

## STAFF REPORT:



**REPORT TO:** Council  
**MEETING DATE:** January 10, 2011  
**REPORT NO.:** CEDC.11.01  
**SUBJECT:** Grey Bruce Regional Economic Development Partnership  
**PREPARED BY:** Lisa Kidd  
Communications and Economic Development Coordinator

### A. Recommendations

THAT Council receive Staff Report CEDC.11.01 entitled 'Grey Bruce Regional Economic Development Partnership' for information purposes; and

THAT Council appoint \_\_\_\_\_ to the Grey Bruce Regional Economic Development Partnership Advisory Committee for the 2011 year.

### B. Background

In 2009, the Corporations of the County of Bruce and the County of Grey formally recognized the need for a regional approach to economic development to enhance the sustainability of the region. At that time, they created the Grey Bruce Regional Economic Development Partnership (GBREDP) to act as a catalyst for the development and implementation of projects and initiatives to promote economic growth. The partnership is not-for-profit and is composed of a Board of Directors, an Advisory Committee and a Technical Advisory Group.

The Counties endeavour to make an annual monetary commitment, contingent upon County budget approval, in the amount of \$40,000 for the County of Bruce and \$45,000 for the County of Grey. This is based on a funding formula of \$5,000 per lower tier municipality.

The Grey Bruce Regional Economic Development Partnership Advisory Committee is composed of municipal representatives from the 17 municipalities in the County of Bruce and County of Grey.

The Partnership is currently seeking a representative from the Town of The Blue Mountains to serve as a member of the Advisory Committee.

Appointment of the local municipal Advisory Committee member must be made by Council.

Appointments may be either elected official or any individual (staff, business community, interested ratepayers, etc.).

For 2009/2010 the appointments to the Committee were the following:

Hanover: Bob White  
Owen Sound: Tom Pink  
Town of The Blue Mountains: Lisa Kidd  
West Grey: Dan Sullivan  
Southgate: Brian Milne  
Meaford: Rob Armstrong  
Georgian Bluffs: Carol Barfoot  
Chatsworth: Bob Pringle  
Grey Highlands: Stewart Halliday

Council is being asked to appoint a municipal representative to the Advisory Committee by resolution no later than January 28, 2011 (see Attachment 1).

It is anticipated that an Advisory Committee meeting will be held early in 2011. At that time elections to the Board of Directors for 2011 will also be held.

In the past there have been only two Advisory Committee meetings per year. The Partnership does not reimburse for mileage or other meeting expenses.

For additional information with respect to the Grey Bruce Regional Economic Development Partnership please see the Memorandum of Understanding (Attachment 2).

## **C. The Blue Mountains' Strategic Plan**

6.6 Implement processes for continuous improvement in the area of Economic Development

## **D. Environmental Impacts**

None.

## **E. Budget Impact**

The budget impact would be the cost of mileage for travel to meetings (approximately two per year), which funding is included in the draft budget for 2011.

## **F. Attached**

Attachment 1-Email from David Smith, dated November 17, 2010

Attachment 2- Memorandum of Understanding between the County of Bruce and the County of Grey

Respectfully submitted,

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Signature

For more information, please contact:

Lisa Kidd

[kidd@thebluemountains.ca](mailto:kidd@thebluemountains.ca)

519-599-3131 ext. 282

**Lisa Kidd**

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**From:** Lisa Kidd  
**Sent:** January 4, 2011 4:16 PM  
**To:** Lisa Kidd  
**Subject:** FW: Grey Bruce Regional Economic Development Partnership 2011

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**From:** David Smith [mailto:dsmith@brucecounty.on.ca]  
**Sent:** November 19, 2010 4:19 PM  
**To:** Mark Turner (E-mail); mdunlop@hanover.ca; Corrina Giles; pfettes@meaford.ca; loneill@owensound.ca; bhoffman@georgianbluffs.on.ca; cwatson@town.southgate.on.ca; clerks@greyhighlands.ca; wmoore@chatsworth.ca  
**Cc:** 'Bryan Plumstead (E-mail)  
**Subject:** Grey Bruce Regional Economic Development Partnership 2011

Hello

The Grey Bruce Economic Development Partnership Advisory Committee is composed of municipal representatives from the 17 municipalities in the County of Bruce and County of Grey.

