



The Corporation of the Township of Havelock-Belmont-Methuen

ECONOMIC DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

1. GOAL

To advise and assist Council and the citizens of the Township of Havelock-Belmont-Methuen on matters associated with the ongoing economic well-being and prosperity of the community.

2. PRINCIPLES

Principles that guide the work of the Economic Development Committee include:

- ◆ A commitment to enhancing the quality of life for all residents;
- ◆ A commitment to responsible and sustainable growth;
- ◆ A commitment to ensuring opportunity for future generations of Havelock-Belmont-Methuen residents;
- ◆ A commitment to collaboration and partnership to achieve common objectives.

The Economic Development Committee has been established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and the Committee recommendations are non-binding and intended to be advisory in nature. Participation in the committee is voluntary.

3. MANDATE

The mandate of the Economic Development Committee of Havelock-Belmont-Methuen is to provide advice on a range of economic development activities including:

- ◆ Promotion of sustainable community economic development activities within the Township of Havelock-Belmont-Methuen including marketing of the community;
- ◆ Marketing and promotion of the Township of Havelock-Belmont-Methuen as an eastern Ontario destination;
- ◆ Supporting and enhancing growth opportunities for existing economic sectors within the community;

- ◆ Identifying new and emerging economic sectors and assessing growth potential;
- ◆ Identifying funding and partnership opportunities that would support a vibrant business community and downtown;
- ◆ Ensuring broad consultation with community stakeholders on economic development issues and opportunities;
- ◆ Working with other economic development organizations to enhance prosperity throughout the region;
- ◆ Communicating, and collaborating where appropriate, with the Chamber of Commerce and other community organizations;
- ◆ Providing input into the Economic Development Strategy and Community Improvement Plan of the Township of Havelock-Belmont-Methuen.

4. MEMBERSHIP

The Committee shall consist of no more than ten (10) members appointed by the Township Council who meet the criteria as outlined in these Terms of Reference.:

- ◆ Two (2) members of Council;
- ◆ Four (4) volunteers from the Business Community (two (2) village ward business representatives and two (2) township ward business representatives);
- ◆ One (1) representative from the Havelock Chamber of Commerce;
- ◆ One (1) advisor from Peterborough and the Kawarthas Economic Development agency.

Members will be selected from the business community at large 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.

Members will be generally a Township of Havelock-Belmont-Methuen business license holder or employed by a Township of Havelock-Belmont-Methuen licensed business. Others may be considered where they have professional experience and other required qualifications not represented on the committee. Areas of expertise that may be sought include:

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

The business community and public are welcome to attend meetings and share opinions, but all decisions will be the responsibility of the appointed committee.

5. TERM

Members shall be appointed for a two-year term as per the appointment by-law adopted by Council.

Appointments are for a two (2) year term, with a maximum continuous tenure of three (3) consecutive two (2) year terms.

6. COMMITTEE CHAIR

A Member of Council shall function as Chairperson of the Committee.

7. MEETING SCHEDULES AND LOCATION

Meetings shall be open to the public and shall be conducted on a bi-monthly basis.

Meetings shall be held at the Municipal Office, 1 Ottawa Street East, Havelock, or at a mutually agreed upon accessible location within the municipality, if the Municipal Office is not available.

The Chairperson may call a “Special Meeting” to deal with issues of importance, which are time sensitive or urgent in nature. Notice to Committee Members and the public shall be provided at least 48 hours in advance of meeting.

The accidental omission to give 48 hours notice of any meeting of the Committee to its Members or the non-receipt of any notice by any Member or any error in any notice that does not affect its substance, does not invalidate any resolution passed or any proceedings taken at the meeting. Any Member of the Committee may at any time waive notice of any meeting.

Quorum for meetings shall consist of a majority of the Members of the Committee. If there is no quorum present within 30 minutes after the time appointed for the meeting, the names of the members present shall be recorded and the meeting shall be adjourned.

8. RESOURCES/STAFF SUPPORT

The CAO and Economic Development Officer shall provide advisory support, as needed, including such services as coordination of meetings.

The Economic Development Officer will act as the Committee Clerk and is responsible for preparing the meeting agendas and minutes.

The Committee may call upon the assistance of other Township Departments (e.g., Planning, Treasurer etc.), if needed.

9. REMUNERATION

Members of the Committee shall participate voluntarily, and as such, receive no compensation or remuneration.

10. REPORTING

It is not necessary for the Committee to submit reports to Council following each meeting. However, meeting minutes must be maintained and provided to the Township Clerk (to form part of the official records of the Township).

The Committee may make recommendations to Council by way of a resolution in the minutes and these recommendations will be accompanied by a report from the CAO or Economic Development Officer providing the pertinent background information to the recommendation for Council's evaluation.

11. BUDGET

Expenses incurred by this Committee are to be approved by Council prior to being incurred and shall not exceed any budget amounts provided within the Township's Operating Budget.

Any requests for funding that are outside the annual budget process must be submitted to Council for consideration and/or approval.

12. CLOSED MEETINGS

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss matters permitted in *section 239 (2) of the Municipal Act, 2001*. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of appointed Advisors and any Township Staff, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with *Section 239 of the Municipal Act*. Prior to the commencement of closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what subsection of *section 239 (2)* applies.

13. CONFLICTS OF INTEREST

Members shall abide by the rules outlined within *the Municipal Conflict of Interest Act* and shall disclose the pecuniary interest to the Committee Clerk and absent

himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

14. MEETING ATTENDANCE

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations by a report to Council for the removal of any member in accordance with the adopted policy.

15. INSURANCE

The Economic Development Committee is insured for office meeting work through the Township's Policy as it applies to these terms of reference.

16. DISSOLUTION

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

17. EXPULSION OF MEMBER

Council may remove a member for reasons as listed, but is 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. The process for expulsion of a member is as follows:

- ◆ If a member of the Committee ceases to maintain the eligibility requirements, is not willing or able to carry on his or her duties, or absents himself or herself from three consecutive meetings of the Committee without being authorized by resolution entered upon its minutes, he or she is deemed to have vacated his or her seat.
- ◆ A proposed recommendation to Council to terminate the appointment of a member of the Committee, shall be approved by Council resolution.

18. VACANCIES

Council retains the right to appoint a new Committee member to fill a vacancy for the remainder of the unexpired term should a vacancy occur, for reasons of expulsion, or in the event of the death or disability of a member.