

The Corporation of the Town of Deep River
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)

TERMS OF REFERENCE

1.0 PURPOSE

Reporting to Council, it is the responsibility of the Economic Development Advisory Committee to provide advice to enhance the economic well being of the community.

2.0 COMMITTEE DUTIES

In meeting the Committee's objectives, the Committee Members' responsibilities will be as follows:

- a) Act as a focus group in response to Council's initiatives of Economic Development as well as to business groups and associations in the community,
- b) Assist with economic development projects initiated by Council,
- c) Assist with the development and execution of a detailed economic development plan that is reviewed, evaluated and updated annually,
- d) Seek out and identify opportunities to help the Town achieve its community and economic development goals,
- e) Provide timely information regarding matters of importance concerning the local business community,
- f) Provide leadership on partnership opportunities with youth through taking an active mentorship role and supporting partnership development,
- g) Identify emerging issues the Town needs to deal with to assist local Business,
- h) Recommend to Council strategies to support, retain and/or attract business investment in the community,
- i) Identify and report on competitiveness, policy and programs,
- j) Assist with the communication of information between the Town and the local business community,

3.0 TIMELINE

This is a Committee of Council; therefore, the Committee shall perform its duties in accordance with this Terms of Reference until such time as Council rescinds the establishment of the Committee.

4.0 MEETINGS

- a) The Chairperson and Vice-Chairperson shall be elected by the Members of the Committee at the First Meeting in each year.
- b) A Recording Secretary shall be appointed by the Clerk from amongst the Committee Members, based upon a recommendation from the Committee by resolution in accordance with the Municipal Act.
- c) Meetings of the Committee shall be held at least quarterly, with the date, time and place to be determined by the Chairperson in consultation with the Committee.
- d) The Chairperson may schedule or cancel any meeting of the Committee.
- e) All meetings shall be Open Meetings unless otherwise provided for by Section 239 of the *Municipal Act*.
- f) A quorum of Committee shall consist of 50% of the total Committee Members, appointed, plus 1 Member.
- g) The Head of Council shall be ex-officio to this Committee with all of the privileges as an appointed Member. Ex-officio shall not be considered in the total number of Members to determine Quorum listed in Section f), but shall be considered in determining if a Quorum is achieved to conduct a Committee Meeting.
- h) The rules of procedure for the Committee shall be governed by the Town of Deep River Procedural By-law Number 53-2014.
- i) All resolutions of the Committee shall be in the form of recommendations duly passed by a majority of its Members present. The Committee shall strive to reach consensus on issues.

5.0 REMUNERATION

Members of the Committee shall serve in a voluntary role and shall not be remunerated.

6.0 REPORTING RELATIONSHIP

The Committee shall report and make recommendations to Council as follows:

- a) The Committee shall forward recommendations to Council in the form of a written report.
- b) The EDAC Recording Secretary shall provide Committee Minutes to the Clerk in a timely manner for electronic circulation to Council and posting on the Town Website.
- c) The Committee shall prepare an Annual Report for presentation to Council at the first Council Information Session to be held at the beginning of each calendar year.

7.0 ADMINISTRATIVE SUPPORT

- a) The Committee is responsible to recommend a Recording Secretary to the Chief Administrative Officer. The Chief Administrative Officer or his or her designate shall determine the level of resources that are available to support the Committee. Members of the Management Committee or their designate may attend Committee Meetings as required by the Chief Administrative Officer.
- b) The Recording Secretary shall prepare Minutes of all meetings of the Committee.

8.0 BUDGET

The Committee shall have no authority to expend or commit financial resources of the Town of Deep River.

9.0 TERMINATION AND AMENDMENTS

Council may, by resolution, dissolve the Committee at any time, or amend these Terms of Reference. Council is responsible for approving the Terms of Reference for all Committees.

10.0 TERM

The Committee Members shall be appointed for the term of Council. Council will confirm appointments annually.