Appointment of the local municipal Advisory Committee member must be made by Council.

Appointments may be either elected official or any individual (staff, business community, interested ratepayers etc.).

For 2009/2010 the appointments to the Committee were the following:

Hanover: Bob White  
Owen Sound: Tom Pink  
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Georgian Bluffs: Carol Barfoot  
Chatsworth: Bob Pringle  
Grey Highlands: Stewart Halliday

We request that the municipality confirm/reconfirm your municipal representative to the Advisory Committee by resolution No Later Than January 28, 2011 and if possible sooner.

Attached is the MOU for the Partnership for further information.

It is anticipated that an Advisory Committee meeting will be held early in 2011. At that time elections to the Board of Directors for 2011 will also be held.

In the past there have been only a couple of Advisory Committee meetings per year. The Partnership does not reimburse for mileage or other meeting expenses.

David Smith  
Senior Planner  
County of Bruce  
Tel: 519.881.1782

**Memorandum of Understanding  
between  
The County of Bruce and The County of Grey**

The Corporation of the County of Bruce and the Corporation of the County of Grey (the Partners) hereby affirm the recognition that a regional approach to economic development is important to improving the vitality and sustainability of our communities and further that by working together we can harness the potential of the region. To realize this vision will require leadership and purposeful actions that acknowledge the unique opportunities and challenges of the region.

The proposed identity for the two County region is the "Grey Bruce Regional Economic Development Partnership" (GBREDP). The Mission, Principles, Organizational Structure etc. for this Partnership as outlined below have been endorsed by the Partners.

**1.0 Purpose**

The purpose of this Memorandum of Understanding (MOU) is to establish a working arrangement between the Partners to create a new economic region.

- .1 This MOU affirms that the Partners agree on the importance of developing a sustainable approach to economic development, infrastructure, local capacity building, employment opportunities and skills development.
- .2 The main objective of the MOU is to establish the Partners as a strategic, integrated and globally competitive economic region.
- .3 This MOU establishes the framework for collaboration between the Partners.

**2.0 Mission**

- .1 The Grey Bruce Regional Economic Development Partnership will act as a catalyst for innovative, collaborative, projects that promote economic growth, prosperity and sustainability in the County of Bruce and the County of Grey.
- .2 The types of projects of particular interest to the Partnership are those that:
  - Involve and benefit more than one community or organization;
  - Accomplish long-term economic impact (e.g. increased employment, business retention and expansion, investment attraction);
  - Attract and retain a local labour force;
  - Build the capacity of Grey and Bruce Counties to facilitate economic development.

**3.0 Basic Principles**

- .1 The funding of the Partnership shall come from the County of Bruce and the County of Grey (see Section 8.0 'Funding Formula').
- .2 The Partnership shall be flexible enough to deal with other economic initiatives i.e., SWEA, that may take precedence in the future.
- .3 The Partnership shall undertake projects that are of identifiable 'benefit' to both the County of Bruce and the County of Grey.
- .4 Funding from this MOU shall not be provided for new or current staff, office expenses, per diems, travel expenses etc.
- .5 Multi-year Project funding will be acceptable but must be identified at time of Project selection (see Section 9.0 'Annual Project Funding').

**ORIGINAL**

- .6 The Chair of the Partnership shall report to the County of Bruce and the County of Grey as outlined in Section 5.5(h).
- .7 The regulations of Section 5.0 'Board of Directors' and Section 8.0 'Funding Formula' of the Grey Bruce Regional Economic Development Partnership shall only be amended by approval of the respective County Councils.

The Board of Directors may alter any other Section of this Agreement by a vote of five (5) or more members of the Board.

**4.0 Organizational Structure**

- .1 The benefits and drawbacks of incorporating the Grey Bruce Regional Economic Development Partnership as a Non-Profit entity shall be investigated.
- .2 The Partnership shall be composed as per Section 5.0 'Board of Directors'.
- .3 The Partnership shall file tax and other regulatory filings as required.
- .4 Permanent Board of Directors members shall be limited to senior County staff for any given fiscal/calendar year.
- .5 An Advisory Committee comprised of: i) a representative from each lower tier; ii) County of Bruce elected official; iii) County of Grey elected official; and iv) Community Future Development agencies serving the two Counties; will identify Projects that may be implemented by the Board of Directors. Five members of the Advisory Committee from Grey/Bruce lower tier municipalities will be selected at random from interested individuals to sit on the Board of Directors (see Section 5.0 'Board of Directors' and Section 6.0 'Advisory Committee').
- .6 A Technical Advisor Group comprised of invited Community Future Development Corporations, Provincial/Federal agencies, businesses etc. may assist in guiding the Board of Directors. The Technical Advisor group is not a member of the Board of Directors (see Section 7.0 'Technical Advisor Group').

