



ECONOMIC DEVELOPMENT (EEDC)

Advisory Committee

TERMS OF REFERENCE

1.0 GOAL

To advise and assist Council through the office of the Chief Administrative Officer (CAO) and/or designated staff and citizens of the Town of Erin on matters associated with the ongoing economic well-being and future prosperity of the community.

2.0 PRINCIPLES

Principles that guide the work of the Erin Economic Development Committee (EEDC) include:

- A commitment to enhancing the quality of life for all residents
- A commitment to responsible and sustainable growth
- A commitment to ensuring opportunity for successive generations of Erin residents
- A commitment to collaboration and partnership to achieve common objectives

3.0 MANDATE

The mandate of the Erin Economic Development Committee (EEDC) is to provide advice through staff to Council on a range of economic development activity including:

- Marketing and promotion of the Town of Erin as a key southern Ontario destination
- Supporting and enhancing growth opportunities for existing economic sectors within the community
- Identifying new and emerging economic sectors and assessing their relative growth potential
- Identifying the program, infrastructure and partnership opportunities that support vibrant downtowns
- Ensuring broad consultation with community stakeholders on socio-economic development issues and opportunities

- Working with other economic development and tourism organizations to enhance prosperity throughout the region
- Communicating, and collaborating where appropriate with other Town of Erin committees.

4.0 MEMBERSHIP AND RESPONSIBILITIES

The Erin Economic Development Committee (EEDC) shall consist of 5-13 members appointed by resolution of Council. This membership shall be composed of members of the public and shall include one Councilor. To the greatest extent possible, public representation will be multi-sectoral and include representatives from the following stakeholder groups:

- Commercial
- Industrial
- Chamber of Commerce
- BIA
- Agricultural
- Equine
- Recreation
- Culture and Tourism
- Education
- Health and Wellness
- Information Technology
- Social Services
- Youth (18-24 years)
- One Member of Erin Town Council
- Mayor of the Town of Erin (Ex-Officio Non-Voting)

4.1 Members shall be appointed for a one year term to run consistent with the appointments of Council representatives. Members may be appointed for shorter or more flexible terms in consideration of special circumstances (e.g. student representatives, non-resident experts, or to fill a prematurely vacated term).

4.2 A Chair, Vice-Chair, and recording secretary for EEDC will be elected by majority vote among the members at the first meeting of every year. The Chair will be expected to be available to make periodic presentations to Council on EEDC reports.

- 4.3** All members will be expected to devote some time between meetings to work on matters before the Committee.
- 4.4** In the absence of both the Chair and Vice-Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.
- 4.5** By majority vote, EEDC may recommend to Council, removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.
- 4.6** If at any time the Committee size drops below five (5) members, Council shall appoint an appropriate number of new members.
- 4.7** In considering new appointments to the EEDC, Council may select new members from the remaining applications received during the EEDC appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.
- 4.8** Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out the activities. To assist in this regard, the committee may, from time to time, request Council to make staff and/or Town consultants available to advise the committee as appropriate.

5.0 REPORTING

- 5.1** EEDC is an Advisory committee established by Municipal Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are responsible to Municipal Council through the office of the CAO/Town Manager or appropriate staff designate.
- 5.2** EEDC reports directly to CAO/Town Manager or appropriate designate, under the signature of the Chair or staff designate. EEDC reports and communications will normally be directed to Council through the CAO/Town Manager and/or Economic Development staff as deemed appropriate. The Committee Chair, or designate, may be present at Council when EEDC reports are being considered. EEDC may also appear before Council as a delegation.

5.3 As part of its ongoing reporting requirements, EEDC, through the Economic Development Officer (EDO) and Chair shall prepare an annual Status Report and Work Plan which shall be submitted to Council in January each year following the initial establishment of the EEDC. The report shall, among other things:

- a) Summarize the activities and achievements of EEDC over the previous year;
- b) Describe ongoing activities and issues and identify new priorities/concerns; and
- c) Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.

6.0 OPERATING BUDGETS

6.1 Financial support for the committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the committee from time to time for consideration of council.

6.2 Committee members will receive no remuneration for their involvement in Committee activities.

7.0 CONFLICT OF INTEREST

Council members having a conflict of interest in any matter under consideration by the EEDC shall declare a conflict of interest at the beginning of the meeting and shall not discuss or vote on any matter thereby related.

8.0 STAFF LIASON AND SUPPORT SERVICES

8.1 Administrative support to be provided by the Town will include: the coordination of the EEDC related communications and correspondence; ensuring EEDC reports are included in Council agenda packages; and minor technical support as needed, such as photocopying.

8.2 The EEDC budget will be administered by the CAO/Town Manager or staff as designated.

9.0 MEETINGS

9.1 The Committee shall normally meet monthly, or at the call of the Chair with adequate notice to be given to all members. All Committee meetings are open to the public.

9.2 The Committee may, from time to time, invite resource persons to attend the meeting.

- 9.3** The Committee may establish sub-committees for various initiatives and/or proposals as required. Such sub-committees may include non EEDC members, with the approval of the EDO and Chair, provided that the sub-committee is chaired by a standing EEDC member. Sub-committees shall report to the EEDC and EDO via the sub-committee Chair.
- 9.4** Quorum for a Committee meeting will be 50% of the current membership plus one (1).
- 9.5** On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.

10.0 AMENDMENTS

- 10.1** Amendments to the Terms of reference can only be made by Town Council.
- 10.2** EEDC may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.