

PEACE RIVER - LIARD REGIONAL DISTRICT

BY-LAW NO. 166

Being a By-law of the Peace River-Liard Regional District to establish, maintain and operate an Economic Development Commission on behalf of participating municipalities as provided herein

WHEREAS by Supplementary Letters Patent dated the 24th day of February, A.D. 1978, Colonel, the Honourable Walter S. Owen, Q.C., LL.D., Lieutenant Governor of the Province of British Columbia, on the recommendation of the Minister of Municipal Affairs and Housing pursuant to section 766 of the Municipal Act, has Ordered and Proclaimed that the Peace River-Liard Regional District may establish, maintain and operate an Economic Development Commission with the Corporation of the City of Dawson Creek, City of Fort St. John, District of Hudson's Hope, Village of Chetwynd, the Corporation of the Village of Pouce Coupe, Village of Taylor and Electoral Areas A, B, C, D and E as participating member municipalities provided that the written consent of the Council of each municipality and the Director of each electoral area thereby affected has first been obtained;

AND WHEREAS written consents to the establishment, maintenance and operation of an Economic Development Commission have been obtained from the Councils of Dawson Creek, Fort St. John, Hudson's Hope, Chetwynd, Pouce Coupe and Taylor and from the Directors of the Electoral Areas A, B, C, D and E for the whole of each respective Electoral Area;

NOW THEREFORE in open meeting assembled, the Board of Directors of the Peace River-Liard Regional District enacts as follows:

1. An Economic Development Commission consisting of the Corporation of the City of Dawson Creek, City of Fort St. John, District of Hudson's Hope, Village of Chetwynd, Corporation of the Village of Pouce Coupe, Village of Taylor and the whole of Electoral Areas A, B, C, D and E respectively, as participating member municipalities, is hereby established and shall be called the "Peace-Liard Regional Economic Development Commission" (hereinafter "The Commission").
2. The purpose and function of the Commission shall be to co-ordinate, facilitate and promote economic development among member municipalities, pursuant to the Canada-B.C. Industrial Development Subsidiary Agreement and its guidelines and, without derogating from the generality of the foregoing, such functions shall include:
 - (a) the preparation of a regional profile leading to the development, management and implementation of a regional economic development plan.
 - (b) in agreement with the Ministry of Economic Development, initiate and co-ordinate such studies as might be identified as being essential to the attainment of economic development in the region. Where such studies are to be funded under the Industrial Development Subsidiary Agreement; the prior approval of the Industrial Development Committee is required.
 - (c) the preparation and dissemination of promotional material and economic data for the region within the approved budget guidelines.

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Bylaw 393, 1994 amended 2d to read: Promotion of the region for Economic purposes on the understanding that Commissioners and their staff are permitted to travel or conduct other promotional activities within the Provinces of BC and AB, with activities in other geographic areas requiring the permission of the PRLRD Board.

