



# **Economic Development Advisory Committee**

## **TERMS OF REFERENCE**

### **1. PURPOSE**

The Town of The Blue Mountains Economic Development Advisory Committee will make recommendations to Council and provide insight into matters relating to the economic development and economic wellbeing of the Town of The Blue Mountains.

### **2. MANDATE**

The mandate of the Town of The Blue Mountains Economic Development Advisory Committee is to:

- Assist, in an advisory capacity, Council and Staff on matters relating to economic development;
- Provide advice to Council and Staff in developing and implementing an economic development strategy;
- Review and / or participate in the development of Town policies, programs and initiatives relating to Economic Development;
- To provide a forum for the exchange of ideas and action plans on programs and initiatives of other Council committees and entities relating to Economic Development;
- Support and develop economic opportunities to encourage sustainability and prosperity within the community;
- Work in partnership with staff and local economic development partners to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses;

- Form sub-committees to deal with specific initiatives, and identify strategic solutions; and Undertake other assignments as may be requested by Council, as it relates to the overall purpose of the committee.

### **3. MEMBERSHIP / VOTING**

The Committee will be comprised of up to thirteen (13) members representing various sectors. The composition is as follows:

#### **Voting Members:**

- One (1) member representing the Blue Mountains Agricultural Advisory Committee;
- One (1) member representing the Blue Mountain Village Association;
- One (1) member representing the Blue Mountains Chamber of Commerce;
- One (1) member representing the Clarksburg Business Association;
- One (1) member representing the Blue Mountains Attainable Housing Corporation;
- One (1) member representing the Blue Mountains Transportation Committee;
- One (1) member representing the Blue Mountains Sustainability Committee;
- One (1) member representing the Georgian Triangle Development Institute
- One (1) member representing the South Georgian Bay Tourism;
- One (1) member representing the Small Business Enterprise Centre;
- One (1) member representing the Thornbury Business Improvement Area;
- Two (2) Council representatives to be selected by Council; and
- Mayor as ex officio (not counted towards Committee membership)

Potential Members are brought forward for consideration by their respective committees, boards or coalitions.

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

The Committee shall, from amongst its members, choose a Committee Chair.

### **Non-Voting Members:**

- Chief Administrative Officer as ex officio
- Communications and Economic Development Coordinator
- Department Directors / Managers (As Requested by the Committee)

### **Members will:**

- Have demonstrated expertise in their affiliation(s);
- Be able to allocate sufficient time during the day for participation in regularly scheduled meetings;
- Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;
- 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 Town.

Additional Committee Members may be appointed by Council pending the growth of activities undertaken.

### **4. Quorum**

Quorum for the Economic Development Advisory Committee, as per the standards of the Municipal Act 2001, is 7 voting members, which must include at least 1 Council representative, regardless of the number of members in attendance.

The Council representatives assigned to the Economic Development Advisory Committee count towards quorum.

The Mayor as ex officio does not count towards quorum. However, the Mayor as ex officio does have the right to vote and make motions.

### **5. Sub-Committee:**

Should the Committee feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates. All sub-committees shall be reviewed annually to determine whether they need to continue. Membership on sub-committees may be expanded to include individuals who are not advisory committee members, to take advantage of individual expertise.

## **6. REMUNERATION**

No compensation shall be made to members of the Economic Development Advisory Committee for their participation.

## **7. MEETING TIME AND LOCATION**

The committee will meet monthly at 9:00 am, except during July and August. Additional meetings of the Committee may be called by the Chair, with a minimum of 72 hours' notice, to address urgent matters.

Meetings will be held in the Council Chambers at the Town of The Blue Mountains Town Hall. If the Council Chambers are not available an appropriate alternative location will be selected.

## **8. AGENDA, MINUTES & PROCEDURE**

Agenda items will be set by the Chief Administrative Officer or the Communications and Economic Development Coordinator, in consultation and under approval of the chair.

Minutes will be kept by the Administrative Assistant who will distribute the minutes to all of Council in accordance with the Town practice.

All meetings shall be conducted in accordance with Town of The Blue Mountains Procedural By-law.