



The Municipality of  
**SOUTH DUNDAS**

# **Economic and Community Development Committee**

## **TERMS OF REFERENCE**

DRAFT: January 9, 2023

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## **PURPOSE**

The Municipality of South Dundas Economic and Community Development Committee is an advisory Committee to Council for the purposes of providing advice for enhancing the economic well-being of the community and further developing the tourism sector to attract residents, businesses, tourists, training, entertainment, and amenities to our community.

## **BACKGROUND**

In February 2019, an Economic Development Advisory Committee and a Tourism Advisory Committee was established. The purpose and mandate of both Committees was similarly aligned; being to provide advice for enhancing the economic and further developing the tourism sector within the Municipality.

Following the 2022 municipal election, Council sought feedback from existing Committee members, with positive feedback provided on disbanding the two advisory Committees, creating one Committee with an enhanced the portfolio, while ensuring that all sectors are appropriately represented.

## **MANDATE**

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

- To assist, in an advisory capacity, Council and Staff on matters relating to community, economic development and tourism in South Dundas;
- To act as a sounding board in response to initiatives of the Economic Development Department, business groups and associations in the community, including new tourism ideas and initiatives;
- To assist the Municipality with updating and/or development of a tourism strategic plan;
- To review and comment on documents that have been generated to assist with long-term economic development planning and identify and provide recommendations on opportunities that will increase tourist visitation;
- To seek out and identify opportunities for development of new and existing enterprises;
- Oversee, guide and make recommendations to Council on all municipal and community events to ensure consistency, support and adequate insurance coverage;
- To identify and recommend events, including ways to attract, support and further develop events, which will increase visitation to South Dundas;
- To provide timely information regarding events and issues of importance occurring in and to the local business community;
- To work with Municipal, County, City, organizations and agencies on housing development and strategy;

- 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 gaps, barriers or any problems or issues the Municipality should deal with to assist the local business community or tourism sector;
- To assist with the dissemination of information from the Municipality to the local business and tourism community;
- To undertake other assignments as may be requested, as it relates to the overall purpose of the committee.

## **COMMITTEE STRUCTURE**

The Committee will be comprised of up to nine (9) voting members including one (1) to two (2) Members of Council, as deemed necessary. 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.

On an annual basis, the Committee will elect a Chair and Vice-Chair from committee members. The Inaugural meeting will be chaired by the Staff Liaison until the Chair and Vice-Chair are elected.

## **STAFF RESOURCES**

The Economic Development Officer shall be the staff liaison assigned to the Committee and will be responsible for working with the Chair on development of meeting agendas, circulating materials to Committee members and providing complete minutes to the Clerk in a timely manner for distribution to Council.

All work projects shall flow through staff.

The Clerk's Office shall provide staff support for the purposes of agendas, minutes, governance processes and ensuring adequate public notice of meetings is provided.

## **MEETINGS**

The Committee shall meet at minimum once per quarter and to a maximum of ten (10) times per year. The meetings shall be scheduled on an annual basis, including a specified day and time of month. The Chair may however use his/her discretion in adding or re-scheduling meetings, provided proper public notice is provided. It is the intent that all Committee meetings be open to the public.

The Committees are intended to allow for full and open-ended discussion. Members shall treat each other with respect and will listen and consider the views of other participants.

The Economic and Community Development Committee meetings will be held at the South Dundas Municipal Center.

Quorum shall be deemed as 50% plus one voting member of the Committee.

## **REPORTING PROCESS**

The Economic and Community Development Committee shall provide updates and/or recommendations to the Council of the Municipality of South Dundas, following each respective meeting.

Council will provide staff with further direction upon the approval of the committee meeting minutes.

In addition, the Economic and Community Development Committee shall adhere to the policies, procedures and guidelines established by the Municipality of South Dundas, including the Procedural By-law as it relates to open and closed meetings.

## **BUDGET**

Budgets and project lists will be approved by Council annually through the Municipality of South Dundas budget process.

## **TERM**

The term of the Economic and Community Development Committee shall align with the term of Council, and renewal shall be at the discretion of each incoming Council.