

TOWNSHIP OF MAPLETON
ECONOMIC DEVELOPMENT COMMITTEE
TERMS OF REFERENCE

1. Purpose

The Economic Development committee is a Committee of Council established to fully engage the private sector businesses and residents of Mapleton Township in economic development initiatives.

2. Mandate

The committee shall advise Council on economic development initiatives, such as:

- Business attraction, retention and marketing programs and activities;
- Support and encourage existing businesses
- Economic Development ad campaign and marketing tools;
- Service/Commercial/Industrial sector attraction;
- Manufacturing retention and attraction;
- Competitiveness issues, policy and programs
- Providing leadership on local business partnership initiatives;
- Jobs Prosperity programs;
- Tourism
- Other issues as may be requested or assigned by Mapleton Township Council;

3. Meetings

- 3.1** It is anticipated that the Committee shall meet bi-monthly with additional meetings at the call of the Chair to address specific matters that have been referred for their input or may be time sensitive. Meetings will regularly be held 6 times a year on the Second Monday of the Month at 6pm.
- 3.2** Meetings are open to the public, the committee from time to time may invite resource persons to attend the meeting.
- 3.3** Quorum for a full Committee meeting will be 50% of the current membership plus one.

4. Membership and Responsibilities

The Economic Development Committee shall consist of 5+ members of the public, 1 members of township council, the Economic Development Manager, and the CAO at large appointed by Resolution of Council.

To the greatest extent possible, public representation will be multi-sectoral and include a representative from the following stakeholder groups:

- Commercial
- Industrial
- Agricultural
- Education
- Health & Wellness
- Creative Economy

4.1 Members shall be appointed for the term of Council.

4.2 A Chair for the EDPC will be elected by the members at least once per Council term and no more than annually. The election shall be recorded in the minutes of the Committee for approval by Council.

4.3 All members will be expected to devote some time between meetings to work on matters before the Committee.

4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.

4.5 By majority vote, the EDPC may recommend to Council, removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.

4.6 Municipal employees do not have voting privileges.

5. Agendas and Minutes

- 5.1** An agenda for the upcoming Committee meeting will be prepared by Staff and e-mailed to Committee members within one week in advance of their meeting.
- 5.2** Formal minutes of the Committee meeting will be prepared by Staff and e-mailed and/or mailed to Committee members two weeks following their meeting. These minutes will be considered draft until adopted by the Committee at their next meeting.

6. Reporting Relationship to Council

- 6.1** The majority of the committee's involvement and subsequent reporting will flow through the Township's Economic Development Manager and then to Council.
- 6.2** As Per Policy 6.3.7 Advisory Committees are to submit an annual report to Council by October 31st of each year.

7. Conflict of Interest

- 7.1** Committee members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter

8. Term of Office

The Term of Office shall be four years. The date of appointment coincides with the Council term.