



Petawawa Business Advisory Network (PBAN) TERMS OF REFERENCE

MANDATE

The creation of the Petawawa Business Advisory Network (PBAN) presents an opportunity for local business representatives to collaborate, share insights, and contribute to the economic and business development of Petawawa. This initiative can serve as a platform to foster innovation, address challenges, and drive sustainable growth for the community.

The key objectives of the PBAN would be:

- Foster strong communications and consultation opportunities between the Town and the business community.
- Undertake initiatives and projects that align with the Town of Petawawa Economic Action Strategy and other Town Plans.
- Cultivate partnerships and collaborations with other businesses and community development agencies to advance and promote economic growth within the community.
- Provide recommendations on economic development activities.
- Identify barriers and opportunities within the community that can be resolved or leveraged to create a better business environment.
- Consult on other matters as requested by staff or Council.

ROLES AND RESPONSIBILITIES OF THE PBAN MEMBERS

The Council endorsed PBAN members would individually be responsible to:

- Attend meetings;
- Prepare for the meetings by reviewing the provided materials;
- Actively participate in the discussion and activities of the group;
- Complete actionable items assumed or assigned to them in a timely and efficient manner;
- Engage with area partner resources, as pertinent;

- Actively promote and reasonably participate in community and economic development initiatives.

Each member of the PBAN will assume an active role that includes regular participation in meetings. A member deemed inactive will be reviewed on a case-by-case basis and suitable arrangements will be sought.

COMMITTEE MEMBERSHIP

In order to have a viable and effective community-represented PBAN group it would be advantageous to have designated representation from various business and industry sectors.

- One (1) member of Council; an alternative may be named
- One (1) representative from the Industrial/Commercial Development sector;
- One (1) representative from the Manufacturing sector;
- One (1) representative from the Hospitality/Tourism sector;
- One (1) representative from a small business (Less than five employees);
- One (1) representative from a medium business (More than five but less than 50 employees);
- One (1) representative from a large business (More than 50 employees);
- One (1) representative from a home-based business/business start-up or youth business owner;
- One (1) representative from a financial or human service industry; and
- One (1) representative from the military or a military member in transition to entrepreneurship.

This represents a ten-member committee, not including staff resources. Subject to received and qualified applicants, Council may, at their discretion, accept more than the prescribed applicants in any given sector.

The Economic Development Manager or designate for the Town of Petawawa will be the recording secretary and primary conduit of communication and recommendations between the PBAN and Council. Other Town staff may participate in these meetings, as agenda matters dictate.

COMMITTEE PROCEDURE

Length of Term

Appointment to the PBAN would run concurrent with the term of Council and interested participants would make application for available representation to be reviewed and endorsed by Council.

Appointments are subject to the candidates' continuance to represent a given sector. Candidates may, by written notice, advise Council of their intent to resign from the PBAN at which time the vacancy will be posted for a new sector representative.

Chair

The Chair will be elected from the PBAN members at its first meeting of any new term. The Chair will preside over meetings and PBAN business. This position of Chair will be elected at the first meeting of an odd-numbered year to serve the remaining two (2) years of the term. The Chair can be re-elected by the members and serve terms concurrently.

Absences

Absence from a scheduled meeting should be reported to the recording secretary. Three consecutive absences without cause or notification may result in the member relinquishing their appointment to the PBAN.

CONFLICT OF INTEREST

Every PBAN member shall act honestly and in good faith with a view to the best interests of the PBAN in discharging their duties. PBAN members must avoid any activity which compromises their judgment, causes them to show undue favouritism to any party, or causes them to receive a benefit of some kind arising from business conducted on behalf of the PBAN.

PBAN members are entitled to participate fully in matters in which they have no greater pecuniary interest than other members of the PBAN.

TRAINING

Every PBAN member will be required to review and participate in training associated with these By-laws during the course of their term:

- By-Law 1108/17 Being a By-Law to Establish an Accessibility Customer Service Policy;
- By-law 1258/19 Being a By-Law to Adopt a Code of Conduct for Members of Council, Local Boards, and Committees of the Town of Petawawa.

CONSULTATION

The PBAN may consult with any public, stakeholder, existing advisory group, other municipality or Provincial or Federal Government ministries as are deemed advisable in the discharge of their responsibilities.

MEETINGS

The meetings will be held at the call of the Chair. Quorum is achieved when 50% or more of the active members are in attendance. Meetings will occur based on a regular schedule, typically monthly, and members are expected to be physically present for their participation to constitute qualified attendance.

In the event of an Emergency Declaration, a virtual meeting will be permitted, subject to adherence and adoption of Emergency Meeting Protocols attached as Appendix A.

REPORTING TO COUNCIL

Copies of all minutes of the PBAN meetings will be provided to Council.

REVIEWED

February 2025 (Approved March 10, 2025)

May 2020 (Add Emergency Declaration and Emergency Meeting Protocols)

July 2019

**EMERGENCY ELECTRONIC MEETING PROTOCOL
“APPENDIX A” to PBAN TERMS OF REFERENCE**

1. **TECHNOLOGY**

- The method and technology used for an Emergency Electronic Meeting shall be determined by the Clerk, based on advice and resources available to the Corporation and in consideration of the prevailing circumstances and context for a meeting.

2. **ATTENDANCE**

- The Committee staff resource shall confirm attendance and record participation in the minutes.
- If a Member experiences connection issues and cannot participate electronically, the Member shall be deemed to have left the meeting. A quorum must be maintained at all times.
- Should a quorum be lost due to connection issues, the meeting shall be recessed for 15 minutes. If a quorum cannot be achieved during the 15-minute recess, the meeting will stand as adjourned and not ended, to reconvene at the date and time called by the Chair.

3. **REQUEST TO SPEAK**

- Members of the Committee can request to speak by raising their hand.
- When called by the Chair, the member will be able to unmute their speaker and provide their input.

4. **VOTING**

- Regular voting and moving of meeting items will be by show of hands. The Chair will determine and provide a verbal summary of the results for the Committee staff resource to record.

5. **DECLARATION OF PECUNIARY INTEREST**

- Any Member who declares a pecuniary interest, will have their speaker put on mute and their video turned off by the Committee staff resource for the duration of that topic discussion.