



## **ECONOMIC DEVELOPMENT COMMITTEE**

### **TERMS OF REFERENCE**

**Established by Council:**

**December 8, 2025 and amended January 14, 2026**

**Date Committee Ends:**

**November 14, 2026 (Concurrent with the Term of Council)**

#### **1. REPORTING STRUCTURE**

While it is the legislative mandate of Goderich Town Council to make the final decision on all matters that affect the municipality, the role of the Economic Development Committee is to act as an Advisory Committee of Council established to make recommendations to Council and provide insight into matters relating to the economic development and well-being of the Town of Goderich.

#### **2. MANDATE**

The Committee's mandate is to:

- a) Make recommendations to Council on various issues related to the Committee's objectives;
- b) To serve as an advisory, resource, and information support group to Town Council, and the Chief Administrative Officer.
- c) Work to enhance the quality of life in the Town.

#### **3. OBJECTIVES**

The Town's Chief Administrative Officer leads economic development activities including meeting with prospective industries and sale of land.

The objective of the Economic Development Committee will be to collaborate with the Chief Administrative Officer to develop a Work Plan that identifies priority actions, that ultimately will be approved by Council.

The Work Plan will include:

- a) Creating an Economic Development Strategy Framework that supports the Town's 2023 – 2027 Strategic Action Plan, that will identify economic development goals that are specific, measurable, achievable, relevant and time bound (SMART), and must address the following areas:

- Business and Job Growth
    - Business Retention and Expansion – Implement the recommendations from the County Business Retention & Attraction (Expansion) project as budget allows.
    - Business Attraction and Investment Readiness – Aim of securing new investment and attracting new business to the area, which could include the development of an Economic Development Community Improvement Plan to address issues like Affordable Housing, Nuclear Support Service Businesses, and Manufacturing
    - Encouraging Entrepreneurship – Fostering a local culture of innovation
    - Job Creation and High Employment – ensuring a sufficient number of quality local jobs for residents to reduce unemployment rates and support the local economy
  - Talent and Workforce Development – In conjunction with the County of Huron
    - Why Goderich? - Developing new strategies to attract new residents and skilled workers, by highlighting the high quality of life that Goderich has to offer; health, recreation, tourism and transportation assets
    - Workforce Skill Development – Connecting residents to businesses in need of skilled workers, which may involve working with post-secondary educational institutions to develop relevant training programs.
  - Infrastructure and Quality of Life
    - Affordable Housing – Addressing the need for affordable housing and attainable housing to support population growth and retention efforts.
    - Downtown’s Revitalization Project and Quality of Place – Building on to the Downtown’s Revitalization Project, showcase Goderich’s vibrant Downtown community hub of commercial activities and events.
    - Waterfront/Port – Leveraging the Town’s waterfront/port asset, develop products to attract tourism and investors.
  - Resilience and Sustainability
    - Economic Resilience – Diversifying the local economy to protect against sector-specific downturns (e.g., Volvo plant closure)
    - Community Wealth Building – Adopting approaches that focus on local ownership and control of assets, aiming to re-invest within the community.
    - Sustainable Development – Ensuring all initiatives/opportunities are all inclusive, equitable and environmentally sound.
- b) Ensuring consultation with business community stakeholders;
  - c) To advise and make recommendation to Council of any relative Federal and/or Provincial funding opportunities.
  - d) Develop a recommended budget.

The Economic Development Committee Work Plan shall be accomplished within its allocated budget and prescribed timeline of the Committee and shall be a standing Economic Development Committee agenda item.

#### 4. TERM OF APPOINTMENT

The Term of Office for the Economic Development Committee members shall be concurrent with the term of Council, to November 14, 2026.

A member may resign from the Committee at any time by advising of their intention in writing to the Chair of the Committee, and to the Director of Legislative Services/Clerk.

#### 5. **QUALIFICATION**

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

#### 6. **COMPOSITION OF MEMBERS**

The Committee shall be composed of eight (8) members, including two (2) representatives of Goderich Town Council. The representatives of Goderich Town Council will primarily serve as a liaison between the Committee and Council.

If a Committee member is unable to complete the term as set in Section four (4) above, a new Committee member may be selected by Town Council.

Economic Development Committee members shall serve without remuneration.

