

## **Economic Development Task Force**

### **Terms of Reference**

#### **1. Introduction**

The Council of the District of 100 Mile House intends to establish a NEW Economic Development Task Force (the *Task Force*) to provide business-to-business support for investment attraction activities. The Task Force is a volunteer-based, advisory body comprised of business-minded individuals whose primary role is to support economic development by identifying business gaps and opportunities within the District of 100 Mile House and the broader South Cariboo region and directly recruiting new business investment in a peer-to-peer format.

#### **2. Purpose**

The purpose of the Economic Development Task Force is to:

- Advise Council of the District of 100 Mile House on existing and anticipated business gaps within the region; and
- Support proactive outreach to targeted investors and businesses outside the region, with the objective of encouraging business relocation, expansion, or investment in the South Cariboo.

#### **3. Membership and Composition**

- The Task Force shall be chaired by the Mayor of the District of 100 Mile House or alternate member of Council.
- The Task Force shall consist of a core membership of five (5) to six (6) members, including one member of Council, in addition to the Chair.

- Membership numbers may be expanded or reduced at the discretion of the core membership to respond to workload or operational needs.
- Members shall possess strong business backgrounds and demonstrate the ability to represent the interests of the District of 100 Mile House and the South Cariboo region as a whole.
- Members must reside within the District of 100 Mile House or the South Cariboo.
- Membership is strictly voluntary, and members shall serve without remuneration.
- Members are expected to actively participate in Task Force activities and attend regular meetings.

#### **4. Appointment and Term**

- Members shall be appointed by Council following a review of Expressions of Interest (EoI).
- EoI submissions must include requirements to be determined by Council of the District of 100 Mile House.
- Short-listed candidates may be required to participate in an in-person interview.
- Appointments shall be for a term of two (2) years, with the option for renewal, extension, or cancellation at the discretion of the District of 100 Mile House.

#### **5. Meetings**

- The Task Force shall meet at least once every two (2) months, with the exception of July and August.
- Additional meetings may be convened at the call of the Chair.
- Task Force members are expected to attend all scheduled meetings to ensure consistent progress and engagement. Missing two consecutive meetings may result in being excused from the Task Force.
- A note-taker shall be appointed at the beginning of each meeting.



- Meeting notes shall be provided to Council of the District of 100 Mile House and the Economic Development Officer within one (1) week of each meeting.
- Decisions shall be made by consensus, provided a quorum (a majority of members) is present.

## **6. Scope of Work and Duties**

The Economic Development Task Force shall:

1. Identify critical business gaps and sectors experiencing decline or limited representation within the South Cariboo.
2. Develop and maintain a list of targeted businesses for recruitment.
3. Proactively engage with businesses seeking expansion or relocation opportunities that align with the economic priorities of 100 Mile House.
4. Initiate direct business-to-business outreach to targeted businesses, actively recruiting them to establish operations in 100 Mile House and the South Cariboo.
5. Seek out needed professionals and engage contact for attraction through appropriate means, whether through letters, emails, or phone contact.

## **7. Reporting**

- The Task Force shall provide a written quarterly report to Council outlining activities, progress, and initiatives underway.
- Representatives of the Task Force shall attend Council meetings as a delegation, as required, to respond to questions related to the report.
- More frequent reporting may be arranged to meet the needs of the Task Force or Council.

## **8. Administration and Support**



- The District of 100 Mile House Director of Economic Development shall serve as the primary staff liaison to the Task Force.
- Administrative support, including meeting space, refreshments, photocopying, and related resources, shall be provided at Municipal Hall as required.
- Miscellaneous expenses may be reimbursed by the District of 100 Mile House, subject to prior approval.

