

## **Economic Development and Business Committee Terms of Reference**

### **Purpose:**

The Township of Selwyn Economic Development and Business Committee 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 attraction, retention and expansion; marketing and tourism; and other specific projects identified by Council.

### **Scope:**

The Economic Development and Business Committee will:

1. Support local business and tourism
  - a. Identify ways to navigate red tape (i.e. make the Township investment friendly)
  - b. Develop a solutions-based approach at Township office
  - c. Identify trends and how they can impact existing business
  - d. Communicate with staff on identified challenges experienced by business owners
2. Identify and attract new business
  - a. Identify existing local strengths and niches that provide competitive advantage to the Township
  - b. Identify strategies to build on strengths and opportunities
  - c. Connect new owners and start ups with relevant associations and stakeholders that support businesses
3. Provide leadership – Team with
  - i. Kawartha Chamber of Commerce and Tourism,
  - ii. Bridgenorth Business Association (BBA),
  - iii. Buckhorn District Tourism Association (BDTA),
  - iv. Greater Peterborough Chamber of Commerce and ;
  - v. Women's Business Network

to promote, facilitate and work together to:

- a. Organize community forums
  - b. Hold workshops (i.e. public information sessions – speakers, invite developers, realtors, etc., to share information or identify needs)
  - c. Continue to support the Community Improvement Plan (CIP)
4. Liaise with economic development efforts of Peterborough Economic Development (PED) and other partners
  5. Make recommendations and submit draft budgets to Council on potential initiatives

6. Provide an economic development perspective on how Township policies affect economic development on matters that are referred to the Committee by Council
7. Any other recommendations as they arise.

### **Composition:**

The Economic Development and Business Committee will be appointed by Council and will consist of two (2) members of Municipal Council and a maximum of eight (8) individuals from the public representing a variety of business sectors and organizations including:

- Agriculture
- Manufacturing
- Medical
- Business Associations
- Real Estate
- Retail
- Health and Social Services
- Tourism
- Service Sector (restaurants, lawyers and other professionals)
- Construction
- Financial Services

The public members of the Committee shall be appointed to serve for a 2 year term ending on November 30<sup>th</sup> at the close of their term. At the end of the first two (2) year term, existing members would have the option to indicate interest in serving for another 2 year term. The extension of the term would be endorsed by a Resolution of Council. Public members wishing to be appointed to the Committee shall complete an application in accordance with the Township's Committee/Board appointment process.

The Council members of the Committee shall be appointed to serve for a 4 year term to coincide with their term on Council.

The Committee will receive administrative support from Township staff, including the recording of minutes, meeting preparation and communicating Committee recommendations to the Township Council and other relevant stakeholders. Relevant staff / departments will provide technical support to the Committee for the purposes of providing background information associated with policy and process.

Staff support members shall not be voting members.

The Committee will have the opportunity to form Adhoc Subcommittees for a project-specific initiative. Individuals recruited will have project-based knowledge.

**Advisory Members:**

Peterborough Economic Development (PED)

**Meeting Protocol:**

The Committee will meet monthly. If it is not necessary to meet this often or, if it is necessary, more frequently, meetings will be held at the call of the Chair.

At the Committee's first meeting of their term, a Chair and Vice-Chair will be selected. These offices will be reviewed mid-term.

Meetings shall follow a written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. The Council representatives sitting on the Committee will clarify and/or report on items from the Committee minutes to the Council. Committee recommendations that require support and or direction shall be presented to Township Council for consideration.

The Committee will develop an annual work plan and associated recommendations for budget support. The initiatives in the annual work plan will be based on identified needs of Council and the Committee, the Ad Hoc Economic Development Committee (2014), as well as the initiatives identified by Business Retention and Expansion Project, Economic Development Strategy, Marketing Plan and other plans as they are created.

The Committee will create an annual report highlighting accomplishments and activities.

An agenda will be prepared and distributed to members 3 days prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.

The Committee will make decisions and recommendations based on consensus. In the event consensus cannot be reached, the Committee will vote with a Resolution moved and seconded, with the majority vote prevailing.

If a Committee member is absent for three or more successive months, without being authorized to do so, then the Committee shall advise Council and Council will determine whether the member should be removed from the Committee.

The Committee will review the Terms of Reference during its term, bringing forward any suggested changes or recommendations to Council for consideration.