

Municipalities of McDougall, Parry Sound and Seguin
Regional Economic Development Advisory Committee
Terms of Reference

Article I. Nature of Advisory Committee / Reporting Relationship

- 1) The Regional Economic Development Advisory Committee ('The Advisory Committee') is established under the provisions of the *2006 Area Economic Development Strategy: Partners in Economic Prosperity* and is a Regional Advisory Committee to the Municipal Councils of McDougall, Parry Sound, and Seguin, and any other Municipal Councils that wish to join this initiative herein after called the "Municipal Partners."
- 2) The Advisory Committee will report directly to each of the Municipal Councils through a Municipal Council Representative and/or the Municipal Chief Administrative Officer.

Article II. Mandate

The mandate of the Advisory Committee shall be to:

- 1) Update the *2006 Area Economic Development Strategy* as necessary and develop annual *Area Economic Development Implementation Plans*;
- 2) Assist with the implementation of the *2006 Area Economic Development Strategy*;
- 3) Develop and implement a Marketing and Promotion Plan for the Area;
- 4) Prepare annual reports on the economic development progress and efforts of the Advisory Committee and present them to each of the Municipal Partners;
- 5) Liaise with potential developers and investors on behalf of the Municipal Partners;
- 6) Develop communication strategies to report to the business community and public at large the economic development progress and efforts of the Advisory Committee;
- 7) Coordinate and lead the Ambassador Program.

Article III. Classification

There shall be two (2) classifications of membership in the Advisory Committee, as follows:

- 1) Regular members are those individuals who:
 - a) Reside, work, or own property in any of the Municipal Partners; and/or engage in business activity and/or entrepreneurship in any of the Municipal Partners; and/or

- have direct experience, knowledge and connections to one or more, but not limited to, various business sectors and services;
- b) Have been appointed to the Advisory Committee by the Municipal Partners; and
- c) Have voting powers.

2) Resource members are individuals who:

- a) Are engaged in the economic development of any of the Municipal Partners in professional capacity;
- b) Provide the regular members with expertise and recommendations regarding economic development issues; and
- c) Have no voting powers.

Article IV. Composition

1) The Advisory Committee will be comprised of no more than eighteen (18) Regular Members and Resource Members as required.

2) Regular Members include:

a) Three (3) Municipal Council Representatives:

- i) Mayor or Member of Council of the Municipality of McDougall
- ii) Mayor or Member of Council of the Town of Parry Sound
- iii) Mayor or Member of Council of the Township of Seguin

b) Up to fifteen (15) individuals who reside, work or own property in any of the Municipal Partners; and/or individuals who are engaged in business activity and/or entrepreneurship in any of the Municipal Partners; and/or have direct experience, knowledge and connections to one or more, but not limited to, various business sectors and services.

3) Resource Members include, but are not limited to, the following representatives:

- a) Regional Officer of the Ministry of Northern Development and Mines;
- b) Regional Officer of FedNor;
- c) EDO of Parry Sound Area Community Business & Development Centre;
- d) CAO or designate of the Municipality of McDougall;
- e) CAO or designate of the Town of Parry Sound;
- f) CAO or designate of the Township of Seguin;
- g) Economic Development Project Manager of the Town of Parry Sound;
- h) Director of Community Development of the Town of Parry Sound;
- i) Director of Planning of the Township of Seguin.

4) The Municipal Council Representatives of each of the participating Municipalities shall serve as Council Liaisons to the Advisory Committee.

- 5) The Economic Development Coordinator for the *2006 Area Economic Development Strategy* will act as Staff to the Advisory Committee.
- 6) As specified in Article IX, the Advisory Committee will be supported by a number of ad hoc sub-committees or ‘Resource Teams’, as required.

