



Town of Goderich Community Economic Development Committee

Terms of Reference

Established by Council:	April 23, 2019
Regular Review Timeframe:	Annually - first committee meeting of the year
Date Committee Ends:	November 14, 2022

1. REPORTING STRUCTURE

The role of the Community Economic Development Committee (CEDC) is to provide recommendations, advice and information to Council on those specialized matters which relate to the purpose of the CEDC.

2. MANDATE

The CEDC's mandate is to:

- ❖ Make recommendations to Council on various issues related to the Committee's objectives;
- ❖ To serve as an advisory, resource, and information support group to Town Council, and the Senior Management Team;
- ❖ Be strong proponents of business growth for the Town;
- ❖ Be community ambassadors for the Town; and
- ❖ Work to enhance the quality of life in the Town

3. OBJECTIVES

The objective of the CEDC for the 2018 – 2022 term is to prepare a four-year Work Plan that identifies priority actions, in cooperation with Town staff, to be approved by Council. At the beginning of each year, the CEDC will update the Work Plan and present an annual progress report to Council.

The Work Plan will include:

- ❖ Identifying opportunities that support a vibrant downtown, and the community as a whole;
- ❖ Ensuring consultation with downtown business stakeholders;
- ❖ Encouraging and promoting sustainable and achievable business development strategies;
- ❖ Analyzing and discussing marketing intelligence relating to Business Development/Tourism;
- ❖ Researching new and exciting opportunities/events;
- ❖ Marketing and promoting the Town of Goderich as a key destination and an "Open for Business" community (tourism mobile app(s) and kiosks)
- ❖ Work with Town Real Estate Brokers/Agents to assess trends, impressions, needs and demographics; and

- ❖ Looking to work with educational institutions (i.e. Fanshawe, Lambton, and Conestoga College, Goderich District Collegiate Institute and St. Anne's Catholic Secondary School) that engage youth and create opportunities.

The CEDC's Work Plan shall be accomplished within its allocated annual budget. The Work Plan status will be a standing CEDC Agenda item.

The CEDC will prepare, by September 15 of each year, a projected calendar budget and work program for the upcoming year and submit it to the Treasurer.

4. **Term of Appointment**

The Term of Office for the CEDC members shall run concurrently with the term of Council.

Exception: The Council member representative shall run for two years – as per the Town's Procedural By-Law.

A member may resign from the CEDC at any time by advising of this intention in writing to the Chair of the CEDC.

A CEDC member may be re-appointed by Town Council for an additional term(s).

5. **Qualification**

Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the CEDC.

6. **Composition of Members**

The CEDC shall be composed of one (1) member of Council, and up to a maximum of six (6) Council appointed citizen members.

All CEDC members shall be approved by Town Council. If a CEDC member is unable to complete the term as set in Section 4 above, a new CEDC member may be appointed by Town Council.

CEDC members shall serve without remuneration.

7. **Recruitment of Citizen Appointments**

The recruitment of citizens to be appointed to the CEDC will necessitate the placement of an advertisement in the Goderich Signal Star, on the Town's website, and its Facebook page.

8. **Staff Appointment**

The Town's Economic Development/Tourism Coordinator, or designate, will serve as the CEDC Secretary and will provide support for the activities of the CEDC.

9. **Advisory Staff**

From time to time, the CEDC may request the advice or participation of individuals or organizations having a particular expertise.

10. **Quorum**

Quorum shall be reached with the presence of a majority of the appointed members, at a time no later than fifteen (15) minutes past the scheduled meeting time.

The issuance of an Agenda for a meeting of this CEDC will be considered as notice of that meeting.

11. **Frequency and Location of Meetings**

The CEDC will meet approximately ten (10) times per year. The CEDC will not meet in July and August. The Committee, at the call of the Chair, may call a special meeting. The length of meetings shall be no longer than 1 ½ hours, unless agreed upon by the members present.

Any member of the CEDC who misses three consecutive meetings, without being excused by the CEDC, may be removed from the CEDC and Council shall advertise for the vacant position.

