



## Schedule 'C' to By-law 2019-07

### Economic Development Advisory Committee Terms of reference

#### 1.0 Mandate:

The Economic Development Advisory Committee acts as an advisory body to Council to recommend on matters associated with generating and sustaining employment, business investment and the overall economic well-being of the Municipality of French River.

#### 2.0 Committee Composition:

The Committee shall be formed of seven (7) members for the duration of the term of Council:

- three (3) members of Council, one being appointed as Chairperson by Council
- four (4) members of the Public to represent the following sectors, inclusive of but not limited to:
  - Agriculture
  - Business Associations/Agencies
  - Manufacturing / Industrial
  - Retail
  - Real Estate / Development
  - Tourism

The following members are non-voting members and are available as resource persons:

- Regional Economic Development Officer (EDO)/General Manager, Economic Partners - Sudbury East-West Nipissing Inc.
- Municipal Staff as recording secretary
- Chief Administrative Officer
- Government Agencies (as required)

The Mayor is an “ex-officio” member. The Mayor has a right to vote but has no right in quorum.

A person ceases to be a member of the Committee when he or she is:

- absent from three (3) consecutive meetings without reason satisfactory to the Committee; or
- absent in excess of 1/3 or more of all meetings over a twelve (12) month period without reason satisfactory to the Committee.

An annual amount will be allocated in the budget for the development of educational and marketing resources as determined by Council.

#### 3.0 Meetings:

The meeting procedures shall follow Council’s Procedural By-law and the Council Code of Conduct. All Meetings shall be held in the Council Chambers and shall be open to the public unless otherwise permitted in accordance with Section 239 of the Municipal Act.

The Committee shall meet five (5) times a year or as required, either to deal with a referred matter from Council, or to deal with matters that fall under its mandate. The time and date of Meetings will be set by the Clerk in consultation with the Chair.

Members of the Committee may bring any issue and/or proposed projects to the Chair for discussion. The items of business to be included on the agenda shall be determined by the CAO and/or Clerk in consultation with the Chair and the Regional EDO.

Members shall advise the recording secretary if they are not able to attend a meeting.

A Municipal Staff shall be the recording secretary; minutes will not be verbatim but rather a reflection of the direction and initiatives of the Committee.

#### **4.0 General Responsibilities:**

The Economic Development Advisory Committee shall aim to foster economic growth, enhancing the quality of life in the Municipality of French River and encourage a strong community to live and work in.

The Economic Development Advisory Committee's objectives are to:

- advise Council on matters, policies and strategies pertaining to economic development for all sectors in the Municipality of French River, in order to sustain and expand the Municipality's economic base;
- actively encourage and develop alliances and partnerships with individuals, businesses, governments, and other municipalities through various means that will advance the economic development of the Municipality of French River;
- continuously keep abreast of the wide range of incentive programs and services presently available, and to recommend these programs and services to the Municipality and the business community where possible;
- serve as the linkage to the local business community, to provide a forum for discussion and coordinating of economic development initiatives and programs with other community groups and agencies, and to be active in providing input into special projects;
- actively promote and encourage investment opportunities in the Municipality of French River, and to assist businesses to locate, expand, and invest in our community; and
- provide Council with relevant economic development information and statistics.

All members are expected to participate fully in Committee discussions. As well, all Committee Members are required to attend the Council Meeting where their report is being presented.

All members must be committed to information sharing, cooperative decision-making, and activities and procedures that will ensure the effective functioning of the Committee.

The Chair is responsible for:

- speaking on behalf and acting as representative of the Committee;
- preparing and presenting recommendations and reports to Council; and
- presenting Committee Minutes to Council and summarizing decisions and activities.

The Committee will not be responsible for the following:

- daily operations of the Municipality;
- administrative and human resources matters including directions to staff; and
- deliberation and implementation of the capital and operating budgets.

#### **5.0 Reporting Relationship:**

- Recommendations of the Committee must be adopted by Resolution and presented in a form of a report to Council.
- Minutes of the Committee will be received by Council at a subsequent Council Meeting.
- The Committee may also refer matters to other committees for comments or input.