- (d) promotion of the region for economic purposes on the understanding that commissioners and their staff would not be permitted to travel or conduct other promotional activities outside of the Province unless given explicit permission to do so by the Ministry of Economic Development.
- (e) functioning as a regional contact for business development enquiries.
- (f) provision of assistance to businesses in dealing with all levels of governments.
- (g) the preparation of an annual report and budget for the Industrial Development Committee.
- (h) the performance of other normal administrative duties.
3. (a) The Commission shall consist of five directors, appointed by Resolution of the Peace River-Liard Regional District upon the recommendation of Ad-Hoc sub committees established as follows:
- | <u>Sub Committee 1</u> | <u>Sub Committee 2</u> | <u>Sub Committee 3</u> |
|------------------------|------------------------|------------------------|
| Chetwynd | Fort St. John | Electoral Area A |
| Dawson Creek | Taylor | Fort Nelson |
| Pouce Coupe | Hudson's Hope | |
| Electoral Areas D & E | Electoral Areas B & C | |
- (b) Two (2) Directors shall be appointed from member municipalities South of the Peace River, two (2) Directors shall be appointed from member municipalities North of the Peace River and one (1) Director shall be appointed from Electoral Area A.
- (c) Each sub-committee may designate an alternate Director from among its member municipalities.
- (d) Directors shall be appointed to serve until December 31, 1978, and shall be appointed for (1) year terms expiring December 31 every year thereafter but may be removed for just cause by resolution of the Peace River-Liard Regional District.
- (e) The number of Directors may be increased or decreased by resolution of the Peace River-Liard Regional District.
- (f) Each year the Directors shall elect from among their members a Chairman of the Commission who shall hold office at the pleasure of the Commission.
4. The annual net costs attributable to the commission shall not exceed in any Electoral Area the product of one half mill on taxable assessed values of improvements for school purposes in the current year excluding property that is taxable for school purposes only by special Act and in any municipality shall not exceed the product of one half mill on taxable assessed values for general municipal purposes in the current year.
5. The annual net costs of the Commission shall be apportioned among the member municipalities liable to share such costs on the basis of assessment that may be taxed in the current year for general municipal purposes in the municipalities and on the basis of assessment of improvements for school purposes, excluding property that is taxable for school purposes only by special Act, in the Electoral Areas.

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6. No debt, other than temporary current borrowing shall be incurred for purposes of the Commission.
7. (a) During the first three (3) years of the Commission the Commission shall submit an annual budget to the Industrial Development Committee established pursuant to the Canada British Columbia Industrial Development Subsidiary Agreement for purposes of obtaining Federal/Provincial financial assistance for approved eligible costs (hereinafter defined) as follows:
 - Year 1 - 90% (per cent) of Commission's approved eligible costs.
 - Year 2 - 70% (per cent) of Commission's approved eligible costs.
 - Year 3 - 50% (per cent) of Commission's approved eligible costs.
- (b) The Commission shall contribute the balance of approved eligible costs and all in-eligible costs over the three-year period and thereafter, all costs incurred by the Commission should be borne by the Commission as far as practicable, without further financial assistance from senior levels of Government.
- (c) Federal/Provincial funding in subsequent years may be available upon the Commission's providing an annual budget to the Ministry of Economic Development not less than three (3) months in advance of the next fiscal year.
- (d) Eligible costs are herein defined as those costs incurred by the Commission for activities relating to economic development, including:
 - (i) salary and benefit costs;
 - for a qualified economic development commissioner and for appropriate support staff
 - the salary and benefit levels of commission employees will be consistent with those in the area concerned and will be in accord with levels established by the Industrial Development Committee
 - (ii) rental of office space;
 - (iii) office and administrative costs;
 - (iv) travel costs;
 - travel expenses will be paid in accordance with standard practices.
 - do not include travel costs related to promotional activities outside the Province, except by special arrangement
 - (v) printing and advertising costs;
 - this would include the cost of publishing reports and economic promotion material related to the region
 - advertising costs will be permitted only with the approval of the Industrial Development Committee
- (e) Annual operating and financial audits shall be provided to the Industrial Development Committee by the Commission.
- (f) Fiscal responsibility for the Commission shall ultimately rest with the Regional District.

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8. The offices of the commission shall be those of the Peace River-Liard Regional District, subject to review.
9. (a) The commission shall appoint an Economic Development Commissioner pursuant to the guidelines marked Schedule "A" and forming part of this By-law, such Commissioner to be paid annual salary commensurate with his qualifications and within the budgetary limits of the Commission.
(b) The duties of the Economic Development Commissioner shall be substantially in accordance with the guidelines marked Exhibit "B" and forming part of this By-law.
(c) The Economic Development Commissioner may be removed by the Commission at any time for cause.
(d) The commission may employ additional appropriate support staff as required.
10. Remuneration and reimbursement of expenses for Directors (including the Chairman of the Commission) alternate Directors, Economic Development Commissioner and employees of the Commission shall be in accordance with the provisions of the Peace River-Liard Regional District, Chairman, Directors, Alternate Directors and Employees Remuneration and Expense By-law No.150, 1977 as amended.
11. This By-law shall be cited as "Peace-Liard Regional Economic Development Commission By-law No.166, 1978."