All meetings shall be held in the Menesetung Room at Town Hall, and shall be open to the public (in accordance with the Town of Goderich's Procedural By-Law and the Municipal Act). A meeting of the CEDC may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act. The Committee shall maintain a record of the Closed meeting and provide it to the Town Clerk.

12. **Agendas and Minutes**

The Agenda shall be prepared by the CEDC Secretary with the assistance of the Chair, and provided to the Clerk's office at the same time it is provided to Committee members. The Clerk's office will post the agenda on the Town's website.

Minutes of all meetings of the Committee shall be provided to members and forwarded to the Clerk's office no later than one week after the meeting. The Clerk's office will electronically circulate the meeting minutes to all members of Council in the next Council Agenda package for their information and post the meeting minutes on the Town's website.

13. **Selection of the Chair and Vice-Chair**

The Chair and Vice-Chair shall be selected by the Committee shortly after the inaugural meeting. The Chair and Vice-Chair shall not be a member of Council.

14. **Role of the Chair and Vice-Chair**

The role of the Chair is to:

- ❖ Communicate via email or meet with the Committee Secretary to prepare the upcoming agenda;

- ❖ Preside at the meetings of the CEDC per the Town’s Procedural By-Law, and to keep discussion on topic;
- ❖ Provide leadership to the CEDC to ensure that its activities remain focused on its mandate as an advisory committee of Council;
- ❖ Recognize each member’s contribution to the Committee’s work;
- ❖ Liaise with the Town’s Chief Administrative Officer or his/her designate on a regular basis; and
- ❖ Make deputations, presentations, etc. before Council

In the absence of the Chair, the Vice-Chair will chair the meetings and act for the Chair as necessary.

15. **Role of Committee Members**

The role of a CEDC member is to:

- ❖ Work collaboratively with Town staff to develop a four-year Work Plan and prepare annual progress reports. The Work Plan will ensure the workload is manageable and appropriately shared between CEDC members and staff;
- ❖ Assist in presenting annual progress reports to Council on behalf of the CEDC;
- ❖ Ensure that the mandate of the CEDC is being fulfilled;
- ❖ Help build community opportunities and leverage community networks to increase local business development/tourism action;
- ❖ Provide the Chair with agenda items;
- ❖ Advise on any controversial or significant issues;
- ❖ Comply with the:
 - Town of Goderich’s Code of Conduct;
 - Town of Goderich’s Accountability and Transparency Policy;
 - Town of Goderich’s Procedural By-Law;
 - Town of Goderich’s Social Media Policy;
 - Other applicable Town by-laws and policies;
 - Municipal Act
 - Municipal Freedom of Information and Protection of Privacy Act
 - Municipal Conflict of Interest Act
- ❖ Notify the Town’s Economic Development/Tourism Coordinator within 24 hours of the CEDC Committee meeting if they are unable to attend to ensure that quorum will be available for all meetings.

No individual member, nor the Committee as a whole, has the authority to make direct representations of the Town to Federal and Provincial Governments or the media.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary. This person will absent him/herself for the duration of the discussion at that meeting or subsequent meeting, as well as any voting (if any) with respect to that matter.

16. **Purchasing Policy**

This Committee has no purchasing or procurement responsibilities.

17. Insurance

The Town of Goderich's General Liability Policy and Errors and Omissions Liability Policy will extend to the Committee and its members provided that the Committee is under the control of, answerable to, or the responsibility of the Town of Goderich and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the Town of Goderich and Council. Members must adhere to the policies and procedures of the Town of Goderich and Council, including these Terms of Reference.

Committee members are not entitled to any benefits normally provided by the Town of Goderich, including those provided by the Workplace Safety and Insurance Board of Ontario (WSIB) and are responsible for their own medical, disability or health insurance coverage.

18. Expulsion of Member

The Committee may recommend to Council the expulsion of a member or Council may remove a member. The reasons may be, but are not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act; disrupting the work of the Committee or other legal issues.

19. Terms of Reference

Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes to these Terms of Reference by the Committee shall be recommended to Council via the Clerk through a report to Council.

At the discretion of the CEDC, or upon the mandate being fulfilled, the Committee may be dissolved by a resolution of Council.