

# **ECONOMIC DEVELOPMENT COMMITTEE OF ERIN (EDCoE)**

## **TERMS OF REFERENCE**

### **DRAFT**

#### **1.0 GOAL**

To advise and assist the Council and the citizens of the Town of Erin on matters associated with the ongoing economic well-being and prosperity of the community.

#### **2.0 PRINCIPLES**

Principles that guide the work of the economic development 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 Economic Development Committee of Erin (EDCoE) is to provide advice 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 growth potential
- ❑ Identifying the program, infrastructure and partnership opportunities in support of vibrant 'downtowns'
- ❑ Ensuring broad consultation with community stakeholders on economic development issues and opportunities
- ❑ Working with other economic development organizations to enhance prosperity throughout the region
- ❑ Communicating, and collaborating where appropriate, with other Town of Erin committees (including the BIA, Environment Committee, Recreation Committee, Heritage Committee)

## **4.0 MEMBERSHIP AND RESPONSIBILITIES**

The Economic Development Committee of Erin (EDCoE) shall consist of 6-12 members appointed by resolution of Council. This membership shall be composed of members of the public and shall include one Councillor. To the greatest extent possible, public representation will be multi-sectoral and include representatives from the following stakeholder groups:

- ❑ Commercial
- ❑ Industrial
- ❑ Agriculture
- ❑ Equine
- ❑ Culture, Tourism and Recreation
- ❑ Education
- ❑ Health and Wellness
- ❑ Downtown Businesses
- ❑ Information Technology
- ❑ Social Services
- ❑ Community Representative (member at large)

**4.1** Members shall be appointed for three-year terms with a maximum continuous tenure of two full three-year terms. Upon expiry of a member's term of appointment, the member may be re-appointed for an additional term by council, if eligible. If the member has served the maximum tenure permitted, Council shall appoint a replacement. Members who have served the maximum tenure permitted are subject to a mandatory one-year absence from the Committee prior to seeking re-appointment for any subsequent term. Members may also be appointed for shorter or more flexible terms in consideration of special circumstances (e.g.: student representatives, non-resident "experts", or to fill out a prematurely vacated term).

**4.2** A Chair, Vice-Chair and recording secretary for EDCoE will be elected by majority vote among the members at the first meeting of every year. The Chair and Vice-Chair positions may be appointed to those positions for a maximum of three consecutive years. The Chair will be expected to be available to make presentations to Council on EDCoE 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, EDCoE 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 Committee size drops below 6 members, Council shall appoint an appropriate number of new members.
- 4.7** In considering new appointments to the Committee, Council may select new members from any remaining applications received during prior EDCoE appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.
- 4.9** Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their 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** EDCoE 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.
- 5.2** EDCoE reports directly to council, under the signature of the Chair or designate. EDCoE reports and communications will normally be directed to Council through the Town Clerk. The committee Chair, or designate, will be present at Council when EDCoE reports are being considered. EDCoE may also appear before Council as a delegation.
- 5.3** As part of its ongoing reporting requirements, the EDCoE shall prepare an annual Status Report and Work Plan which shall be submitted to Council in January of each year. The report shall, among other things:
- a) summarize the activities and achievements of EDCoE 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 FINANCING**

- 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 by Council.
- 6.2** Committee members will receive no remuneration for their involvement in Committee activities. An exception to this clause may be granted by resolution of Council if so requested by EDCoE.

## **7.0 CONFLICT OF INTEREST:**

- 7.1** Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

## **8.0 STAFF LIAISON AND SUPPORT SERVICES**

- 8.1** Administrative support to be provided by the Town will include: the coordination of EDCoE related communications and correspondence; ensuring EDCoE reports are included in Council agenda packages; and minor technical support as needed, such as photocopying.
- 8.2** The EDCoE budget will be administered by the Town Treasurer.

## **9.0 MEETINGS**

- 9.1** The committee shall normally meet once every month, or at the call of the Chair with adequate notice to be given to all members. All committee meetings are public.
- 9.2** The Committee may, from time to time, invite resource persons to attend a meeting.
- 9.3** The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include non EDCoE members, with the approval of the Chair, provided the sub-committee is chaired by an EDCoE member. Sub-committees shall report to the EDCoE through the sub-committee Chair.
- 9.4** Quorum for a full Committee meeting will be 50% of the current membership plus 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 Council.

**10.2** EDCoE may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.