

Huron East Economic Development Committee

Terms of Reference

1. Name of the Committee

This Committee will be named the Huron East Economic Development Committee.

2. Type of Committee

Advisory

3. Purpose/Mandate

The Economic Development Committee in their role as an advisory body is to provide strategic advice and recommendations to Council on the overall economic development program undertaken by the Municipality. The Economic Development Committee will:

- I. Assist the Municipality of Huron East staff and Council in supporting, enhancing, and promoting business and economic activity within Huron East;
- II. Liaise with the business community to identify potential opportunities for business development;
- III. Provide advice and recommendations to Council on strategic directions for economic development, focusing on the attraction and retention and expansion of businesses;
- IV. Support and develop economic opportunities to encourage sustainability and prosperity within the community;
- V. Undertake special projects and/or assignments as identified by Council associated with economic development and other similar matters.

4. Reporting

Recommendations of the Economic Development Committee must be adopted by Committee resolution and recorded in the minutes prior to presentation to Council.

5. Membership

The Economic Development Committee shall consist of up to seven (7) voting members appointed by the Council who meet the membership criteria as outlined in these Terms of Reference.

5.1 Voting members shall include:

- Three representatives from Council
- Three representatives selected from the business community at large
- One representative from the Seaforth Business Improvement Area
- Mayor as ex officio (not counted towards Committee membership)

5.2 Non-voting members:

- Huron East Economic Development Officer
- Resource participants (as requested by the Committee)

5.3 Members will be selected from the business community on the basis of their demonstrated interest and participation in business matters; academic or technical qualifications; availability; work and volunteer experience; knowledge and professional expertise.

5.4 Areas of expertise that may be sought include:

- Agriculture
- Land Development (i.e. Developer, Construction or Real Estate)
- Manufacturing
- Professional Services (i.e. Accounting, Legal, Health Care, Technology, etc.)
- Retail or Restaurant
- Tourism

6. Term of Office

Council shall appoint members to the Committee by By Law. The term of the Committee is four years and is concurrent with the term of Council. The maximum continuous tenure is three (3) consecutive four (4) year terms.

6.1 The Council, may, at any time, terminate the appointment of a member for cause.

6.2 Committee members who are absent for three (3) consecutive meeting shall forfeit their appointment, unless such absences are authorized by resolution of the Committee.

6.3 A member of the Committee may resign at any time upon sending written notice to the Chief Administrative Officer.

6.4 Council retains the right to appoint a new Committee member to fill the vacancy for the remainder of the unexpired term should a vacancy occur on the Economic Development Committee due to the above circumstances, or in the event of the death or disability of a member.

7. Meetings

The committee will formally meet a minimum of four (4) times per year, and may meet at any other such time as the committee deems appropriate. Meetings will be held using a hybrid meeting model, with an option to attend in-person in the Council Chambers at the Municipal Office or virtually.

7.1 The Economic Development Officer will call the first meeting to order.

- 7.2 The election of the Chair and Vice Chair of the Committee will take place at the first meeting.
- 7.3 The Economic Development Officer will act as the secretary to the Committee.
- 7.4 If a member is unable to attend a meeting, he/she should inform the acting secretary of the committee.
- 7.5 The committee shall be deemed to be a Committee of Council and shall adhere to any policies and procedures as provided for under the Municipal Act, 2001, as amended and the Municipality's Procedure By-law, and any other applicable legislation.
- 7.6 The minimum number required for a quorum is considered to be half of the active committee membership plus one. If there is no quorum within thirty minutes after the time appointed for the meeting, the names of the members present shall be recorded and the meeting shall stand adjourned until the next regular meeting or until a special meeting is called. 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.

8. Agenda Preparation and Meeting Minutes

The Economic Development Officer is responsible for preparing the agenda and recording minutes. The agenda will be posted to the Huron East website by the Friday before the meeting date.

- 8.1 Agendas and Information Packages will be provided to Committee members at least three (3) working days prior to the scheduled meeting date.
- 8.2 Minutes will be approved by Council and copies will be provided with the next agenda package.

9. Communication

Letters of appreciation or recognition or correspondence related to the committee's mandate do not require Council's approval. Communications to Council, Administration and Public are generally through the staff liaison.

10. Approval

Agendas are approved by the Economic Development Officer in consultation with the Chair and CAO. Terms of Reference are approved by the Committee. Minutes are approved by Council.