#### 7. **RECRUITMENT OF CITIZEN APPOINTMENTS**

The recruitment of citizens to be appointed to the Committee will be advertised per the Town's Notice By-Law requirements.

#### 8. **STAFF APPOINTMENT TO THE COMMITTEE**

The Administrative Assistant to the Director of Legislative Services/Clerk will attend all Economic Development meetings, and perform secretariat services, including the preparation of resolutions, agendas, and recording of meeting minutes and the disposition of all resulting actions of Committee meetings. As the Chief Administrative Officer (CAO) is the lead for all Town-led economic development activities, the CAO will be the corporate administrative lead for the Economic Development Committee activities. At the discretion of the Chief Administrative Officer, additional Town staff may be requested to attend for related advisory information.

#### 9. **ADVISORY STAFF**

From time to time, the Committee may request the advice or participation of individuals or organizations with a particular area of expertise. The Administrative Assistant will coordinate, through consultation with the Chair and the CAO, the request made by the Committee.

#### 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 the Committee will be considered as notice of that meeting.

#### **11. FREQUENCY AND LOCATION OF MEETINGS**

The Committee shall meet as required, or at the Call of the Chair, at a date and time to be determined at the first meeting of the Committee. Meetings will be held in hybrid format, both in person in the Menesetung Room, Town Hall, and via Zoom. The length of meetings shall be no more than one hour and a half and shall take place during normal business hours.

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

All meetings 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 Committee 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's Director of Legislative Services/Clerk.

#### **12. AGENDAS AND MINUTES**

The agenda shall be prepared by the Town's Administrative Assistant to the Director of Legislative Services/Clerk, posted to the Town's website via eScribe, and provided to Committee members.

The Clerk's department will electronically circulate the meeting minutes to all members of Council in the next Council Agenda package for their information and post the draft meeting minutes on the Town's website. The Clerk's department shall file the draft and approved minutes in accordance with The Ontario Municipal Records Management System (TOMRMS) The Clerk's department shall circulate the preceding minutes in the agenda package. The Clerk's department shall publish the approved minutes via eScribe to the Town's website.

#### **13. SELECTION OF CHAIR AND VICE-CHAIR**

The Chair and Vice-Chair shall be selected by the Committee at the first meeting.

#### **14. ROLE OF THE CHAIR**

The role of the Chair is to:

- a) Preside at the meetings of the Committee as per the Town's Procedural By-Law, and to keep discussion on topic.
- b) Provide leadership to the Committee to focus on its mandate as an advisory committee of Council.
- c) Recognize each member's contribution to the Committee's work.
- d) Liaise with the Chief Administrative Officer as required.

- e) Make deputations, presentations, etc., before Council.

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

#### **15. ROLE OF ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF LEGISLATIVE SERVICES/CLERK**

The role of the Administrative Assistant to the Director of Legislative Services/Clerk is to confirm the meeting dates and location, shall file in accordance with TOMRMS any minutes and records of all applications and the decisions thereon and of all other official business of the Committee, prepare the Agenda, take the minutes, and provide a copy of the minutes to all Committee members.

#### **16. ROLE OF COMMITTEE MEMBERS**

The role of Committee members is to:

- a) Allocate sufficient time during the day for participation in regularly scheduled Committee meetings and fundraising activities/efforts established by the Committee.
- b) Provide the Chair with agenda items.
- c) Committee members must 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;
  - Town of Goderich's Civil and Respectful Workplace Policy;
  - Town of Goderich's Workplace Harassment and Discrimination Policy;
  - Other applicable Town by-laws and policies;
  - Municipal Act
  - Municipal Freedom of Information and Protection of Privacy Act
  - Municipal Conflict of Interest Act
- d) Notify the Committee Secretary within 24 hours of the 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.

The Committee does not have any delegated authority and is to serve as an exploration and research Committee only. Recommendations requiring implementation, expenditures, reports, or staff actions must first be considered by staff and/or Council. Council may cause the Committee to review and report on matters pertaining to the Committee's purpose.

## **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. EXPLUSION 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 Director of Legislative Services/Clerk through a report to Council.

The Committee may be dissolved at any time by a resolution of Council, as per the Town's Procedure By-Law.