**5.0 Board of Directors**

- .1 The Grey Bruce Regional Economic Development Partnership shall be governed by a Board of Directors derived from the following organizations and further outlined in Table 1:
  - 1 Permanent Board Member - County of Grey
  - 1 Permanent Board Member - County of Bruce
  - 5 Rotating (1 Yr .Term) Board Members - Lower Tier Municipal Representation

<b>Table 1 BOARD OF DIRECTORS</b>		
<b>Organization</b>	<b>Board Status</b>	<b>Number of Board Members</b>
County of Grey	Permanent Board Member	1
County of Bruce	Permanent Board Member	1
Five (5) rotating Members drawn from the Advisory Committee (one year term or can be re-selected for subsequent terms. See Article 6.9)	Rotating Board Members	5
<b>TOTAL</b>		<b>7</b>

.2 The Board of Directors shall be comprised of the following members:

- 1 x Chair (Permanent Board Member)
- 1 x Vice Chair (Permanent Board Member)
- 5 x Members (Rotating Board Member – 1 Yr. Term)

.3 Chair - Board of Directors

- a) The Chair shall be selected from one of the two permanent board members only: Grey County representative or Bruce County representative.
- b) The Chair shall rotate between the Grey County representative and the Bruce County representative at the end of a two (2) year fiscal or calendar period.

.4 Board of Directors - Responsibilities

The Board of Directors shall be responsible for:

- a) Consulting with the Advisory Committee on Potential Projects;
- b) Determining a method of ranking of Potential Projects to be used by the Advisory Committee;
- c) Final Selection of Project(s);
- d) Review and approval of Tenders, Request for Proposals (RFP), Expression of Interest (EOI) soliciting outside agencies/consultants to conduct tentative Project(s);
- e) Review of submitted Proposals and final selection of successful bids;
- f) Securing adequate Project Funding;
- g) Project tracking;
- h) Preparation of Annual Report;
- i) Holding an Annual General Meeting with the Advisory Committee.

.5 Chair - Responsibilities

The Chair and his/her Corporation are responsible for:

- a) Preparation of Requests for Proposal, Tender, or Request for Expression of Interest as per the Purchasing Guidelines of the Chair's Corporation. The preparation of 'Requests for Proposal', Tender, or 'Request for Expression of Interest' may be assigned to other Board Members;
- b) Review/analysis/ranking of submitted Requests for Proposal, Tender, or Request for Expression of Interest as per the requirements of the originating documents for final approval by the Board of Directors;
- c) Regulatory filings required for the fiscal/calendar year;
- d) Hosting all Board of Directors meetings (including attendant costs);
- e) Hosting the Annual General Meeting and all Advisory Committee meetings (including attendant costs);
- f) Signing authority for the Partnership for general documents;
- g) Payment of all invoices and expenses;
- h) Responsible for minutes of all Board of Directors meetings and all Advisory Committee meetings/Annual General Meeting;
- i) Review of all invoices and expenses with recommendations to the Board of Directors;
- j) Tracking of Partnership and Project budgets;
- k) Reporting to the Council of the County of Grey and the County of Bruce. The Chair shall Report to the Counties:
  - 1) at the time of preparation of annual County budgets; and
  - 2) at the conclusion of a Project to deliver findings; and
  - 3) when requested by a County.

