



**POLICY AND PROCEDURE
HANDBOOK**

**ADMINISTRATION
ADM-038**

**POLICY:
ECONOMIC DEVELOPMENT ADVISORY
COMMITTEE MEMBERSHIP AND REMUNERATION**

POLICY:

Council will invite public involvement on the Economic Development Advisory Committee and will reimburse Committee members for expenses incurred and time spent away from their regular place of business, and their family and personal responsibilities.

APPLICATION TO VISION STATEMENT:

An Economic Development Advisory Committee plays a key role in stimulating investment, development, and economic growth in Beaver County, which will assist with implementation of Council's strategic goals.

DEFINITIONS:

EDAC: Economic Development Advisory Committee
Meeting: Any regular or special meetings of the EDAC

ELIGIBILITY:

Residents and business owners from the public-at-large will be eligible for membership and remuneration on the EDAC.

GUIDELINES:

Membership:

1. Applications will be sought through a public advertisement process.
2. Preferred qualifications include experience or familiarity in the following areas:
 - a) Agri-business or agri-tourism,
 - b) Tourism,
 - c) Small business,
 - d) Commerce,
 - e) Industry,
 - f) Energy,
 - g) Community involvement,
 - h) Economic development.
3. Council will appoint individuals at its sole discretion. The results of the applicant evaluation process will not be released to the applicants or be made public.
4. EDAC members will serve multi-year terms in accordance with the EDAC bylaw.
5. EDAC members will be required to adhere to the County's Code of Conduct and sign a confidentiality agreement.

Remuneration:

1. EDAC members will be paid an annual amount decided by Council resolution for all Meetings held. This remuneration is considered taxable for income tax purposes.
2. EDAC members will be reimbursed for travel expenses incurred to attend Meetings at the same rate as Councillors and will be required to obtain adequate insurance for business-related use of personal vehicles to claim mileage.
3. With prior authorization from Council, EDAC members may attend workshops, seminars, or conferences. Remuneration will include a per diem rate approved by Council as well as reimbursement of meal, accommodation, and travel expenses. At the EDAC member's request, the County's corporate credit card may be used to reserve and pay for accommodations. Expenses must not be charged to the hotel room that would not be eligible for payment under this Policy.

**ADMINISTRATIVE PROCEDURE:
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PROCEDURES:

Membership:

1. The County will invite applications for membership in the local newspaper, on the County's website, and on social media.
2. The Economic Development Officer will review applications and make recommendations for appointment to Council.
3. Council will select members and determine the length of term of the appointments.
4. At the first meeting of the Economic Development Advisory Committee, members will sign a Code of Conduct and confidentiality agreement.

Remuneration:

5. EDAC members will be paid the annual amount decided by Council in quarterly payments, paid in advance in the first month of each quarter.
6. EDAC members should submit expense reimbursement claims on a minimum quarterly basis. Payment will be made in accordance with County Policy.
7. EDAC members will obtain adequate insurance for business-related use of personal vehicles, and will certify, in writing, on each claim submitted for payment, that adequate insurance for business-related use of personal vehicles is in effect. The County may request written confirmation of coverage.
8. Administration will select EDAC members to attend workshops, seminars, or conferences in rotation, such that each member is given equal opportunity to attend. Preference may be given to EDAC members who are attending an event that relates to their area of expertise.
 - (a) Receipts are required for meals and accommodation expenses related to these events, including, where applicable, names of individuals for whom meals were purchased if other than the Committee member, and the GST amount (to enable the County to claim the GST rebate).
9. The Chair of the Committee will review and approve each Committee member's remuneration and expense reimbursement claim. The Vice-Chair will review and approve the Chair's remuneration and expense reimbursement claim. Administration's role in processing payment is limited to ensuring proper calculation and coding of the claim. Administration has no role in determining whether the claim meets the requirements or eligibility under the Policy.