

# THE CORPORATION OF THE TOWNSHIP OF NORTH HURON

## ECONOMIC DEVELOPMENT COMMITTEE

### TERMS OF REFERENCE

#### MANDATE

The Corporation of the Township of North Huron's Economic Development Committee is to enhance the economic opportunities as well as the quality of life for all Township residents. The Economic Development Committee provides comment on the implementation of the Economic Development Strategic Plan, and will recommend to Council on matters related to economic development, marketing, and business attraction/retention. The Committee will promote and maintain communication with Council in an advisory role and work with the public forums on initiatives that promote job creation.

#### PURPOSE

- To provide workshops and forums for citizens and the business community to raise issues and concerns regarding job growth and sustainable development;
- To provide recommendations and guidance to Council on matters pertaining to policies, practices and programs concerning economic development;
- To review and provide comment on the economic needs of the community;
- To provide creative discussions in order to improve the quality of life in the community;
- To provide support and coordination of regional efforts necessary for the development and implementation of economic related programs;
- To provide comment on the development of lands for economic development and compatible uses that promote greater growth within the community and region.
- Advising Council on the co-ordination of economic development strategies and initiatives with other regional organizations such as the County of Huron, the other townships, Ministry of Economic Development, Trade and Employment, the Ministry of Agriculture and Food, Ministry of Rural Affairs, and the Blyth and Wingham Business Improvement Areas.

#### MEMBERSHIP

It is recognized that Economic Development initiatives are most effective when business leaders and staff work in a collaborative way to craft and execute strategies, therefore membership in the Committee will be as follows:

The Committee shall be comprised of a maximum of **11 voting members**: Comprised of 2 Council members, 1 appointed Blyth BIA representative, 1 appointed Wingham BIA representative, and up to 7 public members at large. Public members at large will be chosen to represent a broad spectrum of business sectors including but not limited to: manufacturing, creative industries, agriculture, healthcare, real estate, retail and agri-food.

In making public member appointments, Council shall have regard for the diversity of business interests and qualifications of citizen candidates for the Committee and to have representation from all wards of

the Township. They shall endeavour to have at least one member appointed to represent the interests of the sectors indicated.

Public members shall be residents, property owners or business owners of North Huron and be at least 18 years of age.

Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interest could be in conflict with the interests of the Township is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents in the municipality

In addition, the following staff members will sit as non-voting members;

The CAO as Economic Development Officer, and 1 staff member as a Resource Person.

The Township Resource Person will provide technical support to the Committee by:

- 1) Assisting the chair in the creation of agendas.
- 2) Taking minutes at meetings and distributing minutes within one week of a meeting.
- 3) Distributing meeting materials at least one week prior to the next scheduled meeting.
- 4) Acting as a resource for the committee during meetings, which may include presenting background reports, distributing government information and similar activities.
- 5) Facilitating recommendations to Council through the creation of reports.
- 6) Coordinating committee initiatives with other Town departments.

All members are to be appointed by Council resolution.

The Committee may from time to time require experts or other representatives to attend meetings as presenters, advisors or observers because of their knowledge of the subject or as part of a project or consultation mechanism. These attendees have no voting privileges.

The Chair and Vice-Chair will be elected from among the voting members at the first meeting of each calendar year.

## **TERM**

The term of office shall be for term of council commencing in January. Once appointed, members may apply for reappointment by Council if they continue to be eligible.

## **APPOINTMENT TO THE COMMITTEE**

In order to be considered for appointment or reappointment, interested persons should submit a letter of interest to Town staff by the stated deadline determined in a given year.

All letters received from eligible applicants will be forwarded to Council for review and appointment.

## **REPORTING RELATIONSHIP**

The Committee is to serve as an advisory body to Council. The Committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be passed by motion at the Committee level then sent to the Township Clerk to be considered by Council. Council may cause the Committee to review and report on matters pertaining to the Committee's mandate.

## **COMMITTEE CHAIR**

A Chair and Vice-Chair shall be elected by majority vote. The term of Chair shall be one year. If a Chair or Vice-Chair is not present, members are to select an acting Chair to serve in the same capacity for the duration of the meeting.

The Chair is responsible for ensuring the effective operation of the Committee and its roles in accordance with the municipality's meeting procedures. The Chair shall be responsible for:

- Calling meetings order
- Conducting meetings in accordance with the municipality's procedural by-law
- Acting as the spokesperson in conjunction with the Economic Development Officer
- Representing the Committee when necessary

## **DECISION MAKING AND VOTING**

Where possible, decisions will be made by way of consensus. When a resolution is to go to Council, a motion must be moved and seconded and recorded in writing prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The Committee shall not reconsider a previous motion, unless directed to do so by Council.

## **QUORUM**

Quorum shall be 50% + 1 of the voting committee members. If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Chair may reconvene a special meeting in order to determine Committee support for that particular item.

## **MEETING STRUCTURE AND FORMAT**

Regular meetings will be held on a monthly basis as required. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the Committee's mandate.

## **ATTENDANCE**

If a Committee Member misses three (3) regular meetings without explanation or valid regrets, they may be asked to resign from the Committee.

Regrets should be sent to the Staff Resource Person as early as possible.

## **PROJECTS**

Based on its stated mandate and purpose, the Committee will establish its priorities at the beginning of each new term and develop a plan to focus its attention and action. Additionally, the Committee may address items referred to it by others.

The Committee may consider matters that are deemed to be of importance and within its purview. The Committee will also consider matters referred to it by Council or other committees.

## **EXPENSES**

No member of the Task Force shall receive payment for any work or services performed for the Committee or North Huron, except that, with the approval of the Committee, reimbursement may be made for travel or other expenses incurred in the performance of duties specifically requested by the Committee. Rates paid will be consistent with rates paid to Township of North Huron employees in effect at the time expenses are incurred.

## **OPEN MEETINGS**

Committee meetings are open to the public. Advisory Committees of Council do not usually consider business of a “closed” nature; however, if circumstances arise, there must be strict compliance with the Township’s Procedure By-law and the Municipal Act.

The Township of North Huron Procedural By-law shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council.