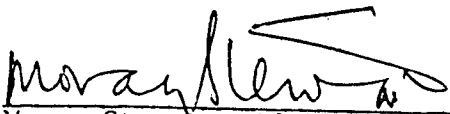
READ A FIRST TIME THIS 23rd day of May, 1978

READ A SECOND TIME THIS 23rd day of May, 1978

READ A THIRD TIME THIS 26th day of September, 1978


RECONSIDERED, PASSED AND ADOPTED THE 26th day of September, 1978

CERTIFIED a true and correct copy
of By-law No.166 cited as "Peace-
Liard Regional Economic Development
Commission By-law No.166, 1978"


Moray Stewart, Administrator

THE CORPORATE SEAL of
the Peace River-Liard
Regional District was
hereto affixed in the
presence of:


C.E. Framst, Chairman


Moray Stewart, Administrator

SCHEDULE A TO PEACE-LIARD REGIONAL ECONOMIC
DEVELOPMENT COMMISSION BY-LAW NO. 166, 1978.

Individuals hired as economic development commissioner will be expected to be qualified by virtue of past experience or formal training to competently carry out those duties itemized in the job description. The job is open to both men and women.

Specifically, the economic development commissioner should meet the following prerequisites;

- EDUCATION: University degree in business or other appropriate discipline and/or substantial related experience in northern business industry;
- EXPERIENCE: 10 years business or related experience and familiarity with the region are desirable. Knowledge of government operations and a demonstrated ability to work effectively with local/regional groups. Experience in North Eastern B.C.;
- RESIDENCY: Present local residence not mandatory but the successful candidate must be willing to relocate within the region.
- ADDITIONAL REQUIREMENTS:
- Public speaking experience.
 - Ability to conduct effective company interviews.
 - Ability to prepare written reports.
 - Ability to work independently and effectively.
 - Willingness to travel extensively within the region.
 - Must have a car available for business use.

SCHEDULE B TO PEACE-LIARD REGIONAL ECONOMIC
DEVELOPMENT COMMISSION BY-LAW NO. 166, 1978.

THE ECONOMIC DEVELOPMENT COMMISSIONER SHALL BE RESPONSIBLE FOR THE FOLLOWING:

1. REGIONAL PROFILE AND ECONOMIC DEVELOPMENT PLAN

- Prepare, maintain, and disseminate information on available land, buildings, and other facilities.
- compile community profiles incorporating economic and other data in co-operation with senior levels of government.
- identify new business opportunities.
- identify obstacles to development and propose means for removing same.
- identify potential for improving/expanding existing business.
- prepare an economic development plan covering the whole spectrum of business activity and manage this plan.

11. RESEARCH

- in co-operation with the Provincial Government, identify needs for research into economic potential.
- identify the needs of the business community and relate to appropriate government programs and services.

111. LIAISON WITH GOVERNMENT AGENCIES

- maintain active contacts with relevant agencies at all levels of government.
- co-ordinate their operations with the Ministry of Economic Development.
- work towards reduction of "red tape" at all levels of government as it pertains to regional economic development.
- be familiar with and stimulate the use of government programs and services.

IV. PROMOTION

- act as a regional advocate in promotion additions to industrial land, buildings, etc.
- co-ordinate and promote regional/community opportunities within the broader provincial context including support for positive action groups.
- support the business community in their approach to government for assistance.
- prepare and publish information/promotional literature as necessary.

NOTE: Out-of-Province promotion including travel must be co-ordinated and approved by the Ministry of Economic Development.

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V. BUSINESS LIAISON

- co-ordinate visits to region by prospective investors.
- establish and maintain active contacts within the business community throughout the region, travelling as required.
- act as a regional contact for business development enquiries.

VI. ADMINISTRATION

- hire and supervise support staff.
- some financial administration.
- prepare and submit reports as required.
- other normal administrative duties.