

Rouleau Economic Development Committee (R.E.D.)

Terms of Reference

Purpose of the Committee:

To provide recommendations to Council and staff on matters relating to the attraction, expansion and retention of Rouleau and district community members, in a manner that sustains growing families. The Committee will develop an economic strategy, for Council's consideration and approval, to identify niche markets, future trends, and will actively assist in fostering and promoting a positive community image and an enhanced quality of life

History 2005-2009:

The Rouleau Economic Development Committee was established by Rouleau Town Council in 2005 as a result of a need expressed by Rouleau residents at a Town Hall meeting earlier that same year. That year, the Committee, in partnership with the Moose Jaw Regional Economic Development Authority, listed its objectives as:

- 1) create jobs and promote population growth*
- 2) diversify the economy through value added processing*
- 3) increase the tax base through development*
- 4) encourage feasible business opportunities*
- 5) promote tourism development in the region and*
- 6) promote inter-municipal cooperation.*

The Committee conducted a Town wide survey of Rouleau residents for the purpose of collecting local input on the economic and social development, and the quality of life, in the Rouleau region. Based on the results, a community meeting was held on October 25th to discuss a Community Development Plan. The Plan was finalized later that same year. The Rouleau Economic Development Committee continued to meet throughout 2006 and 2007; it put into action many of the suggested activities outlined in the Community Development Plan. In the spring of 2008, the Rouleau Economic Development Committee drafted Terms of Reference and revisited the Community Plan and its accomplishments to date. In the summer of 2009, the Committee presented the draft Terms of Reference to Town Council for approval and met with Tourism Saskatchewan, over a series of consecutive meetings, to develop a Community Tourism Strategy that would be a part of the overarching Rouleau Community Economic Development Strategy based on the Plan outlined in 2005. The draft of the 2009 Plan will be discussed at an upcoming Town Hall meeting in November 2009.

Policies and Procedures:

1. The primary objectives of the committee are to:

- 1.1.** To provide advice and recommendations to Council on policies and programs relevant to the Town's economic development.

- 1.2 Recommend an environmentally sustainable economic development strategy, including both short term and long term objectives. This includes continuously assessing the present situation and capabilities and identifying emerging economic conditions, trends, and niche markets as well as success indicators.
- 1.3 Make recommendations respecting resources and funding required for the implementation of the annual work plan.
- 1.4 Recommend to Council an annual marketing and communications plan as part of the annual economic development work plan. Review and update the marketing and communications plan annually. Assist staff and Council with communicating Rouleau's economic vision of:
 - a) Nurturing development that maintains and enhances the pleasant small town character that allows for an environmentally responsible and sustainable mix of rural, agriculture and tourism economic activity.
 - b) Focus on the opportunities and challenges identified such as: Corner Gas Legacy; Rouleau Economic Viability; Green Attractions; art/culture/heritage; Rouleau School growth and sustainability; Infrastructure and Waste Management.
- 1.5 Provide advice and recommendations to Council on policy matters affecting Rouleau's standard of living and economic development which may include: zoning, infrastructure, utility services, tax implications, development fees, land sale policies, and other issues relative to economic development.
- 1.6 Undertake other projects as determined by the Committee which impact the economic sustainability and growth of Rouleau and are within the Committee's terms of reference.
- 1.7 Act as an available resource to assist Town staff and Council in hosting incoming site selection investment missions as well as to provide a positive emissary/ambassador role in the business community.

2. Membership Composition and Responsibilities

- 2.1 The Committee shall be composed of five to nine active members, all residents of Rouleau. There shall be, at all times, a representative from Rouleau Town Council plus representation from the following sectors: education/library, tourism, Rouleau resident, agricultural, retail/merchant, youth (under 30), seniors (over 65), arts/culture/heritage, physical recreation centre
- 2.2 Although one Committee member may represent more than one sector, the Committee agrees to ensure that all sectors are represented with equal balance. To ensure compliance, the Committee will present a Committee Skills/Sector Representation Matrix to Council at the first Council meeting immediately following Council elections.
- 2.3 Solicitation for members and the appointment of members to the Committee shall be advertised in a similar manner to all other Council appointed advisory committees in Rouleau. The members of the Committee shall serve without remuneration.
- 2.4 The Committee will appoint its own members and the term of appointment shall be for two years to a maximum of six years. Annually, the committee shall elect a chair , vice-chair ,

treasurer and three people with signing authority from the appointees. The Chair will be the official spokesperson for the Committee. The Treasurer will account for revenues and expenses. Two of the three signing authorities will be required to sign cheques and legal documents. One of the signing authorities must be the Chair.

- 2.5 The Chair shall vote on every motion. In the event of a tie vote, the motion is defeated. A quorum shall require over 50% of the voting membership. Council membership on the Committee shall vote.
- 2.6 The Committee is accountable to Council. All communications and reports will be directed through Rouleau Town office to council
- 2.7 The Committee shall meet a minimum of eight times per annum.
- 2.8 Each committee member should attend a minimum of 5 (60%) meetings per year and shall not miss more than three consecutive meetings; Special circumstances shall be addressed on an individual basis.

3. Minutes and Agenda

- 3.1 The Minutes of each meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be provided to the Township Clerk to be circulated to Council.
- 3.2 The committee agenda will be prepared by the Chair of the Committee in consultation with the council representative.

4. Amendments to the Terms of Reference

- 4.1 Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.
- 4.2 Amendments to the Terms of Reference can only be made by Council.

5. General Conduct

- 5.1 The meetings shall be conducted in accordance with Council's current procedural by-law and Robert's Rules of Order.
- 5.2 The Chair shall endorse each Committee Report/Minutes prior to its presentation to Council.
- 5.3 In general, meetings shall be advertised and open to the public.