.6 Vice Chair - Responsibilities

- a) Review and approval of Projects;
- b) Replaces Chair in Chairs absence;
- c) Assumes Chair position at end of two (2) year fiscal or calendar period;

- d) Duties as assigned by the Chair.
- .7 Member - Responsibilities
  - a) Review and approval of Projects;
  - b) May be requested to act as Project Manager for a Project (see Article 11.5);
  - c) Duties as assigned by the Chair.
- .8 Quorum - Board of Directors  
The Quorum for the Board of Directors shall be four (4) members and shall include the Chair or Vice Chair.
- .9 Rules of Order/Meetings - Board of Directors  
The Board of Directors shall operate under the procedural By-law of the Chair's Corporation.
- .10 Invoices and Expenses - Board of Directors  
All invoices and expenses are to be paid on behalf of the Partnership by the Chair's Corporation. A majority vote shall be required for the payment of all invoices and expenses.
- .11 Per Diems and Other Expenses - Board of Directors  
Members of the Board of Directors may only be paid per diems, or reimbursed for mileage or other costs directly from their respective home municipalities/corporations.

## **6.0 Advisory Committee**

- .1 The Advisory Committee shall consist of one (1) representative from each lower tier municipality (17 municipalities) plus one (1) representative from each of the following: County of Bruce, County of Grey, and the Community Futures Development Corporations serving Grey and Bruce.
- .2 A representative may be an elected official or appointed to represent the municipality.
- .3 The Board of Directors may invite other individuals, organizations, agencies, ministries, businesses etc. to provide input and advice to the Advisory Committee at the sole discretion of the Board.
- .4 An Advisory Committee meeting shall be held at the beginning of each fiscal or calendar year (or as determined by the Board of Directors) for the purpose of reviewing and ranking ideas for Potential Projects.
- .5 Potential Projects shall be submitted to the Chair of the Board of Directors for consideration by the Advisory Committee. Potential Projects may be circulated to representatives prior to the Advisory Committee meeting.
- .6 A submitted Potential Project must include as a minimum the following information:
  - Project Title
  - Project Description
  - How the Project is consistent with the Mission of the Partnership (see Section 2.0)
  - Benefit to the Grey/Bruce regional economy
  - Project Deliverables
  - Anticipated Costs
- .7 The municipality, individual, organization etc. proposing a Potential Project may be requested to present the proposal to the Advisory Committee.
- .8 The Advisory Committee shall identify top preferred Potential Projects by ranking the Potential Projects. The ranking exercise shall be limited to the members of the Advisory Committee.
- .9 The Board of Directors shall request that the Advisory Committee select five (5) lower tier municipal representatives to sit on the Board of Directors for a one (1) year term. If more than five (5) individuals express interest in serving on the Board of Directors, selection shall be by means of random draw.

Individuals desiring to sit on the Board of Directors for a subsequent one (1) year term shall be subject to the same selection procedure as outlined above.

## **7.0 Technical Advisor Group**

- .1 The Board of Directors may invite any individual or organization to provide input or advice in Board discussions, and/or advise the Board.

## **8.0 Funding Formula**

- .1 The Counties shall endeavor to make a monetary commitment (annual budget) to fund the Grey Bruce Regional Economic Development Partnership based on a cost of \$5,000.00 per lower tier municipality. The base funding shall be derived from the County levy. Therefore:

County of Bruce = 8 lower tier municipalities	= 8 x \$5,000.00	= \$40,000.00
County of Grey = 9 lower tier municipalities	= 9 x \$5,000.00	= \$45,000.00

- .2 Only the two (2) Counties shall be required to identify funding in their annual budgets as per Article 8.1 above or an alternative monetary commitment as agreed upon by the Counties:

County of Bruce	\$40,000.00
County of Grey	<u>\$45,000.00</u>
TOTAL	\$85,000.00

- .3 There shall be no funding for annual operating expenses for the Partnership. All expenses incurred in support of the project activities under this MOU i.e., per diems, travel expenses, salary, etc. are to be borne by the individuals' home municipality.
- .4 Funding may be 'transferred' from a County to the Project Administrator on a Project basis or the County may transfer all required annual funding at one time at the discretion of the County. An invoice for the total Project amount shall suffice.

## **9.0 Annual Project Funding**

- .1 Projects may be funded to the maximum budget available in any fiscal year (\$85,000.00).
- .2 Projects with anticipated funding requirements that are above the available funds in a fiscal year (\$85,000.00) would be dealt with as follows:
  - a) Project rejected;
  - b) Project is delayed until sufficient funds from the Counties is reserved;
  - c) Technical Advisor organizations could provide top-ups;
  - d) Funding from lower tier municipalities associate members could be requested;
  - e) Grant applications could be made;
  - f) Other funding opportunities as identified by the Board of Directors.

