



## **Brock Economic Development Advisory Committee (BEDAC)**

### **Terms of Reference**

#### **1. Definitions**

- 1.1.1 Economic Development is a process that influences the growth and well-being of a community through such means as job creation, job retention, improved tax base and a reasonable life quality (Economic Developers Association of Canada).
- 1.1.2 Community Economic Development is an action by people locally to create economic opportunities that improve social conditions. To be effective, solutions must be rooted in local knowledge and led by community members (Community Economic Development Network of Canada).

#### **2. Purpose**

- 2.1 The Brock Economic Development Advisory Committee (BEDAC) will provide advice and recommendations to the Council of the Township of Brock on matters relating to attraction, development and retention of all businesses in the Township, support community economic development initiatives and assist with the staff level economic development function
- 2.2 The BEDAC will support the business sectors within the municipality inclusive of but not limited to agriculture, manufacturing, aggregates, commercial, services, hospitality, technology and home-based businesses, and support new enterprises.
- 2.3 The BEDAC will assist in fostering and promoting a positive community image, viable community/downtown cores and a welcoming business environment.
- 2.4 The BEDAC will assist with identifying the changing needs, bring forward and recommend appropriate actions to deal with issues impacting the Township's ability to attract and retain business.

### **3. Mandate**

3.1 The mandate of the BEDAC will be to promote economic prosperity in the Township by:

- Providing ongoing encouragement to existing business groups, foster partnerships, promote and encourage communication, determine problem areas, and recommend strategic solutions;
- Contribute to the update to the Vibrant North Durham Economic Development Plan and Action Plan in partnership with the Region of Durham;
- Assist with implementation of the updated Vibrant North Durham Economic Development Plan and Action Plan;
- Advising Council to coordinate economic development strategies and initiatives with other organizations such as the Region of Durham, other municipalities, federal and provincial agencies, the Brock Board of Trade, service clubs and with other clubs;
- Promote the efforts of the committee as it relates to economic development;
- Work in collaboration with other economic development advisory committee across north Durham;
- Maintain a positive profile which communicates that the Township of Brock is open for business;
- Ensuring that Council is provided with updates on the Committee's activities, including an annual report to Council or as requested.

### **4. Term**

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

### **5. Composition**

5.1 Council shall attempt to ensure that the Economic Development Advisory Committee is comprised of nine (9) voting members, appointed by Council, consisting of:

- One (1) representative from the Brock Board of Trade;

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- One (1) member of Council;
  - One (1) representative from the Brock Tourism Advisory Committee;
  - One (1) citizen member or a representative from a community organization;
  - Five (5) representatives from, but not limited to, the following sectors: manufacturing, agriculture, commercial, professional services, health, hospitality, technology and/or home-based business.
- 5.2 Depending on the level of interest expressed by individuals and the need to have representatives from different sectors as members, Council may, at its discretion, reduce or increase the number of Committee members.
- 5.3 When considering appointments to the BEDAC, Council shall also attempt to ensure representation from each of the wards of the Township.
- 5.4 The Mayor is a non-voting ex-officio member of the EDAC.
- 5.5 The Brock Board of Trade may appoint and alternate member to attend BEDAC meetings in the absence of the appointed BEDAC member.
- 5.6 Representatives from other organizations, including, but not limited to the Ontario Ministry of Agriculture, Food and Rural Affairs and the Durham Region Planning and Economic Development Department may attend as advisors to the Committee.

## **6. Staff Support**

- 6.1 Durham Region Economic Development and Tourism staff, specifically the Manager of Agriculture and Rural Economic Development and the Rural Program Coordinator, will assist with the following staff functions for the BEDAC:
- Organizing meetings, preparing agendas and providing content support.
- 6.2 Township staff, specifically the Clerks Assistant, will assist with the following staff functions for the BEDAC:
- Recording and distribution of minutes and policy advice

## **7. Membership Selection**

- 7.1 At the beginning of each Council term, 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.

- 7.2 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.
- 7.3 Council may also receive applications for membership and may appoint members to the BEDAC at any time throughout its term.
- 7.4 Upon receipt, staff shall review all expressions of interest, consider all candidates' qualifications, and make a recommendation to Council.
- 7.5 The Township of Brock Term Limits – Advisory Boards and Committees Policy shall be taken into consideration when selecting members to the BEDAC.
- 7.6 All persons appointed to the BEDAC shall attend a mandatory Advisory Board and Committee Training prior to their first meeting.
- 7.7 All members 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 that pertain to the BEDAC.

## **8. Chair/Vice-Chair**

- 8.1 A Chair, whose responsibility will be to chair the meetings in accordance with the Township's procedural by-law, shall be selected by the Committee at the start of each Council term and two years thereafter (each Chair shall be appointed for a two year period).
- 8.2 A Vice-Chair shall also be selected for the same term as the Chair and shall act as Chair when the Chair is absent or unable to fulfill his/her duties.

## **9. Meetings of BEDAC**

- 9.1 The Committee shall hold up to eight (8) meetings per year. A schedule of meetings shall be established on an annual basis by the Committee at the final meeting of each calendar year. Meetings shall be scheduled at a frequency established by the Committee that best addresses the workload and objectives of the Committee. In accordance with the requirements of the *Municipal Act*, notice of meetings shall be posted on the municipal website.
- 9.2 All meetings of the Committee shall be open to members of the public.

## **10. Quorum**

- 10.1 A quorum shall consist of a simple majority of appointed voting-members.

10.2 If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting will be cancelled and/or rescheduled.

## **11. Sub-Committees**

11.1 The BEDAC may form Subcommittees as may be necessary to address specific issues, studies or projects.

11.2 The purpose of a Subcommittee shall be to make recommendations on a particular issue to the BEDAC, or to assist with the implementation of an assigned project.

11.3 Subcommittees will be comprised of at least two (2) members of the BEDAC and at least three (3) outside members, as deemed necessary.

11.4 The Chairperson of a Subcommittee shall be a voting member of the BEDAC.

11.5 Minutes of Subcommittee meetings must be approved by the BEDAC.

## **12. Deputations**

12.1 Any person(s) wishing to appear before the Committee as a deputation must submit a written request to the Chair through the staff designate, advising of the topic or item to which they wish to speak.

12.2 All requests must be received at least one week prior to the meeting to ensure the delegation is included in the agenda.

## **13. Annual Work Plan & Budget**

13.1 Council and the BEDAC shall work jointly in developing an annual work plan. The allocation of fiscal resources necessary to implement the work plan shall be at the discretion of Council.

13.2 The BEDAC shall attend as a delegation before Council to present its accomplishments and work plan at end of each year. Additional reports or deputations to Council shall be provided, as required.

## **14. Attendance Policy**

14.1 Each member of the BEDAC shall assume an active role in the Committee's activities. After three (3) consecutive absences, the Chair or staff member shall follow-up with the absent member to determine the cause of the absences. Members who miss three (3) consecutive meetings without providing reasonable

cause and/or who are not fulfilling their respective responsibilities, as determined by the Committee, will be deemed to have forfeited their membership.

## **15. Conflict of Interest**

- 15.1 A conflict of interest may arise for Committee members when their personal business interests conflict with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the *Municipal Conflict of Interest Act* will apply to the Committee.

## **16. Reimbursement of Expenses**

- 16.1 It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services.
- 16.2 All Committee members are considered volunteer positions.

*\*Adopted by Council Resolution No. 34-9 on August 10, 2020.*