

# Township of South Algonquin Economic Development Committee

July 2024

Terms of Reference Established by Council: TBD Regular  
Review Timeframe: Annually - first committee meeting of the year  
Date Committee Ends: TBD

## 1. REPORTING STRUCTURE

The role of the Economic Development Committee (EDC) is to provide recommendations, advice and information to Council on those specialized matters which relate to the purpose of the EDC.

## 2. MANDATE

The EDC's mandate is to:

- Make recommendations to Council on various issues related to the Committee's objectives;
- To serve as an advisory, resource, and information support group to Township Council,
- Be strong proponents of regenerative business growth for the Township;
- Be community ambassadors for the Township; and
- Work to enhance the quality of life in the Township.

## 3. OBJECTIVES

The objective of the EDC for the 2023 – 2027 term is to prepare a four-year Work Plan that identifies priority actions, in cooperation with Township staff, to be approved by Council. At the beginning of each year, the EDC will update the Work Plan and present an annual progress report to Council.

The Work Plan will include:

- Identifying opportunities that support regenerative growth within the community as a whole;
- Ensuring consultation with business stakeholders;
- Encouraging and promoting regenerative and achievable business development strategies;
- Analyzing and discussing marketing intelligence relating to Business Development/Tourism;
- Researching new and exciting opportunities/events;
- Marketing and promoting the Township of South Algonquin as a key destination and an "Open for Business" community;

- Work with Township Real Estate Brokers/Agents to assess trends, impressions, needs and demographics; and
- Work with institutions that engage youth and create opportunities.

The EDC's Work Plan shall be accomplished within its allocated annual budget. The Work Plan status will be a standing EDC Agenda item.

The EDC will prepare, by September 15 of each year, a projected calendar budget and work program for the upcoming year and submit it to the Treasurer.

#### 4. Term of Appointment

The Term of Office for the EDC members shall run concurrently with the term of Council.

A member may resign from the EDC at any time by advising of this intention in writing to the Chair of the EDC.

An EDC member may be re-appointed by Town Council for an additional term(s).

#### 5. Qualification

Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the EDC.

#### 6. Composition of Members

The EDC shall be composed of seven (7) members of Council, one (1) South Algonquin Business Alliance (SABA) representative and up to an additional four (4) Council appointed citizen members. If an EDC member is unable to complete the term as set in Section 4 above, a new EDC member may be appointed by Town Council. EDC members shall serve without remuneration.

#### 7. Recruitment of Citizen Appointments

The recruitment of citizens to be appointed to the EDC will necessitate the identification of skilled and experienced community members who will then be approached to determine their willingness to participate.

#### 8. Staff Appointment

A member of the Township's staff will be assigned to serve as the EDC Secretary on an as required basis and will provide support for the activities of the EDC.

## 9. Advisory Staff

From time to time, the EDC may request the advice or participation of individuals or organizations having a particular expertise.

## 10. Quorum

Quorum shall be reached with the presence of a majority of the appointed members, at a time no later than fifteen (15) minutes past the scheduled meeting time. The issuance of an Agenda for a meeting of this EDC will be considered as notice of that meeting.

## 11. Frequency and Location of Meetings

The EDC will meet as required, at the call of the Chair or at the request of the majority of members.. The EDC will not meet in July and August. The Committee, at the call of the Chair, may call a special meeting. The length of meetings shall be no longer than 1 ½ hours, unless agreed upon by the members present. Any member of the EDC who misses three consecutive meetings, without being excused by the EDC, may be removed from the EDC and Council shall advertise for the vacant position. All meetings shall be held in the Township Offices, and shall be open to the public as per the Municipal Act. A meeting of the EDC may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act. The Committee shall maintain a record of the closed meeting and provide it to the Town Clerk.