Article V. Roles and Responsibilities

- 1) Regular Members of the Advisory Committee shall:
 - a) Represent and promote the economic development efforts of the Advisory Committee and the Municipal Partners;
 - b) Assist with the implementation of the *2006 Area Economic Development Strategy’s* objectives;
 - c) Attend meetings;
 - d) Prepare for the meetings by reviewing material provided and/or consulting with stakeholders regarding economic development issues;
 - e) Participate in discussions and activities;
 - f) Carry out tasks assigned to them;
 - g) Solicit suggestions and resources from the community, Ambassadors and elsewhere;
 - h) Actively encourage financial partnerships with individuals, organizations, businesses and government in accordance with the objectives and mandate of the *Area Economic Development Strategy*.
- 2) Resource Members shall:
 - a) Encourage and promote the economic development efforts of the Advisory Committee and the Municipal Partners;
 - b) Attend meetings as necessary;
 - c) Participate in discussions and activities of the Advisory Committee;
 - d) Provide advise and expertise to the Advisory Committee regarding economic development initiatives and issues;
 - e) Assist the Advisory Committee in securing support from different governmental, non-governmental and economic development organizations;
 - f) Keep the Advisory Committee informed about economic development trends and potential available grants.
- 3) The Chair shall:
 - a) Preside at all meetings of the Advisory Committee;
 - b) Regulate the order of business during the Advisory Committee meetings, receive and put motions, and communicate to the members’ concerns of interest;
 - c) Sign correspondence on behalf of the Advisory Committee and perform other duties that may from time to time be determined by the Advisory Committee;

- d) Communicate on a regular basis with all members (regular and resource) and Staff;
 - e) Be an ex-officio member of all sub-committees ('Resource Teams').
- 4) The Vice Chair shall take on the role and responsibilities of the Chair, when necessary.
- 5) Staff shall:
- a) Be responsible for the general control and management of business and affairs;
 - b) Prepare and distribute agendas and minutes for each Advisory Committee meeting with input from the Chair and the Advisory Committee members;
 - c) Attend all Advisory Committee meetings and record duly and accurately its proceedings;
 - d) Provide all administrative support to the Advisory Committee, including:
 - i) Schedule meetings
 - ii) Record minutes
 - iii) Conduct correspondence
 - iv) Retain copies of all official letters
 - v) Preserve all official documents
 - e) Prepare and present to the Councils of each of the Municipal Partners annual Advisory Committee progress reports;
 - f) Follow-up from meetings as assigned.

Article VI. Appointment process

- 1) All Regular Members of the Advisory Committee will be appointed for a four (4) year term, coinciding with the terms of the Councils of the Municipal Partners.
- 2) A maximum of fifteen (15) individuals will be publicly appointed according to the provisions of this Article. In order to establish a rotation, the eight (8) appointees with the highest number of recommendations from each of the Councils of the Municipal Partners will keep their positions as regular members for a four (4) year term, coinciding with the terms of the Councils of the Municipal Partners. The positions for regular members of the remaining seven (7) appointees will be re-advertised after two (2) years.
- 3) Vacancies for appointments shall be publicly advertised in the local newspapers and websites of each of the Municipal Partners.
- 4) Each applicant will be required to submit to the Area Economic Development Coordinator an application outlining the applicant's area of expertise and relevant experience.
- 5) Criteria for selection shall include individuals who reside, work or own property in any of the Municipal Partners; and/or individuals who are engaged in business activity

and/or entrepreneurship in any of the Municipal Partners; and/or individuals who have direct experience, knowledge and connections to one or more, but not limited to, various business sectors and services.

- 6) All applications shall be forwarded to the Councils of the Municipal Partners and:
 - a) Each of the Councils will recommend no more than fifteen (15) of the applicants for regular members to the Advisory Committee;
 - b) The top fifteen (15) applicants will become regular members to the Advisory Committee;
 - c) In the event that there are more applicants who have received an equal number of recommendations made by the Councils of the Municipal Partners than there are available positions for regular members, a decision will be made by a draw.
- 7) Upon approval from the Councils of the Municipal Partners of the Advisory Committee appointments, Staff shall send out confirmation letters to the new Advisory Committee appointees and advise of further procedures.
- 8) Applicants who have not been appointed by the Councils of the Municipal Partners shall be sent a letter advising of such.
- 9) If any Advisory Committee regular member has failed to attend three consecutive meetings of the Advisory Committee without reasonable cause, their seat may be declared vacant, and Staff will initiate a new appointment process according to the provisions of this Article to fill the vacancy.
- 10) Advisory Committee regular members wishing to resign their appointments shall submit a letter of resignation to each of the Councils of the Municipal Partners. Upon acceptance of the resignation, Staff will initiate a new appointment process according to the provisions of this Article to fill the vacancy.

