

The Corporation of the Township of Wollaston
By-Law 22-18

**Being a By-law to approve Terms of Reference for the Economic
Development Advisory Committee**

WHEREAS Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, in part provides that a lower-tier municipality may pass by-laws respecting the governance and structure of its local boards;

AND WHEREAS the Municipal Act 2001, Section 11 (3) 10. authorizes a municipality to pass by-laws respecting economic development services;

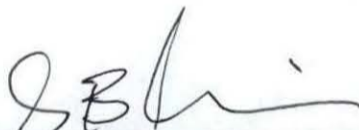
AND WHEREAS Council deems it advisable to constitute and appoint a Economic Development Advisory Committee to provide support and advice to Council and staff relative to social programming and economic development matters; ‘

NOW THEREFORE the Council of the Corporation of the Township of Wollaston enacts as follows:


1. THAT the Terms of Reference for the Economic Development Advisory Committee (Schedule “A” attached) shall be adopted and form part of this by-law.

1. That this by-law shall come into force and take effect upon the passage thereof.

Passed this 12th day of June, 2018



Graham Blair, Reeve



Jennifer Cohen, Clerk

The Corporation of The Township of Wollaston By-Law 22-18
Schedule "A"
Economic Development Advisory Committee
to Wollaston Council

Terms of Reference

Adopted by Council on: June 12, 2018

Purpose

The Township of Wollaston Economic Development Advisory Board is an Advisory Committee appointed by Council to promote and facilitate ongoing communication and cooperation among community partners with respect to economic development matters pertaining to business support, business retention and expansion, marketing and tourism, and other specific projects identified by Council.

Mandate

To develop economic strategies in conjunction with Council and Staff and in accordance with the Strategic Plan of Wollaston Township.

Procedures

1. The Committee shall hold regular meetings and endeavour to hold a minimum of 10 meetings per year. Formal meetings shall be held at a time convenient for all members, at the Township Council Chambers. The Committee may meet more often than once a month if deemed necessary.
2. Each May, the Committee shall elect a Chairperson and Vice Chairperson from amongst its members, excluding members of Township staff or Council, to serve for a period of one year.
 - a) The Chairperson, or Vice Chairperson in the Chairperson's absence, shall be responsible to ensure meetings progress effectively and efficiently.
 - b) The Secretary, shall be a member of Township staff, not a voting member of the Committee, shall be responsible for the preparation of the Agenda and Minutes of the meeting.
3. A majority of the appointed members of the Committee is necessary to form a quorum.
4. Agendas and other pertinent information will be sent out to members by the Secretary in advance of each meeting.
5. Where possible, decisions will be made by consensus of the Committee members. When a vote is necessary, a motion must be put forward and is deemed to be carried if the majority of members present vote in the affirmative.
6. Approved minutes will be forwarded to Council, form part of the public record and will be available upon request to any member of the public

Reporting Relationship

1. The Committee is to serve as an Advisory Body to Council. The Committee has limited delegated authority to which may be amended from time to time by Council.
2. The Committee reports regularly to Council through distribution of minutes and periodic reports and recommendations. The appointed Councillor to this Committee will be responsible for providing regular updates to Council on the progress of the Committee. The Chairperson, or designate, shall submit a quarterly report to Council outlining the actions, directions and

budget update of the Committee. The Chairperson, or designate, may also provide a presentation of initiatives identified to Council to ensure Council support.

3. Purchasing must be pre-approved in the annual municipal budget and must comply with the Township of Wollaston Procurement By-Law.
4. Recommendations involving unapproved expenditures or direction to staff must be considered and approved by Council.

Committee Composition

1. The Committee shall be at least five members of the community, and in addition one member of Council and one member of Staff.
2. All members of the Committee shall be appointed by resolution of Council.
 - a) The Council representative shall be appointed at the beginning of a new Council Term. This appointment may be reconsidered should irreconcilable differences arise during the Council member's time served on the Committee.
 - b) The recommendation of the candidates for new Committee members shall be presented to Council in the form of a recommendation or resolution passed by the Committee.
3. The Committee will receive administrative support from the Clerk, if required or requested.
4. Other staff or invited guests may attend meetings as requested to provide expertise or report on various matters.