

WEST NIPISSING ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

1. PURPOSE

The West Nipissing Economic Development Advisory Committee will assist Council in an advisory capacity on matters related to economic development.

2. MANDATE

The mandate of the West Nipissing Economic Development Advisory Committee is:

- To provide advice to Council in developing and implementing an economic development strategy.
- To provide a forum for open forward-focused discussion to identify issues and challenges that impact West Nipissing's ability to attract, retain and expand businesses.
- To advise Council on policies, programs and initiatives for the purpose of fostering and advancing economic and business opportunities for the Municipality of West Nipissing.
- To provide input on issues, legislation, etc. affecting economic development.
- To support and develop economic opportunities to encourage sustainability and prosperity within the community;
- To 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;
- To assist with specific economic development initiatives and identify strategic solutions.
- To 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 a maximum of 9 voting members

- 7 (seven) community members appointed by Council representing various sectors
- 2 members from Council

Sector Representation:

A cross-section of representatives from various sectors should be considered by Council when appointing individuals to the committee. This will ensure sector representation and help formulate a strategic committee possessing critical knowledge and experience. The key sectors include;

- Agriculture
- Tourism
- Mining and Forestry (resource based)
- Retail and commercial
- Industrial/manufacturing
- Education - Labour Market Development

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 shall, from amongst its members, choose a Committee Chair. The selection of the chair shall be made at the first meeting of the year for each year of the committee's term.

Resource Team (Non-Voting Members):

Municipal Staff;

- CAO
- Director of Economic Development and Community Services
- Economic Development Officer
- Department Directors / Managers (As Required)

Agencies and Organisations;

- Provincial and Federal ministries/agencies as required (ex. MNDM, MEDT, FedNor, etc.)
- Sudbury East West Nipissing Economic Partners
- West Nipissing Chamber of Commerce
- Other partners/organizations as required

Committee Members will:

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

4. QUORUM

Quorum for the Economic Development Advisory Committee is 5 voting members, which must include at least 1 Council representative, regardless of the number of members in attendance.

5. SUB-COMMITTEE

Should the Advisory 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. Membership on sub-committees may be expanded to include individuals who are not advisory committee members, to take advantage of individual expertise.

6. MEETING TIME AND LOCATION

The committee will hold at minimum 4 meeting a year, and as necessary. 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 in the Council Chambers at Town Hall. If the Council Chambers are not available an appropriate alternative location will be selected.

7. ATTENDANCE

All appointed Committee members will make their best efforts to attend committee meetings;

Should appointed Committee members miss three consecutive committee meetings, they will have been deemed to have resigned, as such the vacancy will be posted forthwith for a new member appointed by Council.

8. AGENDA, MINUTES & PROCEDURE

Agenda items will be set by the Director of Economic Development and Community Services or the Economic Development Officer, in consultation with the Chair.

Minutes will be prepared and kept by the Economic Development Officer who will distribute the minutes to all of Council in accordance with municipal policy.

Print Name

Signature

Date