## 12. Agendas and Minutes

The Agenda shall be prepared by the assigned staff member with the assistance of the Chair, and provided to the Clerk's office at the same time it is provided to Committee members. The Clerk's office will post the agenda on the Township's website. Minutes of all meetings of the Committee shall be provided to members and forwarded to the Clerk's office no later than one week after the meeting. The Clerk's office will provide the meeting minutes to all members of Council for their information and post the meeting minutes on the Township's website.

## 13. Selection of the Chair and Vice-Chair

In Accordance with Council's procedural bylaw Section 5.1 Special Committees:

5.1.1 Council may from time to time by Resolution, establish Special Committees, with the membership determined by Council at the time of establishment. The Chair for each Special Committee shall be as designated by Council the Vice-Chair shall be selected by the Committee shortly after the inaugural meeting. In accordance with Section 5.3 of Council's procedural bylaw, the Mayor may, at his/her discretion, assume the Chair at any meeting of a committee, for the purpose of conducting that particular meeting.

#### 14. Role of the Chair and Vice-Chair

The role of the Chair is to:

- Communicate via email or meet with the assigned staff member to prepare the upcoming agenda;
- Preside at the meetings of the EDC, and to direct discussions;
- Provide leadership to the EDC to ensure that its activities remain focused on its mandate as an advisory committee of Council;
- Recognize each member's contribution to the Committee's work;
- Liaise with the Town's Chief Administrative Officer or his/her designate on a regular basis; and
- Make deputations, presentations, etc. before Council. In the absence of the Chair, the Vice-Chair will chair the meetings and act for the Chair as necessary.

#### 15. Role of Committee Members

The role of an EDC member is to:

- Work collaboratively with Township staff to develop a four-year Work Plan and prepare annual progress reports. The Work Plan will ensure the workload is manageable and appropriately shared between EDC members with recognition of their skills;
- Assist in presenting annual progress reports to Council on behalf of the EDC;
- Ensure that the mandate of the EDC is being fulfilled;
- Help build community opportunities and leverage community networks to increase regenerative local business development/tourism action;
- Provide the Chair with agenda items;
- Advise on any controversial or significant issues;
- Comply with the:
  - A. Township of South Algonquin Code of Conduct;
  - B. Township of South Algonquin Accountability and Transparency Policy;
  - C. Township of South Algonquin Procedural By-Law;
  - D. Township of South Algonquin Social Media Policy;
  - E. Other applicable Township by-laws and policies;
  - F. Municipal Act
  - G. Municipal Freedom of Information and Protection of Privacy Act
  - H. Municipal Conflict of Interest Act
- Notify the Township's Economic Development chair within 24 hours of the EDC Committee meeting if they are unable to attend to ensure that quorum will be available for all meetings.

No individual member, nor the Committee as a whole, has the authority to make direct representations of the Township to Federal and Provincial Governments or the media unless authorized by Township Council.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary. This person will absent him/herself for the duration of the discussion at that meeting or subsequent meeting, as well as any voting (if any) with respect to that matter.

#### 16. Purchasing Policy

This Committee has no purchasing or procurement responsibilities.

#### 17. Insurance

The Township of South Algonquin General Liability Policy and Errors and Omissions Liability Policy will extend to the Committee and its members provided that the Committee is under the control of, answerable to, or the responsibility of the Township of South Algonquin and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the Township of South Algonquin and Council. Members must adhere to the policies and procedures of the Township of South Algonquin and Council, including these Terms of Reference.

Committee members are not entitled to any benefits normally provided by the Township of South Algonquin, including those provided by the Workplace Safety and Insurance Board of Ontario (WSIB) and are responsible for their own medical, disability or health insurance coverage.

#### 18. Expulsion of Member

The Committee may recommend to Council the expulsion of a member or Council may remove a member. The reasons may be, but are not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues.

#### 19. Terms of Reference

Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes to these Terms of Reference by the Committee shall be recommended to Council via the Clerk through a report to Council. At the discretion of the EDC, or upon the mandate being fulfilled, the Committee may be dissolved by a resolution of Council