Article VII. Meetings

- 1) The Advisory Committee will establish a meeting schedule, setting out the time and place for meetings at the beginning of each year. The Advisory Committee will meet at a location provided by one of the Municipal Partners.
- 2) Special meetings may be held at any time when called by the Chair or requested by at least three (3) regular members of the Advisory Committee. Such request shall specify the reason for the meeting and the business to be discussed. At least forty-eight (48) hours notice of such meetings shall be given to all members in writing.
- 3) Per the Municipal Act, all meetings of the Advisory Committee will be open to public, except in cases determined by the Municipal Act. All closed meetings will follow procedures according to the Municipal Act.

Article VIII. Rules of Procedure:

- 1) The Advisory Committee shall select an Advisory Committee Chair and a Vice Chair from among the publicly appointed regular members for a two (2) year term.
- 2) The Chair, when present, shall preside at all meetings of the Advisory Committee. The Chair shall regulate the order of business at such meetings, sign correspondence on behalf of the Advisory Committee and perform other duties that may from time to time be determined by the Advisory Committee.
- 3) In the absence of the Chair, the Vice Chair shall act in his or her stead.
- 4) A quorum for a meeting will be considered to be seven (7) of the voting members on the Advisory Committee.
- 5) In the event that a quorum is not present within fifteen (15) minutes after the appointed time of the meeting, the names of those present will be recorded and the meeting will commence for discussion purposes only in the absence of a quorum. No business or resolutions will be passed.
- 6) The following voting procedures shall be observed:
 - a) Only regular members of the Advisory Committee in attendance can vote;
 - b) Each regular member shall be entitled to one vote on each question arising at any general or special meeting of the Advisory Committee;
 - c) The Chair of the Advisory Committee votes as any regular member;
 - d) Voting shall be indicated by a show of hands;
 - e) The resource members in the Advisory Committee have no voting rights;
 - f) In event that any of the Municipal Council Representatives from any one Municipality cannot be present at the meeting, the CAO, or designate, from this Municipality will assume his or her voting rights for the duration of the meeting, or until the Municipal Council Representative of the Municipality is able to attend the meetings of the Advisory Committee.
- 7) Agendas and minutes shall be prepared according to the following provisions:
 - a) Advisory Committee meeting agendas will be prepared by staff and forwarded to each regular and resource member of the Advisory Committee at least one (1) week prior to the next scheduled meeting;
 - b) Minutes will briefly outline the substance of each of the agenda items discussed during the meeting, including actions taken and recommendation by motion. Motions require to be moved and seconded;
 - c) When necessary, staff will be required to prepare Staff Report and/or Recommendations for Action requiring action by the Councils of each of the Municipal Partners;
 - d) The minutes of meetings will be circulated to all regular and resource members.

Article IX. Resource Teams

The Advisory Committee may establish ad-hoc sub-committees or ‘Resource Teams’ with a specific task or life span in accordance with the mandate and objectives of the Advisory Committee, as required.

Article X. Operating Budget

- 1) The Advisory Committee will submit a request for Operating Budget allocations for the following year to each of the Municipal Councils in advance of their annual budget process. Requests must relate to specific activities and be consistent with the mandate and objectives of the Advisory Committee.
- 2) The Operating Budget of the Advisory Committee is the sum of budget allocations made and approved by the Councils of each of the Municipal Partners and has the following distribution scheme:
 - a) Town of Parry Sound – 40%
 - b) Township of Seguin – 40%
 - c) Municipality of McDougall – 20%.
- 3) Regular members and resource members of the Advisory Committee are not remunerated. If approved by a Staff member accountable for the Operating Budget, prior to the expenditure being incurred by a regular member or a resource member, a regular member or a resource member may submit a receipt for reimbursement of specified out of pocket expenses related to Advisory Committee activities.
- 4) The Town of Parry Sound will host all banking and accounting books of the Advisory Committee.

Article XI. Confidentiality

Every regular and resource member of the Advisory Committee, every member of a participating municipal staff, and every specially invited person attending any meeting of the Advisory Committee, shall respect the confidentiality of all matters brought before the Advisory Committee and shall not release any information regarding these matters without the approval of the Advisory Committee members, as dictated by the Municipal Act.

Article XII. Conflict of Interest

All regular and resource members of the Advisory Committee are subject to the requirements of the Municipal Conflict of Interest Act, 1990.

Article XIII. Amendments

Proposals to amend the Terms of Reference will require approval by a majority of the Advisory Committee members present. Proposed amendments to the Terms of Reference will be submitted to each of the Municipal Councils for approval and will take effect upon the approvals of all Councils.