



**TOWNSHIP OF NORWICH
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

SUBJECT: Terms of Reference

APPROVAL DATE: April 10, 2007

EFFECTIVE DATE: April 10, 2007

REVISION DATE:

AUTHORITY: Resolution #32, April 10, 2007

1. Mission Statement

1.1 The Township of Norwich Economic Development Advisory Committee (TNEDAC) was formed as a collaboration between the Business Community and Township Council to recommend direction and support for Economic Development in the Township of Norwich.

2. Mandate

2.1 To provide comments to Township Council on matters relating to Economic Development including: Strategic Planning, Existing Business Retention and Expansion, New Business Investment Attraction, Land Use Management and Downtown Renewal.

2.2 To advocate on behalf of the Business Community regarding policies from all levels of government which may be seen as being beneficial or detrimental to business retention, expansion and attraction.

2.3 To facilitate communication between the Business Community and Township Council.

3. Responsibilities

3.1 To Be Proactive.

3.2 To Keep Informed.

3.3 To Stay “in touch” with the Needs of the Business Community.

3.4 To Act Collaboratively with Township Council, Township Staff, the Chamber of Commerce, the BIA and other Key Stakeholders.

3.5 To Engage the Community.

3.6 To Maintain Confidentiality on designated Official Matters.

4. Membership

4.1 The Committee shall be composed of eleven (11) voting members:

4.1.1 Mayor and two (2) Councillors (3)

4.1.2 Chamber of Commerce Representatives (3)

4.1.3 BIA Representative (1)

- 4.1.4 Community Stakeholders (4)
- 4.2 The Chamber and the BIA will select representatives to serve as members of the Committee and these individuals will be recommended to Council for appointment.
- 4.3 Community stakeholder members will be appointed by Township Council from applications received from the public solicited by advertisement in the local media. Community stakeholder members should represent the rich diversity of the Township. The most important consideration will always be to appoint members who are motivated, committed and willing to work together.
- 4.4 The Township will provide the following resources to support the work of the Committee:
 - 4.4.1 The Economic Development Officer (EDO) or staff liaison if the Economic Development Officer position is vacant will attend all meetings and provide administrative support to the Committee. The EDO will coordinate meeting arrangements, take minutes and provide the link to Township Administration.
 - 4.4.2 Meeting space.
 - 4.4.3 Annual budget and treasurer's support with budget matters.
 - 4.4.4 Access to other Township Staff (e.g. Chief Building Official), County Staff (e.g. Planner, Public Works, etc.) and Government representatives and other subject matter experts who may be called upon to provide technical information from time to time.

5. Term

- 5.1 Members shall be appointed by resolution of Township Council for a four (4) year term except for the initial Committee which will have five (5) members appointed to two (2) year terms. This will provide for continuity which is essential when dealing with long-term economic development issues. Members may serve for a maximum of three (3) terms.

6. Vacancy

- 6.1 Should a vacancy occur during the term, the Committee may recommend an individual to Township Council to fill the vacancy and Township Council shall fill the vacancy as per the Committee's recommendation, or Township Council shall fill the vacancy with an individual of their choice.

7. Officers

- 7.1 A Chair and Vice-Chair shall be selected by the Committee at their first meeting and will hold office for one (1) year. Township Council representatives will be ineligible to hold these positions. The Committee Chair is the designated Committee member to speak to the media.

8. Quorum

- 8.1 Attendance of a minimum of fifty percent (50%) plus one (1) of the appointed members at any regular or special scheduled meeting will constitute a quorum.

9. Meetings

- 9.1 Regular meetings will be held monthly with a minimum of ten (10) meetings to be held each year. The Chair may call special meetings as required. The EDO will prepare agendas for each meeting after consultation with the Chair. Agendas will be distributed to members of the Committee a minimum of three (3) days prior to the meeting.

- 9.2 All meetings shall be open to the public and the media. Any person(s) wishing to appear before the Committee as a deputation shall submit a request to the Economic Development Officer advising of the topic or item to which they wish to speak prior to the meeting to ensure that the deputation is included on the agenda.

10. Resolutions

- 10.1 The Committee shall seek to achieve consensus on decisions. Motions are “carried” if supported by a simple majority. In the case of a tie, the Chair (or Acting Chair) will cast the deciding vote. Only resolutions as they appear in the adopted minutes shall be considered as officially representing the position of the Committee. Resolutions to Township Council shall be numbered in the minutes of each Committee meeting. The EDO shall forward the minutes of each Committee meeting to Township Council via the Clerk-Administrator of the Township for inclusion on the Agenda of the next meeting of Township Council. Township Council may accept, deny or amend any resolutions put forward by the Committee. The Chair, or designate, must attend the Township Council meeting at which the Committee Minutes and Resolutions are tabled.

11. Conflicts of Interest

- 11.1 When matters come up during Committee that will affect a member where they stand to gain financially, the member must declare a conflict of interest to the Chair. This declaration must be recorded in the minutes of the meeting. The member shall not vote on the matter and will leave the room so as not to influence the decision, or so the member does not hear sensitive information which could put them in a difficult situation.