



# Terms of Reference

## Economic Development Advisory Committee

[www.townofgrandvalley.ca](http://www.townofgrandvalley.ca)

### **Mandate**

The Economic Development Advisory Committee is established to provide a forum for local economic development discussions that will support and enhance the Town's economic development programs. The overarching goals of the Economic Development Advisory Committee are to: assist with the implementation of the strategic plan by streamlining economic development activity by prioritizing certain functions over others; strategically position Grand Valley within the marketplace to attract new investment, retain and expand local investment; and, foster an environment of prosperity and opportunity for the Town of Grand Valley, its municipal partners, residents, and businesses.

### **Roles and Responsibilities**

It is the responsibility of all appointed members to comply with:

- the Town's Accessibility Policies;
- the Town's Workplace Harassment and Violence Prevention Policies;
- the Town's Procedural By-law; and
- the Municipal Act, 2001, Municipal Freedom of Information and Protection of Policy Act and any other applicable by-laws, policies and provincial and federal legislation.

The Committee is an advisory committee and does not have any delegated authority. No individual members or the Committee as a whole has the authority to make direct representations of the Town to Federal or Provincial Governments, third party organizations or other municipalities. This committee has no purchasing or procurement responsibilities or authority.

Members shall abide by the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Committee Secretary and absent himself or herself from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

### **Activities**

The following represent the general activities of the Committee:

- (1) To advise the municipality on strategic issues, programs, and policies from a local perspective.
- (2) To foster effective and enhanced communication between local and regional partners, and local businesses, to enrich regional and local economic development.

- (3) To assist stakeholders to work cooperatively to deliver effective economic development services in Grand Valley.
- (4) To provide a forum for discussion and coordination of economic development initiatives and programs.
- (5) To provide and receive relevant economic development information and statistics to members.
- (6) To encourage regional thinking in the context of local decision making.
- (7) To support local autonomy while emphasizing that local goals can often best be achieved through cooperative efforts.
- (8) The Committee's role is advisory. Advice, comments or recommendations from the Committee shall be received by Council.
- (9) Council is not bound by any advice or recommendations put forward by the Committee.
- (10) The Committee does not have any budgetary authority.

### **Composition**

The Committee shall comprise of ten (10) voting members and one non-voting member, consisting of the following:

- Two (2) representatives from Town Council
- Eight (8) members of the public
- One (1) representative of Town Staff (non-voting)

### **Term of Appointment**

All citizen members of the Committee will hold office for a term that is decided upon mutual agreement by the member and the Committee, and remain in office until their successors are appointed. When appointing members, consideration will be given to applicants that have not previously served on the Committee prior to those that have to ensure opportunities are available for new applicants as well as retaining dedicated existing members. Vacancies shall be filled through a Committee recommendation to Council if the Committee is aware of and agree on a candidate. Where the Committee is not aware of a qualified candidate, the position will be advertised. The Clerk will receive applications from the public and present the names of the interested candidates to Council for consideration. Persons appointed to Committees are appointed for such term as defined by Council, and by resolution, Council may rescind any appointment at any time.

Should any Member of a Committee fail to attend three (3) successive meetings thereof without being authorized to do so by resolution of the committee, the Committee may certify such failure and thereupon the membership of such person on the Committee shall be terminated and the vacancy filled through a Committee recommendation to Council if the Committee is aware and agree on a candidate. Where the Committee is not aware of a qualified candidate, the position will be advertised. The Clerk will receive applications from the public and present the names of the interested candidates to Council for consideration. Persons appointed to Committees are

appointed for such term as defined by Council, and by resolution, Council may rescind any appointment at any time.

## **Resources**

The lead department for the Committee shall be the Clerk's Office. The Clerk's office shall act as recording secretary and provide administrative support, and provide advice, act as day-to-day liaison with the Town and provide updates on projects to the degree resources are available. Staff will provide expertise, guidance and report on various matters. Staff from other departments or government/agencies may from time to time attend as necessary to provide expertise or report on various matters.

## **Timing of Meetings**

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. Meetings of the Committee shall not conflict with regular or special meetings of Council.

Committee members are expected to attend all regularly scheduled meetings. In the event a member, is unable to attend a meeting, the member must contact the Chair in advance and advise him or her.

## **Meetings**

The Committee shall hold a minimum of 4 meetings in each calendar year. The Chair shall cause notice of the meetings, including agenda for the meetings, to be provided to members of the Committee a minimum of 5 business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

## **Procedures**

Procedures for the meetings of the Committee shall be governed by the Town's Procedural By-law. The rules and regulations contained in the Procedural By-law shall be observed in all proceedings of the Committee. In the case of any conflict between these Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

## **Agenda and Minutes**

All agendas will be posted to the Town's website prior to the meetings. Committee members will be notified of agenda availability via email.

Minutes of all Committee meetings will be placed on the Council meeting agenda. Any recommendations requiring Council's consideration will be pulled from the minutes and placed on the Council's agenda separately. Minutes will also be adopted by Committee at their next regularly scheduled meeting. The Clerk's Division will maintain a set of printed minutes for records and public minutes on the Town's website for public viewing.

## **Location of Meetings**

The location of the meetings will primarily occur at the Town Hall, 5 Main Street North, Grand Valley. If another location is desired due to the nature of the meeting, the Committee will take into consideration public access and accessibility.

## **Terms of Reference**

Council may, at its discretion, change the Terms of Reference for this Committee at any time.

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