

Economic Development Committee

Staff Recommendation

Staff recommend that this Committee be re-established with the following modifications that are reflected in the tracked changes to the current Terms of Reference for council consideration:

- Change from an Advisory Committee to a Committee
- Modify regular meeting schedule from monthly meetings to meeting three (3) times per year or at the call of the Chair
- Committee Chair would be one of the two (2) Council Representatives
- **Key Suggested Mandate Revisions:**
 - Provide advice as one common and one representative voice to Council and Staff in implementing and monitoring the economic development strategy;
 - Review the development of Town policies, programs and initiatives relating to Economic Development;
 - To provide a respectful forum for the exchange of ideas and action plans on programs and initiatives identified in the Town Economic Development Strategy and provide insight when requested and relevant from other Council committees relating specifically to Economic Development;
 - Support and champion economic opportunities to encourage sustainability and prosperity within the community;

Current Mandate:

The Mandate of the Town's Economic Development Advisory Committee is to:

1. Assist, in an advisory capacity, Council and Staff on matters relating to economic development;
2. Provide advice to Council and Staff in developing and implementing an economic development strategy;
3. Review and/or participate in the development of Town policies, programs and initiatives relating to Economic Development;
4. To provide a forum for the exchange of ideas and action plans on programs and initiatives of other Council committees and entities relating to Economic Development;
5. Support and develop economic opportunities to encourage sustainability and prosperity within the community;
6. Work in partnership with staff and local economic development partners to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses;

7. Form sub-committees to deal with specific initiatives, and identify strategic solutions; and Undertake other assignments as may be requested by Council, as it relates to the overall purpose of the committee.

Current Composition:

The Economic Development Advisory Committee is comprised of up to thirteen (13) members representing various sectors.

Voting Members:

- One (1) member representing the Blue Mountains Agricultural Advisory Committee;
- One (1) member representing the Blue Mountain Village Association;
- One (1) member representing the Blue Mountains Chamber of Commerce;
- One (1) member representing the Clarksburg Business Association;
- One (1) member representing the Blue Mountains Attainable Housing Corporation;
- One (1) member representing the Blue Mountains Transportation Committee;
- One (1) member representing the Blue Mountains Sustainability Committee;
- One (1) member representing the Georgian Triangle Development Institute
- One (1) member representing the South Georgian Bay Tourism;
- One (1) member representing the Small Business Enterprise Centre;
- One (1) member representing the Thornbury Business Improvement Area;
- Two (2) Council representatives to be selected by Council; and
- Mayor as ex officio (not counted towards Committee membership)

Current Meeting Frequency:

Monthly at 9:00 a.m. except during July and August. Additional meetings may be called by the Chair.



Economic Development ~~Advisory~~ Committee

TERMS OF REFERENCE

1. PURPOSE

The Town of The Blue Mountains Economic Development ~~Advisory~~ Committee will make recommendations to Council and provide insight into matters relating to the economic development and economic wellbeing of the Town of The Blue Mountains.

2. MANDATE

The mandate of the Town of The Blue Mountains Economic Development ~~Advisory~~ Committee is to:

- Assist, in an advisory capacity, Council and Staff on matters relating to economic development;
- Provide advice as one common and one representative voice to Council and Staff in ~~developing and~~ implementing and monitoring the an economic development strategy;
- Review ~~and / or participate in~~ the development of Town policies, programs and initiatives relating to Economic Development;
- To provide a respectful forum for the exchange of ideas and action plans on programs and initiatives identified in the Town Economic Development Strategy and provide insight when requested and relevant from ~~of~~ other Council committees ~~and entities~~ relating specifically to Economic Development;
- Support and champion develop economic opportunities to encourage sustainability and prosperity within the community;
- Work in partnership with staff and local economic development partners to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses;

- ~~Form sub-committees to deal with specific initiatives, and identify strategic solutions; and Undertake other assignments as may be requested by Council, as it relates to the overall purpose of the committee.~~

3. MEMBERSHIP / VOTING

The Committee will be comprised of up to thirteen (13) members representing various sectors. The composition is as follows:

Voting Members:

- One (1) member representing the Blue Mountains Agricultural Advisory Committee;
- One (1) member representing the Blue Mountain Village Association;
- One (1) member representing the Blue Mountains Chamber of Commerce;
- One (1) member representing the Clarksburg Business Association;
- One (1) member representing the Blue Mountains Attainable Housing Corporation;
- One (1) member representing the Blue Mountains Transportation Committee;
- One (1) member representing the Blue Mountains Sustainability Committee;
- One (1) member representing the Georgian Triangle Development Institute
- One (1) member representing the South Georgian Bay Tourism;
- One (1) member representing the Small Business Enterprise Centre;
- One (1) member representing the Thornbury Business Improvement Area;
- Two (2) Council representatives to be selected by Council; and
- Mayor as ex officio (not counted towards Committee membership)

Potential Members are brought forward for consideration by their respective committees, ~~B~~boards or coalitions.

Members are selected by resolution of Council. The term of the Committee is four years and is concurrent with the term of Council.

The Committee chair shall be one of the two Council representatives, from amongst its members, choose a Committee Chair.

Non-Voting Members:

- ~~• Chief Administrative Officer as ex officio~~
- Manager of Communications and Economic Development ~~Coordinator~~
- Executive Assistant to the Committees of Council
- Department Directors / Managers (As Requested by the Committee)
- Chief Administrative Officer as ex officio

Members will:

- Have demonstrated expertise in their affiliation(s);
- Be able to allocate sufficient time during the day for participation in regularly scheduled meetings;
- Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;
- Demonstrate a strong interest in and commitment to remaining informed on economic development issues;
- Actively and respectfully pParticipate as a team member, capable of a community ambassador role;
- Be strong proponents of business growth for the Town.

~~Additional Committee Members may be appointed by Council pending the growth of activities undertaken.~~

4. Quorum

Quorum for the Economic Development Advisory Committee, as per the standards of the Municipal Act 2001, is 7 voting members, which must include at least 1 Council representative, regardless of the number of members in attendance.

The Council representatives assigned to the Economic Development Advisory Committee count towards quorum.

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.

5. Sub-Committee:

Should the Committee feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates and timelines that do not exceed more than Twelve (12) months or extend beyond the last six (6) months of the current Term of Council. ~~–All sub-committees shall be reviewed annually to determine whether they need to continue. Membership on sub-committees may be expanded to include individuals who are not advisory committee members, to take advantage of individual expertise.~~

6. REMUNERATION

No compensation shall be made to members of the Economic Development Advisory Committee for their participation.

7. MEETING TIME AND LOCATION

The committee will meet monthly at 9:00 am, except during July and August. Additional meetings of the Committee may be called by the Chair, with a minimum of 72 hours' notice, to address urgent matters.

Meetings will be held virtually three (3) times per calendar year at a time that is to be determined and scheduled at the Committees first official meeting and will be for the duration of the Term of Council and approved by the Committee. in the Council Chambers at the Town of The Blue Mountains Town Hall. If the Council Chambers are not available an appropriate alternative location will be selected.

All meetings are open to the public to view virtually. Committee meetings are recorded and will be archived and available on the Towns Website.

8. AGENDA, MINUTES & PROCEDURE

Agenda items will be set by the Chair of the Committee in consultation with and under approval of Chief Administrative Officer or the Manager of Communications and Economic Development ~~Coordinator, in consultation and under approval of the chair.~~

Minutes will be kept by the ExecutiveAdministrative Assistant to the Committees of Council who will distribute the minutes to all of Council in accordance with the Town practice. All meetings shall be conducted in accordance with Town of The Blue Mountains Procedural By-law.