



South Huron Economic Development Advisory Committee Terms of Reference



Purpose of the Committee

The purpose of South Huron Economic Development Advisory Committee (EDAC) is to provide Council guidance and recommendations on matters relating to the attraction, expansion and retention of business in South Huron and will assist staff in local economic development functions.

The Committee will actively assist Council by fostering and promoting:

- A positive community image
- An enhanced quality of life and prosperity
- Viable urban and rural development, and
- A healthy business environment for existing businesses

Committee Objectives or General Activities:

The EDAC provides advice and recommendations to Council on policies and programs relevant to the Municipality's Economic Development. The primary objectives of the committee are:

- Advising Council in developing and implementing an overall economic development strategy and plan, both in the short-term and long-term
- Advising Council to co-ordinate economic development strategies and initiatives with other organizations
- Advising Council on marketing and branding strategies to attract investment and promote local business opportunities
- Providing strategic planning advice on business and industrial developments as they arise in the broader business community
- Develop and recommend an annual budget for Economic Development for Council consideration during budget deliberations
- Undertake other projects as requested by Council that impact the economic sustainability and growth of the Municipality, and are within the EDAC Terms of Reference
- Assist staff and Council with developing and communicating the Municipality's Strategic Plan and Vision
- Provide advice and recommendations to Council on policy matters affecting employment land requirements (commercial and industrial), infrastructure, transportation, utility services, tax implications, development charges, land sale policies and other issues relative to economic development and referred to the EDAC by Council
- Assist the CAO and Council to host potential investors, as well to provide a positive ambassador role in the business community
- Provide comment and opinion when called upon by the Council regarding any matters referred to the Committee



**South Huron Economic
Development Advisory Committee
Terms of Reference**



Membership Composition and Responsibilities

The EDAC will be composed of seven (7) voting members consisting of the following:

- a) One (1) member from the Exeter Business Improvement Association (BIA) to be appointed by the BIA.
- b) One (1) member from the South Huron Chamber of Commerce (the Chamber) to be appointed by the Chamber.
- c) Three (3) members of the public representing business and development to be appointed by the South Huron Council. Solicitation for public members and the appointment of members to the Committee shall be advertised in a similar manner as all other Council appointed advisory committees in the Municipality.
- d) Two (2) municipal councilor members shall be appointed by Council.

The Council shall appoint all Committee members by By-law and the term of appointment shall be concurrent with the four-year term of Council.

Staff Support

The Committee's primary staff contact will be the CAO. The CAO will act as a conduit to share information and expertise on Economic Development and work with the Committee to achieve the goals and objectives outlined in the Terms of Reference. In addition to the CAO, additional support staff will be assigned by the CAO to provide various support related duties to the Committee.

The Committee is accountable to Council. All communications and EDO Reports will be directed through the CAO's office.

Meeting Roles and Requirements

The Committee shall meet a minimum of six times per annum (bi-monthly) on the last Thursday of the month at 5:00 p.m. in the following months: January, March, May, July, September, and November. Additional meetings can be scheduled at the call of the Chair.

Annually, the committee shall elect a Chair and Vice-Chair from the appointees.

Each committee member is expected to attend a minimum of four meetings per year and shall not miss more than three consecutive meetings. Special circumstances shall be addressed on an individual basis.

The members of the Committee will be remunerated for travel expenses outside of the Municipality of South Huron in accordance with the Municipal Remuneration By-law for travel.

The expenditure of any municipal funds is to be approved by the Chief Administrative Officer and/or Council in accordance with the Municipal Procurement By-law and current budget.



**South Huron Economic
Development Advisory Committee
Terms of Reference**



Minutes and Agenda

The Minutes of each meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be provided to the Clerk to be circulated to Council.

The CAO will assign a staff member to provide recording secretarial services including the preparation of minutes and committee reports with support and assistance from the Clerk\Deputy Clerk.

The committee agenda will be prepared by the Chief Administrative Officer in consultation with the Chair and/or Vice Chair and distributed to the members in advance of the meeting.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.

General Conduct

The meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order. The Chair shall endorse each Committee Report/Minutes prior to its presentation to Council.

In general meetings shall be open to the public. Meetings will be declared In Camera by a majority vote of those present and should be so declared to discuss matters in accordance with Section 239 of the Municipal Act.

CONFLICT OF INTEREST

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.