



Economic Development Advisory Committee

TERMS OF REFERENCE

1. PURPOSE

The Economic Development Advisory Committee (EDAC) is an Advisory Committee of Council established to make recommendations to Council and provide insight into matters relating to the economic development and economic well-being of the Town of The Blue Mountains.

2. MANDATE

The mandate of the Town's EDAC is to:

- a) Be engaged, consulted, and comment as one common voice, and provide recommendations related to economic development matters;
- b) Provide a respectful forum for the exchange of ideas and action plans on programs and initiatives identified in the Town's Economic Development Strategy and provide insight when requested by Council relating specifically to economic development;
- c) When requested, consult and provide perspective on the potential review of Town policies, programs, and initiatives relating to economic development;
- d) Support and champion economic opportunities to encourage sustainability and prosperity within the community;
- e) Work in partnership with staff and local economic development partners including but not limited to the following list to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses;
 - The Blue Mountain Village Association;
 - The Blue Mountains Chamber of Commerce;
 - The Clarksburg Village Association;
 - The Blue Mountains Attainable Housing Corporation;
 - The Georgian Triangle Development Institute;
 - The South Georgian Bay Tourism;
 - The Small Business Enterprise Centre;

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- Agricultural and Rural Industries;
- Manufacturing Industries;
- Tech Industries;
- The Thornbury Business Improvement Area.

3. ACCOUNTABILITY

Where appropriate, the Advisory Committee will provide Council with recommendations on an as needed basis through reports to the Committee of the Whole. Council may request update reports at any time on specific projects or initiatives.

4. MEMBERSHIP/VOTING

The EDAC may have a composition of up to nine (9) members and comprised of three (3) members of Council and up to six (6) voluntary members, appointed by Council, as noted in the composition below:

Voting Members:

- a) Three (3) Members of Council (one member being appointed as Chair)
- b) Six (6) Members of the public at large
- c) Mayor as ex-officio (not counted towards Committee membership)

Where the Chair is not available to attend a meeting, the second member of Council shall assume the role of Chair for that specific meeting. Notice of the assumption of the Chair by one (1) of the other two (2) representatives of Council members assuming the Chair shall be made to the EDAC members as early as possible in advance of the meeting.

The Mayor as ex-officio is not counted towards quorum and therefore shall not be considered eligible to take on the role of the Chair for a meeting.

Openings for the membership shall be publicly advertised as appointment opportunities arise.

Voting members shall be eligible voters in the Town of The Blue Mountains (who meet elector qualifications outlined in the Municipal Elections Act) and have experience, expertise, and interest in the area of Economic Development are invited to apply.

Non-Voting Members:

- a) Department Directors and/or Managers, as requested by the Chair in consultation with the Town's Chief Administrative Officer
- b) Executive Assistant to Committees of Council

Members will:

- a) At all times of their membership on the EDAC the member shall be an eligible voter

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with the Town of The Blue Mountains for the purposes of their inclusion on the Town of The Blue Mountains' Voters list; and,

- b) Possess relevant experience, expertise, and/or has previous or current involvement in diverse field of economic development and relevant to The Blue Mountains; and,
- c) Commit to active and respectful participation in regularly scheduled meetings that may include evening-time meetings; and,
- d) Commit to significant preparation for meetings via agenda review including previous minutes and all documentation; and,
- e) Be prepared to meet with Council, and/or attend Council and Committee of the Whole meetings upon Council's request.

All EDAC members are expected to know and abide by relevant conduct policies of the Town. In addition, the following guidelines should be understood by EDAC members:

- a) Only the EDAC Chair can speak on behalf of the Advisory Committee;
- b) EDAC members shall not direct any messaging without the approval of the Chair;
- c) The EDAC Chair plays an important role in ensuring that a functional relationship with high integrity exists within the EDAC, with Council, with the public and with staff;
- d) Constructive and informative debate and opinion sharing can be a constructive part of the group decision-making process. However, when the debate becomes ongoing, inappropriate, unconstructive, or offensive, and before becoming a conflict, the Chair may need to intervene with an appropriate dispute resolution mechanism.

Members of the EDAC shall not be registered or have been previously registered on the Town's Lobbyist Registry.

It is the responsibility of the member to declare any affiliations and/or inclusion on the Town's Lobbyist Registry to the Town Clerk as soon as possible in writing.

5. QUORUM

Quorum for the EDAC, as per the standards of the Municipal Act 2001, is five (5) voting members, unless the public at large membership is less than six (6) deeming quorum to be set at half of the total appointed membership plus one (1) member and considered as the majority of appointed membership, which must include at least one (1) Council representative in the capacity of Chair, regardless of the total number of members in attendance.

The Council representatives appointed to the EDAC count towards quorum. The Mayor as ex officio does not count towards quorum but does have the right to vote and make motions.

It is the responsibility of Council representatives to ensure that a quorum of Council is not obtained during an EDAC meeting.

6. CLOSED SESSION

A Closed Session shall not be considered an option available to the EDAC.

7. SUB-COMMITTEES

The establishment of Sub-Committees shall not be considered an option available to the EDAC

8. REMUNERATION

No compensation shall be provided to members of the EDAC for their participation.

9. MEETING DETAILS, AGENDA, MINUTES, AND PROCEDURE

Meeting Frequency and Scheduling:

Meetings will be held virtually up to five (5) times per calendar year between January and the end of November at a time that is to be determined and scheduled at the Committee's first official meeting and will be for the duration of the Term of Council and approved by the Committee.

Additional meetings of the Committee may be called by the Chair, with a minimum of five (5) business days' notice, to address urgent matters. The determination of a matter being deemed urgent will be at the discretion of the Chair.

The Executive Assistant to the Committees of Council shall send out meeting invites to all EDAC members and post notice of the meeting to the Town's website.

Meeting Agendas and Quorum Deadlines:

The Call for Agenda Items will be circulated with the meeting invitation along with a deadline for quorum to be obtained.

Agenda items will be set by the Chair of the Committee in consultation with and under approval of the Manager of Communications and Economic Development. Members who wish to include an item on the Agenda shall contact the Chair for consideration.

If quorum is not obtained by the deadline indicated, the meeting shall be cancelled. In the event quorum is obtained by the deadline but the AGAC does not have quorum the day of the meeting within fifteen (15) minutes after the hour appointed the meeting shall be cancelled.

Meeting Location:

Meetings will be held virtually, are recorded and archived and available on the Town's Website. All meetings are open to the public to view virtually.

Procedure:

All meetings shall be conducted in accordance with Town's Procedural By-law.

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Minutes:

Minutes shall be approved by EDAC within ten (10) business days by email, or by motion at the subsequent EDAC meeting.

Minutes will be kept by the Executive Assistant to the Committees of Council who will distribute the minutes to all of Council in accordance with Town practice.

Terms of Reference:

The Terms of Reference is a living document and will be reviewed by the EDAC once per term of Council in the second year of the Term of Council and may be revised as required and approved by Council.

10. TERM OF ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

The EDAC will in effect until March 31, 2026 or otherwise determined by Council.

11. RELATED POLICIES AND TRAINING REQUIREMENTS

POL.COR.07.01 Accountability and Transparency of Town Actions to the Public

POL.COR.17.04 Accessibility Standards for Customer Service

POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards

POL.COR.18.08 Workplace Violence and Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

POL.COR.21.06 Code of Conduct for Members of Council, Local Boards and Advisory Committees

POL.COR.22.07 Respectful Public Interactions Policy

POL.COR.22.08 Frivolous, Vexatious or Unreasonable Complaints Policy

Town Procedural By-law

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)