## **10.0 Final Project Selection – Board of Directors**

- .1 Final Project Selection shall only be undertaken by the Board of Directors.
- .2 Strong consideration shall be given to the results of the Advisory Committee rankings.
- .3 Board members may recommend alternative projects to those proposed/ranked by the Advisory Committee.
- .4 The Board of Directors shall have the right to alter any aspect of a Proposed Project as ranked by the Advisory Committee.

- .5 During Project Selection Board members shall have the following minimum information available:
  - Project Title
  - Project Description
  - How the Project is consistent with the Mission of the Partnership (see Section 2.0)
  - Benefit to the Grey/Bruce regional economy
  - Project Deliverables
  - Anticipated Project Costs
- .6 Selection of Final Projects shall be undertaken by resolution of the Board.
- .7 The Board shall have final approval authority for the granting of any contract.

#### **11.0 Project Management**

- .1 Any member of the Board of Directors or any other individual or organization may be requested to prepare a Tender, Request for Proposals (RFP), Expression of Interest (EOI) based on the results of the Boards selection of Project(s).
- .2 All Tendering, purchasing or preparation of a RFP, EOI, etc. shall follow the applicable guidelines of the Chair's Corporation.
- .3 An outside agency may be contracted to prepare a Tender, RFP, EOI etc.
- .4 The Board of Directors shall review and award contracts or the supply of services or goods in accordance with the applicable guidelines of the Chair's Corporation.
- .5 The Chair may appoint a Project Manager. A Project Manager may be a member of the Board of Directors (see Section 5.0) or may be a Technical Advisor to the Board of Directors. If assigned, a Project Manager may be responsible for:
  - a) Tracking progress of a Project(s);
  - b) Making recommendations to the Board of Directors for payment of submitted Project invoices;
  - c) First contact for contractors;
  - d) Duties as assigned by the Chair.
- .6 A successful agency or consultancy shall sign a contract with the Chair's Corporation on behalf of the Grey Bruce Regional Economic Development Partnership.
- .7 A County shall transfer funds to the Chair's Corporation as required for payment to the successful agency or consultancy.
- .8 The agency/consultant shall report to the Board of Directors and others as outlined in the contract.

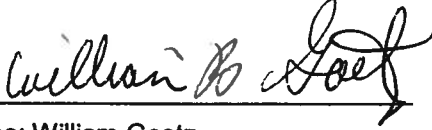
#### **12.0 Dissolution of Grey Bruce Regional Economic Development Partnership**

- .1 The Partnership shall be dissolved or reassigned:
  - a) At the request of either County. A County shall give six (6) months notice of intent to request dissolution; or
  - b) If any County fails to provide funding at the level agreed upon by the Counties for two (2) fiscal years.
- .2 All costs of dissolution or reassignment shall be borne equally by the two (2) Counties.

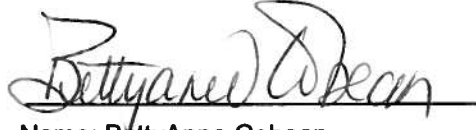
**13.0 Interim Board of Directors**

- .1 An interim Board of Directors comprised of one (1) representative from the County of Bruce and one (1) representative from the County of Grey shall be established until such time as an inaugural Annual General Meeting is held.
- .2 The interim Board of Directors shall have the full powers and duties of the Board of Directors excepting however the interim Board may not undertake Project Selection as per Section 10.0.

**Corporation of the County of Bruce**



Name: William Goetz  
Title: Warden



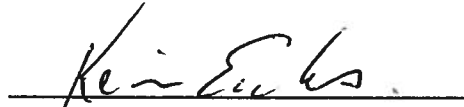
Name: BettyAnne Cobean  
Title: Clerk – Treasurer

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Signed this 14<sup>th</sup> day of AUGUST in the year 2009 in the Province of Ontario,

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**Corporation of the County of Grey**



Name: Kevin Eccles  
Title: Warden



Name: Sharon Vokes  
Title: Clerk – Director of Council Services

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Signed this 15<sup>th</sup> day of July in the year 2009 in the Province of Ontario,

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