

# **Town of Minto Economic Development and Planning Committee (EDPC)**

## **Terms of Reference**

### **1.0 GOAL**

To advise and assist Council and the citizens of the Town of Minto on matters related to economic development and planning for the long term prosperity of the community.

### **2.0 PRINCIPLES**

Principles that guide the work of the EDPC include:

- A commitment to enhancing the quality of life for all residents
- A commitment to responsible and sustainable growth
- A commitment to ensuring opportunity for successive generations of Minto residents
- A commitment to collaboration and communication to achieve common objectives

### **3.0 MANDATE**

The mandate of the Town of Minto Economic Development and Planning Committee (EDPC) is to provide advice on a range of economic development activities including:

- Marketing and promotion of the Town of Minto as a key Midwestern Ontario destination
- Supporting and enhancing the growth opportunities for existing economic sectors within the community
- Identifying new and emerging economic sectors and assessing growth potential
- Identifying the program, infrastructure and partnership opportunities to support vibrant downtowns
- Ensuring broad consultation with community stakeholders on economic development issues and opportunities
- Working with other organizations to enhance prosperity throughout the Saugeen region
- Developing relationships with other organizations to share resources efficiently
- Communicating and collaborating where appropriate, with other Town of Minto Departments and Committees.
- Communicating and collaborating where appropriate with other organizations (including but not limited to Minto Chamber of Commerce, Saugeen Economic Development Corporation, Waterloo Wellington Training and Adjustment Board, Career Education Council, Business Centre Guelph Wellington, County of Wellington Economic Development)

### **4.0 MEMBERSHIP AND RESPONSIBILITIES**

The Town of Minto Economic Development and Planning Committee (EDPC) shall consist of 7 – 15 members appointed by Resolution of Council. This membership shall be composed of members of the public, two members of Town Council, the Treasurer Director of Economic & Community Development, Marketing and Community Development Coordinator, Business Development Coordinator and other staff upon request. To the greatest extent possible, public representation will be multi-sectoral and include a representative and, in their absence, an alternate from the following stakeholder groups:

- Commercial
- Industrial
- Agricultural (livestock and/or crop\_
- Education

- Health & Wellness
- Creative/Knowledge Economy
- 3 Non-Resident Experts
- 3 Residents with expertise, knowledge or interest in areas related to economic development and planning.

- 4.1 Members shall be appointed for the term of Council.
- 4.2 A Chair for the EDPC will be elected by the members at least once per Council term and no more than annually. The election shall be recorded in the minutes of the Committee for approval by Council.
- 4.3 All members will be expected to devote some time between meetings to work on matters before the Committee.
- 4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.
- 4.5 By majority vote, the EDPC may recommend to Council, removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.
- 4.6 In considering new appointments to the Committee, the Committee may recommend new members to be approached to be on the Committee. If the recommended individual accepts the invitation the Committee would then make a recommendation to Council to appoint the new member to the Committee. The Committee may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.
- 4.7 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request Council to make staff and/or Town consultants available to advise the committee as appropriate.
- 4.8 Municipal employees do not have voting privileges.
- 4.9 Committee proceedings shall be governed by the Town of Minto Procedural By-law.
- 5.0 **REPORTING**
- 5.1 The Town of Minto EDPC is an Advisory Committee established by Municipal Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference and are responsible to Municipal Council.
- 5.2 The Town of Minto EDPC reports directly to Council, under the signature of the Chair or designate. EDPC reports and communications will normally be directed to Council through the Town Clerk.
- 5.3

- 5.4 When appearing before Town Council on behalf or as a representative of the Committee, Committee members shall present the Committee's official position on a particular matter. However, where a Committee member appears before Council and clearly indicates that they are appearing on behalf of another organization or as a citizen at large and not in their capacity as a member of the Committee, they may present a position which is their personal position or is the position of that organization they represent.

## 6.0 **FINANCING**

- 6.1 Financial support for the Committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional special project funding requests may also be submitted by the Committee from time to time for consideration by Council.

## 7.0 **CONFLICT OF INTEREST**

- 7.1 Committee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter.

## 8.0 **STAFF LIAISON AND SUPPORT SERVICES**

- 8.1 Administrative support to be provided by the Town will include: the coordination of EDPC related communications and correspondence; arranging visits to local businesses through the Corporate Call Visitation Program; ensuring EDPC reports are included in Council agenda packages; and minor technical support as needed, such as photocopying. Additional support is to be requested by the Committee and not provided by staff until approved by Council.

8.2

## 9.0 **MEETINGS**

- 9.1 The Committee shall normally meet once every quarter or at the call of the Chair with adequate notice to be given to all members. The meetings will generally take place the second Thursday in March, June, September and November at 3:00 p.m. All Committee meetings are public.
- 9.2 The Committee may, from time to time, invite resource people to attend a meeting.
- 9.3 The Committee may establish Sub-Committees for various topics, issues or proposals as required. Such Sub-Committees may include non-EDPC members, with the approval of the Chair, provided the Sub-Committee is chaired by an EDPC member. Sub-Committees shall report to the EDPC through the Sub-Committee chair.
- 9.4 Quorum for a full Committee meeting will be 50% of the current membership plus one.
- 9.5 Committee members are encouraged to participate in the Corporate Call Visitation Program, held the hour prior to the regularly scheduled meetings.
- 9.6 Subject to the provisions of the Town's Procedural By-law on matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee

consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.

**10.0 AGENDAS AND MINUTES**

**10.1** An agenda for the upcoming Committee meeting will be prepared by Staff for approval by the Chair and e-mailed and/or mailed to Committee members within one week in advance of their meeting.

**10.2** Formal minutes of the Committee meeting will be prepared by Staff and e-mailed and/or mailed to Committee members two weeks following their meeting. These minutes will be considered draft until adopted by the Committee at their next meeting.

**10.3** Once adopted by the Committee, minutes will be posted on the Town website.

**11.0 AMENDMENTS**

**11.1** The EDPC may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.

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