

Kincardine Community Economic Development Committee Terms of Reference Draft – July 19, 2018

Purpose

The Community Economic Development Committee (CEDC) is an advisory committee of Council with a mandate to provide guidance in economic and tourism development initiatives within the Municipality of Kincardine. Specifically, the committee will:

- Provide guidance on business retention, attraction and expansion opportunities in the Municipality;
- Provide advice and recommendations to the Community Development Officer and Tourism Coordinator respecting economic development and tourism;
- Act as a champion for the Municipality of Kincardine as an attractive environment for existing and prospective businesses.

To accomplish its mandate, the Community Economic Development Committee will:

- Provide Council-led leadership regarding economic development initiatives and support the implementation of these initiatives.
- Provide advice regarding the development of policies and plans around economic and tourism development;
- Provide advice on communication regarding economic development activity in the Municipality, and;
- Provide support in promotion of community spirit, involvement and engagement.

Economic Development Planning

The primary role of the committee is to advise on a strategy and action plan for economic development and tourism for the Municipality. This strategy and action list will be a realistic and pragmatic check-list of actions and initiatives to be undertaken within specific time-line parameters. Council remains the approval authority for committee initiatives and activities and will support the economic development and tourism programs with annual budget allocations.

Support Services

As approved by Council and the CAO, economic development and tourism staff will complete the initiatives within the strategy and action plan. Some administrative support will be provided to the committee by way of minute taking and agenda creation.

Reporting Structure

The CEDC is accountable to Council and will report activities through the CAO and/or CDO.

Committee Membership

The CEDC is a Committee of Council and is composed as follows:

- Mayor of Kincardine (ex-officio)
- One Council Member
- CAO, Municipality of Kincardine
- Two Business Owners
- One Agricultural Representative
- One Energy Representative

A Chair and Vice Chair will be elected from the Working Group members at the first meeting of the new term of the Working Group to preside over meetings and Committee business. It is the role of the Chair to preside over meetings so that its business can be carried out efficiently and effectively. It is the role of the Vice Chair to preside over meetings in the absence of the Chair and to perform any other duties delegated by the Chair or as assigned through a majority vote.

All CEDC members, including the Chair and Vice Chair, are responsible for:

- Reviewing meeting materials in advance of the meetings and arriving prepared to provide a broad perspective on the issues under consideration
- Working diligently to complete assigned activities
- Agreeing to describe, process and resolve issues in a professional and respectful manner
- Providing input to help identify future projects or strategic priorities for future years' work
- Communicating activities of the Working Group to groups represented or those who may have an interest and offer information back to the Working Group

All attempts will be made to stay within the guideline composition; however, if the applications received or the qualifications of applicants do not fully address the guideline composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition.

In addition, the committee will be supported by staff and representatives, who are non-voting members and shall attend meetings as required. Including, but not limited to:

- One Municipal Tourism staff
- One Municipal Community Development Staff
- Manager, Kincardine Business Improvement Area
- Manager, Kincardine Chamber of Commerce
- County of Bruce: one representative of the Economic Development Department
- Manager Bruce Community Futures Development Corporation
- Local physician recruiter

The CEDC may establish or disband sub-committees or ad-hoc working groups as appropriate.

Budget

There shall be no compensation payable to the members of the Working Group.

Term

Concurrent with the term of Council.

Privacy

The meetings of CEDC are public. Members should be aware that their names will be in the public realm and a list of membership may be provided when requested. Member information, other than name or municipality, will be kept confidential in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Meeting Schedule/Location

The CEDC shall meet quarterly; however an alternate schedule and special meetings for ad-hoc or special teams and for the CEDC may be set as required.

Committee Procedures

The CEDC shall be guided by and comply with the current Municipality of Kincardine Procedure By-law.

Amendments to the Terms of Reference

The Terms of Reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted Council and the CAO and shall take effect only upon the approval of Council.