

TERMS OF REFERENCE

BROCK ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

(June 15, 2009)

1. PURPOSE:

- 1.1 The Brock Economic Development Advisory Committee (BEDAC) will provide advice and recommendations to the Council of the Township of Brock on matters relating to the attraction, development, and retention of all business sectors within the municipality inclusive of agriculture, aggregates, manufacturing, commercial (personal service and retail), tourist, and home-based businesses.

2. MANDATE:

- 2.1 The Brock Economic Development Advisory Committee (BEDAC) will promote economic prosperity within the Township of Brock by:

- Advising Council in developing and implementing an overall economic development strategy and plan, both in the short-term and long-term;
- Advising Council to co-ordinate economic development strategies and initiatives with other organizations such as the Region of Durham, other area municipalities, provincial and federal agencies, the Beaverton Chamber of Commerce, Sunderland and Cannington business associations, service clubs, and other similar groups;
- Advising Council on marketing and branding strategies to attract investment and promote local business opportunities;
- Providing strategic planning advice on business and industrial developments as they arise in the community;
- Assisting Council to communicate Brock Township's vision for economic development to the community; and,
- Ensuring that Council is provided with frequent and timely updates of the Committee's activities.

3. OBJECTIVES:

- 3.1 The Brock Economic Development Advisory will:

- Develop a Township-wide marketing and promotion strategy for the all business sectors;
- Develop a recruitment strategy to attract new businesses within all sectors and conduct annual business retention and retention surveys;
- Develop a communications strategy amongst and between all businesses, government, and others;
- Develop partnerships and maintain linkages with external groups who have an

interest in the promotion of a viable and sustainable economy within the Township of Brock.

4. COMPOSITION:

4.1 The Brock Economic Development Advisory Committee shall be comprised of eleven (11) members, appointed by Council, as follows:

- Three (3) members, one (1) of which will represent the Beaverton Business Area, one (1) of which will represent the Cannington Business Area, and one (1) of which will represent the Sunderland Business Area;
- One (1) member to represent the aggregate sector;
- One (1) member to represent the agricultural sector;
- One (1) member to represent the arts and culture sector;
- One (1) member to represent the home-based business sector;
- One (1) member to represent the manufacturing sector;
- One (1) member to represent the tourism sector;
- One (1) member at large; and,
- One (1) member of Council to provide continuity between the committee and Council.

4.2 Council shall have regard to the purpose of the BEDAC to select appointees who represent all business sectors within the municipality inclusive of large and small employers.

4.3 Membership on the BEDAC shall be concurrent with the term of Council.

5. MEMBERSHIP SELECTION:

5.1 The Township of Brock shall place an advertisement within the newspaper and on its website requesting expressions of interest from individuals who are residents of the Township of Brock. Applicants shall be required to submit a written expression of interest outlining their experience and qualifications together with an indication of the particular sector for which they represent.

5.2 Upon receipt, a subcommittee of Council shall review all expressions of interest to select therefrom a suitable number of candidates for an interview with the subcommittee. The interview will provide the candidate with the opportunity to elaborate on their experience and qualifications and how their participation on the BEDAC will benefit the Township of Brock.

5.3 The subcommittee shall make a recommendation to Council; once accepted, a suitable by-law to formally appoint the members will be enacted by Council.

5.4 All persons appointed to the BEDAC shall be required to adhere to the established by-laws, policies, and procedures of the Corporation of the Township of Brock inclusive of the municipality's procedural by-law and Code of Conduct

which governs such matters as conduct at meetings, confidential matters, gifts, procurement policies, conflict of interest, incompatible behaviour, and adherence to Provincial statutes and regulations.

6. MEETINGS OF BEDAC:

- 6.1 At the first meeting of BEDAC, the committee shall select a chairperson whose responsibility will be to chair the meetings in accordance with the Township's procedural by-law.
- 6.2 While the BEDAC shall strive for consensus decision making, the chairperson shall only vote on matters before the committee in the event of a tie vote.
- 6.3 Meetings shall be held monthly at a regularly scheduled time and at a place as determined by the members of the committee. In accordance with the requirements of the Municipal Act, the committee shall prepare a schedule of meetings and locations annually which shall be provided to the Township of Brock for posting on the municipal website.
- 6.4 The committee shall select a recording secretary whose responsibility shall be to prepare agendas, take minutes, and distribute minutes of all committee meetings to its members and the Clerk's department of the Township of Brock. Agendas shall be forwarded at least one week prior to a meeting and minutes shall be forwarded no later than one week following a meeting.
- 6.5 All meetings of the committee shall be open to members of the public.
- 6.5 A minimum of five (5) members shall constitute quorum.
- 6.7 The committee shall be empowered to appoint special ad-hoc subcommittees of its members to address any specific question, study, or issue which may be referred to it by the BEDAC committee as whole. The purpose of such ad-hoc subcommittees shall be to make recommendations on a particular issue to the BEDAC committee. Ad-hoc subcommittees shall also be governed by the Township of Brock's procedural by-law.

7. ANNUAL WORK PLAN/BUDGET:

- 7.1 An annual report summarizing the activities completed in the previous year shall be prepared by the BEDAC and shall be forwarded to the Township of Brock.
- 7.2 An annual workplan with an estimate of the financial and other resources necessary for the upcoming year shall be prepared by the BEDAC for consideration and approval by Council. The annual workplan shall be provided to the Township of Brock by no later than December 1st.
- 1.3 The BEDAC shall be encouraged to attend as a delegation before Council in presenting its annual report and upcoming workplan.

8. PROCUREMENT OF GOODS & SERVICES:

- 8.1 Requests to procure any goods and/or services shall be in accordance with the Township's procurement by-law and such purchases must be pre-approved by Council (either on a site-specific basis or as contained within the annual workplan as approved by Council).
- 8.2 Invoices shall be submitted to the Treasurer for payment in accordance with Council –approved policies and procedures.
- 8.3 Any funds which may be appropriated to the BEDAC shall be held by the Township of Brock.