based on their demonstrated interest and participation in business matters; academic or technical qualifications; knowledge and professional expertise.

5.4. Areas of expertise that should be sought and included:


- Manufacturing
- Retail
- Tourism
- Professional Services (i.e., Accounting, Legal, Health Care, Technology, etc.)
- Land Development (i.e., Developer, Construction, or Real Estate)
- Community Facility Enhancement
- Small Business Enterprises



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		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	COM-20210713-04	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>May 04, 2021</u>
Council Approval:	<u>2021/ 07/ 13</u> Y M D	Date of Passage of Current Policy:	<u>July 13, 2021</u>
Effective Date:	<u>2021/ 07/ 13</u> Y M D	I certify that this Policy was adopted by Council as indicated above.	
Supersedes Date:	<u> / /</u> Y M D	 _____	
<i>INTERIM</i>		Chief Administrative Officer	<u>July 13, 2021</u> Date