

## **TERMS OF REFERENCE**

Municipality of South Dundas Economic Development Advisory Committee

### **1. PURPOSE**

The Municipality of South Dundas Economic Development Advisory Committee is an Advisory Committee to Council for the purposes of providing advice for enhancing the economic well-being of the community.

### **2. MANDATE**

The mandate of the Municipality of South Dundas Economic Development Advisory Committee is:

- To assist, in an advisory capacity, Council and Staff on matters relating to economic development in South Dundas;
- To act as a sounding board in response to initiatives of the Economic Development Department as well as to business groups and associations in the community;
- To review and comment on documents that have been generated to assist with long-term economic development planning;
- To assist and/or provide comment on a yearly economic development work plan that is to be reviewed and updated annually;
- To seek out and identify opportunities for development of new and existing enterprises;
- To provide timely information regarding events and issues of importance occurring in and to the local business community;
- To work in partnership with Municipal Staff and local economic development stakeholders to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses;
- To identify any problems or issues the Municipality should deal with to assist the local business community;
- To assist with the dissemination of information from the Municipality to the local business community;
- To undertake other assignments as may be requested, as it relates to the overall purpose of the committee.

### **3. MEMBERSHIP**

The Committee will be comprised of up to seven (7) voting members including one (1) Member of Council. Membership should be made up with representation across several various sectors and may include a representative from the South Dundas Chamber of Commerce and/or the Morrisburg Business Improvement Area.

The Mayor of the Municipality will sit as a non-voting ex officio member of the Committee.

Potential Members are required to submit an application outlining their interest, experience and ability to serve as a Business Ambassador of the Municipality.

Members are appointed by resolution of Council. The term of the Committee is four years maximum and is concurrent with the current term of Council.

#### *Municipal Staff Members:*

Chief Administrative Officer - as ex officio (non-voting member)  
Economic Development Officer - Staff Liaison (non-voting member)

In making its appointments, Council shall have regard for the qualifications of candidates and diversity of business interests. Members will:

- Have demonstrated expertise in their affiliation(s);
- Be known in the community as successful business people and has a well-developed business and community network;
- Demonstrate a strong interest in and commitment to remaining informed on economic development issues;
- Participate as a team member, capable of a community ambassador role;
- Be strong proponents of business growth for the Municipality.

### **4. MEETINGS / VOTING**

- The committee will elect a chair and vice chair from committee members on a yearly basis;
- The committee will meet at minimum once per quarterly. The chair may call additional meetings if needed. The meetings will be open to the public;
- The selected chair or in his/her absence vice chair will preside over all meetings and committee business, except the inaugural meeting, which will

be chaired by the Member of Council until the chair and vice chair are elected;

- The committee chair will work with the staff liaison on committee meeting agendas;
- The committee members will select a committee member to record minutes of the meetings. The minutes will be included in Council agendas for all of Council to review;
- A quorum consists of no less than four of the voting members;
- The committee may meet without a quorum but cannot vote on any matters;
- Whenever possible, committee decisions will be made by consensus. When a vote is necessary, a motion must be moved by a member and have another committee member second that motion prior to voting.

## **5. AMENDMENTS TO THE TERMS OF REFERENCE**

Amendments to the Terms of Reference can only be made by Council. The Committee may review the Terms of Reference from time to time and make recommendations to Council regarding amendments.

## **6. PECUNIARY INTEREST**

In accordance with the Municipal Conflict of Interest Act, any member of the Committee shall disclose any direct or indirect pecuniary interest for themselves or a family member and shall state the general nature of such interest. The member shall not vote on any item where he or she has declared a pecuniary interest.